

# Temple High School

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Student Handbook  
2009-2010

# Temple High School

589 Sage Street  
Temple, GA 30179  
(770) 562-3218



**Principal: Mrs. Karen Suddeth**

**Assistant Principal: Mr. Tim Gribben**

**Administrator: Mr. James Stocks**

**Guidance Counselor: Mrs. Claudia Waldrop**

**Academy Team Leader and Graduation Coach: Mrs. Lisa Langley**

**Media Specialist: Mrs. Martha Stewart**

**Gifted Education Facilitator: Dr. Calleigh Tubbs**

## DEPARTMENT CHAIRPERSONS

|                     |                                                            |
|---------------------|------------------------------------------------------------|
| Mrs. Ali Ayers      | Science Department                                         |
| Mrs. Judy Besser    | Special Education Department                               |
| Mrs. Louise Cooper  | English Department                                         |
| Mrs. Laura Edwards  | Career, Technical, and Agriculture<br>Education Department |
| Mrs. Donna Johnson  | Health & Physical Education                                |
| Mrs. Tammy Kinney   | Mathematics Department                                     |
| Heather Magwood     | Freshman Academy                                           |
| Mr. Ed Silva        | Social Studies Department                                  |
| Ms. Dagnah Thompson | Foreign Language & Fine Arts<br>Department                 |

## **ABSENCES and STUDENT ATTENDANCE**

School attendance is compulsory in Georgia between the ages of six (6) and sixteen (16). Children enrolled in the public schools prior to their sixth birthday are subject to this law and the rules of the State Board of Education governing compulsory attendance, even though they have not attained six years of age. The professional staff has the responsibility to enforce the compulsory attendance law where applicable. School social workers have the authority and duty to file proceedings in court to enforce the compulsory attendance law.

During the day the students are the responsibility of the school. Parents expect the school to take proper care of their children and to protect them with proper supervision. In order that this may be done, no student is to leave school without following proper checkout procedures. Leaving school without following proper checkout procedures is a serious offense and any student guilty of this is subject to suspension.

Attendance has a vital bearing on the educational process. It should not be encouraged to the point of keeping children in school who are sick, but should be insisted upon in regard to maintaining and facilitating the academic progress of the student.

Students may be counted legally present:

- When actually present;
- When acting as an official page in the legislative assembly;
- When assigned in-school suspension;
- When representing the school at a school function; and
- When students are served by the hospital/homebound teacher;
- Attending an approved school sponsored event/activity;

The State requires a daily record of attendance to be maintained. The attendance record must reflect whether each absence is lawful or unlawful in accordance with the law. Attendance is also recorded by class. All attendance requirements will be considered at the class level.

Before admission to class or returning to school following an absence, a student must report to the Mrs. Weathers, attendance clerk, with a written note from a parent, guardian, physician, or legal authority stating the reason for the absence. The absence is recorded as lawful in accordance with policies and regulations of the Carroll County Board of Education as based on the compulsory attendance law. Excuses not received within three days of the student's returning to school will not be accepted and the absence will be counted as an unlawful absence.

The following are those excuses that can be defined as lawful:

- When a student is personally ill and when attendance in school would endanger his/her health or the health of others;
- When in a student's immediate family there is a serious illness or death which would reasonably necessitate absence from school;
- On special and recognized religious holidays observed by his/her faith; and
- When mandated by order of governmental agencies
- When a student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or in on leave from overseas deployment to a combat zone or combat support posting, a student shall be granted excused absences up to a maximum of five school days per school year for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

All other absences are considered unlawful.

## ACADEMIC RECOGNITION

Temple High School recognizes superior academic achievement by students with a publicized honor roll at the end of each semester. Students can qualify for the high honor roll by having a 4.0 GPA and the regular honor roll with a 3.5 GPA on their report cards for the semester. Students who demonstrate consistently high academic standards will be recognized at the annual Academic Awards Event at the end of each year. Students are invited to this event based on performance during the first three nine weeks of school. All students are encouraged to strive for these honors.

## ACCIDENT INSURANCE

Accident insurance can be purchased for students. Coverage is the option of the parent or guardian, and all claims are filed directly with the insurance company. Information about purchasing student accident insurance can be obtained at the school.

In the event of an accident or illness, the student will receive emergency treatment deemed necessary and the parent or guardian will be responsible for any costs incurred.

## ACCREDITATION

All Carroll County Schools are accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

## ADVISEMENT

The advisement program in Carroll County Schools is a cooperative venture between the professional staff members and students. Advisors fill out and update a graduation checklist form with each advisee at the beginning of each school year. The checklist indicates the units earned toward a diploma as well as the units needed.

Information on career and educational goals is also provided to students. Options for meeting these goals and graduation requirements are discussed. Parents are asked to become familiar with course requirements and stay aware of their son's/daughter's progress in his/her academic career at THS. It is our aim to ensure that each student receives appropriate advisement so that the students receive the greatest possible benefits from the curriculum.



## APPEAL PROCESS

According to Carroll County Board policy JBD-1 students who miss more than **7 days** in any class per semester must file an appeal to receive credit for classes with passing grades. Forms may be obtained from the counseling office during the last week of each semester. Completed forms with doctor's excuses and other supporting documentation for absences should be turned in to the front office. Deadlines for appeals will be: First semester, December 11<sup>th</sup>; second semester, seniors-May 7<sup>th</sup>, all others May 14<sup>th</sup>.

## CAMPUS

Temple High School has a closed campus policy. **Students must stay on the school grounds from the time they arrive until dismissed.** When a student leaves campus, he/she should not return to the campus unless checking in properly to attend classes. Work-Based Learning (WBL) students should not return to campus after they are released.

Unauthorized areas: No students are to be in parking lots, athletic fields or gym, 9<sup>th</sup> grade academy (9<sup>th</sup> grade only), or any other unauthorized area. Should an upperclassman need to visit the 9<sup>th</sup> Grade Academy, he/she must have written permission from their teacher to do so. Consequences:

1. Warning and call parent
2. Detention and call parent
3. Referral to administration

### **CAMPUS VISITORS**

Temple High School encourages parental involvement and asks that anyone wishing to visit the school contact the principal to make arrangements. This procedure ensures that classroom activities are not interrupted and the safety of the students and staff is guaranteed.

All visitors and parents are required to report to the front office for a visitor's permit before going into the building or any part of the campus. Students from other schools may not visit THS without prior approval from the principal.

### **CERTIFICATE OF ATTENDANCE- DRIVING**

Certificate of Attendance request forms may be submitted on Wednesday for processing. There will be a \$2.00 fee for the first Certificate of Attendance. Any additional Certificates will cost \$5.00. Students will be able to pick up completed forms on Friday. See Mrs. Weathers for forms before school or between classes.

