Griffin-Spalding County School System

2025-2026

High school student handbook/agenda

Mission:

The mission of the Griffin-Spalding County School System is to empower each student to graduate college and career ready.

Vision:

Distinctive Brand · Strong Leaders · Great Schools

Griffin High School	Spalding High School
Mrs. Naja Douglas	**Mr. Dexter Sands**
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A.Z. Kelsey Academy	A.Z. Kelsey Achievement Center	Griffin Region College and Career Academy
Mr. Brandon Thompson	**Mr. Brandon Thompson**	**Mr. Chad Pruitt**
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It is the policy of the Griffin-Spalding County School System not to discriminate on the basis of sex, race, age, color, religion, national origin or disability in its educational programs, activities or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Dr. Lisa Moore, lisa.moore@gscs.org or 770-229-3710 ext. 10400.

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ACADEMIC STANDARDS INFORMATION

GEORGIA STUDENT ASSESSMENTS

The purpose of the Georgia Student Assessment Program is to measure student achievement on the state-adopted content standards and increase efforts to improve teaching and learning. Results of the assessment program are utilized to identify students failing to achieve mastery of content, to provide teachers with feedback about instructional practice and to assist school districts in identifying strengths and weaknesses in order to establish priorities in planning educational programs. The primary assessments include the Georgia Milestones Assessment System: End of Grade (EOG) in grades 3-8 and End of Course (EOC) in grades 9-12. Students in grades 3 through 8 take an end-of-grade assessment in English Language Arts and Mathematics. Students in grade 5 are also assessed in Science and students in grade 8 are also assessed in Science and Social Studies. High school students take an end-of-course assessment in Algebra I, American Literature, Biology and U.S. History as designated by the State Board of Education. The school system will continue to administer the Georgia Kindergarten Inventory of Developing Skills (GKIDS) in kindergarten and the Georgia Alternate Assessment (GAA) in grades 3-8 and 11. Other assessments include Assessing Comprehension and Communication in English State to State (ACCESS) for English Learner (EL) students and the National Assessment of Educational Progress (NAEP). Students are also offered opportunities to participate in the PSAT, SAT, ACT and Advanced Placement (AP). In addition to these assessments, the Griffin-Spalding County School System administers assessments for ELA, math, science and social studies through the year with the Mastery Connect and Measures of Academic Progress (MAP) platforms in a variety of grades 1-12. Schools also develop their own assessments to indicate student mastery of content.

CURRICULUM

The Griffin-Spalding County School System (GSCS) will follow the Georgia Standards of Excellence in K-12 English language arts, mathematics, science and social studies. Additional grade and content specific information on the standards that outlines exactly what students are expected to know and be able to do can be found at https://www.georgiastandards.org/Pages/default.aspx.

GEORGIA STANDARDS OF EXCELLENCE

The State Board of Education (SBOE) requires school systems to use the Georgia Standards of Excellence for English language arts, mathematics, science and social studies.

ADDITIONAL INFORMATION

Additional information regarding the summary of changes for the GSE Standards can be found at:
ELA Georgia Standards of Excellence:
https://www.georgiastandards.org/Georgia-Standards/Pages/ELA.aspx
Math Georgia Standards of Excellence:
https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Mathematics.aspx
Science Georgia Standards of Excellence:
https://www.georgiastandards.org/Georgia-Standards/Pages/Science.aspx
Social Studies Georgia Standards of Excellence:
https://www.georgiastandards.org/Georgia-Standards/Pages/Social-Studies.aspx

COLLEGE AND CAREER READY PERFORMANCE INDEX (CCRPI)

Georgia's current accountability index is the College and Career Ready Performance Index (CCRPI). It is designed to rate school performance. The reporting method is calculated with appropriate indicators for elementary, middle and high schools and will yield an in-depth analysis of students' college and career readiness. It will measure the extent to which a school, school district and the state are successfully making progress in a number of key areas, such as content mastery, student

attendance and the next level of preparation. Stakeholders will now have a complete and comprehensive picture of where a school or district is meeting performance expectations and where it is not. As of December 2012, every school in the state will receive a numerical index score out of 100 points called the College and Career Ready Performance Index (CCRPI) score. Additionally, a percentage of Title I schools will be identified as Comprehensive Support and Improvement or Targeted Support and Improvement Schools. These new school designations provide a deeper understanding of what resources schools need in order to be successful in their efforts to prepare students to be college and career ready.

REFERENCES:
Information obtained from the following websites:

- **GA DOE Website:** http://www.gadoe.org/Pages/Home.aspx
- **US DOE Website:** http://www.ed.gov

ASBESTOS

The Asbestos Hazard Emergency Response Act (AHERA), was passed by Congress in 1986. AHERA requires local education agencies (LEA) to inspect their schools for asbestos-containing building materials and to prepare management plans to monitor and adequately maintain identified products and reduce potential asbestos hazards. The current AHERA Management Plans are available for public review at the Construction and Facilities Department Offices, at the Central Office Campus, during normal working hours. Any inquiries regarding the management plans and asbestos-related issues should be directed to the LEA Designee for the Griffin-Spalding County School System, Bruce Ballard (770) 229-3700. It is the intention of the Griffin-Spalding County School System to comply with all federal and state regulations controlling asbestos and to ensure a healthy and safe environment to learn and work.

ATTENDANCE

Regular school attendance is indicative of a positive attitude toward learning and self-discipline. Therefore, it is in each student's best interest to attend school every day. School day defined: The length of the school day includes not less than six hours of instruction, excluding class changes and lunch periods. The Griffin-Spalding County School System's policy is to allow a student no more than seven unexcused absences from any class per semester. If absences exceed seven days, excuses must be brought to the attendance office and cleared for a student to receive credit.

Absence from school is excused for the following reasons:

1. Personal illness
2. Serious illness or death in family
3. Condition making attendance impossible
4. Religious holidays
5. Serving as Page in the General Assembly (counted present for class)
6. Trips approved by the local school board (first two days only)
7. Approved school events
8. Required court appearance
9. Certain military pre-induction physical and military testing

10. Official visits to colleges or universities

Any other absence must first be approved "**excused**" by the principal to be considered excused. Parents of students who have unexcused absences totaling five days will be notified by letter as to the student's unexcused absence. Parents of students who have unexcused absences totaling seven or more days may be notified by the school social worker as to their expectations of their child attending school and the consequences of continued non-attendance. Parents of students who have unexcused absences totaling ten days will be notified by letter as to the student's unexcused absence. If the student is under 16 years of age, legal action within the court system may be taken by the school.

If a student is over 16 years of age, the student may be withdrawn from Griffin-Spalding County School System due to non-attendance.

Reminders:

1. All excuses must be taken to the attendance office to have the absence changed from unexcused to excused.
2. Keep a record of your absence should you ever need it.
3. It is the student's responsibility to obtain work from teachers whose classes he/she missed in accordance with school policy.

ATTENDANCE - COMPULSORY ATTENDANCE LAW (SECONDARY)

The Griffin-Spalding County Board of Education's Policy JBA www.spalding.k12.ga.us) requires that elementary and secondary students miss no more than 15 days each school year. Students in middle and high school should have no more than seven (7) absences per semester. Middle and high school students who are absent more than seven (7) days per semester will receive credit only if the student adheres to the makeup work provisions described in Griffin-Spalding County Board of Education Policies JBA and JBD and brings a doctor's excuse or presents acceptable extenuating circumstances for the absences.

Driver's License:

A Certificate of Enrollment Form will be issued to an eligible student who is:

- Enrolled in and not under expulsion from school.

The school attendance law for Georgia is as follows: A Section 20-2-690.1 **(a)** Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays should enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty, for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone will be responsible. **(b)** Any parent, guardian, or other person residing in the state who has control or charge of a child or children and who violates this Code section may be guilty of a misdemeanor and, upon conviction thereof, may be subject to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child will constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school should send a notice to such parent, guardian, or other person by first class mail.

Any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused

absences is considered truant.

SUMMARY

The Compulsory Attendance Law (O.C.G.A. 20-2-690.1) requires that the parent, guardian, or other person who has control or charge of a child or children sign a statement indicating he/she has received a written statement of possible consequences and penalties. In addition, the law requires children, who are age ten years or older by September 1, to sign a statement indicating he/she has received a written statement of possible consequences and penalties. Pursuant to O.C.G.A. 20-2-690.1, the Griffin-Spalding County Board of Education, requires that notification be given to the parent, guardian, or other person having control or charge of each child enrolled in the Griffin-Spalding County School System of possible consequences and penalties for failing to comply with compulsory attendance under O.C.G. A. 20-2-690.1. These possible consequences and penalties are as follows:

- Guilty of a misdemeanor and upon conviction thereof, will be subject to a fine not less than $25.00 and not greater than $100.00.
- Imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.
- Each day's absence from school in violation of the Compulsory Attendance Law will constitute a SEPARATE OFFENSE.

ATTENDANCE - TRUANCY ADMINISTRATIVE PROCEDURES

1. The parent, guardian, or other person who has control or charge of a child or children should sign a statement indicating receipt of a written statement (Exhibit) of possible consequences and penalties for failing to comply with the Georgia Compulsory Attendance Statute. (O.C.G.A. § 20-2-690)
2. Students who are age ten years or older by September 1, should sign a statement indicating receipt of a written statement of possible consequences and penalties for failing to comply with Georgia Compulsory Attendance Statute.

   (O.C.G.A. § 20-2-690) After two reasonable attempts by the school to secure such signature or signatures, the school will be considered in compliance if it sends a copy of the statement, via first class mail, to such parent, guardian, or other person who has control or charge of the child, or children. Certified mail, return receipt requested, still must be used to notify parents prior to any action to begin judicial proceedings for violations of the compulsory attendance law. The school principal should retain signed copies of statements through the end of the school year.
3. **After Five Unexcused Absences**: Documentation will be sent from a school administrator/designee to the parent/guardian regarding the number of days absent and the consequences of excessive absences. After two reasonable attempts to notify the parent or guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system should send a notice to such parent, guardian, or other person by first class mail. The parents, guardian, or other person who has control or charge of a child having five unexcused days of absence, should be given a written summary of possible consequences and penalties for failing to comply with the Georgia Compulsory Attendance Statute. (O.C.G.A. § 20-2-690)
4. **After Seven Unexcused Absences**: A copy of this documentation should be sent to the School Social Worker. A referral should be made to the School Social Worker using the social work form. An administrator must sign the form and all relevant correspondence and documentation must be attached. The Social Worker should involve appropriate agencies and services such as mental health, social service agencies, school nurse, student, and parent groups as required.
5. **After Ten Unexcused Absences**: If previous interventions have been unsuccessful, a referral should be made to the

Attendance Task Force. In accordance with O.C.G. A. § 15-11-67, a possible consequence for students may include possible dispositions for unruly children in Juvenile Court. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. § 20-2-690, *et seq*., "Any parent, guardian, or other person residing in the state who has control or charge of a child or children and who violates this Code section may be guilty of a misdemeanor and, upon conviction thereof, may be subject to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. **Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child will constitute a separate offense.** After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system should send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools should provide to the parent, guardian, or other person having control or charge of each child enrolled in public school, a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children should sign a statement indicating receipt of such a written statement of possible consequences and penalties; children who are age ten years or older by September 1 should sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school will be considered in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools should retain signed copies of statements through the end of the school year."

6. Tardies or Early Dismissals:

A. At 5 unexcused tardies or early dismissals, or any combination totaling 5 tardies and/or early dismissals, the principal or his/her designee will send a copy of the Compulsory School Attendance Law Principal's Letter to the parent(s) and refer the child and parent(s) to the school counselor.

B. Upon the 10th unexcused tardy, early dismissal, or any combination totaling 10 tardies and early dismissals, a referral is made to the School Social Worker, who will, if necessary, refer the student and parent(s) to the Griffin-Spalding County Attendance Task Force Committee.

ATTENDANCE - EARLY DISMISSAL FROM SCHOOL

Griffin-Spalding County School System discourages early dismissals from school. Students need to be in class every day and every class period in order to maximize their school experience. Occasionally students need to leave school early for doctor appointments, court appearances, dental appointments, becoming ill while at school, etc. If a student must leave school early, he/she must:

1. Present a written note signed by the student's parents or legal guardian to the Attendance Office BEFORE SCHOOL BEGINS THAT DAY. If student becomes ill during school, student should secure an early dismissal slip from the Attendance Office.
2. Secure an early dismissal slip from the Attendance Office; Please note: early dismissal from school will not be allowed based on a telephone call to the attendance office.

3. Wait in the classroom until the time to depart has arrived. Students will not be allowed to wait in front of the school.

BULLYING

The Griffin-Spalding County School System believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition should be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
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:

a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm such as term is defined in Code Section16-5-23-1;

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

d. 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 the Griffin-Spalding County School System. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if 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 that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writing, 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.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying will be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12

has committed the offense of bullying for the third time in a school year, the student will be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee should notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

BUS TRANSPORTATION

REGULATIONS FOR STUDENTS TRANSPORTED BY GSCS

Students being transported are under the authority of the bus driver and are expected to obey the following rules:

1. Be at your assigned bus stop on time. Students and accompanying parents should arrive at the scheduled stop location at least 5 to 7 minutes before scheduled pick up time.

2. Wait patiently for the bus to arrive. Students should remain 12 to 15 feet from the roadway. Students required to cross the street should never approach the bus before the driver signals them to do so. Students who are not required to cross the street should never approach the bus until the driver opens the door. When entering or exiting a bus, students should remove headphones of any type and secure any loose items on clothing or book bags. If something is dropped, never return to the bus. Instead, move quickly to the 12-foot safety zone and wait for the driver's signal.

3. Use the steps and handrail when entering or exiting the bus.

4. Take seats quietly and quickly without crowding or pushing.

5. Remain seated while the bus is in motion with hands, head, arms or objects safely inside the windows. At no time should a student be up on his/her knees facing the rear of the bus or crawling on the floor of the bus.

6. Never throw anything inside the bus or from the bus window.

7. Food, drinks, candy, or chewing gum are not allowed on bus except in a closed lunch container or bag. Schools should refrain from handing out the described items immediately prior to dismissal.

8. Tobacco/tobacco products are not allowed at school, on the school grounds, or the school bus.

9. No glass containers are allowed on the school bus.

10. Observe the appropriate school dress code.

11. Students should only utilize their assigned bus and their assigned bus stop. The school may approve a temporary bus pass if needed. This request must be submitted by the parent before 9 AM if approved the student may use an alternate bus, but service will only be provided to an existing bus stop location. Bus passes cannot be used to establish a new bus stop location or to alter an existing route schedule. A bus pass can be denied by the Transportation Department if it compromises the current capacity of the bus in question.

