

Macon County Elementary School

“NO EXCUSES, NO EXCEPTIONS”

Student/Parent Handbook



Mr. Marc Maynor, Superintendent
Dr. Caroline Carter, Assistant Superintendent

Mrs. Sheena T. Brown, Principal

Macon County Board of Education

Eugene Felton, Chairman
Mrs. Gail Spikes-Vice Chairman
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Message from the Principal



MACON COUNTY ELEMENTARY SCHOOL



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Oglethorpe, Georgia 31068
Phone 478•472•7221 • Fax 478-472•2591

Mrs. Sheena T. Brown, Principal

sbrown@macon.k12.ga.us

Assistant Principal

Instructional Coaches

Dr. G. McElroy

Mrs. L. Jackson

Mrs. Daniel, Counselor

Mrs. T. Mathis

Dear Students and Parents,

Welcome to Macon County Elementary School! The faculty and staff at Macon County Elementary School is committed to making our school a place where children feel safe, cared for and included. We believe that all children can succeed and that each student be nurtured so that their passion for learning and achieving continue throughout their lifetime.

This handbook was written to help you understand the procedures and programs at our school. Please read it together and discuss as a family. If you have any questions, please contact your child's teacher or me. We wish you a most successful school year.

We are so glad you are here!

Sincerely,

Sheena T. Brown

Sheena T. Brown

Administrative Faculty and Staff

Mrs. Sheena T. Brown Principal
Dr. George McElroy Assistant Principal
Mrs. Luquanda Jackson Instructional Coach
Mrs. Talisha Mathis Instructional Coach
Mrs. Lori Daniel..... Counselor
Mrs. Marsha Jefferson Secretary
Mrs. Julia Tookes.....Receptionist
Ms. Felicia King..... Data Entry Clerk

COVID-19 Policies/Protocols

Macon County School System is committed to the safety and well-being of its students, faculty, staff, and other members of the community during this time of the COVID-19 pandemic. In this effort, specific policies have been created. As with other policies in the Handbook, the School reserves the right to amend or remove these policies as circumstances warrant.

Daily personal symptom monitoring: Students, faculty and staff with symptoms (fever, cough, body aches, etc.) will be required to quarantine until a return to work/school is authorized under medical and public-health guidelines.

Social distancing: We are modeling social distancing in all aspects of campus life, including things like using larger spaces for classes, using hybrid in-person and remote teaching models and protocols for dining.

Wearing of facial coverings: We know that wearing facial coverings, along with social distancing, are among the most effective ways of minimizing the spread of the virus. All students, faculty, staff and guests on campus must wear facial coverings indoors and on all buses.

Above all else, the School is grateful for the cooperation and collaboration of our families. Together, we will do our best to maintain our close-knit and safe community working on or off campus to educate our students.

Our Handbook policies that cover how students behave toward each other, faculty, and staff are still in effect. Bullying, hazing, harassment, sexual harassment and misconduct and other behaviors prohibited by the School are still against the rules, even in a cyber-environment. In particular, adhering to the School's responsible use of technology policy is as important as ever. While it is not the school's intention to monitor students in all of their off-campus activities, the school may take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring outside of campus as long as the student is enrolled in the school.

Vision and Mission Statements

Macon County School System will provide a supportive learning environment that will inspire, empower, and nurture students to become productive, college and career ready citizens.

Vision and Mission Statements

Macon County School System Vision:

It is the vision of Macon County School System to be a world class school system that offers a rigorous, thriving and inspiring, educational environment.

Macon County School System Mission Statement:

Macon County School System will provide a supportive learning environment that will inspire, empower, and nurture students to become productive, college and career ready citizens.

Macon County Elementary School Vision Statement:

The Vision of the Macon County Elementary School is to become a school of excellence where all students are challenged and learning is valued.

Macon County Elementary School Mission Statement:

The mission of Macon County Elementary School is to successfully prepare all students for a higher level of learning.

School Motto:

No Excuses, No Exceptions

School Behavior and Discipline

Classroom Procedures

1. Enter classroom quietly and be seated.
2. Place all books in the tray underneath desk.
3. Have all materials (books, pen, paper, etc.) ready to begin work.
4. Begin morning work immediately.

Classroom Rituals and Routines

1. Be in class and seated on time.
2. Keep your hands, feet, comments and objects to yourself.
3. Listen and follow instructions the first time given.
4. Raise your hand for permission to speak or get out of your seat.
5. Bring required supplies to EACH class and ready to begin work.
6. Adhere to the teachers' classroom rules.

Hall Rituals and Routines

1. Walk on the right side of the hall.
2. No talking in the hall.
3. Go directly to your classroom – do not stop by the restroom or water fountain while changing classes.

Cafeteria Rituals and Routines

Students are expected to behave in the cafeteria in the same courteous manner as they would in the classroom.

1. Talk softly only to other students at your table.
2. Do not play with or throw your food.
3. Leave your table and floor clean.
4. Dispose of all straws, napkins, ice cream sticks, and food.
5. Be polite to the custodians, nutrition assistants and paraprofessionals.
6. Remain seated during your lunch period until a teacher comes to dismiss you.

Breakfast Procedures

1. Breakfast is served from 7:30 A.M. -8:00 A.M.
2. Kindergarten - Second graders should report to their classroom first before going to breakfast.
3. Third-Fifth graders should report to the lunchroom upon arrival to school.
4. Students in grades 3-5 who report to homeroom first will not be allowed to return to the lunchroom for breakfast.
5. Third-fifth graders should keep their book bags with them at all times.
6. **Car riders should arrive between 7:30 A.M. and 7:50 A.M. to eat breakfast.**
7. Breakfast ends at 8:00 A.M. daily unless a school bus is delayed.

Lunch Procedures

1. Students will eat in the cafeteria.

School Policies

Absences

The Georgia State Law on Compulsory Attendance states that every child between the age of 6 and 16 must attend school. It also states that any parent or guardian who has control of any child or children and “violates this law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not to exceed \$100 or imprisonment not to exceed 30 days, or both at the discretion of the court having jurisdiction. Each day’s absence from school in violation of this part shall constitute a separate offense”. All children enrolled for 20 school days or more in the public schools of Georgia prior to their sixth birthday are also subject to this law. The Macon County School System Attendance Protocol states students who have at least three (3) days of unexcused absences will be referred to the School Social Worker. If six (6) unexcused absences are accumulated, the School Social Worker may file a petition with the Macon County Juvenile Court for violation of the Compulsory Attendance Law. **A WRITTEN excuse is required for each absence. Failure to submit a written excuse will result in an unexcused absence. A student may make up all school work or assignments, including tests for excused absences after returning to school in the time and manner prescribed by the student’s principal. If the student fails to make up work within the prescribed time, the student will receive a zero for each assignment not completed. A student will not be penalized academically for all work made up during the time and in the manner prescribed. (Board Policy JB) The prescribed time allowed to make up missed assignments shall be 3 school days).**

Students are required to present a **written** excuse from a parent/guardian the first day back in school following any absence. The note must include the following:

1. Name and homeroom of student
2. Date(s) of absence(s)
3. Reason for absence
4. Phone number where parent or guardian can be reached
5. Parent or guardian’s signature
6. Students who are absent cannot visit the school on the day of the absence.

Children may be temporarily excused from school for the reasons specified in state law or Rules and Board Policy JB Student Attendance, included in this handbook

A student is absent from class if he or she misses one half of the class period. Work missed as a result of an unexcused absence may not be made up. This shall also include reporting to school tardy and leaving school early. Unexcused absences include but are not limited to the following:

- Oversleeping (student or family member)
- Missing the bus
- Baby sitting
- Joining family vacation outings
- Skipping school
- Cutting class
- Car trouble

- **Failing to bring parent note for absence.**

The teacher will permit the student to make up work within three (3) days after the student returns to school, provided the absence is approved for make-up work.

Students may not attend or participate in any school related club or sport event after school if they are absent from school that day. Students cannot be on campus on an absence day without permission of the school administrator.

Academics

Pre-K: The purpose of Georgia's Pre-K Program is to provide a minimum of 180 full days of high quality educational/instructional services to eligible four-year old children.

K-2: Literacy, Math, and Science/Social Studies Literacy Based

3-5: English/Language Arts, Math, Science, and Social Studies

Connection Classes: Each student will participate in one or two Connection class per nine-week period. The class will be either: P.E, Music, or Art.

Gifted Students: Students in all grades 1-5 may be served in the gifted program. The gifted program is considered as a special placement; therefore, we must go through a specific and legal process to nominate, test, and place students in the program. See Mrs. L. Daniel for information, to make referrals, and/or for suggestions about meeting their needs in their regular classes.

ESOL students: ESOL students will be served by Mrs. J. Daniels.

Address or Phone Changes

Inform the homeroom teacher immediately if there is a change of address or phone number. Accurate census data supports various school mailings and assists the nurse in case of emergency.

Awards Program

Awards programs will be held at the end of the year. However, students will be given awards based on academic achievement. The Most Improved Award may be earned for Academics or Conduct. An award will be given to each student who does not receive a Bus Disciplinary Referral during the 2021-2022 school year. An award will also be given to each student who does not receive a Classroom Disciplinary Referral during the 2021-2022 school year.

Books Bags

No rolling book bags will be allowed at school.

Breakfast

Breakfast is available to all students free of charge from 7:30 A.M. - 8:00 A. M. **Car Riders must be at school by 7:50 A.M. in order to eat breakfast at school.**

Bus Students

Missing the bus is not considered an excuse for tardiness or absence. Bus students may ride only the bus they are assigned to ride. Late bus students are not counted as tardy.

Students must submit parental notes in advance to an administrator for approval to ride another bus. The parental note must include parent/guardian's signature and a phone number to verify the note and the purpose for the bus change. **Phone calls for bus changes will not be accepted.**

After 3:30pm, please call the bus shop with any questions about transportation. (478) 472-6972

Car Riders

Car riders must be dropped off at the north hub. Parents are not allowed to walk their child/children down the hall after the first week, unless approved by the Principal. Car riders in the afternoon **must** be picked up on the fourth grade hall. After 2:20 P. M., students must be picked up with the car riders and may not be picked up at the front desk. This is to prevent congestion at the front of the school after 2:20 P. M.

Cell Phones

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone only if absolutely necessary. Students are allowed to carry cell phones to school. However, phones must be turned off and stored out of sight during school hours. Phones may not be used to talk, take pictures, play games, record or text during school hours, including recesses. Parent permission to carry a phone must be on file in the school office. If a student violates the cell phone policy, they will have the following consequences:

- First Infraction- Students will have their cell phone taken and locked up in the office until a parent can come to school to retrieve it.
- Second Infraction-Students will no longer be allowed to bring a cell phone to school.

Character Education

School instruction is an extension of home instruction. This year our students will be participating in a program that reinforces the values, ethics, and positive character development that our families instill at home. Topics such as respect, responsibility, pride, trustworthy and honesty are a few of the traits that will be modeled and reinforced throughout our school. The program is called "Life Skills".

College and Career Ready Performance Index (CCRPI)

The accountability process in Georgia is called the College and Career Ready Performance Index (CCRPI). The CCRPI is a comprehensive school improvement process.

Georgia Standards of Excellence (GSE)

The Georgia Standards of Excellence (GSE) provide a consistent framework to prepare students for success in college and/or the 21st century workplace.

Conference – Parent/Teacher

Communication between the parent and the teacher is most beneficial to the student's success. Parents should plan to meet with their child's teachers at least twice a year. Parents should always feel free to request a conference and may do so by calling the school's office at 472-7221ext. 3001. Parent conferences should be scheduled at least one day in advance of requested date.

Teachers will not be permitted to see parents during the school day unless an appointment is scheduled. Teachers are available for conferences during planning time and from 3:00p.m. – 3:30 p.m. daily. If necessary, another time may be arranged through the school counselor.

Conference – Parent/Principal

The principal is available to meet with the parents to discuss any concerns. However, most of the principal's day will be involved with classroom observations and curriculum concerns. Parents may call for an appointment.

Counseling

The goal of the Counseling Program is to provide students, parents, teachers, and administration guidance that will enhance the elementary school students' personal, social, and educational development. The counselor provides support, encouragement, and advice. The counselor concentrates on helping students understand themselves, their interests, and their traits so that they will be better able to make decisions about themselves and their future. Students are strongly encouraged to take advantage of assistance offered through the guidance office.

Criminal Prosecution – (See State Discipline Matrix)

In addition to the normal school discipline procedures to be followed under the Student Code of Conduct, misconduct which is also a felony under the laws of Georgia or the United States, or is a delinquent act which would be a felony if committed by an adult shall be reported to the Macon County Board of Education School Resource Officers.

Criminal conduct as listed below shall also be reported for investigation by the School Resource Officer:

- Fighting
- Battery (including sexual battery)
- Disrupting a Public School
- Misdemeanor Weapons Violations
- Disorderly Conduct (students and parents)
- Criminal Trespass
- Possession of drugs
- Loitering in a School Safety Zone
- Possession of Alcohol and Possession by Consumption
- Traffic Violations
- Misdemeanor Theft
- Damage to School Property (writing gang graffiti, etc.)
- Pulling a Fire Alarm

- Bomb Threats
- Inciting a Riot
- Unlawful Assembly
- Contributing to the Delinquency of a Minor
- Gambling

Except in cases where school safety is a concern, the foregoing criminal prosecutions shall normally be handled by means of a citation to appear in Municipal Court, the State Court of Macon County, or the Juvenile Court of Macon County.