### **CHECK IN AND CHECK OUT**

Any student who checks in after 8:30 am must do so in Mrs. Weathers' office. Any student, grade 10 through 12, who checks out early must do so in the front office. Freshman must check out in Ms. Matthews office in the Freshman Academy. A student may check out early when a parent/guardian comes to sign him or her out or if a note is sent and verified by personnel in the front office. These notes should be turned into the office prior to 8:20 am each morning. A parent/guardian must accompany student in order for the student to be allowed to check back into school; however, a student will be allowed to check back in with a legal excuse, i.e., doctor, dentist, court, etc. Only in emergency situations will check out by other means be allowed and must have approval of an administrator. A student should never leave campus without going through the proper procedure.

Leaving school before the end of the instructional day may only be for lawful reasons. Students leaving before the end of the day may be counted absent from the class or classes missed if they are not present for the entire class.

### **CLOSING OF SCHOOL**

Occasionally, weather or other circumstances may necessitate the closing of school. The School System will notify the media of the decision to close school as early as possible. For the most accurate information, listen to the local radio stations or watch the Atlanta television broadcasts.

### **DELIVERY OF ARTICLES TO STUDENTS**

When it is necessary for parents/guardians to bring articles to school, such articles must be delivered to the front office. These items will be delivered to the student during non-instructional time. Fast food or restaurant meals/lunches/items are in conflict with food services guidelines; therefore, they cannot be delivered or provided to students during school hours.

## **DRIVING PRIVILEGES**



On-campus student parking is a privilege provided students by the Carroll County School System and as such is subject to certain regulations. **Detailed parking regulations are found in the county policies.**

Student vehicles permitted to park on campus must be registered with the school. Registered vehicles must be owned by the student or parent/guardian. Parking permits must be displayed on the designated areas of the vehicle and the vehicle parked in the specific space. Students who are chronically tardy or have major disciplinary infractions that relate to driving may have driving privileges revoked. A detailed list of regulations and parking rules will be given to each student and parent to read. A signed verification form and parking permit are required prior to a student parking on campus.

*Parking privileges can be revoked !!*

You must operate your vehicle in a safe and proper manner at all times on any Carroll County School campus. Students who are chronically tardy to school may have their parking privileges revoked.

**PARKING PRIVILEGES REGULATIONS AND CONTRACT**

1. No cruising in the car rider area, lower parking lot, or upper parking lot.
2. Students must pass 5 classes during each semester grading period. Students who do not pass 5 classes will have their parking privilege suspended and must surrender their permit until they do pass 5 classes in a semester period.
3. Cars may be towed at owners expense for the following violations:
  - Any vehicle parked in a space without a student-parking permit hanging from the rear view mirror.
  - Vehicles parked in areas that are not a marked as parking spaces.
  - Any student vehicle parked anywhere on campus other than the assigned student parking lot.
4. Radios and sound systems must be kept at a volume that cannot be heard outside of the vehicle.
5. Once a student drives on campus, he/she is considered "at school" and must check out legally to leave campus.
6. Once students have arrived on campus, students may not transport other students off campus.
7. Students may not back into their parking spaces.
8. Students must park in the parking spaces assigned to them.
9. Permits must be hung on the rear view mirror.
10. Students must get a temporary permit from the office immediately upon arrival when driving a car onto the THS campus without a permit.
11. Students will not be allowed to drive to the Technical Education Center without written approval by an administrator at THS and TEC.
12. Parking is a privilege that may be revoked without a refund for parking violations.
13. Parking permits cost \$25.00 per semester or \$40.00 and are valid for the 2009-2010 school year only and must be paid with cash, check or money order.

The New State Law requires that THS report to the Department of Motor Vehicles (DMV) any student who accumulates 10 unexcused absences during two consecutive semesters. Driving privileges will be revoked by the DMV.

I have read and understand these parking regulations.

\_\_\_\_\_

Parent signature

\_\_\_\_\_

Student signature

Parent's phone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Note: Students receive this form at the time of purchase of their permits. A permit will not be issued until the student returns this form signed by the student and his/her parent/guardian

### **DETENTION HALL**

Teachers may assign teacher detention to students who misbehave in class. Students should be given reasonable notice of the time and date of teacher detention before being required to serve. Failure to serve teacher detention may result in further disciplinary action by the administration.

### **DISPLAY OF SIGNS**

All posters, signs, announcements, etc., must be approved by the administration before posting.

### **DRIVERS LICENSE DENIAL**

The Board of Education is required to submit notification to the Department of Driver Services when a student age 15 through 17 has dropped out of school, has had ten or more days of unexcused absences in the current or previous academic year or has been found by a tribunal, has received a change in placement, or has waived a right to a hearing and pleaded guilty for committing certain disciplinary offenses involving violence, drugs or alcohol, weapons or serious sexual offenses (further information may be found at [https://gadata.doe.k12.ga.us/TAADRA/taadra\\_docs.cfm](https://gadata.doe.k12.ga.us/TAADRA/taadra_docs.cfm)).

The local school superintendent or the superintendent's designee will use best efforts, including first-class mail, to notify students age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. § 40-5-2 regarding the denial of driver's permits and licenses.

### **DRUG-FREE SCHOOL ZONE**

It is the intention of the Carroll County Board of Education, the administration, and the staff to keep THS a drug-free school zone. Because the use of alcohol and illicit drugs is wrong and harmful, their possession and use will not be tolerated on campus or at any school activity.

Students are encouraged to contact the counselor's office for information related to drug and alcohol counseling.

In addition, the Georgia Help line is available through the Governor's Commission on Drug Awareness and Prevention: 1-800-338-4745. All callers remain anonymous.

### **DUAL ENROLLMENT**

Students who qualify have the option of taking college classes at the University of West Georgia while in high school. They must meet grade point average and college entrance requirements. These criteria will vary based upon the school and the student's high school classification.

Carroll County students also have the opportunity for dual enrollment at area postsecondary schools. The classes where dual enrollment is available are welding and cosmetology. See the guidance/counseling department for further information on dual enrollment.

### **FEES**

The following items and services are offered to Temple High students:

- Locker Rental -\$15.00 for the year
- Parking Spaces- \$40.00 per year (must be eligible academically)
- Senior Fees-TBD
- Junior Fees-TBD

**ALL FEES MUST BE PAID WITH CASH, CHECK OR MONEY ORDER.**

Seniors will not be able to receive their diploma until all fees are paid.

### **FERPA Rights**

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

1. Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records;
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights,
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent;
4. File with the United States Department of Education a complaint under 20 C.F.R., 99.64 concerning the alleged failures by the Carroll County Board of Education to comply with the requirements of the Act or the regulations promulgated there under; and
5. Obtain a copy of the policy that the board of education has adopted regarding access to student records. Copies of this policy may be obtained by contacting the Central office of the Board of Education at 164 Independence Drive, 770-832-3568.