12. Do not use loud or screaming voice while entering the bus, on the bus, or exiting the bus.

13. Do not use vulgar, abusive, or rude language or act in an obscene manner, including obscene hand gestures to other students, bus drivers, and other personnel.

14. Respectful conduct toward the school bus drivers and other persons is required.

15. Keep books, book bags, feet and legs out of the aisle. Do not have pencils, pens and other objects out of book bags while on the bus.

16. Be courteous to the bus driver, fellow students, passers-by, and other motorists.

17. Fighting or possession of weapons on the bus are not allowed and will result in suspension from the bus.

18. Do not talk to the bus driver while the bus is in motion unless there is an emergency situation.

19. Face the front of the bus and use the front entrance to exit the bus, except in cases of emergency. Do not jump down the steps when exiting the bus.

20. Any object brought on a school bus must fit safely under the passenger's seat or be held in the student's lap. If held in the lap, the object cannot extend any higher than the passenger's abdomen (below the chest). No items can block the aisle or emergency exit. This includes but is not limited to large band instruments, science projects, athletic equipment, and any field trip supplies. If students are on board, no exit or aisles can be blocked regardless of the need. Do not bring any type of live animals on the bus (this includes insects and reptiles).

21. Avoid displaying affection while on the bus.

22. The 12-foot zone around the bus is the danger zone. All students must move outside the danger zone as quickly as possible. At no time should students enter this zone unless the bus is stopped and the driver signals the student it is safe to approach the bus. If it is necessary to cross the highway after leaving the bus, follow these rules: Make certain the bus is stationary and the door is still open. Wait for the bus driver to give a signal to cross, look both ways, stay out of the line of traffic until the roadway is free of danger, then, proceed across the highway after the bus driver signals you to cross.

23. Students should never use emergency exits unless a drill or actual emergency is taking place.

24. Students shall not use mirrors, lasers, flash cameras or any lights or reflective devices or otherwise act in a manner that might interfere with the school bus driver's operation of the bus.

25. Students shall not commit, or threaten to commit, an act of violence upon another student, any teacher, bus driver, or school official or employee while riding a school bus or while waiting to board a school bus. (See Rule 3 of the Student Disciplinary/Conduct Code).

26. Students shall not cause or threaten to attempt to cause physical injury or behave in such a manner as could reasonably be interpreted to cause an assault, battery or physical injury to a teacher, bus driver, or other school employee while riding a school bus or waiting to board a school bus (Code 20-2-751.6). In addition, if a student is found to have engaged in acts of physical violence on a school bus, as defined in Rule 4 of the Student Disciplinary/Conduct Code, the student should be disciplined according to the provisions of Rule 4.

27. Students shall refrain from acts of bullying other students while riding a school bus or waiting to board a school bus. (See Rule 14 of the Student Disciplinary/Conduct Code). If a student is found to have engaged in bullying or to have committed a physical assault or battery of another student on the school bus or at the bus stop, in addition to other punishment provided under the Student Disciplinary/Conduct Code, it will be required that the student and a parent/guardian for the student meet with the appropriate school official to develop a school bus behavior contract for the student as required by O.C.G.A. § 20-2-751.5(2).

28. Students shall refrain from acts of vandalism, graffiti, or defacing property.

29. Students shall refrain from other bus misconduct which includes, but is not limited to, misconduct that involves drugs or alcohol.

Note: Riding the bus is a privilege. Students riding the bus must comply with the requests of the driver and all bus regulations as defined by the Griffin-Spalding County School System. students who refuse to obey bus regulations are subject to lose their riding privileges.

Bus Stop Information:

A bus stop location will be assigned to each student once they are enrolled in their school and have registered for transportation services. Assigned bus stop locations are based on the stop's proximity to a student's primary address in the student information system (Infinite Campus.) Communal Bus Stops (stops that serve multiple students and multiple addresses) will be utilized whenever possible. Door to door stops will be eliminated where possible. Students residing on roadways deemed "walk hazards" by the Transportation Department will have stops placed as close to their residence as possible. Bus stops may be placed on these roadways, but student foot travel will be minimized and eliminated if possible.

General education students will not be allowed to utilize multiple addresses, buses, or bus stops according to the time of day or given day of the week. Each student must utilize one bus and one bus stop (see Rule #11 for exceptions.)

Parents and guardians are responsible for ensuring the safe travel of their students to and from the student's assigned location.

Student safety remains our primary concern, and we view parents and guardians as partners in this effort to ensure that all students are kept in the safest atmosphere possible. If a parent or guardian has concerns about an existing bus stop location or the safety conditions around an existing bus stop location, they should go to the district's transportation web site: http://www.spalding.k12.ga.us/pages/GSCS_District-Central/Departments/Transportation2 to view the stop placement criteria and the available methods of communicating their concerns.

Initiating Transportation Services (General Education Buses):

Prior to riding a GSCS school bus a student must be:

a. Registered in the school system

b. Enrolled in a GSCS school

c. Eligible for Transportation Services

d. Registered for transportation services

e. Formally assigned a bus number and a bus stop location.

Students will not be placed on a GSCS school bus until all of the criteria listed above have been met. Once a student is registered, enrolled and identified as a bus rider, the assignment process will begin. This generally takes 1 to 3 operational days to complete, according to the individual request. Same day bus passes will not be issued to newly enrolled students. Parents and guardians should arrange transportation for their student(s) until their formal bus assignment has been confirmed.

• All related transportation services for students with special needs will be will be identified and requested through the IEP process. Should you have any questions pertaining to special needs transportation services please contact your current school of enrollment or the GSCS Transportation Department at 770-229-3725.

Registering for Transportation Services:

• A district wide pre-registration process will take place at the end of each school year for the upcoming year. Registration forms will be sent home with each Elementary and Middle school student. High school students will define their own transportation needs through a query process established at each school. • Parents and Guardians may register their student(s) for transportation services any time during the operational school year by notifying their school's front office or by contacting the GSCS Transportation Department at 770-229-3725.

Confirming a Student's Bus information:

• Bus information for all pre-registered students will be available at your school of enrollment at the beginning of each school term and any time during the operational year.

• Transportation Staff will be on site for all annual open house ceremonies to assist parents and guardians seeking bus information.

• Parents and guardians can also confirm their student(s) bus information at any time by logging in to the GSCS Transportation web site and utilizing the E-link option. Your student's school ID number will serve as both the username and password. If you do not know your student's Id number, please contact your school of enrollment.

Bus Pass Procedures:

Bus Passes are frequently used by schools to define temporary alternate means of transportation for a student. The Bus Pass grants permission for a registered bus rider to use an alternate bus or bus stop inside their school's attendance zone.

The district realizes that parents and guardians may encounter unplanned circumstances or emergencies that may require a short-term change to their student's normal bus schedule.

When issuing Bus Passes, consistent processes must be followed to ensure the safety of our students. The following procedures will be followed by all GSCS schools, when issuing Bus Passes.

- All Bus Pass requests must come from a parent or guardian in person or in writing (email is acceptable). A Bus Pass request will not be accepted or approved over the phone.
- "Same day" Bus Pass requests for High School students and Elementary students must be submitted by a parent or guardian prior to 1:00 PM.
- "Same day" Bus Pass requests for Middle School students must be submitted by a parent or guardian prior to 1:30 PM.
- Bus Passes will not be issued for more than 10 consecutive operational days. If additional time is needed, a parent or guardian may request another Bus Pass.
- Students utilizing an alternate bus or bus stop must provide the bus driver with a copy of the approved Bus Pass, when boarding. Students that do not have a copy of an approved Bus Pass will be required to use their regularly scheduled means of transportation.
- Bus passes will only be issued for existing bus stop locations. Bus Passes will not be used to establish new bus stop locations or to change existing route schedules.
- Bus Passes will not be issued for stop locations outside of a school's attendance zone.

Bus Conduct:

The school bus is an extension of the classroom and all students who ride school buses are subject to the transportation rules and regulations. These are established for the safety of every student. The buses in Griffin Spalding County Schools are

equipped with video cameras as an added safety precaution. Maintaining proper conduct on the school bus must be a joint effort on the part of the students, parents, driver, and school officials. Misbehavior on the part of the student, which distracts the driver from his/her operation of the vehicle, jeopardizes the safety of all passengers. **Riding is a privilege, and it can be taken away.** Students are expected to follow all school rules and GSCS BOE Policies. In addition, the following rules will be enforced:

- Respect yourself and the rights of others.
- Follow the driver's directions the first time they are given.
- Stay in your seat.
- Keep all parts of your body and all objects inside the bus.
- Use of cell phones will be at the discretion of the driver.
- No smoking, chewing or spitting tobacco or related products.
- Eating and drinking water or soft drinks is at the driver's discretion.

If a student exhibits disruptive behavior, the driver will notify the parents immediately in an attempt to solve the problem at that level. However, if the student chooses to break the same rule, the following consequences will apply:

1st Reported Incident: School official, parent, and driver conference. A suspension from the bus for a minimum of 3 days will follow if the parent fails to attend the conference.
2nd Reported Incident: 3 days off bus
3rd Reported Incident: 5 days off bus
4th Reported Incident: 10 days off bus
5th Reported Incident: Suspension from bus for remainder of the school year

Severe misbehavior may result in bus suspension on first offense.
Severe misbehaviors include, but are not limited to:

- Disrespect of driver/monitor/ administrator
- Fighting
- Vandalism
- Possession of tobacco, drugs, alcohol, vapes, and weapons
- Any other behavior(s) that could be detrimental to the safety of others.

The student will be suspended from the bus for the remainder of the year for behaviors such as possession of weapons or drugs or severe disrespect to the driver. When a student is denied bus transportation due to misconduct, his/her absence from school is not excused. The parent or guardian will be expected to provide transportation during the time the student is excluded from the bus.

A student may be suspended from the bus at any time if the principal/designee determines an incident warrants suspension. The student may *not* be allowed to ride another bus during suspension. The suspension can be up to 10 days. In addition, he/she may be suspended from school depending upon the severity of the offense.

CLUBS AND ORGANIZATIONS

Clubs and organizations are defined as "clubs and organizations comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction, and control of the school" (O.C.G.A. 20-2-705). Please refer to "Our Schools Link" on the Home Page of www.gscs.org for a complete listing of clubs, mission or purpose of the clubs, faculty advisor of the clubs, and a description of past or planned activities of clubs offered at

your child's school. Parental Consent for Participation in School Sponsored Clubs Georgia law (Code Section 20-2-705) requires that students and parents receive information on school clubs and organizations at the beginning of each school year. The information must include the name of the club or organization, mission or purpose, name of club's faculty advisor, and a description of past or planned activities. On a form there must be an area for a parent or guardian to decline permission for his or her student to participate in a club or organization designated by him or her. For clubs or organizations started during the school year, the school is required to get written permission from a parent or guardian prior to a student's participation.

COMPLAINT PROCEDURE (POLICY KN)

It is the policy of the Griffin-Spalding County Board of Education that grievances and complaints relating to school matters are to be recognized and addressed in an orderly manner. Grievances and complaints should be addressed from parents, students, staff, private schools and other concerned organizations or individuals from the public. Grievances and complaints should be handled and resolved, whenever possible, as close to their origin as possible. For the purposes of this policy, a grievance is defined as any claim by a member of the public that the action or operation of the school district or the Board of Education is in violation of the law or Board policy. Any claim that does not meet the definition of grievance will be considered a complaint and it will be handled through routine administrative procedures. Additional Griffin-Spalding County Board policies that address grievances are:

- Board Policy BCAE addresses grievances relating to matters of local controversy in reference to the construction or administration of the school law.
- Board Policy GAAA/JAA addresses grievances involving requirements of Title VI, Title IX, Non-discrimination, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.
- Board Policy GAE addresses grievances relating to matters affecting employment relationships of certified personnel.
- Board Policy JCDA addresses grievances about disciplinary actions.

The Title VI Coordinator is Dr. Lisa Moore, 234 E. Taylor Street, Griffin, GA 30223, 770-229-3710 ext. 10400

The Title IX Coordinator is Donald Warren, 216 S. 6th Street, Griffin, GA 30224, 770-229-3710 ext. 10460

The Section 504 and American with Disabilities Act Coordinator is Mr. Charles Kelley, 234 E. Taylor Street, Griffin, GA 30224, 770-229-3710 ext.10333

The Sports Equity Coordinator is Mr. Bill Stikes, 216 S. 6th Street, Griffin, GA 30224, 770-229-3710 ext. 10620

COMPLAINT PROCESS

Steps to the Middle School Parent Complaint Process

It is the practice of school personnel to address complaints in a timely, responsive, and cooperative manner. We believe that most issues are best resolved by the individuals closest to the matter. We appreciate your working with us throughout this process to reach a resolution.

1. Contact your child's teacher/coach via email regarding the complaint. Please allow one to two school days for a reply.

2. At a time and in a manner that is agreeable to both you and your child's teacher/coach, conference to discuss the concern with your child's teacher/coach and agree upon an appropriate resolution to your concern. Then

allow ample time for your child's teacher/coach to address the concern(s) and implement resolution you discussed.

3. Allow ample time for your child's teacher/coach to address the concern(s) and implement resolution. If after ample amount of time is provided to the teacher to implement the agreed upon resolution the concern remains, or a new concern arises, repeat steps 1 & 2.

4. If after a reasonable amount of time your concern remains, contact your child's designee as indicated below for additional support (email recommended). Please allow one to two school days for a reply from the designee. You may copy the principal on the email if desired.

5. Allow ample time, as determined in the conference, for the designee to address the concern and seek to implement the resolution within the school.

6. The designee will follow up with the parent and report on progress after an agreed upon reasonable time frame.

7. If after direct communication and collaboration with the school designee, the concern is not resolved, contact the principal for further review.

8. If after direct communication and collaboration with the school administration, the concern is not resolved, contact the Griffin-Spalding County Schools Department of Student Services to file an official complaint form (as per GSCS Board Policy KN).

9. The Department Secretary distributes the formal complaint to the Principal, Director of Student Services, and the Executive Secretary of Administrative Services.

10. The Student Services Director will follow up with the Principal and parent to assist in resolving the complaint, if needed.

Designees: Athletic Director, School Counselor and Assistant Principal

ENTRANCE AGE

In accordance with Georgia law, every parent, guardian or other person residing within the state having control or charge of any child or children between their sixth and sixteenth birthdays should enroll and send such child or children to a public school, a private school or a home study program. All children enrolled for 20 school days or more in the public schools of this state prior to their sixth birthday will become subject to the provisions of the compulsory school attendance law.