Deliveries

No flowers, balloons, stuffed animals, or other gifts will be delivered to students during the school day. Students will be informed of other deliveries and may pick them up. We strongly discourage deliveries made to students at school. Balloons will not be allowed on the school buses due to safety concerns. **No deliveries will be accepted on Valentine's Day.**

Dismissal

School dismissal will officially be at 3:00 p.m. This does not, of course, prevent a parent from occasionally picking up his/her child from school for a valid reason. The emphasis here is on the word *occasionally*. Parents are not permitted to pick up their children between 2:10 P. M. and 2:40 P. M. unless the parent has a doctor's appt. card to verify an appointment for that day.

When picking up a child early, please call the front office. Teachers are not permitted to release any student until the office contacts them. Only parents or legal guardians will be allowed to pick up students from school. Anyone other than the legal parent/guardian who wishes to pick up a student or visit a student must be listed on the student's enrollment form. Under no circumstance will MCES allow anyone to pick up or visit a student without prior written permission of the legal parent/guardian. For the safety of our students, please be prepared to show a picture ID when picking up a student.

Dress Code

Research has shown that there is a direct correlation between student dress and student behavior. Every student must come to school appropriately groomed and dressed each day. All items concerning personal hygiene and dress must be taken care of before getting on the school bus and coming on campus. Appropriate corrective action will be taken for each student in violation of these rules. **Students with inappropriate grooming, clothes or shoes will not be allowed to attend classes or eat in the cafeteria. Students in violation of the Dress Code will be placed in In-School Suspension.** Pre-K students are not required to wear uniforms. They are required to follow the Dress Code for the safety of the students. Students are strongly urged to wear tennis shoes. In addition to the dress code, Macon County Elementary School has a School Board-approved Uniform Policy that **must** be followed by all students in grades K-5. (**See Uniform Policy**)

All Students

1. Shorts, skirts, and dresses should be of appropriate length
2. No oversized shirts

3. No oversized pants
4. No headgear: Headbands, wave caps, hats, bandanas, etc.
5. Pants must be worn on waist.
6. Shirts must be appropriately buttoned and tucked.
7. Belts must be worn with pants that have belt loops.
8. No large chains or medallions
9. No flip-flops/thong/beach shoes/athletic slippers or bedroom slippers.
10. All shoes must be appropriately fastened: strings tied/buckles fastened
11. Clothing underneath jackets/sweaters must meet dress code.
12. No clothing items with inflammatory, suggestive, or other inappropriate writing, advertisements, slogans or designs that promote alcohol, drugs, guns, gangs or sex.
13. Undergarments (t-shirts and underwear) must not be seen.
14. T-shirts or undershirts cannot be worn as outer shirts.
15. Hair must be neatly combed
16. No open splits above the knee
17. All crop/short shirts must be worn with a tucked t-shirt.
18. No halter tops, tube tops, backless shirts or tank tops (not even under an outer shirt)
19. Sundresses, spaghetti string tops or dresses must be appropriate
20. No shirts, tops, or blouses that permit midriff, cleavage or undergarments to show
21. Pants are not to be tucked inside of boots.
22. No form-fitting clothing will be allowed.
23. Solid colored matching socks

New styles, fads or items not specifically addressed may be prohibited, if deemed inappropriate by the principal or designee.

Field Trips

Field trips are an extension of the classroom. We request that parents who attend the field trips as a chaperone park in the two parking lots on the ends of the school and not in the front parking spaces.

Firearms, Explosives, Weapons

The possession or use of firearms, explosives, or weapons on campus will result in expulsion from school. In addition, students found in possession of a firearm, explosive, or weapon will be arrested. Students may not handle or pass on any weapon or explosive. A student *must* report all knowledge of weapon or explosive possession by another student to an administrator.

Food in School

Food, candy, and sodas are not allowed in class or in the halls. Cups, bottles, and glass containers are not allowed. Delivery of food and drink to students from establishments outside the school is **prohibited**. The selling of unauthorized food items will result in disciplinary action.

(Comprehensive Support Improvement) Formerly Focus School

Macon County Elementary School is a CSI School. This was determined by when the school ranks according to their three year CCRPI average, are among the lowest performing schools that represents 5% of all school eligible for identification.

Foul Language and Disrespect

Foul language to or disrespect for any faculty member, staff member, visitor, or another student will not be tolerated. A student should report incidents in class that could have led to disrespectful language toward a teacher. All students are required to stop when requested to do so. The correct full name must always be given.

Georgia Milestones

Students in grades 3-5 will take the Georgia Milestones Assessment. This test is also called the End-of-Grade Test. The test measures how well students have mastered the standards in Language Arts and Mathematics; 5th graders will be tested in Science as well as ELA and Math.

GKIDS

Students in Kindergarten are evaluated by their teachers on the Georgia Kindergarten Inventory of Developing Skills assessment. This is an on-going assessment throughout the school year.

Grading and Reporting

Students will be given a report card at the end of each nine weeks grading period. Midterm reports will go out at each mid-term. The following numerical scale will be used to grade student achievement:

A	90 – 100
B	80 – 89
C	70 – 79
Below 70	Failing

Gum Chewing

Gum chewing can cause a sanitation problem; therefore, there will be limited gum chewing at Macon County Elementary School.

Homework Policy

Homework is an extension of the classroom instruction. Homework should reinforce previously taught material. It should be meaningful and a part of each student's daily routine. Homework will be assigned in all subjects as needed. Teachers will work together to coordinate test dates.

Principal's Honor Roll & AB Honor Roll

1. To be listed on the Principal's Honor Roll, a student must make all A's in academic classes and all S's in all other areas.
2. To be listed on the AB Honor Roll, a student must make all A's and B's in academic classes and all S's in all other areas. **Student may not make any C's.**

Internet Usage

Students and teachers at MCES have the opportunity to use the Internet as a research and instructional tool. Before students will be allowed to use the Internet connection, each student and his/her parent/guardian must sign a permission slip provided by the school.

Penalties for Improper Use: Any user violating these guidelines or any other state or federal laws or classroom or school system policies is subject to lose access privileges at a minimum. Furthermore, disciplinary action and/or appropriate legal action may be imposed, up to and including in-school suspension or expulsion.

Library

The school media center operates to meet the needs of all students.

Medication

Medication to be administered in Macon County Elementary School must be brought directly to the nurse's office in the original prescribed container. The label should state the student's name, time and amount of prescribed dosage. In accordance with Board Policy JGCD, a student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct. The school nurse will dispense **all** medication. Teachers will not administer any type of medication to the students.

Nurse

Students will be allowed to use the services of the full-time nurse in the clinic only when they have a clinic pass written in ink, signed and dated by a teacher. No medication (including aspirin) is administered in the clinic unless prescribed by a doctor and/or accompanied by a signed, witnessed form from a parent/guardian. The nurse should be notified immediately of any serious illness, injuries, or pre-existing conditions.

Nutrition Program

The policy of the Board of Education for free and reduced price lunches shall be the policy required by the State Board of Education and the United States Department of Agriculture.

Breakfast and lunches are FREE; therefore, we encourage ALL students to participate in our School Nutrition Program.

Parent Resource Center

The Parent Resource Center (PRC) will be located on the north hub. The PRC will have a great deal of information for the parents in the resource center. We also have a parent resource center for the use of our migrant parents. Computers are available for the migrant parents' use in this resource center.

Parties-To Be Announce (TBA)

Three classroom parties are scheduled throughout the school year. They are Harvest, Christmas, and Valentine's. Parties are not to begin prior to 2:00 p.m. Parties for birthdays are not permissible. Parents may bring cupcakes for each student and the students may partake of these items during lunch. This should not include decorations. Surprise celebrations are not permissible. Students who receive classroom discipline referrals, according to the chart below, will not be allowed to attend the parties.

Harvest Party

- K-2 - 3 or more classroom discipline referrals will result in the student not attending the party.
- 3-5 - 2 or more classroom discipline referrals will result in the student not attending the party.

Christmas Party

- K-2 - 5 or more classroom discipline referrals will result in the student not attending the party.
- 3-5 - 4 or more classroom discipline referral will result in the student not attending the party.

Valentine's Day Party

- K-5 – 6 or more classroom discipline referrals will result in the student not attending the party.

Perfect Attendance

Perfect attendance means that a student is present in each class in its entirety every day that school is in session. To receive end-of-year recognition for perfect attendance, a student must not have any tardies, absences from any classes, or early dismissal from school. The only exception is for school related activities.

Pictures (TBA)

Promotion and Retention Policy (Please see pages 83-90)

Parent Teacher Organization (PTO)

A school PTO – Parent/Teacher Organization – is organized each year. We encourage all parents to take an active part in this organization. All meetings will begin at 6:00 p.m. PTO dues are \$5.00 per year.

Restrooms and Hall Rules

All students are required to adhere to the following rules when using the restrooms and/or walking in the halls.

1. No running or horseplay (keep hands to self, off others, and displays).
2. Walk on the right side of the hall.
3. Students must have a hall pass at all times.
4. Keep area clean (paper towels in trash, no marking on walls or doors, etc).

Section 504

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

School Property

A student found destroying, marring, or defacing school property will be expected to repair the property and/or to pay the cost of repairing or replacing the property. Stolen books/laptops are the responsibility of the student. All books/laptops will be replaced at the full, original purchase price.

School Resource Officer (SRO)

The purpose of the School Resource Officer is to promote and instill a safe environment in and around school, and to create and encourage, through every means possible, desirable behavior on the part of the youth in the community.

The primary responsibility of the SRO will be to deal with all law enforcement problems that may arise within the school or the school’s jurisdiction. It is intended, that in the absence of an emergency, the SRO will be the first person called by the school officials when a “police officer” is needed. The SRO will investigate criminal activity, take reports, make arrests when appropriate, and provide the initial investigation and documentation on issues reported through the schools.

School Supplies

Students are required to have their own materials, notebooks, paper and pencils as prescribed by the teacher. Students are not permitted to bring “white out” to school nor are they permitted to use “white out” during school.

Selling Items on School Property

Students are not to sell any items, consumable or non-consumable, while on school property without approval from the principal. Only school-sponsored organizations have permission to conduct fund raising activities with the principal’s approval. Items will be confiscated and kept by the office if sold illegally.

Social Security Numbers

Your child’s social security number is needed for the school’s permanent records. If you do not wish to report it, a form must be submitted waiving the request.

Student Address & Telephone Number

It is important that the school has your current address and TELEPHONE NUMBER. If you have a private number, we will keep it confidential, but we need your number in case of an emergency. If you move, please let us know your new address. We also need the name and telephone number of an emergency contact person if the parent/guardian cannot be reached. (Remember that the hospital will not treat your child without your permission).

Summer School

Student that participate in summer school will follow the same code of conduct in consistent with the regular school day. The principal/designee has the authority to withdraw students from *after school/summer school* for chronic behavior or absences.

Suspension

Suspension from school is given for severe rule infractions. Suspension is an unexcused absence. Students are **not** allowed to make up missed assignments, including tests, while suspended. Students will receive zeros for all missed assignments for unexcused absences. Students are responsible for any in-school suspension class work or homework during this time. *No suspended student may come on the campus or participate/attend in any Macon County School System activities or programs during his/her suspension dates.*

The In-School Suspension (IN-SCHOOL SUSPENSION) program is a structured, well-disciplined classroom setting for students who violate rules and regulations of Macon County Elementary School. These students are removed from the total student population and are given daily assignments by their classroom teachers. IN-SCHOOL SUSPENSION is a very worthwhile part of the total school program. It does not deprive the student the opportunity to participate in the learning process but it does stress that self-discipline is required of all students.

The Out-of-School Suspension (OSS) program is conducted on a homebound basis. The OSS students serving this punishment are responsible for all assignments missed while on suspension. *Suspension is an unexcused absence. Students are not allowed to make up missed assignments, including tests, while suspended until the parent comes in for a conference in reasonable time.* Students will receive zeros for all missed assignments for unexcused absences. Students are responsible for any in-school suspension class work or homework during this time. No suspended student may come on the campus.

Before a student is allowed to return to school from OSS, a parent must come to the school for a conference with teachers, administration, and the student.

Telephone Messages

Students will not be allowed to use the school telephone for personal business. In case of emergency, the secretary will call for the student. Messages for students will be accepted in case of emergency. It is greatly appreciated when parents refrain from calling their children or the teacher out of the classroom during school hours for telephone calls. However, allowances are made in time of emergencies.

Testing

The most important purpose of testing is to assist students with their individual needs. Students learn at different rates, therefore, tests are instruments used to find their strengths as well as their weaknesses. It is our belief that test results lead to better instruction. We further believe that parents, as well as students, can benefit from the assessment of students' needs and can work cooperatively toward improvement. The school, parents, and students need to make a concerted effort to make the best of all test results.

Textbooks

All textbooks are the property of the school. Textbooks are to be kept clean. Textbooks are the responsibility of the student. Students are required to pay for lost or damaged books based on the state textbook prices.

Toys and Communication/ Electronic Devices

Toy guns or knives will be considered weapons and can result in a referral to a Disciplinary Tribunal Hearing. They will not be allowed campus for any reason.