### **FIRE DRILLS**

Fire drills are necessary for the safety of the students and the faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. Exit information for fire drills is posted in each room

General Rules for Fire Drills:

1. Students will follow designated exit instructions, walk, refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
2. The teacher should be the last one out of the room, take the grade book and keys, close the door, and remain with the group.
3. The teacher will take attendance once the group has reached its proper distance from the building.
4. When the all clear has sounded, all will return to their classrooms in the same orderly fashion.

### **FOOD AND DRINKS**

Students **are not** to bring food from commercial establishments into the cafeteria during lunch or breakfast. No food or drink items may be sold on campus without the approval of the principal.

Students may have food or drink in any classroom of THS except in any lab or in the media center.

Consequences for classroom violations:

1. Warning
2. Loss of classroom eating and drinking privilege for a day
3. Loss of classroom eating and drinking for a week
4. Loss of classroom eating and drinking for rest of semester

### **GEORGIA'S NEW GRADUATION REQUIREMENTS**

**Effective with Freshman Class of 2008-2009**

The State Board of Education passed a new set of graduation requirements that will assure Georgia's high school students graduate college and work ready. The rule was revised in conjunction with the implementation of the new Georgia Performance Standards in English, Mathematics, Science, Social Studies, as well as electives. The new curriculum and the new graduation requirements will help students

graduate from high school with the knowledge and skills they need to be successful in college and the workplace.

Students in 9<sup>th</sup> and 10<sup>th</sup> grades will be required to complete a total of 23 units for graduation. All students under this rule will take:

- 4 units of English
- 4 units of Science
- 4 units of Mathematics
- 3 units of Social Studies
- At least 3 units required from:  
CTAE and/or Modern Language/Latin and/or Fine Arts
- At least 4 units of additional electives
- 1 unit of Health/Personal Fitness

\*Students planning to enter or transfer into a University System of Georgia institution must take two consecutive units of the same modern language (foreign language).

### **GIFTED SERVICES**

The Carroll County School system offers Gifted education services for students in grades K-12. Direct instruction, resource, collaborative, or other delivery models provide the services. Students involved in the gifted program must qualify by meeting the identification criteria as established by policies in place with the Georgia Department of Education and Carroll County Schools. A teacher, administrator, parent, counselor may refer students for consideration, and/or students may refer themselves. Call the school and talk with the guidance/counseling department if you want additional information on the referral and eligibility process. If you have questions contact the Gifted Facilitator for THS, Dr. Calleigh Tubbs.

### **GUIDANCE DEPARTMENT**

The Temple High School Guidance counselor is located in the 400 building and the Graduation Coach housed in the Ninth Grade Academy. The Guidance Department offers educational counseling, personal counseling, and career counseling. Staffed by one full-time counselor and one Graduation Coach, the Guidance Department advises each student in regard to appropriate classes; works with the student's advisors to insure inclusion of required courses for graduation; counsels with individual students about personal problems including peer interaction, parental relationships, and self esteem; and provides information to students about testing, potential careers, and preparation for college and technical programs. The computerized career center and materials are available for students in the Media Center.

### **HALL PASSES**

During class time, any student out of his/her regular scheduled class must have a school issued hall pass from his/her teacher with the name, the date, the time and the teacher signature on it. Only official hall passes will be accepted. **Hall passes should not be issued to the gym or telephone during instructional time.**

### **HOPE SCHOLARSHIP/GRANT**

Georgia's HOPE (Helping Outstanding Pupils Educationally) Scholarship Program is a way of rewarding students for outstanding academic work. Funded by the Georgia Lottery, the program provides financial assistance to students pursuing postsecondary education. Program details are subject to change; therefore, students should check with the high school counselor or the HOPE Scholarship Program at the Georgia

College 411 website each year for HOPE eligibility requirements. Information is available on the Internet at [www.gacollege411.org](http://www.gacollege411.org).

#### HOPE Scholarship

If you are a Georgia resident enrolling in a degree program at a Georgia public college, university, or technical college, you may be eligible for the HOPE Scholarship. Funds cover tuition, HOPE-approved mandatory fees, and a small book allowance. If you wish to enroll in a Georgia private college, you may be eligible for some scholarship funding.

#### HOPE Grant

If you are a Georgia resident enrolling in a certificate diploma program at a Georgia public technical college, you may be eligible for the HOPE Grant regardless of high school graduation dates or grade point average. The HOPE Grant covers tuition, HOPE-approved mandatory fees, and a small book allowance.

#### **HOSPITAL/HOMEBOUND SERVICES**

Students may be eligible for instruction through the hospital/homebound program if a doctor anticipates that the student will be out a minimum of ten consecutive days due to illness or accident. Students with chronic health conditions that cause intermittent periods of absence, that may be less than ten days on each occasion, may also be eligible for instruction through the hospital/homebound program. Such absences require medical documentation and must be approved by school personnel and the hospital/homebound program.

#### **INSTRUCTION**

The program of instruction is designed to prepare students with the skills and knowledge needed to enter the world of work and to continue their education. The curriculum is designed to satisfy these goals by providing the skills needed for cognitive and affective growth.

The staff is committed to the development of the individual. Instructional activities are designed to develop the intellectual, personal, physical, and social potential of each student. To assure the necessary academic skills are mastered, students are given standardized tests at various grade levels.

#### **INTERNET USAGE**

The use of the Internet is a part of the instructional program. Internet use is only allowed for educational assignments. The streaming of audio and or video, playing Internet games, the use of chat rooms, or using the Internet for non-educational purposes is prohibited.

#### **INTERSCHOLASTIC ATHLETIC PROGRAMS**

The athletic programs at Temple High School offer a variety of team and individual sports for both boys and girls to participate as part of an athletic team. An individual must meet the eligibility requirements set forth under board policy and Georgia High School Association (GHSA) by-laws, have a current physical on file at the school, and have all necessary forms signed by the parents. Physicals are provided for students for a small fee at various times during the school year. If a student fails to take advantage of this physical, he/she is responsible for getting his/her own from a licensed physician. As with all school activities, permission to participate depends on the overall good citizenship on the part of the student.

The following interscholastic athletic programs are offered:

FOOTBALL VOLLEYBALL BASEBALL FAST PITCH SOFTBALL CHEERLEADING  
TENNIS WRESTLING TRACK CROSS COUNTRY BASKETBALL  
GOLF SOCCER (currently being considered)

## **LOCKERS**

All students are advised to obtain a locker rental from the school. All student lockers are the property of Temple High School and are subject to search by school authorities at anytime. Students may rent lockers during the year for a \$15.00 fee. Fee must be paid with cash, check, or money order.

Students are reminded:

1. Use the locker assigned, no trading
2. **Do not share your locker** with others not assigned to it. You are responsible for its contents!
3. **Do not bring valuables to school!** The school is not responsible for personal property.
4. Keep your combination a secret. Make sure your locker is closed and locked.
5. Keep your locker clean inside and out.
6. Jamming locker mechanisms with paper wads, trading lockers, locker vandalism, etc. may result in loss of locker use.