PLEASE VISIT WWW.SPALDING.K12.GA.US TO REVIEW THE COMPLETE ENTRANCE AGE POLICY - REFER TO POLICY JBB

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student records are governed by the Family Educational Rights and Privacy Act ("FERPA). Under FERPA, a student record is anything maintained by the district about a student that contains personally identifiable information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche.

The Griffin-Spalding County School System has designated the following information as directory information:
1. Each student's name, address, telephone number, and where parents can be contacted in emergencies

2. The date and place of birth of each student
3. Each student's participation in clubs and sports
4. The weight and height of a student if he or she is a member of an athletic team
5. Dates of attendance at an elementary, middle, or high school in the Griffin-Spalding County School System
6. Honors and awards received during the time enrolled in the Griffin-Spalding County School System
7. Information contained in the school annual
8. Occasionally a student's photograph, name, or examples of class work may be published on the school system's media, which includes, but is not limited to, a web site, closed circuit television, and the school system's promotional video (this includes video, audio, film images, publications, or recordings); and, Names, addresses, and phone numbers of student are provided to military recruiters upon request
9. Student's email address
10. Grade level

Unless you as a parent/guardian or eligible student request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information as to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolling in writing within 3 days after enrollment. *By including this information in the student handbook, the principal would meet the requirements of this Act.

GRIEVANCE PROCEDURES/GENDER EQUITY IN SPORTS

It is the policy of the Griffin-Spalding County Board of Education ("Board") to prohibit discrimination based on gender in its elementary and secondary school athletic programs, in accordance with the Georgia Equity in Sports Act. The following grievance procedures are hereby adopted to provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the Georgia Equity in Sports Act.

The student, parent, or guardian must submit a complaint on the form included in KN-E(1) and submit the completed form to the sports equity coordinator. The sports equity coordinator should date-stamp the complaint when received. The sports equity coordinator will take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The sports equity coordinator may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation.

The confidentiality of any information obtained should be maintained in accordance with federal and state law and the school system's policies on confidentiality of student and employee information. The sports equity coordinator should render a decision in writing no later than 30 calendar days after receipt of the complaint, and such a decision should set forth the essential facts and rationale for the decision. A copy of such a decision should be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.

A complainant has the right to appeal the decision to the Board within 35 calendar days of the date of the decision. The request for appeal must be submitted by the complainant in writing to the Superintendent. The Superintendent's office should

date-stamp the complaint when received. The Board will review all materials related to the matter and render a decision in writing no later than 30 calendar days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such a decision should set forth the essential facts and rationale for the decision. A copy of such decision should be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address. A complainant may appeal a decision of the Board to the state Board of Education in accordance with the procedures specified in O.C.G.A./20-2-315 (h). This form must be completed in its entirety and submitted to: Sports Equity Coordinator Bill Stikes, Griffin-Spalding County School System, 216 South 6th Street, Griffin, GA 30224, 770-229-3700.

HALL PASSES

Except during the five-minute change of classes, students in grades 6 – 12 must have a teacher-signed hall pass. Hall passes are required of students at all times during class periods. If you are in the hall, your pass must be with you and ready for submission to authorized personnel to review. Students will not be allowed in the hallways during the first ten minutes of class, nor will students be allowed in the hallways during the last ten minutes of class. Students without the proper identification and hall pass will be subject to in-school suspension and/or out-of-school suspension. Teachers will also be notified if a student is out of their class without the proper hallway pass.

HEALTH POLICY

1. The Griffin-Spalding School County System follows Georgia State Law in regards to health, hearing and vision testing.
2. The health education curriculum is comprehensive and far-reaching.
3. In an emergency situation, physicians and local hospital services are adequate and extensive when deemed necessary.
4. Students must have on file with the school a current up-to-date immunization certificate. This certificate is kept on file in Infinite Campus. Check with your school nurse to make sure your certificate is up-to-date.

HEALTHY RELATIONSHIPS

Senate Bill 401 was passed in Georgia's 2018 Legislative Session. This bill mandates required annual, age-appropriate sexual abuse and assault awareness and prevention education in grades K-9 and in-service training for school personnel.

The Griffin-Spalding County School System will use the *Second Step-Child Protection Unit that is a part of our Second Step Curriculum*, in Grades K-5 each school year, to meet this state required mandate.

This unit features research-based prevention and intervention components, including training and resources for school staff, classroom lessons and activities, and materials for families. Its goal is to develop staff, adult caregiver, and student knowledge and skills for protecting students from unsafe and abusive situations in and outside of school. Specific skills for recognizing and reporting abusive situations and responding in a supportive way to students who disclose abuse.

Middle Schools, in partnership with Promise Place, will offer the Healthy Relationships course to all students in grades 6-8 during their Enrichment/Advisements periods once a year during the months of February and March.

The objectives of this course include defining healthy relationships, identifying signs of healthy relationships, defining teen dating violence, discussing forms of dating abuse and warning signs, and identifying support services within the school and in the community.

High Schools, in partnership with Promise Place, will offer the Healthy Relationships course to all 9th grade students during Health and Personal Fitness classes once per semester.

The objectives of this high school course include defining teen dating violence, identifying the forms of dating abuse along with warning signs of abuse, discussing forms of sexual abuse and sexual assault and ways to stay safe, reviewing teen dating violence statistics, discussing prevention strategies of teen dating violence, identifying support/services within the school and in the community, reviewing characteristics of a healthy relationship, and discussing ways teens can help put an end to domestic violence.

Each local board of education which operates a school with grades 6 through 12 should provide instruction in human trafficking awareness on an annual basis at each grade level. Secondary schools will partner with Say Something Assemblies once per year. Topics include suicide, sex trafficking, bullying, and addiction and are presented in a way that is age-appropriate according to each grade level.

HOMELESS STUDENTS

In accordance with the McKinney-Vento Homeless Assistance Act, the Griffin-Spalding County School District will work with homeless children and youths and their families to provide stability in school attendance and other services.

Please visit www.spalding.k12.ga.us to review the complete Homeless Students Policy - Refer to Policy JBC(1)

HOSPITAL/HOMEBOUND

Hospital/Homebound (HHB) services are designed to provide continuity of education services between the classroom and home or hospital for students in Georgia public schools, whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g. students receiving dialysis or radiation/chemotherapy or students with other serious health condition). HHB services are not intended to supplant regular school service and are by design temporary. **The student must be enrolled in the Griffin-Spalding County School System. Private or home school students are NOT eligible for HHB services from a Georgia Public School.**

Please visit www.spalding.k12.ga.us to review the complete Hospital/Homebound Policy - Refer to Policy IDDC

LOITERING AT OR DISRUPTING SCHOOLS

Official Code of Georgia 20-2-1180. Loitering in or on a school safety zone; penalty; required check in of visitors; posting signs of required check in.

(a) It is unlawful for any person to remain in or on any school safety zone in this state or to remain in or on any such school safety zone when such person does not have a legitimate cause or need to be present thereon. Each principal or designee of each public or private school in this state has the authority to exercise such control over the buildings and grounds

upon which a school is located so as to prohibit any person who does not have a legitimate need or cause to be present thereon from loitering upon such premises. Each principal or designee of each public or private school in this state should notify the appropriate law enforcement agency to prohibit any person who does not have a legitimate need or cause to be present therein from loitering within the school safety zone.

(b) Any person who:

(1) Is present in or on any school safety zone in this state and willfully fails to remove himself or herself from such school safety zone after the principal or designee of such school requests him or her to do so; or

(2) Fails to check in at the designated location as required by subsection (c) of this Code section may be guilty of a misdemeanor of a high and aggravated nature.

(c) Upon entering any school building between the official starting time and the official dismissal time, any person who is not a student at such school, an employee of the school or school system, a school board member, an approved volunteer following the established guidelines of the school, or a person who has been invited to or otherwise authorized to be at the school by a principal, teacher, counselor, or other authorized employee of the school should check in at the designated location as stated on posted signs and provide a reason for his or her presence at the school. (c.1.) Subsections (b) and (c) of this Code section does not apply to: (1) Law enforcement officers, firefighters, emergency medical technicians or paramedics, or any public safety or emergency management officials in the performance of an emergency call or to other persons making authorized deliveries to the school; (2) Any person entering a school on election day, for purposes of voting, when the school serves as an official polling place; or (3) Any person attending or participating in an academic or athletic event while remaining in the authorized area or a parent, grandparent, or guardian listed on a child's pick-up list who fails to sign-in while delivering school supplies, food, clothing, other legitimate business and who has not previously been sanctioned by school officials for disrupting a school.

(d) A school administrator or his or her designee may ask any visitor to explain his or her presence in the school building at any time when the school is in official session.

(e) If the school posts signs on entrances to the school requiring visitors to check in at the designated location, such signs will be deemed prima-facie evidence that persons entering the school were on notice of the requirements of this Code section.

(f) Nothing in this Code section should be construed to prohibit school administrators from prohibiting the admission of any person who has violated school policy or state law.

(g) As used in this Code section, the term "school safety zone" will have the same meaning as set forth in Code Section 16-11-127.1.

MEAL PRICES

The Griffin-Spalding County Public Schools Nutrition Program strives to offer nutritious meals to the students attending Griffin-Spalding County Public Schools. Breakfast and Lunch are available daily at all schools. Meals served in GSCS meet nutrient standards set by the United States Department of Agriculture (USDA) for students of all grade levels. Food items meet high quality standards and are served by caring, committed staff members.

Federal guidelines do not allow the school nutrition department to cover the cost of meal charges. Please visit the school district's board policy pages to review the current district charge policy. Parents of students should complete the annual free or reduced meal price application for their child yearly. Parents may complete an application online at

https://frapps.horizonsolana.com/SPAC01. Parents of students are encouraged to prepay for meals using our on-line portal at https://www.mypaymentsplus.com/welcome or by sending payment to the school cafeteria. There is a charge for all returned checks. Meal Prices are subject to change.

MEAL PRICES

	Full Pay	Reduced	Free	Adult/Visitors
Breakfast (All grade levels)	N/A	N/A	No charge	$3.00
Elementary Lunch	N/A	N/A	No charge	$5.00
Middle and High Lunch	N/A	N/A	No charge	$5.00

Students attending schools participating in Special Provision 2 may have breakfast and lunch at no charge regardless of income. If students leave these schools and transfer to another school site that does not participate in this program, they will change to full pay status and are responsible for full payment for the meals received.

No student has permission to leave campus for lunch. No student has permission to accept or deliver fast-food on-campus.

ACCOMMODATING STUDENTS WITH DISABILITIES AND/OR SPECIAL DIETARY NEEDS

Griffin-Spalding County Public Schools will make accommodations for children with disabilities whose disability or special dietary need restricts their diet, when that need is certified by a licensed physician. For modifications or substitutions to the school meals, the school's Nurse and Nutrition Manager must have a written **Medical Statement to Request Accommodations for Disabilities in the School Meal Programs** Form on file that is signed by a licensed physician or licensed health care professional who is authorized to write medical prescriptions under State law.

The Physician's medical statement must identify the specific nutritional needs of the student. This includes listing all dairy, peanut, shellfish, or other types of food allergies. *Note this form is available on the School Nutrition website under the Special Dietary needs info tab. Parents should have this form completed by the licensed physician or licensed health care professional who are authorized to write medical prescriptions under State law.

Griffin-Spalding County Public Schools does not have peanut or nut free schools. Children have the option to bring meals from home, therefore meals may contain nuts or foods purchased from a facility that processes nuts.

To support the management of special dietary needs, the entire day's menu is posted on the School Nutrition website.

RESPONSIBILITY OF PARENTS WITH STUDENTS REQUIRING SPECIAL DIETARY MEALS

Notify the School Nurse of any food allergy, disability, or special dietary need regarding their child.

Provide Medical Statements completed by a licensed physician or licensed healthcare professional who is authorized to write medical prescriptions under State law.

Participate in any meetings or discussions regarding the student's meal plan. Maintain a healthy line of communication with the School Nurse, Nutrition Manager, and Nutrition Department Program Coordinator, and others as needed.

Notify the School Nurse of any changes relating to the special dietary need, or needs (a new Medical Statement is required if the diet changes).

Submit a new medical statement each year or verify the accuracy of the medical statement yearly that a child requires special dietary meals or substitutions.

For additional questions regarding the School Nutrition Program, call (770) 229-3710 ext. 10338.

This institution is an equal opportunity provider.

MEDICATION

Ideally, parents should administer medications at home; however, the Griffin-Spalding County School Board recognizes that children may be unable to attend school without medications prescribed for the treatment of injuries, illnesses, or chronic conditions.

Additionally, these same children will require assistance to take their medications at school.

The Griffin-Spalding County Board of Education cannot assume the responsibility for the administration of any medication that is not registered at school. The principal or staff member designated by the principal is responsible for administering or assisting student in the administration of medication, documentation of administration of medication, and storage of all medications in a locked cabinet in the nursing clinic, except when the parent or physician specifies in writing that the medication may be kept on the student's person. The school nurse and school administrator or designees are the only people allowed to possess medication access keys.

The parent or legal guardian must complete and sign a medication administration authorization form (JGCD-E(1)) for administration of any medication at school detailing the student's physician, medication name, dosage and frequency. The medication will be administered only in accordance with the written instructions from the prescribing physician (properly labeled prescription bottle from pharmacy is sufficient). No change in dosage or time of administration will be honored without written authorization from the physician (copy of order, prescription or newly labeled bottle).

All guidelines under policy JGCD-R(1) concerning administration of medication will be followed.

NON-DISCRIMINATION STATEMENT

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1990); or disability (Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Employees, students, and the general public are hereby notified that the Griffin-Spalding County School System does not discriminate in any educational programs or activities or in employment policies. The Griffin-Spalding County School System offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9 – 12. AV Technology & Film, Information Technology, Architecture & Construction, Business Technology, Health Science, Early Childhood Education, Engineering, Culinary Arts, and JROTC.

Those seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact: Kimberly Sheppard, Director of CTAE, 221 Spalding Dr., Griffin, GA 30223, 770-229-3710 ext. 10484 or kimberly.sheppard@gscs.org.