All communication/ electronic devices should be left at home. They will not be allowed in class or at school events without a permission slip from the office. These items will be confiscated: radios, cassette recorders, cameras, skateboards, squeeze bottles, baby bottles, stuffed animals, body alarms, sports cards, dragon ball Z cards, pacifiers, baseball bats, sand poppers, fidget spinners, electronic games, or any other games of those nature are not permitted at school. Not only do they disrupt class, but they could be lost or stolen. These items are permitted at school only with permission from the administration.

Those items that interfere with classroom instruction will be confiscated by the teacher and turned in to the office. Parents may make arrangements to pick them up from the office. Otherwise, items will be returned to students on the last day of school. **THE SCHOOL WILL NOT BE RESPONSIBLE IF ANY OF THE ARTICLES ARE LOST OR STOLEN.**

Visiting School (TBA)

Parents are always welcome and encouraged to come to the school to visit your child's classroom and school to get acquainted with the teacher. We request that parents arrange an appointment at least a day ahead of time.

1. All visitors **must** report to the office upon entering the building.
2. All visitors must have a **Visitor's Pass** before they will be allowed to visit any part of the school building. All visitor's passes are color coded to specific areas of the school. Visitors in a different area of the school other than specified by the pass will be asked to leave the campus. All visitor's pass must be worn as to be easily visible. Visitors that are not authorized are loitering and are considered trespassing.
3. Visitors may not interrupt instructional time.
4. Parents are asked not to visit in the classroom between 7:30 and 8:15.
5. Parent conferences are scheduled during the teacher's planning time or at 3:00. Please schedule the conferences with your child's teacher or through the front office.
6. Parents will not be allowed to go to the classroom(s) following special events at the school. (Ex: graduation, field day, etc.)

7. Special events will be determined by the principal. This is solely for the students' protection.

Withdrawals

Any student withdrawing from school must complete a withdrawal form provided by the school secretary. **Only the parent(s) that enrolls the student may withdraw the student.** All books, materials, dues, and other obligations must be cleared before records can be completed and released.

1. Parents are required to notify the school in advance if a student is withdrawing or transferring to another school.
2. Each teacher, the counselor, the media specialist, and the principal must sign the withdrawal form.
3. All books must be turned in at the time of withdrawal.

Code of Conduct

It is the purpose of the Macon County Board of Education to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of the individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- * At school or on school property at any time;
- * Off school grounds at any school activity, function or event and while traveling to and from such events;
- * On vehicles provided for student transportation by the school system and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Major offenses including, but not limited to, drug and weapon offenses can lead to school being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16 Unsafe School Choice Options.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual misconduct and crimes for which a minor can be tried as an adult.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures. *The principal has the discretion to increase the punishment for a student, or decrease the punishment as appropriate and according to the severity of the situation in question.*

Authority of the Teacher

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

Each teacher shall comply with the provisions of O.C.G.A. 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parents or guardian of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parents or guardian has received the written notification, including information as to how the parents or guardian may contact the principal or designee.

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences.

Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- * Warning and/or Counseling with a School Administrator or Counselor
- * Loss of Privileges
- * Time Out
- * Temporary Removal from Class or Activity
- * Notification of Parents
- * Parent Conference
- * Corporal Punishment
- * Detention
- * Temporary Placement in an Alternative Education Program
- * Short-term Suspension
- * Referral to a Tribunal for Long-term Suspension or Expulsion
- * Suspension or Expulsion from the School Bus
- * Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Macon County Board of Education policies.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended, the student's parents will be notified if possible.** School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules or is in possession of evidence that the student broke the law or violated school rules. Student vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents.

Cellphones/multimedia/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated.

- **Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant**
- **Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol**
- **Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug**
- **Possession or use of a weapon or dangerous instrument:** A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.
- **Assault, including threats of bodily harm and/or sexual assault, of teachers, administrators, other school personnel, other students, or persons attending school-**

related functions: Immediate suspension and automatic referral to a disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

- **Battery, including sexual battery, of teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.
- **Disrespectful conduct, including use of vulgar or profane language toward teachers, administrators, other school personnel, other students, or persons attending school-related functions**
- **Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.**
- **Possession or use of tobacco in any form; a juvenile complaint will be filed against any student in possession of tobacco products**
- **Damaging or defacing personal property or school property (vandalism)**
- **Theft**
- **Extortion or attempted extortion**
- **Possession and/or use of fireworks or any explosive**
- **Activating a fire alarm under false pretenses or making a bomb threat**
- **Insubordination, disorderly conduct, disobeying school rules, regulations, or directives; disobeying directives given by teachers, administrators, or other school staff**
- **Classroom and school disturbances**
- **Violation of school dress code**
- **Use of profane, vulgar, or obscene words or indecent exposure**
- **Possession of pocket pager, cell phone or electronic communication device, except for health or other unusual reasons approved by the board of education.**
- **Inappropriate public displays of affection**
- **Gambling or possession of gambling devices**
- **Moving and non-moving driving violations**
- **Giving false information to school officials**
- **Cheating on school assignments**
- **Unexcused absence, chronic tardiness, skipping class, leaving campus without permission**
- **Bullying:** Georgia law mandates that upon a tribunal finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

- **Inciting, advising, or counseling of others to engage in prohibited acts.**
- **Willful and persistent violation of the student code of conduct.**
- **Criminal law violations:** A student whose conduct off campus could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process may be subject to disciplinary action, including in-school suspension, short-term suspension or referral to a disciplinary tribunal.

Definition of Terms

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike)

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting)

Bullying: : In accordance with Georgia law, bullying is defined as (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: Causes another person substantial physical harm within the meaning of the Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student's education; (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or Has the effect of substantially disrupting the orderly operation of the school

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyber-bullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in the purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: The current dress code is explained in the student handbook.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stand to win or lose something of value.

Harassment: Any behavior based on a student's race, national origin, religion, sex, or disability that is unwelcome, unwanted, and/or uninvited by the student. Such behavior by students and employees is strictly prohibited. See Sexual Harassment

In-School Suspension: Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

Sexual Harassment: Sexual harassment as defined in the Federal Regulations implementing Title IX of the Education Amendments of 1972 means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

“Sexual assault”- an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

“Dating Violence”- sex-based violence committed by a person-

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship;or

“Domestic Violence”- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

“Sex-based Stalking” - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (A) fear for his or her safety or the safety of others; or
- (B) suffer substantial emotional distress

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

System’s Early Intervention Program for Student and Parent: This early intervention program is for youth ages 12-18 and their parents/guardians. First offenders for possession or use of alcohol or other intoxicants may be offered the opportunity to attend the Substance Use Prevention Education Resource (SUPER) program.

Theft: The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons: See Rule 5.

Student Support Processes

The Macon County Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans etc.

Parental Involvement

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend the conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both.

After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

Students assigned to the Alternative School, in-school suspension or suspended from school shall not participate in any school activities.

Students assigned to the Alternative School will not return to regular school until positive behavior changes occur.

It is the policy to the Macon County School District that racial, sexual, or other forms of harassment or discrimination are strictly forbidden. Any student or employee who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon his or her race, color, religion, national origin, age disability or sex should promptly report the same to the principal of his or her school or the appropriate coordinator, who will implement the Board's discriminatory complaints or harassment procedures. The Title VI and Title IX Coordinator is Mr. Marc Maynor, Assistant Superintendent and the Section 504 and Americans with Disabilities Act Coordinator is Dr. Carolyn Carter, Special Education Director. Students may also report harassment or discrimination to their school counselor. Students and employees shall not be subjected to retaliation for reporting such harassment or discrimination.

False Allegations Toward Teachers, Administrators

Falsifying, misrepresentation, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student will follow the Professional Standards Commission mandated reporting and investigation process, as shown below.

If it is determined through the state mandated process established pursuant to state law that a complaint against a teacher, administrator, or other school employee is unsubstantiated and without merit, the local school system shall, at the request of the aggrieved party, submit a written statement to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee.

A reasonable consequence for falsifying unsubstantiated allegations toward a teacher, administrator, employee, or another student will be administered by the administration pursuant to board policy

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct by an Employee

- (i) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- (ii) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral

report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

- (iii) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human resources, or, in the absence of such agency, to an appropriate police authority or district attorney.
- (iv) Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall
- (v) Make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Misconduct

Misconduct is the conduct, which interferes with the maintenance of good order and discipline in the schools, and negatively affects the moral and good conduct of students.

Acts of misconduct include, but are not limited to:

- * Violation of Student Code of Conduct
- * Bringing a firearm to school
- * Violations of the criminal laws of this state regarding drugs and alcohol or coming to school or a school-sponsored or school-related activity under the influence of drugs or alcohol
- * Verbal and physical misconduct, including, but not limited to, causing bodily harm, threatening bodily harm, extortion, insubordination, coercion, fighting, sexual harassment or abuse, obscene language or gestures, either oral or written, theft, deceit, disrespect for the rights and property of others, vandalism, and acts which are punishable as a felony under the laws of Georgia or the United States if committed by an adult

Misconduct shall be punished by expulsion for at least one year if a student:

- * Brings a firearm to school or a school-sponsored or school-related activity
- * Engages in an act of misconduct which, if committed by an adult, would be punishable as a felony under the laws of Georgia or the United States
- * Commits any other act which, in the judgment of school administrators, is like to result in material and substantial interference with the rights of all students to learn in a safe and healthy environment

Misconduct, which may be punishable by out-of-school suspension, includes:

- * Violations of the Student Code of Conduct, which are, in the opinion of school administrators, serious violations
- * Verbal or physical misconduct as defined above, which, in the opinion of school administrators, is serious
- * Being in school, on school grounds, or on a school-related or school-sponsored activity while under the influence of drugs or alcohol

Other acts of misconduct, which are less serious than those which would justify expulsion or suspension, may be punished by school administrators in their discretion and pursuant to school district policy by detention, probation, corporal punishment, in-school suspension, or by removing student privileges such as the right to participate in extracurricular activities sponsored or promoted by the school, or by other punishment as may be determined appropriate by the principal.

*** If Corporal Punishment is issued-A parent must come to the school and fill out a form in the presence of the principal, and the parent will receive a copy. The principal will notify the parent before corporal punishment is issued to their child. If the parent is not in agreeance with their child receiving corporal punishment, then their child may receive disciplinary action at the principal's/designee's discretion.**

While effort will be made to use parent conferences, in-school suspension, or order to avoid having to suspend students in grades PreK-5, there are some offenses that require immediate suspension. Students in grades PreK-5 who have committed a suspension offense (excluding those that must be recommended for expulsion) will be disciplined according to the Student Discipline Handbook.

Criminal Prosecutions

In addition to the normal school discipline procedures to be followed under the Student Code of Conduct, misconduct which is also a felony under the laws of Georgia or the United States, or is a delinquent act which would be a felony if committed by an adult shall be reported to the Macon County Board of Education School Resource Officers.

Criminal conduct as listed below shall also be reported for investigation by the School Resource Officer:

- * Fighting
- * Battery (including sexual battery)
- * Disrupting a Public School
- * Misdemeanor Weapons Violations
- * Disorderly Conduct (students and parents)
- * Criminal Trespass
- * Possession of Drugs
- * Loitering in a School Safety Zone
- * Possession of Alcohol and Possession by Consumption

- * Traffic Violations
- * Misdemeanor Theft
- * Damage to School Property (writing gang graffiti, etc.)
- * Pulling a Fire Alarm
- * Bomb Threats
- * Inciting a Riot
- * Unlawful Assembly
- * Contributing to the Delinquency of a Minor
- * Gambling

Except in cases where school safety is a concern, the foregoing criminal prosecutions shall normally be handled by means of a citation to appear in Municipal Court, the state Court of Macon County, or the Juvenile Court of Macon County.

Student Offenses and Discipline Procedures

K-5

The following disciplinary measures may be imposed at the discretion of the principal or his designee. The disciplinary measures will be imposed in a progressive manner depending on the severity of the offenses and the number of occurrences. A citation may also be issued for infractions of the rules.

Rule 1 - DISRUPTION AND INTERFERENCE WITH SCHOOL

No Student Will:

Block the entrance or exit of any school building or property or room thereof so as to deprives others of access thereof;

Prevent or attempt to prevent the convening or continued functioning of any school, class, activity, or lawful meeting or assembly on the school campus;

Prevent students from attending a class or school activity;

Continuously and intentionally make noise or act in any manner as to interfere seriously with the teacher's ability to conduct the class;

Speak loudly and boisterously in the halls or classrooms;

Urge, encourage or counsel other students to violate any of the preceding paragraphs of this rule.