## **LUNCH & BREAKFAST PROGRAM**

The Temple High School lunchroom offers nutritional meals to students at breakfast and lunch. Breakfast is served each morning from 7:50 a.m. - 8:15 a.m. and students should exit the lunchroom by 8:20 am. each morning. Student lunches will cost \$2.00. Reduced-price lunches are \$.40. Breakfast will cost \$1.25 for all students and \$.30 for reduced-price students.

Students will be able to purchase extra food items, such as bottled water, fruit juice drinks, or additional entrees when they purchase lunch. **HIGH SCHOOL STUDENTS ARE NOT ALLOWED TO CHARGE MEALS.**

The school system offers [CafeteriaCash.com](http://CafeteriaCash.com) which allows parents to make online payments into their student's account. You must have the student's name and ID # to access the account. If you have any questions, contact Janet Smith @ 770-832-3568 ext.353.

## **MEDIA CENTER**

The Temple High School Media Center provides instructional support for the entire school curriculum. The Media Center is open each school day, Monday through Friday, from 8:00 a.m. until 4:00 p.m.

## **MEDICATIONS**

Prescription medications must be left in the front office for students. Clear instructions must be included on the container so that medication can be properly dispensed. Students at the high school level will be responsible for keeping and administering their own non-prescription medication.

## **MOMENT OF SILENCE**

Georgia Senate Bill 396 requires that each public school classroom at the opening of school each day conduct a moment of silence for the purpose of quiet reflection. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise. It shall be a moment of silent reflection on the anticipated activities of the day.

## **NON-DISCRIMINATION POLICY**

It is the duty of all school personnel to prevent unjust discrimination in all aspects of school life. No student shall suffer discrimination or receive punishment for reasons of participation or membership in any lawful organization that carries on its activities outside the school unless these activities interfere with the objectives of the school. The faculty must be especially sensitive in guarding against

unconscious sex discrimination, sexual harassment and stereotyping in all school operations. This policy is based in part upon federal Title IX regulation.

### **PARENT PORTAL**

All parents and/or guardians may access their child's grades and schedule through the Infinite Campus Parent Portal on the Internet. Please check with your child's school to receive login information and access.

### **PARENT-TEACHER CONFERENCES**

Because the support of the family is so critical to a student's success, the parent-teacher conference is perhaps the best way for parents and teachers to get to know each other and share information that may help the student increase the quality of his or her academic performance.

We encourage you to schedule a time to visit with your student's teachers. Topics that you may want to discuss with your child's teachers include: What is the quality of my student's academic progress? What are the teacher's expectations for the class and is my student meeting these expectations? How much does my student participate in class? What kind of work habits does my student have in class? How often does my student have homework in your class? What textbook does the student use? What special projects are the students working on? Is there a sample of my student's work available? What is the most convenient time to call the teacher for a progress report on my student? What can I do at home to help my student? Be sure the school has the correct home and work phone numbers so the teachers can reach you when necessary. We encourage you to visit the school and meet with all staff members who are involved with your student.

### **PARENTAL NOTIFICATION**

Parents have the right to request information regarding the professional qualifications of the student's classroom teachers, including:

- Whether the teacher has met state qualifications for the grade levels and subject areas in which the teacher teaches.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher and the field or discipline of the certification or degree.
- Whether the student is provided services by paraprofessionals.

Also, if a student has been assigned to or has been taught for four or more consecutive weeks by a teacher of a core academic subject who is not highly qualified, the parents must be provided a timely notice.

### **PERSONAL APPEARANCE (DRESS CODE BOARD POLICY)**

It is the obligation of the students to maintain their appearance and personal belongings in a manner that reflects well on themselves and the school. It is their responsibility, as well as that of their parents, to see that they are properly dressed and well groomed.

Students should wear clothing that does not detract from the instructional learning environment. **All skirts, shorts, and dresses worn on school property must be no shorter than mid-thigh in length. Muscle shirts, low riding pants with underwear showing, pants with cuts and holes above the knees, bedroom attire, lounging pants, bare midriff shirts, see-through clothing, halters tops, tank tops, backless dresses or tops, and tube tops are unacceptable.** Clothing or hairstyles with words, phrases, symbols, pictures, patches, or insignia, which are obscene, provocative, disruptive, profane, racially

distasteful or drug/alcohol/tobacco related are prohibited. Hats, caps, or head attire are not to be worn in the buildings. Chains or bandanas are not allowed. All pants must be worn high enough to cover the hips at waist level.

Dress Code Consequences:

1. Warning if applicable.
2. Report to ISS
3. ISS coordinator calls home with the option to bring alternative clothes; if not
4. ISS

Hat Consequences:

1. Warning
2. Collect until end of day
3. Collect for 5 days
4. Collect until end of year

### **PLEDGE OF ALLEGIANCE (BOARD POLICY, JIB)**



Each student in Carroll County Schools shall be afforded the opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day.

### **REPORTING PROCEDURES**

Students receive report cards every nine weeks and progress reports at the midpoint of each grading period. The end of year report card may be mailed to the student's home, so please make sure your address in the school computer is correct. Final report cards may be picked up during the summer in the front office. Parents are encouraged to contact their child's teacher throughout the year to discuss academic concerns.

### **RESPONSE TO INTERVENTION**

Response to Intervention is illustrated through the Pyramid of Intervention, a graphic organizer that illustrates layers of instructional efforts that can be provided to students according to their individual needs.

The Pyramid of Intervention represents the process of continually implementing "progress monitoring" and then providing layers of more and more intensive interventions so that students can be successful and progress in their learning. This proactive approach does not wait until students have large gaps in their learning that are almost too great to overcome. Neither does it allow high-achieving students to languish in a curriculum that is not challenging to them. This approach focuses on determining when students are struggling and providing strategic interventions to help them shore up their areas of need; it also documents students' strengths and provides additional challenge in a variety of ways.

## **SATURDAY SCHOOL**

Saturday School provides an opportunity for students to make up assignments or tests for a specific class. This program is contract based, and prior to the scheduled Saturday School date, the teacher and student determine what will be expected of the student in regard to assignments completed. Tentative dates for Saturday School are **October 3, December 12, February 27, and May 15.**

## **SCHEDULE CHANGES**

Schedules are devised according to the classes each student, along with his or her advisor, choose during pre-registration. Parents are made aware of course selections and sign tentative schedules indicating approval. In cases where conflicts occur, changes are made according to alternate choices whenever possible. In the event a student might need a change, the student must obtain a Drop-Add Request form from the counselor and complete the form and return it to discuss options. Changes will be made with administrative approval, based on need and space availability. If the class change request is granted the student will receive a new schedule from the counselor. **Class changes will not be made after 10 school days into the semester.**

## **SCHOOL PICTURES**

School pictures will be made on **September 3, 2009.** Packages are offered to parents wishing to purchase pictures. Whether pictures are purchased or not, students are required to have their pictures made for the school yearbook. A make-up day is scheduled for all absentees and unacceptable pictures (i.e., closed eyes, etc.). This make up date will be **October 15, 2009** and students must sign up with Mrs. Cooper. Senior picture make-up session will be **September 17 and 18, 2009.** These two occasions will be the only times pictures will be made for the yearbook. Spring pictures will be made in **February 2010.** No retakes will be made for the spring pictures.