The following individuals have been designated as the employees responsible for coordinating the School Systems effort to implement this nondiscriminatory policy:

Perkins Act/CTAE	Dr. Kimberly Sheppard (770-229-3710, ext. 10484)
Title VI	Dr. Lisa Moore (770-229-3710, ext. 10400)

Title IX	Dr. Donald Warren (770-229-3710, ext. 10322)
Section 504 and ADA	Mr. Charles Kelley (770-229-3710, ext. 10333)
Homeless Liaison	Dr. Lisa Moore (770-229-3710, ext. 10400)

Inquiries concerning the application of the Perkins Act, Title VI, Title IX or Section 504 and ADA to the policies and practices of the School System may be addressed to Dr. Lisa Moore, Director of Student Services 234 E. Taylor Street, Griffin, GA 30223; Georgia Department of Education, Twin Towers East, Atlanta 30334; to the Regional Office for Civil Rights, Atlanta, 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

It is the policy of the Griffin-Spalding County School System not to discriminate on the basis of sex, race, age, color, religion, national origin or disability in its educational programs, activities or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Lisa Moore, lisa.moore@gscs.org or 770-229-3710 ext. 10400.

PARENT AND FAMILY ENGAGEMENT INFORMATION

PARENT AND FAMILY ENGAGEMENT

The school district will be governed by the following definition of parent engagement and expects that its Title I schools carry out programs, activities, and procedures in accordance with this definition in ESSA:

Parent engagement means the participation of parents in regular, two-way, and meaningful communication engaging students' academic learning and other school activities, including ensuring:

- Parents play an integral role in assisting their child's learning.
- Parents are encouraged to be actively engaged in their child's education at school.
- Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

OPPORTUNITIES FOR PARENT AND FAMILY ENGAGEMENT

Some opportunities for parent and family engagement include parent workshops, parent advisory committees, school council, PTO, parent volunteers, school planning meetings and parent-teacher conferences.

PARENT AND COMMUNITY ENGAGEMENT LIAISONS

Each school has a Parent and Community Engagement Liaison(s) that coordinates parent activities. For more information, contact your child's school. If you have any comments or suggestions, always feel free to contact your parent liaison. Your liaison will take your feedback to the leadership team of the school and will provide helpful tips to school staff.

PARENT AND FAMILY ENGAGEMENT POLICY

The purpose of the school parent and family engagement policy is to ensure that strong strategies are in place to build the capacity of parents, to engage parents in an effective partnership with the school and to share and support high student academic achievement. The school and parents must jointly develop and agree on the policy. It is revised every year to meet the changing needs of parents. Finally, the policy is distributed to parents in multiple ways.

The school district also has a district parent and family engagement policy. It is revised every year and a copy of this document is also distributed to parents in multiple ways.

SCHOOL-PARENT COMPACT

Every year students, parents and school staff sign a compact or agreement. This compact outline how parents, the entire school staff and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. This compact is revised

with parent input at the end of each school year and then is distributed to all parents to be signed at the beginning of the next school year.

PARENT SURVEY
At the beginning and end of the school year, schools distribute a parent questionnaire. The results of this survey are used to review the effectiveness of parent activities. Feedback from these surveys is very important. The school parent and family engagement policy and school activities are developed from feedback parents give on these surveys.

PARENT RESOURCE CENTERS
There are two parent resource centers available for your use to support you and the education of your children. The goal of all of the parent resource centers is to share the benefits of parent and family engagement and take advantage of available services that lead to the academic success of children.

- **School Parent Resource Centers**
  Each Title I school has a parent resource room or area where you can obtain valuable resources on how to support your child's academic efforts in math, science, social studies and English language arts.
  - Contact: Your school or Parent and Community Engagement Liaison
  - Hours: School hours
- **District Parent Resource Center**
  The district family resource center has DVDs, books and audio CDs available for parent checkout. You will also find valuable information on supporting your student academically.
  - Location: Room B121, Parent Services Center at 234 E. Taylor Street, Griffin
  - Contact: Dr. LaJuana Love, District Parent and Community Engagement Specialist at 770-229-3710, ext. 10363
  - Hours: 7:30 a.m.- 4:30 p.m. by appointment

PARENT NOTIFICATION

Parents will receive a call from the school whenever your child is absent or tardy to one or more of his/her classes. If you know your child will be absent, please call the Attendance Office or Principal's office. The school district and schools may make robocalls and automated texts to student families regarding emergencies and activities or events related to the district or school's mission to numbers that families have provided to the school district.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

The Griffin-Spalding County School System also participates in Positive Behavior Intervention and Support (PBIS) and has been recognized as a leader in the state. PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety, and support improved academic outcomes. More than 10,000 U.S. schools are implementing PBIS and are saving countless instructional hours otherwise lost to discipline. The premise of PBIS is that continual teaching, recognizing and rewarding of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety, and learning. Please contact the principal at your school for additional information or the district's Multi-Tiered System of Supports (MTSS) Coordinator, Dr. Eleajah McElroy, at 770-229-3700 or eleajah.mcelroy@gscs.org. Information about PBIS is also available on our website.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Griffin-Spalding County School System should not require any student to submit to a survey, analysis, or evaluation that

reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent;
8. 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.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey.

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. This request will be handled within a reasonable period of time after the request is received.

Parents should be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice should offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or of other students.

The parent of a student should be notified prior to the commencement of 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). The school system should offer the parent the opportunity to inspect, upon request, any instrument used in collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. This request by a parent for reasonable access to such instrument should be handled within a reasonable period of time after the request is received. The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individual with Disabilities Education Act (IDEA).

RESIDENCY VERIFICATION

Registration of a student begins when a parent, guardian, or other person having control of a child (eligible for non-parental affidavit), or the student (in the case of an emancipated minor) provides the school system with the appropriate documentation as required by Griffin-Spalding County Board Policy JBC. The registration process takes place at Central Registration. Once documents that are required during the registration process have been provided to the school system and have been approved, students requesting enrollment in the Kindergarten-12th grades will be contacted via email with information informing the parent/guardian which school serves their particular residential area stating that student has been registered in the Griffin-Spalding County School System. The Griffin-Spalding County School System maintains the right to verify and/or request updated residential documentation from parent/guardian as needed.

Please visit www.spalding.k12.ga.us to review the complete Student Residence Policy – Refer to Policy JBC-R(3)

SCHOOL VOLUNTEERS

How can you be better involved with our schools than to volunteer your time? Even an hour a week can mean the difference between success and failure for a student. Each of our schools has a variety of opportunities to suit you and your schedule.

Simply complete the volunteer application and authorization of release of criminal information found in our schools and online at www.spalding.k12.ga.us. Return the forms to the school where you wish to volunteer or to the Superintendent's Office. We will do the processing and send it to our Human Resources Department to complete the authorization. The cost associated with the background check is $10.00; please enclose the cash or a check made payable to the Griffin-Spalding County School System. (If you are associated with a specific organization, that organization may be paying the cost of this safety measure; please check with the school or your organization.)

We value your contribution to our schools and look forward to your working with our students. Even if your schedule keeps you from volunteering right now, we urge you to complete the application process and be ready to join our school volunteer team when the time is right for you. For more information or questions, please contact Candace Peek, 770-229-3710 ext. 10422.

SEARCH AND SEIZURE POLICY

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any time described as unauthorized in school rules available beforehand to the student. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

NOTICE: Any item confiscated by school personnel must be retrieved by a parent within 30 days. Items may be donated to charity or disposed of after 30 days.

PERSONAL SEARCHES

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials. If a pat-down search of the student's person is conducted, it will be conducted in private by a school official of the same sex, with an adult witness of the same sex present.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. A school official of the same sex may only conduct such a search in private with an adult witness of the same sex present.

SCHOOL PROPERTY SEARCHES, INCLUDING LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Students who vandalize or 'peg' their lockers are subject to being fined and loss of locker privilege. Students are to use only the locker assigned to them. Students may not share lockers. Periodic general inspection of lockers may be conducted under supervision of school authorities for any reason at any time without notice, without student consent, and without a search warrant. This will include classroom or school-wide searches using electronic devices, or other means as warranted.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right.

The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property; the interior of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings must be turned over to proper legal authorities for ultimate disposition.

SECRET SOCIETIES (GANGS)

The Griffin-Spalding County Board of Education finds and declares that it is the right of every student in the Griffin-Spalding County School System to learn in a safe secure and protected learning environment and that it is the right of teachers, administrators and other employees of the school district to work in a safe, secure and protected environment. The Griffin-Spalding County Board of Education further finds that the existence of criminal street gangs in schools of the Griffin-Spalding School System is a direct threat to a safe, secure and protected learning and working environment.

Criminal Street Gang means any organization, associated in fact, whether formal or informal, which engages in criminal gang activity as defined in OCGA § 16-15-3 (1). The existence of such organization, association, or group of individuals associated in fact may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, gestures or attire or other distinguishing characteristics, including, but not limited to, common activities, customs, or behaviors. Such term should not include three or more persons, associated in fact, whether formal or informal who are not engaged in criminal gang activity.

1. Participation in any criminal gang activity as defined in OCGA § 16-15-3 (1) and or OCGA 16-15-4 (a)-(j) is prohibited.
2. Wearing of any insignia, and/or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted.
3. Any attempt to gather or commingle on school premises, facilities, or property for any purpose by gang members shall be prohibited.
4. No student shall use, employ or rely upon his or her gang membership or affiliation to threaten, to intimidate, or to harass verbally or physically other students or employees of the Griffin-Spalding County School System.
5. All of the above prohibitions concerning gangs apply as well to any school functions or events conducted away from school facilities, property, or premises.

Any student who violates this policy or any subpart thereof will be subject to discipline under the Griffin-Spalding County School System Behavior Code and Discipline Policy, including the sanction of expulsion, if warranted under the circumstances of a violation.

SEXUAL HARASSMENT

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It is a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It is also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching

Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc. Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor or other individual designated to receive such complaints.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

SPECIAL EDUCATION SERVICES

The Griffin-Spalding County Schools comply with federal laws concerning **Section 504 of the Rehabilitation Act of 1973.** Children eligible for Section 504 accommodations or services include those children who have a physical or mental impairment that substantially limits a major life activity. If a parent or guardian has any concerns regarding 504 plans and or an initial 504, the principal of the school should be contacted. The district 504 Coordinator, Mr. Charles Kelley, can be contacted at 770-229-3700. More guidance, including parent rights and procedural safeguards are listed below:

Section 504 Procedural Safeguards

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding their 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's 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.

2. Hearing Request: The Request for the Hearing must include the following:

A. The name of the student.
B. The address of the residence of the student.
C. The name of the school the student is attending.
D. The decision that is the subject of the hearing.
E. The requested reason for the review.
F. The proposed remedy sought by the grievant.
G. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request of the Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and the school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

A. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request of Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
B. Upon a showing of good cause by the grievant or the school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
C. The grievant will have the opportunity to examine the child's educational records prior to the meeting
D. The grievant will have the opportunity to be represented by the legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel may constitute good cause for a continuance.
E. The grievant will have the burden of providing any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient should place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily (34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

F. The impartial review official does not have the power to subpoena witnesses, and the strict rules of evidence should not apply to hearings. The impartial review official does not have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of the witnesses to be present.
G. The impartial review official should determine the weight to be given any evidence based on its reliability and probative value.
H. The hearing should be closed to the public.
I. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
J. Witnesses will be questioned directly by the party that calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
K. Testimony should be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing should be retained by the recipient.
L. Unless otherwise required by the law, the impartial review official should uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
M. Failure of the grievant to appear at a scheduled hearing, unless prior notification of absence was provided and approved by the impartial official or just cause is shown, should constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official should issue a written determination within 20 calendar days of the date of the hearing concluded. The determination of the impartial review official should not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law existing state or federal rules or regulations.

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504" is a nondiscrimination statute enacted by the United States Congress. The purpose of the Section 504 is to prohibit discrimination and to assure that disabled students have the educational opportunities and benefits equal to those provided to non-disabled students. For more information regarding Section 504, or if you have questions or need additional assistance, please contact GSCS Section 504 Coordinator, Mr. Charles Kelley at the following address 234 E. Taylor Street, Griffin, Georgia 30224, 770-229-3700 or charles.kelley@gscs.org.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual education needs as adequately as the needs of non-disabled students. 34 CFR 104.33
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs 34 CFR 104.34
4. Your child has a right to facilities, services and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34
5. Your child has the right to an evaluation prior to Section 504 determination of eligibility. 34 CFR 104.35

6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35
9. You have the right to ensure that placement decisions are made by a group of persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35
10. If your child is eligible under Section 504, your child has the right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.36
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36
12. You have the right to examine your child's educational records. 34 CFR 104.36
13. You have the right to an impartial hearing with the respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have the right to a review of that decision according to the school system's impartial hearing procedures. 34 CFR 104.36
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Special Education Services. Special Education is specifically designed instruction provided at no cost to parents that meets the unique needs of a student with a disability. Children are identified and served from ages 3-21 in accordance with state and federal law.

The Griffin-Spalding County School System has an obligation under the Individuals with Disabilities Education Act (IDEA "04) to identify, locate and evaluate all students with disabilities residing within the district who are in need of special education and related services from ages 3 through 21 years, regardless of the severity of their disability. The Griffin-Spalding County School System works cooperatively with the medical community and agencies providing services to children. This includes health departments, social service agencies, mental health centers, day care programs, Head Start and other agencies that work with children and families.
For more information concerning special services, please contact Mr. Charles Kelley at 770-229-3700 and/or charles.kelley@gscs.org.

Seclusion or Restraint of Students – Policy JGF(2)

The Griffin-Spalding County School System supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, increases instructional time, and improves student achievement for all students. Furthermore, we believe that teachers and administrators, who implement evidence-based positive behavior supports with fidelity, create a school environment that is conducive to learning and students are able to achieve without the interruptions that occur when teachers are required to address discipline problems in the classroom. Unfortunately, students sometimes exhibit behaviors which place themselves or others in imminent danger. The Griffin-Spalding County School System

implements proactive strategies and interventions to reduce the likelihood of these situations and has clearly identified responses to address such situations when they occur. These responses include a continuum of increasingly more intensive interventions. The Griffin-Spalding County School System complies with state requirements related to seclusion and restraint as defined in Georgia State Board of Education Rule 160-5-1-35: Seclusion and Restraint of Students. This state rule prohibits the use of seclusion and limits the use of physical restraint to situations where a student or students may be at risk to self or others. The Griffin-Spalding County School System adopted Board Policy JGF(2): Seclusion or Restrain of Students to coincide with the state rule. This Board Policy includes, among other things, a) Definitions of physical restraints and seclusion; b) Requirements for the use of physical restraint; c) Student and Staff Safety; d) Staff Training; e) Documentation of the Use of Restraint; f) Parent Notification; g) Role of Law Enforcement and Emergency Medical Personnel. The GSCS Board of Education conducts a periodic review of the use of restraint to maintain best practice and industry standard related to student safety. Individuals desiring further information regarding rules concerning the restraint of students can visit www.spalding.k12.ga.us to review Policy JGF(2).