Possible consequences that will be taken:

K-2

1st offense * Parent notification, counsel by administrator, or corporal punishment

**2nd offense * Parent notification, counsel by principal, 1 day IN-SCHOOL
SUSPENSION**

3rd offense * Parent conference, 3 days IN-SCHOOL SUSPENSION

4th offense * Parent notification, out-of-school suspension or corporal punishment

3-5

**1st offense * Parent notification, counsel by principal, 2 days IN-SCHOOL
SUSPENSION, or corporal punishment**

**2nd offense * Parent conference, 3 days IN-SCHOOL SUSPENSION, suspension, or
corporal punishment**

3rd offense * Parent notification, 1 day Out-of-School Suspension

**4th offense * Parent notification, 3 days out-of-school suspension or corporal
punishment**

**Rule 2 - THEFT, DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY OR
PRIVATE PROPERTY**

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds. This shall include:

Willful and malicious destruction of and/or threat to destroy school property including such action as the use of threats or bombs, explosives, setting fires, and the deliberate and serious destruction of school property;

Willful and malicious vandalism of public or private property while student is under school supervision;

K-2

1st offense * Parent notification and restitution, or corporal punishment

**2nd offense * Parent notification, restitution 3 days in-school suspension, or corporal
punishment**

**3rd offense * Parent notification, restitution, 5 days IN-SCHOOL SUSPENSION,
corporal punishment**

3-5

1st offense * Parent notification, restitution, 2 days suspension, or corporal punishment

2nd offense * Parent notification, restitution, 3 days suspension, or corporal punishment

3rd offense * Parent notification, restitution, possible corporal punishment, 3 days out-of-school suspension, possible referral to Disciplinary Tribunal Hearing

Note: Rules Nos. 3, 4, 5, and 6 (Assault, Fighting, Possession of Weapons, and Possession of Drugs) are serious offenses.

Rule 3 - ASSAULT ON A SCHOOL EMPLOYEE

A student will not assault or attempt to assault a school employee:

On the school grounds during and immediately before or immediately after school hours;

On the school grounds or any other time when the school is being used by a school group;

Off the school grounds at a school activity, function, or event, or in route to and from school and at school bus stops.

K-5

1st offense *Parent notification and referral to Disciplinary Hearing Tribunal and possible referral to law enforcement.

Rule 4 - ASSAULT ON A STUDENT/FIGHTING

A student shall not do bodily harm to any person:

On the school grounds during and immediately before or immediately after school hours;

On the school grounds at any other time when the school is being used by a school group;

Off the school grounds at a school activity, function, or event or, in route to and from school and at school bus stops.

A student shall not take any action, (verbal or physical) that in any way instigates other students to fight.

K-2

1st offense * Parent notification, investigation by principal, 2 days IN-SCHOOL SUSPENSION, or corporal punishment

2nd offense * Parent notification, 1 day OUT-OF-SCHOOL SUSPENSION, or corporal punishment

3rd offense * Parent notification, referral to SST, 3 days out-of-school suspension and/or corporal punishment

3-5

1st offense * Parent notification, 3 days out-of-school suspension and/or corporal punishment, referral to counselor

2nd offense * Parent notification, 5 days out-of-school suspension and/or corporal punishment

3rd offense * Parent notification, 10 days out-of-school suspension, referral to SST, or corporal punishment, referral to a Disciplinary Tribunal Hearing

Rule 5 - WEAPONS -BOARD POLICY JCDAE

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district.

Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to ISS, up to 10 days OSS and/or possible Referral to a Tribunal Hearing for expulsion/Referral to Law Enforcement, depending on the severity of the incident.

Reporting Requirements

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph 1, is involved in an assault using a weapon as defined in paragraph 2, or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

Rule 6 - ILLEGAL DRUGS AND ALCOHOL

A student shall not possess, sell, use, distribute, or be under the influence of any prohibited drug to include: alcohol, narcotics, depressions, stimulants, hallucinogens, amphetamines, barbiturates, or any intoxicant of any kind. Proper use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule. The possession, use, sale or transmission of alcoholic beverages, any drug, whether legal or illegal, or any substance, which is represented to be, or which reasonably appears to be alcoholic beverages or any drug is prohibited. Any student bringing prescription or over-the-counter medication to school must follow the procedures required by school policy. Failure to follow these procedures will result in the student being in violation of this rule and subject to punishment.

This rule applies for all students:

On the school grounds before, during and after school hours, or at any other time at any other time when the school is being used by any school group;

Off the school grounds while in attendance at a school activity, function or any other school related event; or

Engaged in travel to and from school.

Student violators shall be reported to the appropriate law enforcement agency, and will be subject to the following penalties as prescribed by policy:

K-5

1st offense * Parent notification, minimum out-of-school suspension for ten (10) days* and all school related school sponsored activities. The ten days of suspension shall be unexcused absences, and no makeup work shall be provided. Principal may refer to Disciplinary Hearing Tribunal.

2nd offense * Parent notification, out-of-school suspension for ten (10) school days and suspension from all school related or school sponsored activities for the remainder of the school year. The ten days of suspension shall be unexcused absences, and no makeup work shall be provided. Principal may refer to Disciplinary Hearing Tribunal.

3rd offense * Parent notification, the minimum is suspension out of school for a period of ten (10) days. This offense may be grounds for permanent expulsion from the Macon County School System. Referral to Disciplinary Hearing Tribunal.

*A student suspension may be reduced at the discretion of the administration if a student seeks and obtains treatment from an approved intervention or treatment program. The principal or designee will furnish information to the student or the student's parent or guardian regarding approved intervention and treatment programs.

Note: If less than the number of suspended days remain in the completed grading period, the suspension will continue into the next grading period.

Rule 7 - SMOKING, POSSESSION, OR USE OF ANY TOBACCO PRODUCT

K-2

1st offense * Parent notification, counseled by principal, or corporal punishment

2nd offense * Parent conference, 3 days IN-SCHOOL SUSPENSION, or corporal punishment

3rd offense * Parent notification, 1 day out-of-school suspension or corporal punishment

3-5

1st offense* Parent notification, counseling by principal, 3 days IN-SCHOOL SUSPENSION or corporal punishment

2nd offense* Parent notification, 5 days IN-SCHOOL SUSPENSION or corporal punishment

3rd offense* Parent notification, 5 days out-of-school suspension, or corporal punishment

4th offense* Parent notification, 10 days out-of-school suspension, referral to SST, or corporal punishment

Rule 8 - DISRESPECT OR REFUSAL TO FOLLOW COMMANDS

- Refuse to identify himself/herself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel;
- Rude and disrespectful behavior;
- Refusal or failure to carry out instructions of staff member;
- Disruption of classroom instruction;
- A student shall not fail to comply with reasonable directions or commands of teachers, paraprofessional, principals, school bus driver, or other authorized personnel when:

On the school grounds during and immediately before or immediately after school hours;

On the school grounds at any other time when the school is being used by a school group;

Off the school grounds at a school activity, function, or event, or enroute to and from school and at school bus stops.

K-2

1st offense * Parent notification, counseled by teacher, principal, or corporal punishment

2nd offense * Parent notification, 2 IN-SCHOOL SUSPENSION, or corporal punishment

3rd offense * Parent notification, 1 day out-of-school suspension, referral to SST, or corporal punishment

3-5

1st offense* Parent notification, 5 days in-school suspension or corporal punishment

2nd offense* Parent notification, 3 days out-of-school suspension, or corporal punishment

3rd offense* Parent notification, 5 days out-of-school suspension, referral to SST, or corporal punishment

4th offense* Parent notification, 10 days out-of-school suspension, possible referral to Disciplinary Hearing Tribunal, or corporal punishment

RULE 9 - USE OF PROFANE, VULGAR, OR OBSCENE WORDS, GESTURES OR RACIAL SLURS, POSSESSION OF PORNOGRAPHY

Directed towards staff members, directed toward student or in general conversation.

K-2

1st offense * Parent notification, counseled by teacher and principal, or corporal punishment

2nd offense * Parent notification, counseled by principal, 2 days IN-SCHOOL SUSPENSION, or corporal punishment

3rd offense * Parent notification, counseled by principal, 1 day out-of-school suspension and/or corporal punishment

3-5

1st offense * Parent notification, counseled by principal, 3 days IN-SCHOOL SUSPENSION, or corporal punishment

2nd offense* Parent conference required, 5 days IN-SCHOOL SUSPENSION, or corporal punishment

3rd offense* Parent notification, 3 days out-of-school suspension or corporal punishment

4th offense* Parent notification, 5 days out-of-school suspension, referral to SST, or corporal punishment

Rule 10 - PARKING AND TRAFFIC VIOLATIONS ON SCHOOL PROPERTY

Students below grade nine will not be allowed to drive on campus.

Rule 11 - GAMBLING

Gambling on school property or while attending an activity under school supervision is not allowed. No cards or gambling materials will be allowed at school or school activities, except used by the teacher in educational activities.

K-2

1st offense * Parent notification, counseled by principal, send materials home, or corporal punishment

2nd offense * Parent notification, counseled by principal, 3 days IN-SCHOOL SUSPENSION, or corporal punishment

3rd offense * Parent notification, 5 days IN-SCHOOL SUSPENSION, or corporal punishment

3-5

1st offense* Parent notification, 5 days in-school suspension, or corporal punishment

2nd offense* Parent notification, 3 days out-of-school suspension, or corporal punishment

3rd offense* Parent notification, 5 days out-of-school suspension, referral to Disciplinary Hearing Tribunal

Rule 12 - STUDENT BEHAVIOR/GANG OR GANG RELATED ACTIVITIES

It is the purpose of the Macon County Board of Education to operate these schools in a manner that will initiate and promote activities which provide for the safety and well-being of persons and/or property. The Board of Education will make every effort to provide an orderly process of education.

Each student shall attend school clothed in a manner which is clean, not hazardous to him/herself and which does not distract from the educational environment. Students may not wear clothing; jewelry, accessories or grooming that indicate or imply a person is a member of a gang or gang-like group, which advertises or promotes activities which threaten people or property. Such items are deemed in and of themselves to interfere with the orderly process of school. Students may not display symbols of gang or gang-like groups or participate in activities involving initiations, hazing intimidation and/or related activities. Students may not participate in gang and/or gang-like activities, which are likely to cause bodily danger, physical harm, degradation or disgrace resulting in physical or mental harm to students.

Students shall be governed by all policies of the Board of Education, which are applicable in the school, on the school campus, at school activities away from school, on the way to and from

school and on the school bus. Students who violate this policy may be subject to suspension or expulsion.

STUDENT BEHAVIOR CODE

It shall be the policy of the Macon County Board of Education that the bullying of a student by another is prohibited. Bullying is defined in the Definition of Terms section.

Discipline for any act bullying shall be within the discretion of the principal, which may range from a reprimand to out-of-school suspension. However, upon a tribunal finding that a student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to the alternative education program.

The superintendent shall develop rules and procedures, which carry out the provisions of this policy. In addition, the superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each middle and high school and by ensuring inclusion of such information in student and parent handbooks.

K-5

1st offense * Parent notification, gang related dress/activities referred to Disciplinary Hearing Tribunal

Rule 13 - INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION (PDA includes, but not limited to the following acts: hugging, kissing, embracing, and holding hands, standing too close)

K-2

1st offense * Parent notification, counseling with students and/or parent, possible in-school suspension, out-of-school suspension or corporal punishment

2nd offense * Parent notification, 1 day out-of-school suspension, counseling, or corporal punishment

3-5

1st offense * Parent notification, counseling with student, or corporal punishment

2nd offense* Parent notification, 3 days in-school suspension, or corporal punishment

3rd offense* Parent notification, 5 days out-of-school suspension, possible referral to Disciplinary Hearing Tribunal, or corporal punishment

Rule 14 - EXTORTION OR ATTEMPT TO EXTORT

K-2

1st offense * Parent notification, restitution, 3 days in-school suspension, counseling, or corporal punishment

2nd offense * Parent notification, restitution, 5 days in-school suspension, counseling, or corporal punishment

3rd offense * Parent notification, restitution, 1 day out-of-school suspension, counseling or corporal punishment

3-5

1st offense * Parent notification, restitution, 3 days in-school suspension, counseling, or corporal punishment

2nd offense * Parent notification, restitution, 2 days out-of-school suspension, corporal punishment, counseling

3rd offense * Parent notification, restitution, 3 days out-of-school suspension, referral to SST, or corporal punishment

4th offense * Parent notification, restitution, 5 days out-of-school suspension, and referral to Disciplinary Hearing Tribunal

Rule 15 - THREATENING OR BULLYING ANOTHER STUDENT OR FACULTY MEMBER

K-2

1st offense * Parent notification, 2 days in-school suspension, counseling, or corporal punishment

2nd offense * Parent notification, 5 days in-school suspension, counseling, or corporal punishment

3rd offense * Parent notification, 1 day out-of-school suspension, counseling, or corporal punishment

3-5

1st offense * Parent notification, counseling, 3 days in-school suspension, or corporal punishment

2nd offense * Parent conference, 3 days out-of-school suspension, counseling, or corporal punishment

3rd offense * Parent notification, 5 days out-of-school suspension, referral to SST, or corporal punishment

4th offense * Parent notification, 10 days out-of-school suspension, and referral to Disciplinary Hearing Tribunal

Rule 16 - CHEATING

Cheating will not be tolerated. Parents will be notified; child will be counseled by teacher and/or counselor. Student may receive ISS or OSS for this offense.

Rule 17 - SCHOOL VISITORS

A student shall not invite a visitor (this includes small children) to attend any part of the school day. Parent will be notified and visitor asked to leave.