Club, activities and sports team pictures will be made during the most convenient time available for each group. Students must be in good standing with their group and no make-ups will be made. Also, there will be special packages offered during the year for special events. Students will be notified of these opportunities and payment is on a prepaid basis only. Any problems or concerns should be addressed to Mrs. Cooper.

## **SCHOOL PROPERTY**

The school building and its fixtures and furniture are provided at the expense of Georgia taxpayers. This includes your family, and even you as a future taxpayer. Students should refrain from defacing or destroying school property. Anyone caught doing so will be disciplined and be required to pay for the damages.

## **STANDARDIZED TESTING**

The standardized testing program is designed to *identify* areas in need of improvement for individual students as well as assist in improving the instructional program. Parents and students are provided advanced notice of test dates and are routinely informed of individual test results. School-wide and system-wide results are published annually in the local newspaper. All standardized testing at Temple High School coordinated through the assistant principal's office. Test interpretation is also available through the guidance counseling department.

## **STUDENT ACTIVITIES**

All students are encouraged to participate in areas in which they have a talent or an interest. Competitive activities such as athletics, debate, literary, and band carry enrollment, attendance, and academic

requirements. *The administration has the authority to prohibit any student's participation in non-instructional activities.*

### **STUDENT CONDUCT (BOARD POLICY JC & JD)**

Students at THS are expected to act in a manner that is conducive to a positive learning environment. We believe that by working together students and educators can make school an enjoyable and rewarding experience for everyone.

**Student conduct is covered under Board Policy JCDA that is contained in its entirety in the county policies and available online at [www.carrollcountyschools.com](http://www.carrollcountyschools.com) .** Students are to read this code and adhere to it at all times while at school or any school activity.

### **STUDENT ENTRY & TRANSFER (BOARD POLICIES JBCD & JBCDA)**

Carroll County Board Policy encourages students to attend the school that serves their attendance area. Students may transfer if they move their legal residence.

Any student transferring must show records of his/her prior attendance and that he/she was in good standing with the school of previous enrollment.

### **STUDENT SAFETY**

Our role is to provide students with a safe environment. Any condition that could jeopardize one's safety should be reported to a school official. Accidents occurring on school property are to be reported immediately to the office.

### **STUDENT SUPPORT TEAM**

The Student Support Team is a step on the Pyramid of Intervention and is designed to offer students and parents support when a student is having instructional difficulty in the classroom. This group offers suggestions as to possible alternatives that might help make the student successful. The team also evaluates the need for further interventions.

### **STUDENT WITHDRAWAL**

All student withdrawals will be handled through the guidance and counseling office. All textbooks must be returned and fees must be paid before withdrawal.

The school system is authorized to withdraw a student for the following reasons when the student:

- Has missed more than 10 consecutive days of unexcused absences:
- Is not subject to compulsory school attendance; and
- Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

### **Parental Permission and Notification of Student Withdrawal**

The Superintendent or the superintendent's designee shall use his or her best efforts to get parental permission when a 16 or 17 year old student wishes to withdraw and to notify the parent(s), guardian(s),

or other person(s) having control or charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available pursuant to O.C.G.A. § 20-2-690.1(e)

The school system is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

### **TARDIES TO CLASS**

Students are required to arrive at school in time for them to be in their assigned classroom before the morning late bell. Students not in their classrooms at that time will be counted tardy. The students may be counted absent from the class or classes missed if they are not present for the entire class period. Tardies at the high school level shall be handled as discipline issues.

Unexcused tardies will accumulate per NINE WEEKS for DISCIPLINARY action.

Consequences\*:

1. 1<sup>st</sup> Tardy - Report to ISS for pass.
2. 2<sup>nd</sup> Tardy - ISS for period
3. 3<sup>rd</sup> Tardy - ISS for day and contact parent

\*Refer to Parking Privileges Contract for additional consequences for student drivers.

### **TECH PREP ARTICULATION**

Articulation is a process for coordinating the linking of two or more educational systems within a community to help students make a smooth transition from one level to another without experiencing delays, duplication of courses, or loss of credit. A high school student may receive postsecondary credit for technical classes taken in high school. High school classes that can be articulated include:

Health Occupations, Professional Foods, English, Computer Aided Drafting (CAD), Business Education, HVAC, Graphic Arts, Horticulture, Automotive Technology, Information Systems Technology, Cosmetology, Construction, Safety, Welding, Math.

At present time, Carroll County has articulation agreements with eight area technical colleges.

### **TELEPHONES and OTHER ELECTRONIC DEVICES**

Students will not be permitted to use or possess cellular telephones or other electronic devices during the school day. Students who violate the policy will incur the following consequences:

1. 1<sup>st</sup> Offense: Collect – parent may pick up at end of school day
2. 2<sup>nd</sup> Offense: Collect – parent may pick up at end of school day or the student may pick up at end of school day upon paying a \$2.00 fine
3. 3<sup>rd</sup> Offense: Collect-parent may pick up after 5 days or the student may pick up after five days upon paying a \$5.00 fine
4. 4<sup>th</sup> Offense: Collect-parent may pick up at end of semester

The office phones are for official use only. Students may not use the office phones unless there is an emergency or in the case of illness. The front office will place calls for students under these circumstances. Office personnel cannot take messages for a student.

### **TESTING (BOARD POLICY II)**

According to board policy, all Carroll County students are required to take the Georgia High School Graduation Tests (GHS GT) during their junior year. Passing the tests in five areas is a requirement for graduation. Initial GHS GT testing is offered for eligible juniors in the spring. The initial Georgia High School Writing Test (GHS WT) is administered to eligible juniors in the fall of each school year. If necessary, a student may take the retesting of any subjects during the summer, September, November, or spring of the senior year. The five areas for testing are writing, language arts, math, social studies, and science.

Students enrolled in certain classes will need to take the EOCTs (End of Course Tests) upon completion of the course(s). Courses to be tested include 9<sup>th</sup> grade literature and composition, American literature, math I (or its equivalent), math II, United States history, economics, physical science and biology. Those students who are under the guidelines of the previous graduation rule, will take EOCTs for Algebra I and Geometry.

Students at Temple High School take a variety of nationally norm referenced and/or standardized tests. College prep students should take the PSAT and SAT and/or the PLAN and ACT during the sophomore, junior, and/or senior years. Information on dates for these tests may be found on the THS website. Juniors take the ASVAB (military entrance test) and the ASSET (technical college entrance test) during the winter or spring.