Students with Disabilities Code of Conduct

School system rules and disciplinary consequences that apply to students without disabilities also apply to students with disabilities, including those who are being served under an Individualized Education Plan (IEP) or a 504 Plan. However, application of these rules of conduct and disciplinary consequences for students with disabilities is governed by the provisions of the Individuals with Disabilities Education Act (IDEA, rev. 2004); Section 504 of the Rehabilitation Act; applicable court decisions; state board rules, and local school board policies and procedures. These laws and policies provide procedural protection for students with disabilities to ensure that they continue to receive a free and appropriate public education while ensuring that school systems can maintain a safe and positive learning environment for all students and staff. The Code of Conduct applies unless the IEP provides that it does not apply.

Behavior Intervention Plan

A student with disabilities whose conduct is a challenge may have a Behavior Intervention Plan (BIP) that identifies and addresses specific problem behaviors and describes the interventions planned to address these behaviors in the classroom. The plan also describes the antecedent strategies, alternative behaviors, and possible consequences for unacceptable behaviors. If the BIP is part of an IEP or a 504 Plan, it will be developed at an IEP meeting or an SST/504 meeting and must be agreed upon by the team.

Suspension/Alternative Placement

If a student with a disability violates the Griffin-Spalding County School System Code of Conduct, the student can be removed from the class or school for up to a 10-day period (to the extent that this consequence would be applied to students without disabilities). Removal from the class or school for up to a 10-day period during a school year does not constitute a change in placement for a student with an IEP. **IDEA does not prohibit a school district from reporting a crime committed by a student with a disability to appropriate authorities.**

In School Suspension (ISS)

ISS counts toward the 10-day period when students with disabilities do not have access to the general curriculum and to progress toward the goals in the IEP in ISS. If students with disabilities have access to the general curriculum and progress toward IEP goals in ISS, it does not count toward the 10-day period that constitutes a change in placement.

Disciplinary Actions beyond 10 Days

When a student is removed for more than 10 school days the IEP team must determine appropriate services that allow the student to continue to participate in general education curriculum and progress toward meeting the goals outlined in the student's IEP. Parents must be notified immediately of disciplinary actions beyond 10 days and provided with procedural safeguards.

Manifestation Determination Review

A Manifestation Determination Review considers whether or not there is a relationship between the student's disability and the behavior subject to the disciplinary action. A manifestation determination review must be held when a student with a disability engages in a behavior that could result in suspension or placement in an alternate educational program for more than 10 days total during a school year. Suspension(s) and/or alternative placement(s) totaling more than 10 days in a school year constitute a change of placement; consequently, due process procedures apply. This meeting must be held as soon as possible, but no later than 10 days after a determination has been made that a change of placement may occur.

Manifestation Review Team

The manifestation review is to be conducted by the IEP team and other qualified personnel. If the team determines that the behavior of the student with a disability was not a manifestation of the student's disability, the relevant disciplinary procedure applicable to students without disabilities may be applied. If the conduct is found to be related to and/or caused by the disability, the committee must review the IEP goals, FBA (if appropriate), BIP, and the placement considerations, and make a determination whether or not changes need to be made to the IEP.

Manifestation Determination

If the student behavior is not determined to be a manifestation of the student's disability, the same disciplinary actions can be imposed on the student with a disability as those imposed on any student. If these actions include expulsion, the IEP team must determine how the student will continue to receive educational services that allow the student to continue to participate in the general education curriculum and progress toward meeting the goals in the IEP. If the behavior is determined to be a manifestation of the student's disability, the IEP team determines the appropriate disciplinary actions. Parents may question manifestation determination or any decision regarding placement with a right to have an expedited due process hearing.

STUDENT CONDUCT DISCIPLINE

ADMINISTRATIVE REGULATION CODES; JCDA-R(0), JCDA-R(1), JCDA-R(2), JCDA-R(3)

REGULATIONS OF THE GRIFFIN-SPALDING COUNTY SCHOOL SYSTEM GOVERNING STUDENT CONDUCT AND DISCIPLINE

It is the purpose of the Griffin Spalding County Schools 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 appropriately 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 following discipline procedures are outlined to ensure that all students are aware of the actions which violate school rules, **the school's Code of Conduct**, and the consequences of such actions. These rules apply to the middle and high school grades (6 – 12). It should be pointed out, however, that this list is not all-inclusive. A student committing an act of misconduct not listed will be subject to the discretionary authority of the principal. Principals should have wide latitude

of discretion in determining the degree of student involvement in disciplinary matters. Parent involvement through conferences is the most desirable avenue for correcting behavioral problems and will be used when possible**. Students under Chronic Discipline Plans (Student Conduct addressed through Chronic Discipline Process) must have parent or guardian involvement in order to successfully change their behavior.** Disciplinary actions may include any or all of the following: conferences, detention, in-school suspension, assignment to the in-school suspension program, out-of-school suspension, Saturday School, referral to the Disciplinary Hearing Officer or Panel **(JCEB)**, and referral to the appropriate authorities. Once a student has appeared before a Disciplinary Hearing Officer or Panel, the principal is authorized to request another hearing at any future time during the student's educational career in the school system. 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 that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

STUDENT CODE OF CONDUCT

Students shall:

Respect constituted authority, including teachers, administrators, bus drivers, and other school employees. This includes compliance with school rules and regulations and applicable provisions of law.

Attend school daily, except when excused, and be on time to all classes and other school day functions. Early dismissal from school should be limited to valid excuses. Forms explaining attendance guidelines and consequences, resulting from failure to comply, are included near the end of this document. Pursue and attempt to complete the course of study prescribed by the state and the school district. Protect and take care of the school's property and the property of others. Dress and groom to meet fair standards of safety, health, and common standards of decency. Avoid the use of indecent or obscene language, both written and oral. Express ideas in a manner that will not demean or slander others.

CODE OF CONDUCT (JCDA) APPLICATION

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

- At school or on school property at any time;
- Traveling to and from school property; including school bus stops;
- 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.

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.

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.

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 teacher** and school official will be in proportion to the severity of the behavior of a particular student and will consider 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**.** Some violations of the Code of Conduct are considered so serious that the student may be referred to a Disciplinary Hearing for possible suspension and/or expulsion for the first offense. 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
- Isolation or Time Out
- Temporary Removal from Class or Activity
- Parent Notification
- Parent Conference
- Detention/Saturday School
- Assignment to In-School Suspension **(ISS)**
- Temporary Placement in an Alternative Education Program **(JCDA-R(3)**
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion **(JCEB)**
- 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 Griffin-Spalding County Board of Education policies **(JCEB).** Pursuant to O.C.G.A. Section 20-2-751.6 of the 2002 Georgia Legislature any student who is alleged to have committed an act of physical violence against a teacher, school bus driver, or other school official or employee should be referred to a hearing before a disciplinary tribunal pursuant to the provisions of O.C.G.A. Section 20-2-754; any student so accused should be suspended pending the hearing. The disciplinary hearing officer, panel, or tribunal composed of school officials appointed by the Griffin-Spalding County Board of Education will conduct the hearing (JCEB). The decision of the disciplinary hearing officer, panel, or tribunal may be appealed to the Griffin-Spalding County Board of Education pursuant to O.C.G.A. Section 20-2-754. The Griffin-Spalding County School Board may impose penalties not recommended by the disciplinary hearing officer, panel, or tribunal. As used in this policy, consistent with the provisions O.C.G.A. Section 20-2-751.6 of the 2002 Georgia Legislature, the term "physical violence" means:

(1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or

(2) Intentionally making physical contact with another which causes physical harm to another unless such physical

contacts or physical harms were in defense of self as provided in O.C.G.A. Section 16-3-21. A student found guilty by a tribunal of committing an act of physical violence which causes physical harm to a teacher, school bus driver, school official or school employee will be expelled from the public school system for the remainder of the period of the student's eligibility to attend public school pursuant to the provisions of OCGA Section 20-2-150. The Griffin-Spalding County Board of Education, in its discretion, may permit the student to attend an alternative education program for the period of the student's expulsion. If the student who commits the act of physical violence which causes physical harm to a teacher, school bus driver, school official, or school employee is in kindergarten through the 8th grade, then the Griffin-Spalding County Board of Education at its discretion and on recommendation of the tribunal may permit such student to re-enroll in the regular public-school program for grades 9-12. If the Griffin-Spalding County Board of Education does not operate an alternative educational program for students in kindergarten through 6th grade, the Griffin-Spalding County Board of Education may, in its discretion, permit such student in grades kindergarten through 6th grade to re-enroll in the public-school system. Further, any student who is found by a tribunal to have committed an act of physical violence which causes physical harm to a teacher, school bus driver, school official or school employee may be referred to a juvenile court or other appropriate law enforcement official for prosecution. Any student found to have committed an act of physical violence against a teacher, bus driver, school official, or school employee which act did not result in physical harm to the victim may be, in the discretion of the Griffin-Spalding County Board of Education, disciplined by expulsion, long term suspension, or short-term suspension. 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. 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 or law enforcement officers assisting a school official may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against 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. 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.

PROGRESSIVE LEVELS OF DISCIPLINE

The appropriate level of discipline for misconduct is determined by the following:

- The severity of the violation;
- The circumstances of the violation;
- The discipline history of the student.

LEVEL I DISCIPLINE

Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's own learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal.

LEVEL II DISCIPLINE

Level II discipline offenses are intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehavior directed against persons or property, but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given, if not already provided (IGB).

LEVEL III DISCIPLINE

Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided (IGB). Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

LEVEL IV DISCIPLINE

Level IV discipline offenses are the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is a required element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Due process procedures required by federal and state law will be followed. These may include such procedures as the school disciplinary tribunal and/or procedural safeguards provided by the 1997 Individuals with Disabilities Education Act.

UNSAFE SCHOOL CHOICE OPTION

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

DISCIPLINARY ACTIONS DEFINITION OF TERMS

Bus Suspension – The student is suspended from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school. (See Bus Rules and Discipline Section.)

Chronic Disciplinary Plan – Discipline and behavioral correction plan**.**

Detention – Student attends a work/study session outside of regular school hours. Student makes arrangements for transportation**.** Students reporting to before or after school detention must provide their own transportation. Students and parents should be afforded 24-hour notice prior to the student serving detention**.**

Disciplinary Probation – A student found guilty of certain offenses may be placed on probation by the local school and/or

the Student Disciplinary Panel or Hearing Officer. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

Due Process – A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

Expulsion – out of school suspension which extends beyond the current semester.

In-School Suspension (ISS) – The student is removed from regular classes for a specified period of time at the local school. In programs supervised by a paraprofessional the classroom teacher should provide lesson plans and materials for ISS students. Students who fail to behave while in the ISS program are subject to out-of-school suspension or provisions outlined in their Chronic Behavior Plan and will be handled through the Chronic Discipline Process. Students must actually attend all school days assigned before being released from the program.

Long-Term Suspension – The student is suspended out-of-school for more than ten (10) days. During the term of suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event.

Parent Conference - In instances where violations of the Student Discipline Code occur, a parent conference may be required by the local school administration before a student is allowed to return to school.

Permanent Expulsion – The student is removed from all public-school property and activities or events for an indefinite period of time. This action may be taken by the Board of Education or its designee. Schoolwork may not be made up or credit given.

Short-Term Suspension – The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students should make up those tests and assignments that the teacher determines will have impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student's final grade**. Students have two days for every day suspended to make up work. Students must contact teachers and make arrangements. During the term of suspension, the student is not allowed on the** school campus or at any school activity or school-sponsored event. The superintendent, assistant superintendent, principal, assistant principal, or other official in charge of a school or related institution may suspend a student for a period not exceeding ten (10) school days for violation of (a) any of these rules, (b) any state or federal law, (c) any other rule or regulation of the Board of Education or school, or (d) any other act constituting misconduct similar to that enumerated in these rules. Where the conduct constituting grounds for suspension hereunder did not occur in the presence of the person ordering such suspension, the school official should conduct such informal investigation as is practical under the circumstances, but in any event should afford the student an opportunity to present any defensive matter in his behalf as may be reasonably available. School officials will endeavor to notify the parents of the student of such suspension and detain the student, pending their arrival when practical.

Student Disciplinary Hearing Officer, Panel, or Tribunal – Up to a three-member panel composed of administrators, teacher, counselor, social worker, central office staff member(s), or other school official. The hearing officer, panel, or tribunal hears evidence presented by the school system, the student, and parents when a student is referred by the local school principal or his/her designee. The hearing officer, panel, or tribunal has the authority to make decisions ranging from returning the student to the local school to recommending to the Board of Education for permanent expulsion of the student **(JCEB)**.

Transmission – Any substance, article, or weapon passed to another person.

Waiver of Right to Attend Student Disciplinary Panel – Parents may sign a waiver if they cannot attend or do not elect to attend the hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled.

Zero Tolerance – There will be consequences for serious drug, weapon, and youth gang/hate group offenses on school

property or at a school activity, function or event. The school system will be proactive. Each individual case will be reviewed.

METHODS OF DISCIPLINE: LONG TERM SUSPENSION

Except as hereinafter provided in Paragraph H of JCEB, a student will be subject to expulsion or suspension for any period in excess of ten (10) school days, for any violation of student disciplinary code only by action of the Board of Education or disciplinary hearing officer, panel, or tribunal after the student has been afforded notice, opportunity for hearing and the other procedural rights hereinafter prescribed prior to such expulsion or suspension becoming effective. Such expulsion or suspension may be administered by the Board of Education or disciplinary hearing officer, panel, or tribunal notwithstanding that the student was previously suspended by the superintendent or other official under Short Term Suspension Process hereof. A student who is in a special education program cannot be suspended/expelled for long term suspension from school until an "Impartial Review Panel" has met and discussed the facts and circumstances of the case in order to determine if there is a relationship between the student's misconduct and his handicap. A student will be subject to expulsion or long-term suspension for any period of ten (10) school days, for any violation of student disciplinary code only by action of the Board of Education or disciplinary hearing officer, panel, or tribunal after the student has been afforded notice, opportunity for hearing, and the other procedural rights hereinafter prescribed prior to such expulsion or suspension becoming effective. Such expulsion or suspension may be administered by the Board of Education or disciplinary hearing officer, panel, or tribunal notwithstanding that the student was previously suspended by the superintendent or other official under Short Term Suspension Process hereof. Where expulsion or suspension under this Rule is proposed to be administered, the Board of Education or its superintendent or other authorized official should cause a notice to be given to the student and at least one of his parents (or other person standing *in loco parentis*), either in person or by United States mail directed to their last known address, which notice should include:

(a) A general description of the acts or conduct of the student and the school rule or regulations alleged to have been violated by the student.