Rule 18 - ACTIVATION OF FIRE ALARMS, FIRE EXTINGUISHERS, OR OTHER FIRE PREVENTION DEVICES UNDER FALSE PRETENSE

K-2

1st offense * Parent notification, counseling, or corporal punishment

2nd offense * Parent conference, 3 days out-of-school suspension, counseling, or corporal punishment

3-5

1st offense * Parent notification, 3 days out-of-school suspension, referral to law enforcement, or corporal punishment

2nd offense * Parent notification, 5 days out-of-school suspension, referral to SST and to law enforcement, or corporal punishment

3rd offense * Parent notification, 10 days out-of-school suspension, referral to Disciplinary Hearing Tribunal, referral to law enforcement

Rule 19 - SEXUAL MISCONDUCT/SEXUAL HARASSMENT

Sexual harassment can take many forms and it is not possible to define or itemize every aspect of the harassment forbidden by the School District. Sexual harassment may include conduct or speech that entails unwelcome sexual advances, requests or demands for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or physical contact that creates a hostile environment. There may be other speech or conduct which students experience as inappropriate or illegal harassment, all of which is forbidden. Sexual harassment as defined in the Federal Regulations implementing Title IX of the Education Amendments of 1972 is defined in the Definitions section and in Board Policy JCAC.

Students, parents or other persons wishing to report alleged sexual harassment of a student should promptly notify the student's school principal, school counselor, or Title IX Coordinator. All reports or complaints regarding alleged sexual harassment of students will be handled in accordance with Board Policies JAA and/or JCAC, as applicable

Rule - 20 BUS DISCIPLINE PROCEDURES

Minor Misconduct - Disobeying basic bus rules as posted in the buses.

PRE-K - 5

1st offense * Parent notification, warning, counseled by principal, or corporal punishment

2nd offense * Parent notification, counseled by principal, or corporal punishment

3rd offense * Parent notification and 5 days suspension from riding the bus, or corporal punishment

4th offense * Parent notification, 10 days suspension from riding the bus, or corporal punishment

5th offense * Parent notification, Suspended from riding the bus for the remainder of the school year.

Major Misconduct includes physical threats, physical violence, gross insubordination to driver, possession of drugs and/or dangerous weapons, fighting, vandalism of a bus, and any other action that presents danger to other students, the driver, or the safe operation of the bus and at school bus stops.

*The illegal drugs and alcohol or weapons rules will be applied in cases where students possess drugs, alcohol or weapons on the school bus.

PRE-K - 5

1st offense * Parent notification, 3 days in-school suspension, 5 days suspension from bus, or corporal punishment

2nd offense * Parent notification, 10 days suspension from bus, 3 days out-of-school suspension, or corporal punishment

3rd offense * Parent notification, long term suspension from bus, 5 days out-of-school suspension, or corporal punishment bus suspension, and referral to Disciplinary Hearing Tribunal

NOTE: Any bus misconduct which is in violation of local, state and federal laws could result in referral to the local police department. Principals and drivers will inform the Transportation

Director of any student violating any laws while on the school buses. Riding the bus is a privilege and proper conduct is expected at all times. This privilege may be revoked based on behavior of the student.

School Bus Conduct

The primary goal of the Transportation Department is to safely transport students to and from school and school related activities. The application of the following rules and regulations and consequences for violating these rules and regulations in a fair and consistent manner are intended to better ensure the safe transportation of all students of the Macon County School System. The goal of safety is further enhanced by asking parents/guardians and students to carefully read and understand this information. Please direct any questions or concerns to the school principal or to the Transportation Department at 478-472-6972.

Safety Tips

- * Students must be at the bus stop five minutes before the scheduled arrival of the school bus.
- * Students who must cross the road to board the bus should never do so until the bus has arrived, the proper warning signs are displayed, and the driver motions for the students to cross.
- * Students should never cross behind the bus.
- * Students should always stand a safe distance from the road (at least 5 feet).
- * Students should never run to and from the bus.
- * Students who must cross the road after exiting the bus should always cross at least 10 feet in front of the bus after looking in both directions to be sure no traffic is approaching and after the driver signals that it is okay for them to cross.

Rules and Regulations

1. The school bus is an extension of the classroom
2. Bus drivers have complete charge of students while riding the bus. Drivers are responsible for the student's conduct, safety, and transportation. Bus drivers will report promptly to the principal or his/her designee any misbehavior. Principals or their designee, NOT BUS DRIVERS, are responsible for disciplining students for bus misbehavior.
3. Bus driver, with the assistance of the principal or his/her designee, will assign seats to all students.
4. Students must take their seats promptly when loading the bus.
5. Students must remain in their seats while the bus is in motion.
6. Students will not be allowed to enter or leave a bus at any other place other than at the student's usual bus stop or school unless authorized by the principal of the school.
7. Bus drivers will not put students off the bus after accepting students, but will carry students to the school or to their homes.
8. Students causing damage to the school bus will be punished by suspension from the school bus. Parents/guardians/students will be required to repay the cost of any damage to any bus by any students.
9. Students are not allowed to transport animals (dead or alive), balloons, or glass containers on the bus.
10. Students who must change buses at any school or wait for the school bus must remain at the designated location at the school until the bus arrives and departs. While awaiting a

bus change, students are under the control of the principal of this school or his/her designee. If the student violates this school's rules and regulations of the Macon County Board of Education, the student will be punished by the principal of the school that the students attends.

11. Misconduct as defined previously on a school bus will result in the application of the normal discipline procedures of the school district. The following is a nonexclusive list of infractions which will result in the principal suspending students from the school bus or both:
 - a. Being insubordinate to the bus driver including, but not limited to, giving the bus driver an incorrect name and address
 - b. Failing to obey orders and directions of the bus driver
 - c. Using vulgar or obscene language whether written or spoken
 - d. Using obscene gestures
 - e. Smoking, possessing and/or using tobacco or any smoking paraphernalia
 - f. Getting on or off the bus at improper locations
 - g. Damaging the bus, throwing objects on the bus or out the windows
 - h. Making threats
 - i. Possession of weapons, drugs or alcohol
 - j. Tampering with emergency exits (back door)
12. In cases of extreme student misbehavior while being transported to and from school related activities, appropriate law enforcement officials may be called to remove the student(s) from the bus. In this event, the Transportation Department or the School Resource Officer will notify the parent or legal guardian that the student has been removed from the bus and as to where the law office has transported the student. In addition to removal by the appropriate law enforcement official, the student may be suspended from the school bus for the remainder of the school year.
13. Fighting on a school bus is among the most serious offenses committed by students. Students who fight endanger themselves and everyone riding the bus by causing the bus driver's attention to be diverted. Fighting on a school bus will result in immediate suspension from the bus with no prior warning or prior disciplinary action being taken.
14. Students are prohibited by state law from using any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. Students also are prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
15. The principal, or the designee, will notify the parent/guardian of bus suspension for the remainder of the school year.

NOTE: No student shall be allowed to ride any Macon County School bus if the student's riding privileges have been suspended. If the school year ends and the student has not served his/her entire bus suspension, then the student shall finish the bus suspension at the beginning of the next school year.

RULE 21 - STUDENT DRESS AND GROOMING

Each student shall attend school clothed in a manner which is clean, not hazardous to him/herself and which does not distract from the educational environment.

The principal and/or other duly authorized school officials shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols results in interference or disruption. If such interference or disruption is determined, the principal shall give notice of the interference or disruption, and its cause, to all students by announcement or posting at the school. The identity of the individual shall be protected so as not to embarrass the child.

Articles of clothing worn to school may NOT have slogans, symbols, or pictures which represent any of the following: drugs; alcohol; profanity; tobacco products; offensive or sexually suggestive behavior; gang association; or religious, racial or ethnic slurs.

K-2

1st offense * Parent notification, change clothes

2nd offense * Parent notification, in-school suspension, parent conference, or corporal punishment

3rd offense * Parent notification, in-school suspension, or corporal punishment

4th offense * Parent notification, out-of-school suspension, or corporal punishment

3-5

1st offense * Parent notification, change clothes

2nd offense * Parent notification, in-school suspension, parent conference, or corporal punishment

3rd offense * Parent notification, in-school suspension, referral to SST, corporal punishment

4th offense * Parent notification, out-of-school suspension, or corporal punishment

RULE 22 - IRRESPONSIBLE BEHAVIOR

Includes, but not limited to: skipping school/class, lying or forgery, “horseplay”.

K-2

1st offense * Parent notification, warning, counseling, detention, or corporal punishment

2nd offense *Parent notification, in-school suspension

3-5

1st offense * Parent notification, warning, in-school suspension, or corporal punishment

2nd offense * Parent notification, 3-5 days in-school suspension, or corporal punishment

Students who miss school in violation of the compulsory attendance law, as well as the parents of such students, may be reported to appropriate law enforcement officials.

Rule 23 – EXCESSIVE TARDINESS TO SCHOOL

K-5

1st offense * Parent notification, counseling, referral to SST/AST, possible DEFAX referral by counselor

Rule 24 – Inappropriate Touch, Gestures, Actions

K-2

1st offense * Parent notification, warning, counseling, 3 days In-School- Suspension, or Out-of-School Suspension, possible classroom change

2nd offense * Parent notification, counseling, 1 day out-of-school suspension, possible classroom change

3rd offense * Parent notification, counseling, 3 days out-of-school suspension, possible classroom change

4th offense * Parent notification, counseling, out-of-school suspension, referral to Disciplinary Tribunal Hearing

3-5

1st offense * Parent notification, warning, counseling, 3 days out-of-school suspension, possible classroom change

2nd offense * Parent notification, counseling, 5 days out-of-school suspension, possible classroom change

3rd offense * Parent notification, counseling, out-of-school suspension, referral to Disciplinary Tribunal Hearing

ARTICLES NOT ALLOWED AT SCHOOL OR ON BUS

Includes but is not limited to:

- Alcohol
- Pagers
- Electronic Devices
- Tape Players/Radios
- Drugs, CBD Products
- Toys or Games
- Noise Making Devices
- Chemical Irritants
- Tobacco Products, Vapor Products, e-cigarettes
- Matches
- Fireworks
- Lighters
- Look A-Like Drugs, etc.
- Weapons/Toy Weapons
- Knives
- Laser Pointers
- Cards or Dice, Box cutters

The principal or designee will confiscate items not allowed at school and retain them until the end of the school term. Some of the items not allowed at school will be confiscated and retained by law enforcement as evidence.

Rule 25 – ASSAULT/HITTING STAFF MEMBER

Any student who assaults/hits an employee will be suspended or referral to a Disciplinary Tribunal.

Rule 26- Vaping and E-cigarettes

E-cigarettes, vaporizing devices, and vaporizing accessories are prohibited in school buildings, on school property, at school functions, and on school buses at all times and by all persons.

1st offense * 3 days OSS

2nd offense * 5 days OSS

3rd offense * 10 days OSS and referral to Disciplinary Hearing Tribunal

Macon County Elementary School Uniform Policy

A safe and disciplined learning environment is the first requirement of a good school. The adoption of school uniform policies will promote school safety, improve discipline, and enhance the learning environment. New students moving into the school system will be allowed a grace period, to be determined by the principal, to obtain dress code/uniform clothing.

The following is a list of Macon County Elementary School and Macon County Middle School dress code/uniform guidelines:

1. Black, red, gray, navy, light blue, or white polo shirts or blouses with collars or button up dress shirts must be worn. There must be no slogans/emblems (except for Macon County School Emblems) on the shirts or blouses. All shirts and blouses must be tucked in. (No burgundy or maroon colors will be acceptable. Light blue, royal blue, teal, and all other colors of blue will not be acceptable.) No oversized shirts allowed.
2. Undershirts may be worn under the dress code/uniform shirt. These must be white. Turtle-neck and long sleeved t-shirts may be worn under the dress code/ uniform shirt and must be a solid, dress code /uniform color.
3. Khaki, black, or navy dress code/uniform pants, shorts, skirts, dresses or jumpers must be worn. Pants usually called “cargo pants” with the outside pockets may not be worn. No leggings or jeggings are allowed. Shorts, skirts, dresses and jumpers should be no shorter than 2 inches above the knee. No oversized pants allowed. Pants must be worn at the waist.
4. Belts must be worn in grades 3-8. Faculty and staff must be able to see the belt at all times. No oversized/designer belt buckles (regular buckles with no emblems, initials, etc...). Belts must be solid colored and must be black or brown.
5. Denim of any color is not allowed. This includes vests and jackets.
6. Pullover jackets, sweaters, vests, or hoodies may not be worn. Jackets/Coats with emblems may be worn to and from school; however, these must be hung up in the classroom or placed in the lockers during the school day. Light cardigans/jackets that button or zip may be worn in class but must be open and must be a solid dress code/ uniform color with no emblem.
7. All shoes must be enclosed both at the toe and heel. Sneakers must have the shoe strings tied up. Pants are not permitted to be worn in socks, boots, or shoes. Any straps attached to sneakers must be fastened. Footwear must not come above the ankle. No flashing footwear will be permitted. Footwear with wheels will not be permitted. Shoes with more than an inch heel cannot be worn.
8. Socks must be a matched pair. Socks and tights must be a solid dress code/uniform color.
9. Headgear, wristbands, or headbands are not permitted.
10. Spiked jewelry, chains hooked to wallets or belts, large pendants, pierced jewelry (except stud earrings) or any other jewelry or objects that could cause injury or otherwise constitute a hazard are not permitted.
11. Students must not add accessories or enhancements to the dress code/uniform. This includes hats, scarves, ties, and suspenders.

12. Torn, ripped, or tattered clothing may not be worn. No form fitting clothing will be allowed.
13. Students must be well-groomed, clean, and neatly attired while on school campus.
14. On days designated by the administration as “School Dress-Down Day”, guidelines will be given as to dress code acceptance.