## **TEXTBOOKS**

Textbooks are furnished without cost to students. Textbooks are the property of the State of Georgia and the Carroll County School System. **Students and their parents are held accountable for lost or damaged textbooks. It is important to understand that textbooks are very costly, ranging in price from \$60 to \$100 or more each. You are highly encouraged to keep up with your textbooks to avoid having to pay for their replacement.** The school system must be reimbursed for lost or damaged textbooks. (Seniors will not be able to receive their diploma until all fees are paid.) The Carroll County Board of Education provides the materials necessary for the instructional programs in our schools. However, students are expected to provide the usual paper, pencils and other disposable supplies.

## **TORNADO DRILLS**

During tornado drills or in the event a tornado strikes, students will follow this procedure

1. Remain as quiet as possible.
2. Be alert to instruction given by teacher.
3. Move to the hallway immediately when told.
4. Drop to the knees with back to wall and knees together.
5. Bury face and arms protecting the head; close eyes tightly
6. Stay in designated area until directed to leave.

Further Instruction will depend upon circumstances and damage to the building.

## **TRUANCY**

Truancy is being absent from school without permission from your parent or guardian, skipping class or a required activity, leaving campus without permission or being chronically tardy to school or class. Truant is defined as any child subject to compulsory attendance who, during the school calendar year, has more than five days of unexcused absences. Parents are urged to arrange doctor visits for well health issues outside of school hours. Students with doctor appointments will be excused only for the time of the visit and a reasonable time before and after the visit. The remaining portion of the day shall be counted

unlawful. Excuses from medical facilities are required to specify the time the student was at the medical facility.

The disciplinary action generally taken against truancy is ISS or suspension. If truancy becomes chronic, the school social worker will ask the court system to become involved. Students leaving campus in a vehicle will have parking privileges revoked. Any student who has a pattern or history of absences may be asked to provide doctors excuses for each absence. Students with excessive absences due to medical reasons will be referred to the school nurse to facilitate school attendance.

School days missed as a result of an out-of-school suspension (OSS) shall not count as unexcused days for the purpose of determining truancy.

### **UNINTERRUPTED INSTRUCTIONAL TIME (BOARD POLICY IDEB)**

In any grade nine through twelve, individual student absences from classes are limited to ten instructional days (60 instructional hours) per year for participation in non-instructional activities.

### **SCHOOL CLUBS AND ORGANIZATIONS**

Student participation in school clubs and organizations is voluntary. A list that includes the name, mission or purpose, faculty advisor, and planned activities of clubs or organizations in which your child may participate is listed below. If you wish to decline permission for your student to participate in a particular club or organization, please complete and sign the form in the back of your child's school handbook and return the form to your child's homeroom teacher. Written parent permission will be required prior to a student's participation in any new club initiated after the start of the school year.

### **BETA CLUB**

Faculty Advisor: Mrs. Donna Johnson

Mission: The purpose of National Sr. Beta Club shall be to promote the ideals of character, service and leadership among secondary school students, to reward meritorious achievement and to encourage and assist students in continuing their education after high school.

Club Requirements: Students must obtain a 3.5 grade point average to be invited to join the Beta Club. After induction they must maintain a 3.0 GPA and be actively involved in club activities. All incoming freshmen who were Jr. Beta members at the middle school level will be honorary members until the end of the first semester. At this time, their GPA will determine their eligibility.

Activities: The Sr. Beta Club participates in Red Ribbon Week to "Say No to Drugs", can-a-thons and toy drives during Thanksgiving/Christmas, Pennies for Patients to raise money for leukemia, Read Across America at TES, Field Day workers for TES, etc.

### **CREATIVE WRITERS**

Faculty Advisor: Mrs. Audrea H. Hilburn

Purpose: Students who have shown an interest in writing beyond the classroom setting are challenged to write in a variety of literary genres as they produce innovative works of literature.

Activities: Poetry Night, THS Creative Writing Contest, Young Georgia Authors' Competition, literary publications, etc.

### **FBLA (Future Business Leaders of America)**

Faculty advisors: Ms. Laura Edwards and Mr. Kevin Staple

Future Business Leaders of America is a nonprofit educational association of students preparing for careers in business and business-related fields. The FBLA concept was developed in 1937 by Dr. Hamden L. Forkner of Columbia University. More than 240,000 active members participate in more than 13,000 chartered chapters in 50 states, the District of Columbia, Puerto Rico, the Virgin Islands, U.S. Territories, Canada and Department of Defense Dependent Schools worldwide.

Activities: Powder-Puff Football Game, Fall Rally, CTEA Week, FBLA Week with Movie Night and Pizza Party, Region, State, and National Conferences, Guest Speakers, Induction Ceremony with dinner.

### **FCA (Fellowship of Christian Athletes)**

Faculty Advisors: Mr. Michael Johnson and Mrs. Donna Johnson

FCA Purpose: The purpose of the Fellowship of Christian Athletes is for student athletes to come together to share their Christian Beliefs. FCA provides spiritual encouragement to students and athletes.

Meetings will be held once each month, dates and times to be announced.

Activities will include guest speakers from other FCA Huddles. Students may also participate in community-wide activities at local churches.

### **FEA (Future Educators Association)**

Faculty Advisors: Mrs. Tammy Kinney and Mrs. Laura Edwards

Mission: As the only national pre-collegiate program for prospective teachers, FEA's mission is to provide students with opportunities to explore careers in education. We hope that through participation in an FEA chapter, students will gain a realistic understanding of the nature of education and the role of the teacher.

Activities: Teacher Appreciation Days (Weeks) within our school and our feeder schools, Read Across America @ local daycares and schools, Shadow Day within the local schools, State and National Conferences, Guest Speakers, Induction Ceremony, college classroom/campus visit, Fall and Spring (FEAST) State conferences

### **FFA (Future Farmers of America)**

Faculty Advisor: Mr. Ian Smith

Mission/Purpose: FFA is the national organization for agriculture education students. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

Planned Activities: FFA members will have the opportunity to compete against other schools in a variety of events such as: public speaking, livestock judging, agriculture communications, horse judging, parliamentary procedure, poultry judging, and the agriscience fair. In addition to competing, the FFA will take various field trips throughout the year, have regularly scheduled meetings, provide fellowship opportunities for all members, and send delegates to the state and national FFA convention. Members will also have the opportunity to attend Georgia Leadership Camp during the summer or attend the Washington Leadership Conference in Washington, D.C. in the summer.

### **FIRST PRIORITY**

Sponsors: Mr. Michael Johnson and Mrs. Donna Johnson

Purpose: First Priority is a multi-denominational team of local youth ministers and youth working together to unite their Christian students on campus into one youth group.

First Priority will meet once a week. Day and time will be determined at a later date.

### **KEY CLUB**

Faculty advisors: Mrs. Laura Edwards and Mrs. Heather Magwood

Key Club is the oldest and largest service program for high school students. What makes Key Club so successful is the fact that it is a student-led organization that teaches leadership through serving others. Members of the Kiwanis International family, Key Club members build themselves as they build their schools and communities.