(b) The names of the witnesses expected to be used in support of the charges or alleged violations.

(c) The time and place of the hearing.

(d) Any other data deemed appropriate by the Superintendent of Schools or Board of Education or disciplinary hearing officer or panel to advise the student of his/her rights.

CONDUCT OF HEARING (JCEB)

(a) The Board of Education or disciplinary hearing officer, panel, or tribunal should provide and arrange for the recording or transcription of the evidence and proceedings at any hearing. The Board of Education is not required to obtain the preparation of a written transcript unless otherwise provided by law.

(b) Members of the Board, the principal, the school system's attorney, the student, the parents or legal representative of the student, may question witnesses, including the student, about matters logically relevant to the charge or charges against the student and the proper disposition of the matter. The chairperson of the Board, the presiding member of the Board in the absence of the chairperson, the disciplinary hearing officer, or the chairperson of the panel or tribunal will have authority to limit unproductively long or irrelevant questioning by non-board members.

(c) Objections to the sufficiency of the notice and all other procedural and other objections will be waived unless written notice thereof is filed with the Superintendent at least 24 hours prior to the time that the hearing is scheduled to begin.

The hearing may be postponed until all such defects have been cured or removed.

GROUP HEARING

When two or more students are charged with violating the same rule, and have acted in concert, and the facts are basically the same for all such students, a single hearing may be conducted for them if the Superintendent of Schools, chairperson of the Board, the presiding member of the Board in the absence of the chairperson, the disciplinary hearing officer, or chairperson of the panel, or tribunal believes that the following conditions exist:

(a) A single hearing will not likely result in confusion, and

(b) No student will have his/her interest substantially prejudiced by a group hearing. If during the hearing the chairperson of the Board, the presiding member of the Board in the absence of the chairperson, the disciplinary hearing officer, or the chairperson of the panel or tribunal finds that a student's interests will be substantially prejudiced by a group hearing, he/she may order a separate hearing for the student.

DISCIPLINE SHORT OF SUSPENSION OR EXPULSION

In every case, the administrator retains the discretion and responsibility to impose a consequence less than suspension or expulsion where the circumstances of the particular discipline situation warrant it and where it is consistent with local board policy, the code of conduct, and the discipline matrix.

PROCEDURES FOR DISCIPLINARY HEARING OFFICER OR PANELS

Refer to Policy JCEB

STUDENT CODE OF CONDUCT - 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 should 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 should 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 a 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.

STUDENT CODE OF CONDUCT - RULES

RULE 1. DISRUPTION AND INTERFERENCE WITH SCHOOL

No student shall:

A. Occupy any school building, gymnasium, school grounds, properties or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.

B. Block the entrance or exit of any school building or property or corridor or room thereof so as to deprive others of access thereto.

C. Set fire to or otherwise damage any school building or property.

D. Falsely activate any alarm system, including but not limited to fire and security systems, while on any school facility.

E. Make any bomb threats or terroristic threats that may cause the discontinuance or interruption of school, school activity, function, or event.

F. Possess, discharge, display or otherwise threateningly use any firearms, explosives or other weapons on school premises.

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

H. Prevent students from attending a class or school activity.

I. Except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds.

J. Continuously and intentionally make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct his/her class.

K. In any other manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, cause or attempt to cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process of function**.**

L. Refuse to identify himself/herself or give false information upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel.

M. Urge, encourage, or counsel other students to violate any provision of the Student Code of Conduct.

RULE 2. DAMAGING OR ATTEMPTING TO DAMAGE PROPERTY

A. A student on school premises shall not intentionally cause damage to property belonging to a teacher, other school official, employee or student.

B. A student shall not cause or attempt to cause damage, steal or attempt to steal, mark, or deface school property.

C. A student shall commit arson by setting fire or attempting to set fire to a school or school property.

D. 1. A student shall not cause or attempt to cause damage, steal or attempt to steal, mark, or deface the private property of

another person either on the school grounds or during a school activity, function or event off school grounds, or while in, on or upon school motor vehicles or buses or while loading, unloading, boarding, alighting from or dismounting school motor vehicles or buses and while at school bus stops or loading zones or areas**.**

2. Unlawful taking of the property of another without threat or use of violence or bodily harm in such a manner as to deprive the lawful owner of the use and enjoyment of said property.

Included are pocket-picking, purse or backpack-snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin-operated machine, theft by deception, theft by conversion, and all other types of thefts which are accomplished without use of force or threats of force.

3. The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is that a threat or battery is involved in a robbery. Examples include extortion of lunch money.

NOTE: Referral to JCEB for certain conditions.

NOTE: Students in grades 6 – 12 only. Any student charged with violating this rule may be subject not only to disposition under this rule but also punishment under 11(g) and 11(h) of the Griffin-Spalding County Discipline Procedures.

RULE 3. ASSAULT OR BATTERY BY A STUDENT

A. A student shall not commit an assault or battery upon another student.

B. A student shall not commit an assault or a battery upon any teacher, other school official or employee.

NOTE: Assault is defined in Georgia as when an individual acts in a way that makes another person reasonably frightened that they will be violently harmed. It is also defined as when a person attempts to physically injure someone else.

NOTE: Battery is defined in Georgia as when there is bodily harm done to the victim.

NOTE: Referral to JCEB for certain conditions

NOTE: Students in grades 6 – 12 only. A student violating this rule for fighting may be subject not only to disposition under this rule but also punishment under 11(g) and 11(h) of the Griffin-Spalding County Discipline Procedures. *See also the provisions of Rule 4 related to acts of physical violence against school bus drivers, teachers, school officials or school employees.*

RULE 4. PHYSICAL INJURY CAUSED, THREATENED OR ATTEMPTED TO BE CAUSED BY STUDENT TO SCHOOL PERSONNEL

A student shall not cause, or threaten or attempt to cause, physical injury, or behave in such a manner as could reasonably be apprehended to cause an assault, battery or physical injury, to a teacher, other school official or school employee:

NOTE: Referral to JCEB for certain conditions NOTE: Students in grades 6-12 only: A student violating this rule for fighting may be subject not only to disposition under this rule but also punishment under 11(g) and 11(h) of the Griffin-Spalding County Discipline Procedures. Pursuant to O.C.G.A. Section 20-2-751.6 of the 2002 Georgia Legislature any student who is alleged to have committed an act of physical violence against a teacher, school bus driver, or other school official or employee shall be referred to a hearing before a disciplinary tribunal pursuant to the provisions of O.C.G.A. Section 20-2-754; any student so accused shall be suspended pending the hearing. The disciplinary hearing officer, panel, or tribunal composed of school officials appointed by the Griffin-Spalding County Board of Education will conduct the hearing (JCEB). The decision of disciplinary hearing officer, panel, or tribunal may be appealed to the Griffin-Spalding County Board of Education pursuant to O.C.G.A. Section 20-2-754. The Griffin-Spalding County School Board may impose penalties not recommended by the disciplinary hearing officer, panel, or tribunal. As used in this policy, consistent with the provisions O.C.G.A. Section 20-2-

751.6 of the 2002 Georgia Legislature, the term "physical violence" means:

A. Intentionally making physical contact of an insulting or provoking nature with the person of another; or

B. Intentionally making physical contact with another which causes physical harm to another unless such physical contacts or physical harms were in defense of self as provided in O.C.G.A. Section 16-3-21. A Student found guilty by a tribunal of committing an act of physical violence which causes physical harm to a teacher, school bus driver, school official or school employee will be expelled from the public-school system for the remainder of the period of the student's eligibility to attend public school pursuant to the provisions of OCGA Section 20-2-150. The Griffin-Spalding County Board of Education, in its discretion, may permit the student to attend an alternative education program for the period of the student's expulsion. If the student who commits the act of physical violence which causes physical harm to a teacher, school bus driver, school official, or school employee is in kindergarten through the 8th grade, then the Griffin-Spalding County Board of Education at its discretion and on recommendation of the tribunal may permit such student to re-enroll in the regular public-school program for grades 9-12. If the Griffin-Spalding County Board of Education does not operate an alternative educational program for students in kindergarten through 6th grade, the Griffin-Spalding County Board of Education may, in its discretion, permit such student in grades kindergarten through 6th grade to re-enroll in the public-school system. Further, any student who is found by a tribunal to have committed an act of physical violence which causes physical harm to a teacher, school bus driver, school official or school employee will be referred to a juvenile court or other appropriate law enforcement official for prosecution. Any student found to have committed an act of physical violence against a teacher, bus driver, school official, or school employee which act did not result in physical harm to the victim may be, in the discretion of the Griffin-Spalding County Board of Education, disciplined by expulsion, long term suspension, or short-term suspension. Any student threatening, striking, or causing bodily harm to teacher or other school personnel may have his or her driver's license suspended pursuant to O.C.G.A. Section 40-5-22.

RULE 5. PHYSICAL INJURY CAUSED, THREATENED OR ATTEMPTED TO BE CAUSED, BY STUDENT TO ANOTHER STUDENT OR ANY OTHER PERSON:

A. A student shall not cause, or threaten or attempt to cause, physical injury, or behave in such a manner as could reasonably be apprehended to cause an assault, battery or physical injury, to another student or any other person.

B. No student shall be a willing participant in a fight involving physical violence. This is conduct that is defined in the criminal code as "affray".

NOTE: Referral to JCEB for certain conditions.

NOTE: Students in grades 6-12 only: A student violating this rule may be subject not only to disposition under this rule but also punishment under 11 (g) and 11 (h) of the Griffin-Spalding County Discipline Procedures.

RULE 6. WEAPONS, FIRE ARMS AND HAZARDOUS OBJECT (JCDAE)

1. A student shall not possess, handle, or distribute any handgun, firearm, rifle, shotgun or similar weapon; any weapon which will or is designed to, or may readily be converted to propel a missile of any kind (including a starter gun); or any explosive compound, bomb.
2. A student shall not possess any dangerous weapon as defined in O.C.G.A. §16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, hand grenade, or any other similar devices.
3. A student shall not possess any hazardous/dangerous object, including any machete, dirk, sword cane, bowie knife, switchable knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, ice pick or box cutter, a spring stick, metal/brass or artificial knuckles, blackjack, any bat, club, or other bludgeon-type weapons, or 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 charka, nun chuck, 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 other martial arts device; any pistol or rifle designed to propel objects by air pressure or spring action; any stun gun, replicaton of a firearm or non-lethal air gun; or taser; any weapon of like kind or any tool or instrument capable of inflicting bodily injury and which could reasonably be concluded as being a violation of the intent of this section (for example: chain, night stick, rings, studded or pointed bracelets, ax handle, seam ripper, metal nail file). Such terms should not include any of these instruments used for classroom work authorized by the teacher.

NOTE: Referral to JCDAE for certain conditions.

NOTE: Students in grades 6-12 only: A student violating this rule may be subject not only to disposition under this rule but also punishment under 11(g) and 11(h) of the Griffin-Spalding County Discipline Procedures.

Students who possess any weapons described in definitions 1 or 2 listed above in violation of this policy will be subject to a minimum of a one calendar year expulsion (O.C.G.A. §20-2-751.1). The Superintendent has the authority, either before or after the student is referred for a hearing, to reduce the mandated one-year expulsion under circumstances where the one year expulsion appears excessive to the Superintendent on a case-by-case basis. The tribunal or hearing officer also has 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 should consider whether the superintendent and/or tribunal or hearing officer considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous/dangerous objects as described in definition 3 will be subject to discipline as specified in the student code of conduct.

Guns:

Any student bringing a gun (including a firearm, weapon or hazardous/dangerous objects as defined by Policy JCDAE) onto school property should be referred to a disciplinary hearing officer, panel, or tribunal. If the disciplinary hearing officer, panel or tribunal determines that the student did possess a gun on school grounds, the student should be expelled for not less than one calendar year. In appropriate circumstances, or as law requires, the hearing officer, tribunal, panel, administrator, superintendent, or the board of education may, in its discretion, modify the mandatory minimum one calendar expulsion. (Refer to Policy JCDAE for Disciplinary action and Procedures) Any student who brings a firearm or weapon to school should be referred to the appropriate criminal justice or juvenile delinquency authorities. The term weapon as used in this policy includes any weapon as defined in O.C.G.A. 16-11-127.

RULE 7. ALCOHOLIC BEVERAGES, NARCOTICS, STIMULANT DRUGS, AND CONTROLLED SUBSTANCES (JCDAC)

A. A student shall not possess, sell, use, distribute or be under the influence of any alcoholic beverage of any kind.

1. A student may be searched if administrators have reason to believe the student is in possession of an article or substance which is illegal, prohibited by school rules, or dangerous. Students are given the opportunity to produce the item sought, or to voluntarily empty their pockets, purses, or book bags. Students may be asked to remove their jacket, vest, shoes, or socks. A School Resource Officer will be called if search yields illegal substances or other illegal materials. A student suspected of drinking alcohol at school related events or on school property may be asked to submit to a breath test to determine if alcohol has been consumed. A parent or guardian of a student suspected of drinking alcohol will be notified and offered the opportunity to give their consent for the test to be administered. Students who are eighteen years of age or older may give their own consent for the test to be

administered.

NOTE: A student violating this rule may be subject not only to disposition under this rule but also punishment under 11(g) and 11(h) of the Griffin-Spalding County Discipline Procedure.

B. A student shall not possess, sell, use, distribute or be under the influence of any substance containing any concentration of tetrahydrocannabinol (THC) (for example: marijuana, hemp, CBD oil, or any other derivative of either) or any other substance set out or controlled under and by virtue of the Georgia Controlled Substances Act or the Georgia Dangerous Drug Act**.** NOTE: A student violating this rule may be subject not only to disposition under this rule but also punishment under 11(g) and 11(h) of the Griffin-Spalding County Discipline Procedure.

C. A student shall not possess, sell, purchase, use, distribute, transport, be in possession of equipment or devices used for preparing or using drugs or narcotics or being under the influence of any intoxicant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana of any kind or any substance set out or controlled under and by virtue of the Georgia Controlled Substance Act or the Georgia Dangerous Drug Act.

NOTE: A student violating this rule may be subject not only to disposition under this rule but also punishment under 11(g) and 11(h) of the Griffin-Spalding County Discipline Procedure.

D. A student shall not possess, sell, use, or distribute any substance under pretense that it is a controlled substance or dangerous drug.