New styles, fads, or items not specifically addressed may be prohibited if deemed inappropriate by the principal or designee.

OPT-OUT REQUEST

MCES recognizes that certain parents or guardians, for religious or medical reasons have the right to request that their child not conform to certain requirements or other terms of this Dress Code Policy. Such parents or guardians shall have the opportunity to meet with the school principal or his/her designee to discuss their concerns, provide specific reasons for their child’s requested non-conformity, and request a waiver which would allow their child to opt out of specified requirements/s or other terms of this Dress Code Policy but require their child to adhere to a specific dress code which would be established by the school principal and include the balance of this Dress Code Policy. If the opt-out request is granted, the parent or guardian must sign a written waiver, in the form attached, which allows their child to opt out of specified requirement/s or other terms of this Dress Code Policy but requires their child to adhere to a specified dress code which is established by the school principal and includes the balance of this Dress Code Policy.

School Pictures

(Students do not have to wear uniforms to take their pictures. However, they must follow the dress code. Students who are not in compliance with the dress code will not be allowed to take pictures. See page 11)

Special Events

Upon written request of any teacher or coach, and with the written pre-approval of the Administration, temporary exceptions to this Dress Code Policy may be made for special events such as holiday parties, sporting events, and the like.

Enforcement

Students shall receive a verbal warning and parents or guardians shall be contacted for the first and second violation. Third violation warrants an in-school suspension with a parent conference. Any subsequent violation shall subject the student to out of school suspensions. If in the opinion of the administration any violation is excessively disruptive, distracting, or non-conforming, the student shall be removed immediately from the classroom until properly attired; and parents or guardians shall be notified immediately.

MACON COUNTY ELEMENTARY
DRESS CODE POLICY WAIVER FORM
(OPT-OUT PROVISION)

Name of Parent/Legal Guardian _____

Name of Child _____ Grade & Teacher _____

The above Parent/Legal Guardian has requested that his/her child not be required to conform to MCES Dress Code Policy during the _____ school year in the following respect(s) and for the following reason(s):

Requirement/s or other term/s of the Policy which is/are the subject of this waiver request:

Reason/s supporting this request:

_____ Religious
_____ Medical (requires note from licensed physician)

Following a meeting held on _____ between the above parent/guardian and _____, school principal/designee, the school principal has:

_____ denied this request. (State reason/s on separate sheet.)
_____ granted this request. It is agreed that the above requirement/s or other term/s of the Dress Code Policy is/are waived as to the above child for the above school year and that the above child must otherwise fully conform to the Dress Code Policy. It is further agreed that, in lieu of the above requirement/s or other term/s of the Dress Code Policy which are now waived, the above child must comply with the following:

Signature of Parent/Legal Guardian

Date

Signature of School Principal

Date

Gifted Education

APEX- Advance Program for the Exceptional

The APEX program is committed to enhancing the development of each student's unique potential through activities which are different from and advanced above the regular classroom. Our curriculum is constructed around themes that involve hands on activities, research, life skills, technological skills and creativity. The gifted curriculum is the gifted child's alternative course of study during the Gifted teaching/learning segments. A student shall be encouraged, but not required to complete the regular classroom homework assigned for the day that the child participates in Gifted. The student must maintain a satisfactory performance in the gifted program and the regular education program as noted by regular attendance, active participation, appropriate conduct and attitude for learning, completion of assignments and acceptable academic achievement. Guidelines include maintaining an AB academic average for each grading period. Attendance is also very important.

Each student in the program will be served five segments a week and be evaluated by mastering objectives set by specific rubrics.

The main goals are:

- to develop communication and social development skills
- to develop critical thinking, reasoning, problem solving and logic skills
- to develop creative skills
- to develop the ability to use advanced technologies as a resource
- to become independent and self-directed learners

Referrals can be made .by classroom teachers, the gifted eligibility team, parents or automatic referral. Automatic referral consists of students scoring 90% or higher on the Math Total or Reading Total on a nationally normed test.

Eligibility

To be eligible for gifted education services, a student must either (a) score at the 99th percentile for K-2 or the 96th percentile for grades 3-12 on a composite or full-scale score of a standardized test of mental ability and meet one of the achievement criteria or (b) qualify through a multiple criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and or motivation.

Macon County Elementary School English to Speakers of Other Language (ESOL)

Macon County Elementary offers language assistance services to students for whom English is a second language. These English Language Learners are served through a program titled "English to Speakers of Other Languages" (ESOL). The purpose of the ESOL program is to provide English Language Learners with the skills they need to communicate and demonstrate academic, social, and cultural understandings in and out of the classroom setting. English

Language Learners receive instruction in listening, speaking, reading, and writing skills. They also receive extra help on classroom assignments, if needed. This extra individualized instruction helps these English Language Learners achieve a successful academic experience at Macon County Elementary School.

Not all students who come from a language background other than English attend the ESOL program. Only the students who qualify for ESOL services are served through this program. Students who enter the school population must first be identified as a potential English Language Learner. Next, these students must be tested for eligibility to participate in the program. Requesting permission from the parents for their child to be placed in the ESOL program is the final step.

The student information sheet that is completed by all parents who enroll their children in Macon County Elementary includes a language background survey. This survey asks the three following questions: (1). What languages are spoken in the home? (2). What language does the student speak most often? (3). What language did the student first learn to speak? If the answer to any one of these questions is anything other than English, then that student is tested for eligibility to receive ESOL services.

When potential ESOL students are identified, they are given the WAPT test. This test assesses the student's ability to read, write, speak, and understand English. It determines the student's ability to function academically and socially in a regular classroom setting.

If the student is determined to be eligible for ESOL service, a note requesting permission to be placed in the program is sent home to his/her parents. The parents can agree to their child receiving services or they can deny services.

A student who receives ESOL services is tested annually to determine if they have achieved the skills necessary to function socially and academically in an English only classroom. Students are given the ACCESS test to determine whether or not they qualify to exit the program. ACCESS test results, Standardized test scores, and input from the ESOL teacher and regular classroom teachers are used to make the final decision concerning whether a student exits the ESOL program or continues to receive services for the following, school year. Here at Macon County Elementary we desire for every student to enjoy a positive and rewarding educational experience. The ESOL program is one way we strive to meet the individual needs of all students and ensure that each student feels successful in the classroom. Please call Mrs. J. Daniels, ESOL Teacher at 472-7221 ext. 3611 if you have any questions.

Ingles de la escuela primaria del condado de Macon a los altavoces de otra lengua (programa de ESOL)

La escuela primaria del condado de Macon ofrece servicios de asistencia del idioma a principiantes para quien el Ingles es su segundo idioma. Estos principiantes de lengua inglesa reciben servicios de un programa titulado "ingles a los altavoces de otros idiomas" (ESOL). El propósito del programa de ESOL es proveer a los principiantes de lengua inglesa el entendimiento de las habilidades que necesitan para comunicarse y demostracion academico, social, y cultural dentro y fuera del ajuste de la sala de clase. Los principiantes de lengua inglesa reciben la instrucción en escuchar, el discurso, la lectura, y habilidades de la escritura. Tambien reciben ayuda adicional en asignaciones de la sala de clase, si esUm necesitados. Esta instrucción individualizada adicional ayuda a estos principiantes de lengua inglesa a alcanzar una

experiencia academica acertada en la escuela primaria del condado de Macon.

No todos los estudiantes que vienen de un fondo de la lengua con excepci3n de ingles atienden al programa de ESOL. Solamente los estudiantes que califican para los servicios de ESOL son servidos con este programa. Los estudiantes que entran en la poblaci3n de la escuela deben primero ser identificados como principiante de lengua inglesa potencial. Despues, estos estudiantes deben ser probados para la elegibilidad para participar en el programa. El paso final para que su nino pueda ser colocado en el programa de ESOL nosotros solicitamos el permiso de l'Os padres para sus hijos .

La hoja de la informaci3n del estudiante que es terminada por todos los padres que alisten a sus ninios en el condado de Macon elemental incluye una encuesta sobre el fondo de la lengua. Este examen hace las tres preguntas de siguiente: (1). 1,Que idiomas se hablan en el hogar? (2). 1,Que idioma el estudiante habla 10 mas a menudo posible? (3). Que idioma el estudiante aprendio a hablar primero? Si la respuesta de estas preguntas es cualquier cosa con excepci3n de ingles, entonces prueban a ese estudiante para la elegibilidad para recibir servicios de ESOL.

Cuando identifican a los estudiantes potenciales de ESOL, les dan la prueba de W APT. Esta prueba determina la capacidad del estudiante de leer, de escribir, 'de hablar, y de entender ingles. Determina la capacidad del estudiante de funcionar academico y social en un ajuste regular de la sala de clase.

Si el estudiante es determinado a tener derecho para el servicio de ESOL, una nota que solicita el permiso para ser colocado en el programa es enviada a casa de sus padres. Los padres pueden aceptar que su nino reciba los servicios O ellos pueden negar los servicios.

Un estudiante que recibe los servicios de ESOL es probado para determinar anualmente si ellos han logrado las habilidades necesarias para funcionar socialmente y academicamente en una aula de solo ingles. A los estudiantes se les da la prueba del

ACCESS para determinar si o no ellos califican para salir del programa. Resultados de la prueba ACCESS, resultados de la prueba Estandarizadas, y la entrada de El maestro de ESOL y maestros regulares de aula son utilizados para hacer la decision final con respecto a si un estudiante sale el programa de ESOL o continua recibir los servicios para el siguiente ailo escolar.

Aqui en la escuela Elemental del Condado de Macon nosotros deseamos que cada estudiante disfrute de una experiencia positiva y remuneradora educativa. El programa de ESOL es de un solo sentido qu

nosotros nos esforzamos por encontrar las necesidades particulares de todos los estudiantes y asegurar que cada estudiante se sienta exitoso en el aula. Por favor llamar a la Sra. Carol Park, Maestra de ESOL al 472-7221 si usted tiene cualquier pregunta.

Sinceramente,

Sheena T. Brown
Principal/MCES

Compliance Requirement

Macon County Elementary School

**400 State Route 128 BY PASS ROAD
Oglethorpe, GA 31068
478-472-7221**

**Mrs. Sheena T. Brown
Principal**

Assistant Principal

Dr. G. McElroy

Instructional Coaches

Mrs. L. Jackson

Mrs. T. Mathis

Dear Parents/ Caretaker:

In compliance with the requirements of the “Every Students Succeeds” Act, **Macon County Elementary School** would like to inform you that you may request information about the professional qualifications of your student’s teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student’s teacher—
 - Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
 - Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
 - Is teaching in the field of discipline of the certification of the teacher.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child’s teacher’s and/ or paraprofessional’s qualifications, please contact Sheena T. Brown at **(478) 472-7221 3003 or 478 235-3501.**

Sincerely,

Sheena T. Brown

Principal/MCES

Macon County Elementary School
Internet/E-Mail Acceptable Use Guidelines

Conditions for Use of Internet Services

The Macon County School System provides access to the Internet for staff members and students. Use of Internet services shall be for the purpose of education and research in accordance with the school system's educational objectives.

Parents or legal guardians of students are required to sign the Internet Access Agreement form giving permission for their students to access the Internet. Students, also, are required to sign the aforementioned form verifying that they have read, understand and agree to the conditions and rules for use of Internet services.

Privileges

The use of the school system's Internet services is a privilege, not a right. Inappropriate use may result in that privilege being revoked and/or disciplinary action and/or legal action being taken.

Unacceptable Use

Responsibility for appropriate use of Internet services rests with the user. Examples of inappropriate use include, but are not limited to the following:

- A. Accessing, sending or posting materials or communications that:
 - 1. Violate or infringe upon the rights of another person
 - 2. Contain profane or vulgar, or any other inappropriate language
 - 3. Contain material that is abusive, obscene or sexually oriented
 - 4. Threaten
 - 5. Harass
 - 6. Violate any local, state or federal law, Board policy or procedure or rules
 - 7. Promote private financial gain
 - 8. Advertise non-school related products or events
 - 9. Intend political influence
 - 10. Encourage the use of controlled substances
 - 11. Solicit the performance of any unlawful act
 - 12. Are non-educational or non-work-related
 - 13. Divulge personal information such as addresses, phone or credit card numbers, or Social Security numbers
- B. Engaging in activities which violate copyright law
- C. Uploading or downloading software without the permission of authorized school personnel (Media Specialist/School Technology Specialist)
- D. Using other's passwords
- E. Engaging in activities that may damage the computer network's hardware or software including, but not limited to, the downloading or creating of computer viruses
- F. Using resources wastefully
- G. Making use of non-approved chat lines while on the Internet
- H. Using the Internet without the permission of appropriate school personnel
- I. Using the Internet in a manner contrary to the directions of appropriate school personnel
- J. Visiting sites not approved by appropriate school personnel

- K. Inappropriate use of E-mail including, but not limited to, the following:
1. Posting another's material without the creator's consent,
 2. Posting anonymous messages,
 3. Forging E-mail messages,
 4. Attempting to read, delete, copy or modify the E-mail of other users,
 5. Interfering with the ability of other system users to send or receive E-mail,
 6. Harassing another user which includes, but is not limited to, persistent interference in another's work or sending unwanted E-mail.
 - 7.