Key Club International is an organization of individual Key Clubs and is funded by nominal dues paid by every member. Its officers are high school leaders elected by the members at district and International conventions. The organization offers a wide range of opportunities to its members:

- Leadership development
- Vocational guidance
- College scholarships
- Subscription to the KEYNOTER magazine
- Service-learning
- Personal enrichment
- Value-added member benefit programs
- Liability insurance coverage

Originally, Key Club adopted as its motto, "We Build," the same motto as its parent organization, Kiwanis International. In 1976, the organization opted to change its motto to "Caring - Our Way of Life" because these words more clearly conveyed members' reasons for helping others.

Activities: Red Ribbon Week, Talent Show, Help with various projects throughout the year such as Visiting Nursing Homes, American Youth Discount Cards, March of Dimes, Unicef, Red Cross Blood drive, Relay for Life, community service, etc.

### **NATIONAL HONORS SOCIETY**

Faculty Advisor: Mrs. Louise Cooper

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since its beginning in 1921.

Membership for NHS is available only for grades 10 – 12. Each October, the sponsor checks grade point averages (G.P.A.) to determine who qualifies for NHS. Students must have a 4.0 overall G.P.A. to be invited into the chapter. Students who are invited to apply to be members of the chapter must interview with a five-member faculty council for final determination.

After students are inducted, they must maintain a 3.8 G.P.A. If a student's G.P.A. falls below this requirement, he or she will be placed on academic probation for one nine-week grading period. If the student has not met the probation requirement at the end of that time, the student will be removed from the chapter.

All members must perform community service for school, community, or charity organizations individually and as part of the chapter. Each student has a folder on file in which to keep a record of all community service completed throughout high school years.

### **SCIENCE CLUB**

Faculty Advisor: Mrs. Ali Ayers

The purpose of the Science Club is to provide students interested in science with opportunities to enrich themselves and others with knowledge and experiences of how science affects our everyday lives.

Past/Planned Activities-

- 1) Field Trips- Ex: GA Aquarium, Physics Day at Six Flags
- 2) Tutoring- members assist in preparing juniors to take the science graduation test
- 3) Community Involvement- nature projects and recycling
- 4) Science Fair

### **SPANISH CLUB**

Faculty Advisor: Mrs. Dagnah S. Thompson

Mission: The Spanish Club of Temple High School promotes an understanding of international current events and Hispanic cultural differences among the student body. The club seeks to support and encourage Hispanic students in the process of assimilation to the educational system and culture of the United States.

Activities: Discuss events in Latin America that impact Hispanic countries and Hispanic communities in the United States, Video Clips to promote cultural understanding, Hispanic Food Preparation that can be done in class, Visuals to coincide with important Holidays in the United States.

### **STUDENT COUNCIL**

Faculty Advisor: Ms. Cynthia Lacker

Purpose: To provide Temple High School with leadership and guidance that promote the school's as well as the community's well being

Activities: Help with various projects throughout the year such as American Youth Discount Cards, March of Dimes, Relay for Life, community service, etc.

## CLUBS/ORGANIZATIONS

Parents/Guardians:

Student participation in school clubs and organizations is voluntary. A list of clubs/organizations is listed in the student handbook. This list included the purpose of the organization, the faculty sponsor and planned or past activities of the club/organization. If you wish to decline permission for your student to participate in a particular club or organization, please complete and sign the form below and return it to your child's 1<sup>st</sup> period teacher. Written permission will be required prior to a student's participation in any new club initiated after the start of the school year.

.....

My Child \_\_\_\_\_ **does not** have my permission to participate in the clubs/organizations that I have checked.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

- Beta Club
- Creative Writers
- FBLA (Future Business Leaders of America)
- FCA (Fellowship of Christian Athletes)
- FEA (Future Educators Association}
- FFA ( Future Farmers of America)
- First Priority
- Key Club
- National Honors Society
- Science Club
- Spanish Club
- Student Council

**Carroll County Schools  
Instructional Calendar  
2009-2010**

August 3-5 \*\*Preplanning for Staff in PK and Kindergarten (Monday - Wednesday)  
August 3-6 \*\*Preplanning for Staff in Grades 1-12 (Monday-Thursday)  
August 6 First Day of School (Thursday) for PK and Kindergarten  
August 7: First Day of School (Friday) for Grades 1-12: Begin First 9-Weeks Grading Period  
September 7 ~Labor Day Holiday  
September 8 Mid-Term Reports Go Home (#1)  
October 8 End Grading Period #1 (44 Days)  
October 8 \*Early Afternoon Release Day: Parent Conferences  
October 9 \*\*Teacher Work Day  
October 12 Begin Second 9-Weeks Grading Period  
October 14 Report Cards Go Home (Wednesday) (#1)  
November 10 Mid-Term Reports Go Home (#2)  
November 23-27 ~Thanksgiving Holidays  
December 18 End Second Grading Period (45 Days)/End Semester (89 Days)  
Dec. 21– Jan. 1 ~Christmas Holidays  
January 4 \*\*Teacher Work Day  
January 5 First Day of Second Semester: Begin Third 9-Weeks Grading Period  
January 6 Report Cards Go Home (Wednesday) (#2)  
January 18 ~Martin Luther King Holiday  
February 9 Mid-Terms Go Home (#3)  
February 15 ~Presidents' Day Holiday  
March 11 End Third Grading Period (46 Days)  
March 11 \*Early Afternoon Release Day: Parent Conferences  
March 12 \*\*Teacher Work Day  
March 15 Begin Fourth 9-Weeks Grading Period  
March 17 Report Cards Go Home (Wednesday) (#3)  
April 5-9 ~Spring Break  
April 21 Mid-Term Reports Go Home (#4)  
May 20 Last Day of School for PK and Kindergarten  
May 21 Last Day of School for Grades 1-12  
May 21 End Fourth Grading Period (45 Days)/End Semester (91 Days)  
May 21, 24, - 26 \*\*Postplanning for PK and Kindergarten Staff  
May 24-26 \*\*Postplanning for Grades 1-12 Staff

**Characteristics:**

Student Start Date: August 6 for PK & Kindergarten

Student Start Date: August 7 for Grades 1-12

Labor Day: 1 Day

Thanksgiving Holidays: 5 Days

Christmas Holidays: 10 Days

MLK Holiday: 1 Day

Presidents' Day Holiday: 1 Day

Spring Break (April 5-9): 5 Days

\*Early Afternoon Release Days: 2 (Students released following half-day a.m. attendance)

\*\*Professional Learning/Teacher Work Days (Students – no school)

~Holidays (Teachers and Students – no school)