E. A student shall not use, possess or distribute any over-the-counter drug in any manner other than directed on the original container of the over-the-counter drug or by a physician, or for the purpose of becoming intoxicated or for a mood altering purpose, or any substance under the pretense that it is a controlled substance. Use of a drug authorized by a medical prescription from a registered pharmacist or licensed medical doctor should not be considered a violation of this rule, provided it is used by the person named in the prescription in the manner directed by the prescription.

F. A student shall not use inhalants. "Inhalant" means any substance that the fumes or vapors of which are intentionally smelled or inhaled for the purpose of causing a condition of intoxication, stupefaction, euphoria, excitement, exhilaration, or dulling of the senses or nervous system. Expressly excepted from this rule is any prescription medication which is designed to be inhaled and which has been prescribed for the student using it. Any student suspended for possession or sale of drugs or alcohol may have his or her driver's license suspended pursuant to O.C.G.A. Section 40-5-22.

NOTE: In addition to any other punishment or corrective measure which the administration or superintendent may deem appropriate, students violating Rule 7 may be referred to the Student Support Team (SST) or Response to Intervention Team (RTI).

RULE 8. DISREGARD OF DIRECTIONS OR COMMANDS DISRESPECTFUL CONDUCT

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, principals, school bus drivers, or other authorized school personnel. A student shall not act in a disrespectful manner toward teachers, administrators, or other school personnel. (SBOE Rule 160-4-8-.15) NOTE: A student violating this rule will be subject not only to disposition under this rule but also punishment under 11(g) and 11(h) of the Griffin-Spalding County Discipline Procedures.

RULE 9. UNEXCUSED ABSENCES (JBD)

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, principal, or other duly authorized school official, nor shall any student encourage, urge or counsel other students to violate this rule.

Chronic Student Absenteeism/Truancy (SBOE Rule 160-5-1-.10 [JB]

Chronic student absenteeism is unacceptable within the Griffin-Spalding County School System therefore is the ultimate responsibility of the student's school of attendance to document and track absenteeism for their respective students. Any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant. For the purpose of determining student truancy, school days missed as a result of an out-of-school suspension should not be counted as unexcused. (JBA)

RULE 10. DRESS AND GROOMING (JCDB)

Each student shall conform to the dress code as specified by principals at the beginning of school each year. A student shall not dress, groom, or wear or use emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students, or which may identify them as members of any particular gang, or otherwise cause disruption or interference with the operation of the school. The principal or other duly authorized school official can determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols results in such interference or disruption as to violate this rule.

RULE 11. ADDITIONAL REGULATIONS

A. A student shall not use or be in possession of tobacco, including cigarettes, cigars, snuff, smokeless tobacco and pipes, but not excluding any other forms of tobacco on any school grounds or property (including school buses and motor vehicles) of this school system or at any school activity, function or event (whether on or off school grounds) during any part of the 24-hour day. Additionally, an electronic cigarette (or e-cigarette), electronic vaporizing device, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) is a battery powered device which stimulates tobacco smoking. It generally uses a heating element that vaporizes a liquid solution. These items are considered and sold as tobacco products and are prohibited in the Griffin-Spalding County School System. This includes all E-liquids and all liquid solutions that are used in these items. **(JCDAA)**

B. Additionally, the Board of Education has an obligation to provide a safe and healthy atmosphere for students, therefore, due to smoking presenting itself as a potential fire hazard to students and buildings, minor children being influenced by students who might use tobacco in any form, and the determination by the Surgeon General that cigarette smoking and other use of tobacco are hazardous to one's health, students in grades K through 12 inclusive shall not possess during the school day, tobacco, expressly cigarettes, cigars and pipes, but not excluding any other forms of tobacco on any school grounds or property (including school buses and motor vehicles) of this school system or at any school activity, function or event (whether on or off school grounds) **(JCDAA)**.

C. A student shall not use, speak, utter or write profane, vulgar, opprobrious, or inflammatory words or language on any school grounds or property (including school buses and motor vehicles) of this school system or at any school activity, function or event (whether on or off school grounds).

D. A student shall not use, speak, utter or write profane, vulgar, opprobrious, or inflammatory words or language of a racial nature on any school grounds or property (including school buses and motor vehicles) of this school system or at any school activity, function or event (whether on or off school grounds).

E. A student shall not cause, or threaten or attempt to cause deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. This type conduct otherwise known as "sexual harassment" should not take place on any school grounds or property (including school buses or motor vehicles) of this school system or at any school activity, function or event (whether on or off school grounds).

Examples include behaviors such as leering, pinching, grabbing, suggestive comments, suggestive jokes, or pressure to engage in sexual activity.

F. A student shall not possess, sell, use or transmit pornographic materials or literature on any school grounds or property (including school buses and motor vehicles) of this school system or at any school activity, function or event (whether on or off of school grounds).

G. A student shall not commit any crime (felony or misdemeanor) as defined by the laws of Georgia, or violate any State or Federal law while such student is on any school grounds or property (including school buses and motor vehicles) of this school system or at any school activity, function or event (whether on or off school grounds).

NOTE: Administrator authorized to file criminal charges.

H. A student shall not violate any ordinance of the City of Griffin while such student is within the city limits on any school grounds or property (including school buses and motor vehicles) of this school system or while attending a school activity, function or event within the corporate limits of the City of Griffin.

NOTE: Administrator authorized to file criminal charges.

I. A student shall not engage in or encourage others to engage in any kind of sexual activity on any school grounds or property (including school buses and motor vehicles) of this school system or at any school activity, function or event (whether on or off school grounds). Parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. O.C.G.A. 20-2-735(e)

J. It is the intent of the Board of Education to discipline students who have engaged in off campus misconduct at any time during the year, including summer or other occasions when students are not attending class, based on the following circumstances:

1. A student who has committed or allegedly committed any act off-campus which is prohibited by the Georgia criminal code whether same be defined as a felony or misdemeanor, (regardless of whether the student is arrested, charged, or convicted with violating that act pursuant to the criminal laws of this state or charged with a delinquent act pursuant to the juvenile code), and whose presence at school is likely to endanger other students or staff or cause disruption to the educational climate will be disciplined or excluded from school.

2. Students who attend or participate in any activity conducted for the benefit of students, whether school sponsored or supported by private organizations such as booster clubs, sports organizations, or similar groups, with prior approval of the superintendent, and without regard to whether the event takes place on school property, are subject to the student discipline code during the activity or while traveling to and from the activity.

RULE 12. ELECTRONIC COMMUNICATION DEVICES

No student shall use a cellular telephone, entertainment system, mp3 player, laser pointer, or other personal electronic device during any school activity unless one of the following conditions apply.

1. Students may use personal electronic devices for instructional purposes if approved by the teacher and the principal or his/her designee.
2. Students may use personal electronic devices for health reasons if approved in writing by the principal or his/her designee.
3. Students may use personal electronic devices for other unusual reasons if approved in writing by the principal or his/her designee. O.C.G.A. 20-2-1183

RULE 13. ELECTRONIC COMMUNICATIONS SYSTEM

A student shall not use the school system electronic communications system (e-mail, internet, or the like) for any purpose other than educational and research consistent with the educational objectives of the Griffin-Spalding County School System. Such prohibited use includes, but is not limited to, transmission of any material in violation of any law of the United States or of the State of Georgia or of any school system regulation or policy or the transmission of copyrighted material, threatening or obscene material, or material protected as a trade secret. Use for commercial activities, product advertisement, or political lobbying is also prohibited.

RULE 14. BULLYING (JCDAG) – SEE POLICY ON PAGE 8

RULE 15. GAMBLING

Students shall not play any game of skill or chance for money or anything of value.

RULE 16. LOITERING/TRESPASSING

Student shall not enter any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).

RULE 17. OFFICE REFERRALS

Students sent to the office for the fourth (4th) violation of the Student Discipline Code may be subject to a ten (10) day out-of-school suspension and may be identified as a chronically disruptive student. If the student is identified as a chronically disruptive student and is sent to the office for the seventh (7th) violation, the student may be recommended to the disciplinary hearing officer or panel for possible long-term suspension or expulsion.

RULE 18. SUSPENSION ACCUMULATION

Students who accumulate 15 or more days of suspension (in-school or our-of-school) for disciplinary reasons within one school year may be recommended to the disciplinary hearing officer. Prior permission must be received from the administrator over the Student Services Department before applying Rule 18.

RULE 19. FALSIFYING REPORTS OF ALLEGED INAPPROPRIATE BEHAVIOR BY TEACHER/SCHOOL PERSONNEL

Students shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student **O.C.G.A. 20-2-751.5. ***

Note:

(a) 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.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee should make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and should 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.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 should 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. 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 should 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 should make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

"Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

"Sexual misconduct" includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:

1. Made sexual comments, jokes, or gestures.
2. Showed or displayed sexual pictures, photographs, illustrations, or messages.
3. Wrote sexual messages/graffiti on notes or the internet.
4. Spread sexual rumors (i.e. said a student was gay or a lesbian).
5. Spied on students as they dressed, showered or used the restroom at school.
6. Flashed or "mooned" students.
7. Touched, excessively hugged, or grabbed students in a sexual way.
8. Forced a student to kiss him/her or do something else of a sexual nature.
9. Talked or asked about a student's developing body, sexuality, dating habits, *etc.*
10. Talked repeatedly about sexual activities or sexual fantasies.
11. Made fun of your body parts.
12. Called students sexual names.

*20-2-751.7.(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.

RULE 20. SECRET SOCIETIES (GANGS) - SEE POLICY ON PAGE 23

RULE 21. OFFENSES INVOLVING FALSE INFORMATION

False Statement

A. A student to whom a request has been made by a school official to provide information regarding any school related matter commits the offense of furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing.

Perjury

B. A student to whom a lawful oath or affirmation has been administered commits the offense of perjury when, in a student disciplinary proceeding, he/she knowingly and willfully makes a false statement material to the issue or point in question.

Forgery

C. A student commits the offense of forgery when he/she knowingly makes, alters, or possesses any school related writing, record, or document in a fictitious name or in such manner that the writing, record, or document as made or altered purports to have been made by another person, or at another time with different provisions, or by authority of one who did not give such authority.

RULE 22. INFLUENCING WITNESSES

A student shall not with intent to deter a witness from testifying freely, fully, and truthfully to any matter pending in any disciplinary or in any administrative proceeding, communicate directly or indirectly, to such witness any threat of injury or damage to the person, property or employment of any relative of the witness or who offers or delivers any benefit, reward, or consideration to such witness or to a relative of the witness.

RULE 23. OTHER REQUIREMENTS AND CONSIDERATIONS:

A. Students serving out-of-school suspension, in-school suspension (long-term), or expulsion are not permitted to attend or participate in any school functions.

B. A student on his/her way to or from school, whether or not the student is using their own or school system transportation, or while being provided school system transportation to/from any school function or activity, or any school-related activity, or at any school event held away from the school, under the jurisdiction of school authorities is subject to the rules and regulations as stated in this Student Discipline Code. This includes bus stops used by the school system's transportation to load and deliver students.

C. All disciplinary problems affecting special education students should be in strict compliance with the law.

D. A student's past disciplinary record will be considered in assessing a discipline penalty.

E. The principal, or his designee, has the discretion to recommend long-term suspension or expulsion, based on the seriousness of the offense. Long-term suspension or expulsion recommendations are heard by the disciplinary hearing officer, panel, or tribunal unless the superintendent directs it to be heard by the Board of Education first.

F. School administrators are authorized to file criminal charges in their official capacity as an administrator for the school system.

G. Administrators have wide discretionary authority in determining disciplinary actions.

STUDENT DRESS CODE

The Griffin-Spalding County School System dress code requires students in middle and high school to dress in a manner that is conducive to a good learning environment. Our behavior patterns are affected by what we wear. When students are wearing proper attire, they are more reserved in their behavior. Visitors and our community judge our schools by the appearance and deportment of our students. Our impressions upon others and the impressions of the entire school are influenced by what students wear.

One objective of a school is to assist students in preparing for life in the business and social worlds. Our schools, therefore, should help students learn to dress in a manner the public finds appropriate. Many fads in dress are not appropriate for school. Therefore, students' dress should reflect neatness, cleanliness and should not distract or cause disruption in the educational process of school.

The school administration reserves the right to determine if a student's dress, hairstyle, etc. are too casual, too revealing, or

too distracting in the learning environment to be considered appropriate for school. The safety of all students will be taken into consideration when making decisions regarding appropriate/inappropriate attire including the tucking in of shirt tails.

It is not the intent of this regulation to create hardship or stress on any student or parent, but rather to provide a reasonable standard of dress. Recognizing the fact that no dress code is perfect and there may be some who will not agree on all points, we are requesting the cooperation of all students and their parents in adhering to this policy. The following restrictions, therefore, are imposed:

1. During school hours or at school activities, students should wear appropriate footwear. (Flip flops and bedroom shoes are not appropriate.)
2. During school hours or at school activities, students shall not wear pants that expose skin or undergarments above the fingertips, when arms are held loosely by the side.
3. During school hours or at school activities, students may wear skirts, shorts, skorts, or dresses that fall below fingertip length when arms are held loosely at the side.
4. During school hours or at school activities, students shall not wear tank shirts, halter tops, shirts or dresses with spaghetti straps. In addition, tops that expose cleavage, the midriffs, strapless dresses or see-through clothing are not appropriate during school hours or at school activities.
5. During school hours or at school activities, shirt tails should be worn at wrist level or above. Shirts longer than this must be tucked. During school hours or at school activities, students shall wear pants belted at the natural waistline. There will be no "busting slack" or exposure of clothing designed and sold as undergarments during school hours.
6. During school hours or at school activities, students may not wear oversized clothing, skin-tight pants, or form fitting clothing. Students may wear leggings provided a dress or top is worn over the leggings. The length of the dress or top worn over the leggings must fall below the fingertip length when arms are held loosely at the side.
7. During school hours or at school activities, students may not wear clothing in a manner inconsistent with the intended design (Examples: bandanas used as belts, etc.).
8. During school hours or at school activities, students shall not wear clothing displaying obscene or suggestive slogans or shirts with pictures or patches displaying illegal substances for minors. (Examples: symbols of drugs, tobacco products or alcoholic beverages, etc.)
9. During School hours or at school activities, students shall not wear clothing which displays or implies profane, vulgar, obscene or racially offensive language, symbols, or sexual innuendo.
10. During school hours or at school activities, students shall not display emblems, insignias, writing graphics, pictures, badges, tattoos or other symbols where the effect is to cause disruption or interference with the operation of the school.
11. During school hours or at school activities, students shall not wear hats, sunglasses, caps, visors, sweatbands, skull caps, do rags, headbands or bandanas. (All hats and caps should be properly stored during the school day.)
12. During school hours and at school activities, students shall not wear large coats and hoods during the school day. Hoods on sweatshirts must not be pulled over the head.
13. During school hours or at school activities, students may not wear chains hanging from wallets or clothing.
14. During school hours or at school activities, students shall not display or wear any gang article, paraphernalia or clothing that can be construed as being gang related. (Examples: bandanas sweat bands, head rags, T-shirts, jerseys, jackets, accessories, etc.)
15. During school hours or at school activities, students shall not wear jewelry that is offensive, studded, or pointed.