Staff Supervision

Student access to the Internet shall be under the direct supervision of a teacher. Teachers will guide students in accessing appropriate materials. Administrators, teachers and office personnel should become familiar with this policy and enforce the rules concerning appropriate use of the Internet. Students will receive guidance as to when the Internet is the source to use to find information and when it is not. It should be realized that not all information found on the Internet is accurate and, therefore, all information found on the Internet should be looked at critically. Use of the Internet will not be a requirement of any assignment.

Procedures for Use

Students must have a current and complete "Internet Access Agreement" on file at the school for the current school year. Student users must always get permission from their teacher before accessing the Internet. All student access will be under the direct supervision of a teacher. Student users must sign-in legibly on an appropriate log or user-register each time they access the Internet.

Controversial Material

Filtering software will be installed to prevent access to inappropriate sites and visual depictions that are obscene, child pornography, or harmful to minors. This software may identify users who attempt to access such sites. However, on a global network it is impossible to control every piece of data and an industrious user may discover controversial material accidentally. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

It is the user's responsibility NOT to initiate access to such material purposely. If such material is accessed accidentally, the student-user should notify a teacher/supervisor immediately to ensure such an accident does not happen again.

Security

Security of any computer system is a high priority, especially when the system involves many users. Any user who identifies a security problem must notify a teacher/supervisor or administrator immediately. Any attempt by a student to log in as a system administrator or teacher/supervisor may result in cancellation of user privilege and/or other disciplinary action. Any user identified as a security risk or one having a history of problems with other technology used may be denied access to the Internet.

Network and Internet access is provided as an educational tool. The school system reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school system and no user shall have any expectation of privacy regarding such materials.

Penalties for Improper Use

Any user violating these guidelines or any other state or federal laws or classroom or school system policies is subject to lose access privileges at a minimum. Furthermore, disciplinary action and/or appropriate legal action may be imposed, up to and including in-school suspension and/or suspension or expulsion, for students or employment termination for employees. Losses, costs or damages to the school system related to or arising out of any violation of these guidelines shall be the responsibility of the user and/or the user's parent(s)/legal guardian(s).

Warranties

Through its staff, the Macon County Board of Education will provide guidance to its Internet users. However, the Macon County Board of Education makes no warranties of any kind, whether express or implied, for services through the Internet. The School system shall not be responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries or service interruption. Use of information obtained via the Internet is at the user's own risk. The Macon County Board of Education specifically makes no guarantees for the accuracy or quality of information obtained through Internet services. All users should consider the source of any information they obtain as well as the validity of that information.

Signature Page

Macon County School System Internet Access Agreement

As a user of Macon County School System's Internet access, I hereby agree to comply with all the rules that are listed in the Acceptable Use Guidelines. I also agree to honor all relevant laws and restrictions. I understand that should I commit any violation my access privileges may be revoked and/or disciplinary action and/or legal action may be taken. I release the school system from any liability relating to consequences from my use of the Internet.

User Name _____

User Signature _____ Date: _____

Macon County School System Student Attendance Protocols

I. School System Procedures

Macon County Board of Education will monitor student attendance daily. The local Board of Education will adopt policy and procedure outlining the specific steps to be taken to monitor and address student attendance.

Upon enrollment and registration each school year, parents and guardians will be given notice of State Compulsory Attendance Law pursuant to O.C.G.A. Code 20-2-690.1 and local Board of Education school attendance policy JB. The school will make reasonable efforts to ensure receipt and comprehension of the policy by requesting signatures from parents/guardians that this notice was received and understood. At the Middle and High schools, students will also receive this notice and provide a signature. At the Elementary schools, this notice will be received by all students who have reached age ten (10) or above by September 1 of that school year. This notice should also be included in each school's Code of Conduct. Each school will establish an Attendance Support Team, (Special SST) (hereinafter, AST) which will be chaired by the school's designee and include as its members the School Social Worker and faculty having direct contact with the parents/guardians of or providing direct service to the specific student(s) to be discussed. School Resource Officers will also be invited to participate, as appropriate. Each school's SST/AST will meet as needed and be responsible for implementing and monitoring policy to reduce tardy days, early withdrawals, and truancy. Parents/guardians shall be invited to and encouraged to attend these meetings.

Daily attempts will be made to call the parents/guardians of absent students. In cases known to involve joint or shared custody or guardianship of a student, efforts should be made to contact all individuals with custodial rights. This standard shall also apply to steps mentioned hereinafter.

After three (3) absences, the homeroom teacher or administrative designee will call parents.

Attendance letters will be sent at five (5) absences.

After five (5) unexcused absences:

- 1) A referral will be made to the Student Support Team/AST, which will assess the student's absences and determine strategies to address attendance, including the possibility of referral to the School Social Worker and/or Truancy Officer(s) for Juvenile Court. Each school will take reasonable steps to ensure that parents/guardians are, in writing, invited to and encouraged to attend these meetings. Students may also participate in SST/AST meetings, as deemed appropriate by the SST/AST.
- 2) In addition to notice of the SST/AST meeting, two (2) reasonable attempts will be made by the school to notify parents/guardians, in writing, of attendance to date (absences, tardies, and early check -outs), compulsory attendance law, and potential consequences and penalties for failure to comply. A signature of receipt
- 3) of this notice will be obtained, and kept on file for the remainder of the school year. Students age ten (10) and older will also receive a copy of the notice and provide a signature of receipt.
 - a) First attempts to meet this requirement shall be made in conjunction with the notice of an SST/AST meeting and/or during an SST/AST meeting when the

parent(s)/guardian(s) are in attendance.

- b) After two (2) unsuccessful reasonable attempts to provide notice to parent(s)/guardian(s) and obtain signatures, notice shall be sent via certified mail, with return receipt requested. The school should keep a copy of the notice mailed. Once the receipt is obtained, it will be kept on file by the school, attached to the copy of the notice.

At three (3) unexcused absences and/or eight (8) absences total, the Principal or other designated Administrator will call the parent (s)/guardian s).

At eight (8) unexcused absences, the SST/AST will review the case again and make a referral to the Truancy Officer(s) School Social Worker for Juvenile Court, if a referral has not been made previously.

The Truancy Officer(s)/School Social Worker will:

- 1) Review available information from the SST/AST and parent contacts from school staff.
- 2) Meet with the student(s) and attempt a home visit to further explore reasons for absence and offer assistance to the student and family for addressing the causes of absences.

Examples of such assistance would include, but is not limited to:

- Brief individual or group therapeutic intervention with students at school
- Referral to public or private mental health or counseling services
- Referral to public or private medical or dental Services
- Referral to public assistance programs
- Referral to the school's Student Support Team
- In-home support facilitated by the School Social Worker
- Referral to outside social service or counseling providers for intensive in home support

- 3) Upon further investigation, determine the need for immediate referral of:

- Students ages ten (10) to sixteen (16) to Juvenile Court for Truancy
- Parent(s)/guardian(s) of students ages six (6) to sixteen (16) to the appropriate Court for Deprivation or for Failure to Comply with Compulsory Attendance

In most cases, Court referrals will be made at this point or at the next unexcused absence.

- The family to the Department of Family and Children Services for suspicion or indicators of abuse and/or neglect. *If a referral is necessary, the local Child Abuse Protocol will take precedence regarding further action.*

- 4) Continue to monitor student attendance weekly and provide support related to the student and family's educational needs once a referral is made to a Court or to the Department of Family and Children Services.

- 5) Review end of year attendance records with each school's Principal and determine a list of active referrals for the beginning of the next school year.

In general, students known to be on probation for Truancy and students with excess of eight (8) unexcused absences, ten (10) total absences or any combination of tardies and early checkouts totaling ten (10) will be referred to the school Social worker or monitored for attendance concerns on a monthly basis the next school year.

II. Criminal Prosecution for Violation of School Attendance Law

O.C.G.A 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private and home schooling.

A child is responsible to attend school and is subject to adjudication in Macon County Juvenile Court as an unruly child for violation of this statute. If a parent, guardian or other person who has control or charge of the child causes the child's absence, then that person, and not the child, is in violation of this statute. Such a violation is a misdemeanor and carries a penalty of up to \$100 fine and 30 days in jail for each violation. The law specifies that *each day's absence* constitutes a separate offense.

For purposes of this Protocol, the term "parent" may include any adult who has charge and control over the child, including a biological, adoptive, foster, or step-parent, a guardian or any other person who has control or charge of the child's attendance at school. In this regard, two parents residing in the same household with the child are equally responsible for the child's attendance at school.

A. Filing Juvenile Complaints

A juvenile complaint should be filed in the Juvenile Court of Macon County against a child who is habitually and without justification truant from school. Such a child is "unruly."

For purposes of this Protocol, habitual truancy or absence is defined as five (5) or more days of unexcused absences from school. At this point the child's circumstances will be reviewed by the SST/AST, to which the parent will be invited to attend. At this review the following options will be discussed:

- Refer the child and/or parent to the appropriate social services
- Request further medical documentation if appropriate
- File an unruly child complaint with the Juvenile Court of Macon County
- Seek a criminal warrant for the parent from the appropriate Court.
- Seek an action for Deprivation against the parent in Juvenile Court

The School Counselor/school designee/School Social Worker will be responsible for obtaining and monitoring compliance with the recommendations of the SST/AST.

B. Juvenile Justice Procedures

At eight (8) unexcused absences, the Truancy Officer(s) for Juvenile Court will make a referral to the Department of Juvenile Justice by filing a juvenile complaint (Form 90).

(* If the Truancy Program/Officers are not available in the county, the referral will come from the School Resource Officer, Designated Law Enforcement Officer, School Social Worker or school designee.)

1. Intake Process for Juvenile Complaints

- a. Once received, the complaint (Form 90) will be entered into the Juvenile Tracking System and any past history will be assessed.
- b. The complaint will be staffed with the Truancy Officer(s) or referring entity for a brief summary of their involvement.
- c. The DJJ Intake Officer may contact the School Attendance Clerk or designee for any further pertinent information.
- d. The complaint will be staffed with the District Attorney's Office, accompanied by the current referral summary, any legal history and a brief summary of involvement with the Department of Juvenile Justice, if any. This may include placement history, a summary of any past or current interventions, and Probation Officer

information.

e. At this staffing, the following options will be discussed:

- * Mediation
- * Informal Adjustment

2. Adjudication and Disposition

A youth may be placed on Probation for Truancy by the Juvenile Court Judge upon adjudication of a Truancy charge. At this time, the District Attorney and/or the Department of Juvenile Justice may request a Protective Order to ensure that the parent(s)/guardian(s) actively assist in the youth's compliance with Conditions of Probation and the youth's attendance at school.

The Truancy Officer and/or Probation Officer will monitor the youth's attendance, at a minimum, on a weekly basis. Further unexcused absences from school by youth will result in immediate sanction by the Department of Juvenile Justice, including possible Violation of Probation. Upon adjudication for Truancy-related Violation of Probation; the Juvenile Court Judge will determine what further action or intervention is appropriate.

Judicial truancy reviews will be held on a monthly basis from the date of the initial Probation Order for Truancy-related Probation cases. These reviews will assess the youth's attendance at school and effectiveness of any services that may be involved to assist youth and/or family. All parties involved should be prepared to report on youth's progress at these reviews.

A Probation Order may be terminated by the Juvenile Court Judge prior to the two-year expiration date if youth's attendance and/or progress has reached a level satisfactory to all parties involved.

C. Prosecution in Superior Court

When it is clear that the parent is the direct cause of the child's absence, a warrant for violation of OCGA 20-2-690.1 should be sought against the parent. In other circumstances, the SST/AST may, but is not required to, take into account the following considerations when recommending a criminal warrant be sought for the parent of a child.

- The child is under the age of 13 years.
- The child has an illness for which the parent has not been diligent in pursuing medical attention or in seeking financial assistance to procure the proper medical attention.
- The parent has not actively sought assistance from community social services and resources to assist in getting child to school.
- The parent is absent from the home or neglectful to an extent that it hinders the child's willingness or ability to attend school.
- The child is a deprived child.

The child and parent must comply with the SST/AST's recommendations. Failure of the child or parent to comply with the recommendation, including further unexcused absences from school, will result in juvenile adjudication of the child and/or criminal prosecution of the parent. In any event, if the child accumulates eight (8) or more unexcused absences in any school year, the School Social Worker will file a juvenile complaint for a criminal warrant for violation of mandatory school attendance laws. When a parent is prosecuted, regular school attendance will be assigned as a condition of bond.

D. Notification of Parent(s)

Notification to the parent of a truant child shall include notice of an SST/AST review and information about attendance law and the penalties that may occur *as* a result of the child's continued absence. After two unsuccessful attempts to serve such notice and obtain signature of receipt, notification should be sent via certified mail, which return receipt requested, to the parent and should contain the following language:

"Decisions *as* to appropriate action recommendations will be made at an SST/AST review that could include recommendations for criminal prosecution of you or your child. Parent(s) may be charged with a misdemeanor if they are causing the child's absence from school. The penalty can be up to \$100.00 fine and up to 30 days in jail for each day the child has an unexcused absence from school."

III. Community Support

A. Law Enforcement

Each school in Macon County has access to an employee of the Macon County Sheriff's Department. These individuals are certified peace officers designated *as* "School Resource Officers." In support of improved school attendance, the School Resource Officers shall:

- Attend SST/AST meetings, *as* appropriate.
- Forward complaints against parents directly to the Sheriff's Department regarding compliance with mandatory attendance law.
- Honor any applicable school-related transportation orders issued by a court.
- With parental permission and on an intermittent basis, transport truant students to school.