16. During school hours or at school activities, students shall not wear visible piercing type jewelry (other than ears) or paraphernalia where the effect is to cause disruption or interference with the operation of the school. Chains linking one piercing to another piercing are not allowed.
17. If a student carries a backpack or bookbag during school hours or at school activities, the entire bookbag must be clear plastic or see-through mesh that allows for the contents inside of the bookbag to be known and seen. Bookbags that are not made of transparent clear plastic or see-through mesh material are prohibited at school during school hours or at school activities. Small purses (that are not clear) are allowed, but must be smaller than 9 inches by 5 inches. Lunch boxes that are not clear are allowed but must only be used to transport lunch.

EXCEPTIONS:

1. School Administrators may alter the dress code for special occasions or extracurricular activities.
2. Parents of students who require an exemption from the dress code for religious, cultural or short-term medical reasons may make application to the principal.

Refusal to comply with the dress code, repeated offenses, or violations of a severe nature may be subject to additional disciplinary procedures. The administration reserves the right to make the final decision relative to appropriate dress. School hours include the time students are transported to and from school on the school bus or any extra-curricular activity.

Receipt of Student Handbook serves as first notice of Dress Code Policy JCDB and Administrative Regulation JCDB-R(1)Middle and High Schools or JCDB-R(2) Elementary.

STUDENT POLICIES

Code	Description	Last Revised Date
JCAC	Harassment	10/4/2022
JCDA	Student Code of Conduct	1/24/2023
JCDAA	Student Tobacco Use	9/19/2023
JCDAC	Student Drug Use	01/7/2020
JCDAE	Weapons	9/19/2023
JCDAG	Bullying	1/23/2024
JCDB	Student Dress Code	03/18/2025
JCEB	Student Hearing Procedure	3/1/2022
JDA	Corporal Punishment	1/24/2023
JGC	Student Health Services	1/24/2023
JGCB	Student Immunizations	10/4/2022
JGCC	Infectious Diseases	12/7/2021
JGCD	Medication	11/2/2022
JGF	Student Safety	1/24/2023
JGF(2)	Seclusion or Restraint of Students	10/22/2024
JGFG	Student Accidents	1/24/2023
JGFGB	Concussion Management	2/21/2023
JGI	Child Abuse or Neglect	12/18/2019
JGIA	Registration of Sex Offenders	1/24/2023
JGJA	Suicide Prevention	12/6/2022
JHCAA	Secret Societies (Gangs)	9/19/2023

STUDENT SUPPORT PROCESSES POLICY (IGB)

The Board of Education provides a variety of resources which 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 school counselors, student support teams, chronic disciplinary problem student plans, etc.

STUDENT SUPPORT TEAM

The Student Support Team (SST) is a problem-solving school-based intervention process and is state mandated. Student Support Teams (SST) are comprised of interdisciplinary teachers, resource personnel, parents and at times, students. The team uses a systematic, problem-solving approach to address learning and/or behavior difficulties experienced by students. This includes students who are experiencing a lack of academic progress, are medically challenged, display behavior or emotional challenges.

The Multi-Tiered System of Support (MTSS) Team is committed to providing training, resources, and guidance to school-based teams to help ensure the delivery of high-quality instruction, research-based interventions, progress monitoring, and prompt identification of at-risk students. The purpose is to find ways around roadblocks to success for any student referred to the team. For additional information, please contact your school's principal and/or visit: http://www.gadoe.org.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

Rationale

Technology use is an important part of educating children to live in the 21st century. This technology includes computer hardware, software, networks, and access to the Internet. Due to the nature of technology and the magnitude of potential information available to students who use technology resources, the Griffin-Spalding County Board of Education has guidelines regarding appropriate use of technology in order to serve the educational needs of students.

Students accessing any network services from any school computer shall comply with the Griffin-Spalding County Schools policies and procedures for appropriate behavior. Administrative staff and teachers reserve the right to monitor any and all use of technology resources by students, including electronic mail and Internet use.

While the Internet is an extremely valuable tool for educational purposes, there may be content that is not appropriate to community, school, and family standards. It is the belief that technology, including access to the Internet, far outweighs the disadvantages. The Griffin-Spalding County Schools, through its wide area network or through filtered hotspots, provides an Internet screening system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely shielded from accessing inappropriate material. There is no screening system that guarantees 100 percent filtering.

Users violating the Griffin-Spalding County Schools appropriate use policy will be subject to disciplinary action according to the system discipline matrix.

Terms and Conditions

Procedures are in place for the protection of the student and the protection of Griffin-Spalding County Schools technology resources. The student will be held accountable for any violation of the following policies. Students and their parents and/or guardians will be responsible for damages and liable for costs incurred for service or repair due to malicious acts or technology use violations.

Examples of PROHIBITED conduct include but are NOT limited to the following:

. Accessing, sending, creating or posting information or communications that are damaging, abusive, obscene, sexually oriented, threatening or demeaning, harassing, or illegal.

A. Posting or plagiarizing work by another person.

B. Posting anonymous or forging communications.

C. Attempting to read, alter, delete, or copy the communications of others.

D. Giving out personal information including, but not limited to, mailing addresses, social security numbers, credit card or checking account information.

E. Using technology resources for activities not compliant with copyright laws.

F. Loading or using games, public domain, shareware, VPN's, or any other unauthorized program on any school equipment.

G. Purposefully infecting any technology equipment with computer virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information.

H. Gaining access or attempting to gain access to unauthorized or restricted network resources.

I. Altering or attempting to alter the configuration of a computer, the operating system, or software.

J. Attempting to vandalize, disconnect, or disassemble technology resources.

Disclaimer

The Griffin-Spalding County Schools makes no warranties of any kind, whether expressed or implied, for the services it is providing. The school system will not be responsible for any damages suffered by any user. This includes, but is not limited to loss of data resulting from delays, non-deliveries, or service interruptions of technology resources caused by its own negligence, user errors or omissions, or external forces. Griffin-Spalding County Schools specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

TITLE I INFORMATION

WHAT IS THE EVERY STUDENT SUCCEEDS ACT (ESSA)?

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015 and represents good news for our nation's schools. This bipartisan measure reauthorized the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years made possible by the efforts of educators, communities, parents and students across the country. The Every Student Succeeds Act can be found on the U.S. Department of Education website at: http://www.ed.gov/essa.

WHAT IS TITLE I?

Title I is a part of ESSA. This act provides money to public schools with high numbers of children from low-income families. Title I is designed to ensure that all children have the opportunity to obtain a high quality education and reach grade-level proficiency. Title I programs must be focused on improving student achievement and include strategies to support parent and family engagement. Additionally, ESSA requires school districts to set aside Title I funds to serve homeless and neglected students who do not attend schools participating in Title I. These services are comparable to services provided to children

attending a Title I school.

WHAT IS A TITLE I SCHOOL?
Title I schools are the schools that are given funding from ESSA. Schools are given funding based on the number of children who qualify for free or reduced-price lunch. All schools in the Griffin-Spalding County School System are designated as Title I for the 2022/2023 school year.

WHAT ARE TARGETED ASSISTANCE SCHOOLS?
A targeted assistance school is a school that must use Title I funds to focus on helping the students most at risk of failure on state assessments. Funding is used to help participating children meet state standards and ensure students are taught by staff that meet professional qualifications.

WHAT ARE SCHOOLWIDE SCHOOLS?
In schoolwide programs, Title 1 funds are used to serve all of the children in the school. The purpose of schoolwide Title I programs is to improve the entire educational program in a school which should result in improving the academic achievement of all students, particularly the lowest achieving students. The core elements of a schoolwide program are (1) needs assessment, (2) plan and (3) evaluation. All schools in the Griffin-Spalding County School System are designated as Title I Schoolwide Schools for the 2022/2023 school year.

ADDITIONAL INFORMATION
Additional information regarding Title I can be found on the following websites:

1. GA Department of Education: http://www.gadoe.org/Pages/Home.aspx
2. US Department of Education: http://www.ed.gov/

VISITORS

Parents and other visitors on school business are always welcome in the Griffin-Spalding County Schools. All visitors should report to the front office to sign in. All Griffin-Spalding schools are using Raptor, a visitor management system which will allow us to track visitors, contractors, and volunteers in each school and provide a safer, more monitored environment for students and staff. Each visitor will be asked to present a valid state-issued ID, which will be scanned into the system. Upon reading the information, Raptor will check the national database to identify sexual offenders. Once entry is approved, a badge will be issued with the visitor's name, date and the purpose of his/her visit. No data is stored in the system. Social visits are prohibited during the instructional day. This is to ensure the safety and welfare of each student and prevent disruption of instructional time in the classroom. Former students and others who wish to visit with staff members should arrange an after-school appointment through the office of the principal

WELLNESS – SOCIAL AND EMOTIONAL SURVEY

In an effort to better understand how to support students, GSCS utilizes a wellness survey twice per year to assist in identifying students who may be at risk for challenging behaviors. This survey consists of items that students will self-report on their own behavior attributes. The survey is not intended as an assessment of static traits or personality, and it is not used to determine eligibility or access to programs such as special education. It will be used as one of many data sources to inform instruction

and to indicate student risk. Parents wishing to opt out of the survey may do so by contacting their school counselor in writing by September 1st for the fall survey and February 1st for the winter survey. This notice is being provided to you under the Protection of Pupil Rights Amendment (PPRA).

2024/2025 CALENDAR	
July 28	Open House
July 31	First Day of School
September 1	Labor Day Holiday
October 13-17	Fall Break
November 24-28	Thanksgiving Break
December 16-19	Early Release Days for High Schools
December 22 – January 2	Christmas Break
January 5	Students Return to School
January 19	Martin Luther King Jr. Holiday
January 20	Remote Learning Day for Students/District Professional Learning
February 16-20	President's Day Holiday / Winter Break
April 6-10	Spring Break
May 20-22	Early Release Days for High Schools
May 22	Last Day of School
May 25	Memorial Day Holiday
May 26-28	Post-Planning for Teachers (no students)

School Level	Instructional Day	Staff Work Hours	Building Open
Elementary Schools	**7:45 AM – 2:30 PM**	**7:30 AM – 3:30 PM**	**7:00 AM**
Middle Schools	**9:00 AM – 4:00 PM**	**8:15 AM – 4:15 PM**	**8:30 AM**
High Schools	**8:45 AM – 3:15 PM**	**7:30 AM – 3:30 PM**	**7:45 AM**

ACKNOWLEDGE OF RECEIPT OF PARENT OCCUPATIONAL SURVEY

I hereby acknowledge the receipt of the GaDOE Parent Occupational Survey. I understand the form must be completed and returned to determine eligibility of additional services under Title I, Part C.

_____ _____

Parent/Guardian Signature Student Signature

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK/CODE OF CONDUCT

I hereby acknowledge receipt of the Student/Parent Handbook, which included the Student Code of Conduct. I have read the Handbook and understand the school's operational procedures and the rules that apply to students who attend the school.

_____ _____

Parent/Guardian Signature Student Signature

ACKNOWLEDGEMENT OF RECEIPT OF COMPULSORY ATTENDANCE LAW REQUIREMENTS

I hereby acknowledge receipt of the Compulsory Attendance Requirements, which included possible consequences and penalties for failure to follow the law. I have read and understand the Compulsory Attendance Law.

_____ _____

Parent/Guardian Signature Student Signature

My signature acknowledges receipt of this written statement of possible consequences and penalties. I have read this summary and discussed it with my child, who is 10 years of age or older prior to September 1. His or her signature acknowledges receipt of this written statement of possible consequences and penalties:

_____ _____

Parent/Guardian Signature Date

ACKNOWLEDGEMENT OF RECEIPT OF THE SAFE RIDER PROGRAM PROCESSES AND BEHAVIOR EXPECTATIONS FOR ALL BUS RIDERS

I hereby acknowledge receipt of the *Safe Rider Program* processes and procedures and the behavior expectations for all students that utilize GSCS buses. I have reviewed and discussed all materials with my student(s). I understand the importance of safe behavior on and around the school bus. I also understand that continued unsafe behavior by my student on or around the school bus will result in a possible suspension or permanent loss of their bus riding privileges.

_____ _____

Parent/Guardian Signature Student Signature

PARENTAL OPT-OUT OF CLUB/MENTORSHIP PROGRAM PARTICIPATION

Parental Opt-Out of student clubs and/or Mentorship Program that are scheduled to be operational at the school during the upcoming school year. I understand that if a club for which information has not been provided is started during the school year, I will be provided the club information at that time and my written permission will be required to my student's participation.

I wish to withhold permission for my child to participate in the following student clubs or the Mentorship Program (please list):

_____ _____

Parent/Guardian Signature Student Signature

PARENTAL OPT-OUT OF HEALTHY RELATIONSHIPS

I hereby acknowledge receipt of information regarding the healthy relationships course that is scheduled at the school during the upcoming school year. I wish to withhold permission for my child to participate in this course.

_____ _____

Parent/Guardian Signature Student Signature

TECHNOLOGY ACCEPTABLE USE AGREEMENT

STUDENT CONTRACT

I have read the terms and conditions of the Griffin-Spalding County Schools' Technology Acceptable Use Agreement. I understand and will abide by the terms and conditions. I understand that any violation of these regulations is against school system rules. If I violate the rules, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be pursued by the school system.

Student Name _____

Student School ID Number _____ Graduation Year _____

Student Signature _____ Date _____/_____/_____

PARENT CONTRACT

As the parent and/or guardian of this student, I have read the terms and conditions of the Griffin-Spalding County Schools' Technology Acceptable Use Agreement. I understand that access to the school's technology resources is provided for educational purposes. I understand that Griffin-Spalding County Schools has taken precautions to limit Internet access to educational content and that it is impossible to restrict access to all inappropriate, offensive, or controversial materials. I will not hold Griffin-Spalding County Schools responsible for materials acquired by my son/daughter through the use of technology resources furnished by or through the school. I hereby give permission for my child to use technology resources.

Parent/Guardian Name _____

Parent Guardian Signature _____ Date _____/_____/_____