B. Public Health

The Macon County Health Department is an integral partner in community health related to school readiness, attendance, and success. Macon County Health Department shall:

- Provide Scoliosis screens for students.
- Provide various medical, dental, and prescription services, referrals, and education to students and families in Macon County to promote personal and community health.

C. Mental Health: Middle Flint Behavioral Health Care

Middle Flint Behavioral Health Care (MFBHC) provides crucial support for the mental, physical, and emotional well-being of students and their families, including individual and group sessions on-site at the schools for student clients of Macon County. In support of this Protocol, Middle Flint Behavioral Health Care shall:

- Notify and/or refer student clients to the School Counselor /school designee or School Social Worker when efforts to conduct individual or group sessions at school repeatedly fail, due to absences.
- Participate in and host regular Interagency Staffing Committee meetings as necessary, which facilitate support and treatment planning for at-risk youth, including students who are truant.
- Attend court proceedings, when appropriate, for cases involving truancy and support any court

orders for treatment of emotional or family issues contributing to absences.

- Offer clinical support, when possible and appropriate, to any truancy prevention or treatment programs instituted.

In accordance with state and federal laws related to confidentiality, MFBHC and Macon County Schools shall, as appropriate, obtain releases of information to allow communication as outlined above.

D. Department of Family and Children Services

The Macon County Department of Family and Children Services often provide social services to the families of truant students. In support of this Protocol, the Macon County Department of Family and Children's Service shall:

- Accept and consider information related to school attendance, behavior, and performance in reports and investigations of other suspected abuse and/or neglect.
- Address school attendance in departmental case plans and safety plans.
- Ensure school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the Department, or foster care.
- Verify involvement of the School Social Worker when available attendance information indicates more than ten (10) unexcused absences.
- Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents related to mandatory school attendance.

Subpoena(s) should be issued to the appropriate Case Manager and/or Investigator when participation by the Department of Family and Children Services is desired.

E. Fort Valley State University Head Start

The Macon County site of the Fort Valley State University Head Start program provides preschool for low-income children ages 3-5 and serves as a transitional program in order to prepare both children and families for school success. The program also participates in the facilitation of social services to families. Parent education and involvement are significant requirements of the standards that the program must comply. In support of this Protocol, the Fort Valley University Head Start program will:

1. Include information on the Macon County School's Local School Attendance Protocols during Parent Orientations.
2. Include information about the Macon County School Attendance Protocol in the Parent Information Packages that are distributed monthly to the parents.
3. Invite the Director of Student Services to address the parents on the attendance protocol at a Parent Committee meeting held during the months of February and April.

IV. Monitoring the Protocol

To ensure that these written protocol procedures are followed, the Protocol Committee will meet quarterly for a year, which will begin on the date of the protocol's adoption. The Protocol

Committee will then meet bi-annually, as required by law. The Committee's goal will be to improve communication between agencies, encourage inter-agency cooperation, and update the protocol as necessary. Each participating agency shall monitor and evaluate compliance with this protocol and as needed, recommend protocol revision and implementation that best meets the needs of the community and complies with Federal, State, and local statutes, as well as agency policy.

In responding to student attendance issues, the Macon County School System shall comply with all requirements of state law, applicable State Board of Education rules, and the protocol developed by the student attendance and school climate committee.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or when attendance in school endangers a student's health or the health of others
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. Registering to vote or voting in a public election, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
8. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U. S. Veterans Affairs medical facility or from an official of an event sponsored by a veteran's organization that qualifies as a 501 (c) (19) tax-exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance record.
9. Academic Field Trips
10. Academic Competitions

11. Sports Competitions

12. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy but shall be counted as unexcused for all other purposes.

Students Counted Present

Students shall be counted present under the following circumstances:

1. When they are serving as pages of the Georgia General Assembly.
2. A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.

Grades and Absences

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.

Policies and Procedures to Reduce Unexcused Absences: Notification

1. The school system shall provide to the parent, guardian, or other person who has control or charge of a student (hereinafter referred to as "parent") when the student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, the school system will send written notice via first class mail or via certified mail, return receipt requested; and
2. Prior to any action to commence judicial proceedings to impose a penalty on the parent for failing to comply with compulsory attendance law, the school system will notify the parent by certified mail, return receipt requested; and

3. Each school shall provide to the parent of each student enrolled a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment, the parent will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance with the local Board policy.

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT
OF RIGHTS UNDER
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

(1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent will make arrangements for access and provide notice of such arrangements.

(2) Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

(4) The Macon County Board of Education has designated the following information as directory information:

- Student's name, address and telephone number;
- Student's date and place of birth;
- Student's participation in official school clubs and sports;
- Weight and height of student if he/she is a member of an athletic team;
- Dates of attendance at the School System schools;
- Awards received during the time enrolled in the Macon County School System;
- Photograph; and
- Grade level

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to your student being photographed, videotaped or interviewed to the principal of the school where your student is enrolled. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(5) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS
OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph (1). In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A) and that is funded in whole or in part by the U.S. Department

of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

(A) The administration of any survey containing one or more of the following items:

- (i) Political affiliations or beliefs of the student or the student's parent;
- (ii) Mental or psychological problems of the student or the student's family;
- (iii) Sex behavior or attitudes;
- (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii) Religious practices, affiliations, or beliefs of the student or student's parent; or
- (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

(2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

(3) The following activity requiring notice and consent or opt-out has been scheduled for the upcoming school year. The Macon County School System will administer during the spring of each year, to students in grades 5, 8, and 10 the Safe and Drug-Free Schools Needs Assessment Survey, which asks students about their experience with and attitudes toward tobacco products, drugs and alcohol. Prior written consent from parents or eligible students is required for student participation in the anonymous survey. Additional information about the survey and consent forms will be provided to parents prior to the administration of the survey.



Macon County Elementary School

400 State Route 128 Bypass Road
Oglethorpe, Georgia 31068
Phone 478•472•7221



Sheena Brown, Principal

SBrown@macon.K12.ga.us

Assistant Principal

Dr. G. McElroy

Mrs. L. Daniel, Counselor

Instructional Coaches

Mrs. L. Jackson

Mrs. T. Mathis

Interview/ Photography/ Videotaping/ Web Page Permission Form

Students, throughout the school year, are sometimes interviewed or photographed for various purposes which could be used by the school or general news media for print or broadcast. After you read the following permission form, please sign and return it with your child to school.

School: Macon County Elementary School

Student's Name: _____

Teacher's Name: _____

_____ I give my permission for my child, _____, to be interviewed, photographed, or videotaped for use in school/district productions, or for use by the general news media for print or broadcast purposes.

Parent/Guardian Signature: _____ Date: _____

_____ I give my permission for my child, _____, to appear in a group photograph or for use on school district's web page. I understand that my child will not be individually identified.

Parent/Guardian Signature: _____ Date: _____

_____ No, I do not wish my child, _____, photographed at any time, nor do I wish my child's picture to appear in any media print, video, or on the web page.

Parent/Guardian Signature: _____ Date: _____

Acknowledgment of Attendance Policy

PLEASE SIGN THIS PAGE, DETACH AND RETURN TO THE SCHOOL.

Student's Name: _____

I have received a copy of the Macon County Attendance Protocol. I have reviewed the Attendance Protocol and I am aware of the outcomes of misbehavior at school.

Parent/Guardian Signature: _____

Date: _____

Acknowledgment of Receiving and Reading the Handbook

PLEASE SIGN THIS PAGE, DETACH AND RETURN TO THE SCHOOL.

Student's Name: _____

I have received a copy of the Macon County Elementary Student/Parent Handbook. I have reviewed the handbook and I am aware of the policies, practices, and procedures of the school.

Parent/Guardian Signature: _____

Date: _____

New Promotion and Retention Policy for K-2 & 4th Grade!!!

Promotion requirements by grade level are listed below. Board Policy IHE-Promotion and Retention is available in its entirety on the District’s website.

Promotion and Retention Requirements by Grade Level

Promotion of a student shall be determined as follows:

Grade K-2

- i. No Kindergarten student shall be promoted if the student does not receive a grade level reading determination of “On/Above Grade Level” as determined by two (2) of the following local assessments Benchmark Assessment System (BAS), STAR Reading Assessment, or the Georgia Early Intervention Program Checklist.
- ii. No first grade student shall be promoted if the student does not receive a grade level reading determination of “On/Above Grade Level” as determined by two (2) of the following local assessments Benchmark Assessment System (BAS), STAR Reading Assessment, or the Georgia Early Intervention Program Checklist.
- iii. No second student shall be promoted if the student does not receive a grade level reading determination of “On/Above Grade Level” as determined by two (2) of the following local assessments Benchmark Assessment System (BAS), STAR Reading Assessment, or the Georgia Early Intervention Program Checklist.

	Kindergarten	First	Second
BAS	Level C or Above	Level I or Above	Level L or Above
STAR	190	420	520
EIP	<15 EIP Reading Checklist	<15 EIP Reading Checklist	<15 EIP Reading Checklist

When a student does not perform at grade level in grades K, 1, or 2 on the BAS, STAR, or EIP checklist the following shall occur:

- i. Within ten calendar days, excluding weekends and holidays, of receipt of the Georgia Milestones End-of-Grade Assessments individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:
 - ♦ The student’s below-grade-level reading designation achievement level on the BAS, STAR, and/or EIP Checklist;
 - ♦ The specific retest(s) to be given the student and testing date(s);

- ♦ The opportunity for accelerated, differentiated, or additional instruction based on the student's performance; and
 - ♦ The possibility that the student might be retained at the same grade level for the next school year.
- ii. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and
 - iii. The student shall be retested with appropriate section(s) assessments or an assessment instrument that is appropriate for the student's grade level as provided for by the local board of education.

When a student does not perform at grade level on the BAS, STAR, and/or EIP Checklist in grades K,1, and 2, and also does not perform at grade level on a second opportunity to take a district developed assessment, then the following shall occur:

- i. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
- ii. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.
 - ♦ The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;
 - ♦ The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting; and
 - ♦ The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.
- iii. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
 - ♦ The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the BAS, STAR, and/or EIP Checklist or the alternative assessment instrument on which the student failed to perform at grade level.
 - ♦ The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.
 - ♦ The placement committee shall review the overall academic achievement of the student in light of the performance on the BAS, STAR, and/or EIP Checklist or the alternative assessment instrument and promotion standards and criteria

established in this policy for the school that the student attends and make a determination to promote or retain.

- ♦ The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
 - ♦ The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
 - ♦ The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
- iv. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades K, 1, or 2 on the BAS, STAR, and/or EIP Checklist specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.
- v. A student who is absent or otherwise unable to take the BAS, STAR, and/or EIP Checklist in language arts and/or mathematics on the first administration or its designated make-up day(s) shall take the BAS, STAR, and/or EIP Checklist in language arts on the retest administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
- vi. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

Grades 4, 6, & 7

- i. No fourth grade student shall be promoted to the fifth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.
- ii. No sixth grade student shall be promoted to the seventh grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.

- iii. No seventh grade student shall be promoted to the eight grade if the student does not receive a grade level reading determination of “On/Above Grade Level” on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of “Developing Learner”, “Proficient Learner”, or “Distinguished Learner” on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.
- iv. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones End-of-Grade Assessments but who does not meet promotion standards and criteria established in this policy.

When a student does not perform at grade level in grades 4, 6, or 7 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above, then the following shall occur:

- i. Within ten calendar days, excluding weekends and holidays, of receipt of the Georgia Milestones End-of-Grade Assessments individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:
 - ♦ The student’s below-grade-level reading designation and/or the mathematics achievement level on the Georgia Milestones End-of-Grade Assessments;
 - ♦ The specific retest(s) to be given the student and testing date(s);
 - ♦ The opportunity for accelerated, differentiated, or additional instruction based on the student’s performance on the Georgia Milestones End-of-Grade Assessments; and
 - ♦ The possibility that the student might be retained at the same grade level for the next school year.
- ii. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and
- iii. The student shall be retested with appropriate section(s) of an End-of-Grade Assessments or an alternative assessment instrument that is appropriate for the student’s grade level as provided for by the local board of education.

When a student does not perform at grade level on the Georgia Milestones End-of-Grade Assessments in grades 4, 6, and 7, and also does not perform at grade level on a second opportunity to take a district developed assessment, then the following shall occur:

- vii. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
- viii. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.

- ♦ The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;
 - ♦ The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting; and
 - ♦ The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.
- ix. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
- ♦ The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument on which the student failed to perform at grade level.
 - ♦ The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.
 - ♦ The placement committee shall review the overall academic achievement of the student in light of the performance on the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to promote or retain.
 - ♦ The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
 - ♦ The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
 - ♦ The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
- x. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 4, 6, or 7 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above whether the student is retained, placed, or promoted for the subsequent year.
- xi. A student who is absent or otherwise unable to take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the first administration or its designated make-up day(s) shall take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the retest administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or

- promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
- xii. A student's failure to take the Georgia Milestones End-of-Grade Assessments in grades 4, 6, and 7 in language arts and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.
 - xiii. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

Student Learning Objective:

Student Learning Objectives in grades K-5 shall count as a test grade.