Carroll County Board of Education

Approved January

**Carroll County Board of Education  
Approved 01/15/2009**

## 2009– 2010 Testing Calendar

### 2009

|                        |                                             |
|------------------------|---------------------------------------------|
| September 1 – March 31 | GAA Test Administration                     |
| September 8-19         | IOWA Tests of Basic Skills (Grades 3, 5, 8) |
|                        | CogAT (Grades 2, 4, 6)                      |
| September 14           | GHS GT – English (Retest)                   |
| September 15           | GHS GT – Mathematics (Retest)               |
| September 16           | GHS GT – Science (Retest)                   |
| September 17           | GHS GT – Social Studies (Retest)            |
| September 18           | GHS GT – Make-Up Tests                      |
| September 30           | GHS WT – Main Administration                |
| October 1              | GHS WT – Make-Up                            |
| November 2             | GHS GT – English (Retest)                   |
| November 3             | GHS GT – Mathematics (Retest)               |
| November 4             | GHS GT – Science (Retest)                   |
| November 5             | GHS GT – Social Studies (Retest)            |
| November 6             | GHS GT – Make-Up Tests                      |
| December 14-18         | EOCT Window                                 |

### 2010

|                    |                                                                      |
|--------------------|----------------------------------------------------------------------|
| January 19-March 1 | ACCESS for ELLs Test Administration Window                           |
| January 20         | Grade 8 Writing Assessment                                           |
| January 21         | Grade 8 Writing Assessment Make-Up                                   |
| February 24        | GHS WT Retest                                                        |
| February 25        | GHS WT Make-Up (Retest)                                              |
| March 3            | Grade 5 Writing Assessment                                           |
| March 4            | Grade 5 Writing Assessment Make-Up                                   |
| March 15-26        | Grade 3 Writing Assessment Window                                    |
| March 22           | GHS GT – English (Main Administration 11 <sup>th</sup> Grade)        |
| March 23           | GHS GT – Mathematics (Main Administration 11 <sup>th</sup> Grade)    |
| March 24           | GHS GT – Science (Main Administration 11 <sup>th</sup> Grade)        |
| March 25           | GHS GT – Social Studies (Main Administration 11 <sup>th</sup> Grade) |
| March 26           | GHS GT – Make –Up Tests                                              |
| April 19-29        | CRCT Grades 1 - 8 Window                                             |
| May 3-7            | EOCT Window                                                          |
| May 3-14           | AP Administration Window                                             |
| May 17-21          | CRCT Retest (Grades 3, 5, 8)                                         |
| May 19-21          | AP Late Testing Administration Window                                |
| June 21-July 23    | Summer EOCT Administration                                           |
| July 12            | GHS GT English (Retest)                                              |
| July 13            | GHS GT Mathematics (Retest)                                          |
| July 14            | GHS GT Science (Retest)                                              |
| July 15            | GHS GT Social Studies (Retest)                                       |
| July 16            | GHS GT Make-Up (Retests)                                             |
| July 14            | GHS WT (Retest)                                                      |

# Carroll County Schools Policies

## CARROLL COUNTY BOARD OF EDUCATION

[www.carrollcountyschools.com](http://www.carrollcountyschools.com)

770-832-3568

The Carroll County Board of Education has scheduled the Board Meeting Dates for February 2009 through January 2010 as follows:

The Regular Board Meetings will be held on the third Thursday of each month with the Public Meeting beginning at 7:00 p.m. There are four exceptions. The February Regular Board Meeting and the May Regular Board Meeting will be held on the 2<sup>nd</sup> Thursday of the month. Executive Session will be prior to the 7:00 p.m. Public Meeting. The April Regular Board Meeting and the July Regular Board Meeting will be held on the 4<sup>th</sup> Thursday of the month. Executive Session will be prior to the 7:00 p.m. Public Meeting.

The Work Session/Board Meetings will be held at 5:30 p.m. each month on the Monday prior to each Regular Board Meeting with the exception of July 2009. No Work Session/Board Meeting will be held prior to the Regular Board Meeting on July 23, 2009. The January 2010 Work Session/Board Meeting will be held on the 2<sup>nd</sup> Thursday of the month.

All meetings will be held at the Carroll County Board of Education, J.M. Gammon Board Room, 164 Independence Drive, Carrollton, GA unless otherwise notified.

### BOARD MEMBERS

|                                |              |
|--------------------------------|--------------|
| Donald Nixon, Chairperson      | District V   |
| Mike Huckeba, Vice-Chairperson | District IV  |
| Bernice Brooks                 | District I   |
| Dorothy Burton-Callaway        | District II  |
| Bart Cater,                    | District VI  |
| Chris Gammon                   | District III |
| John Stephens                  | District VII |

### EQUAL OPPORTUNITY

The Carroll County School System does not discriminate on the basis of age, race, sex, color, national origin or handicap in its educational programs, activities or employment practices. The sex equity, Title IX, Civil Rights and ADA Coordinator is the Assistant Superintendent of Human Resources, 770-832-3568.

### CARROLL COUNTY SCHOOLS NONDISCRIMINATION NOTICE

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. § 20-2-315). Students are hereby notified that the Carroll County School System does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for Carroll County Schools is the Assistant Superintendent for Human Resources. Inquiries or complaints concerning sports equity in this school system may be submitted to the Sports Equity Coordinator at the following address:

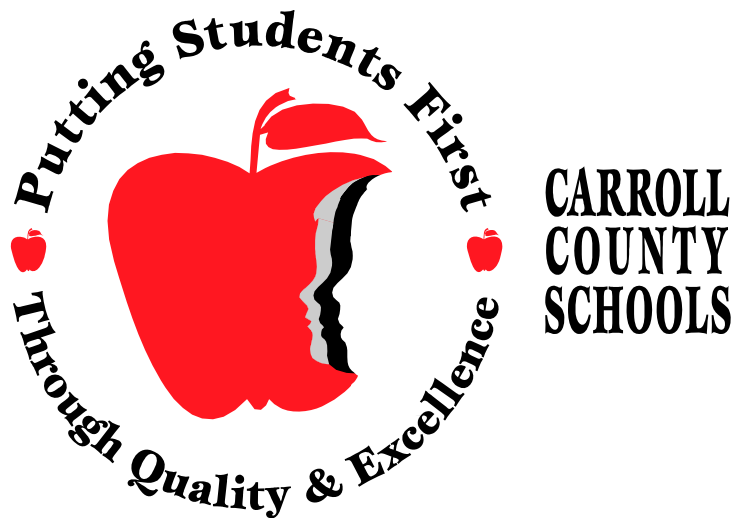
Carroll County Board Of Education  
164 Independence Drive  
Carrollton, Georgia 30116  
(770) 832-3568

## **PHILOSOPHY OF ADMINISTRATION**

**The primary purpose of administration is to optimize a support system for teachers and students.**

**Optimization of support system means:**

1. The administration helps all persons in the educational system to perform their functions to the best of their abilities.
2. The administration leads all persons in the educational system in working together to continuously improve the system.
3. The administration promotes high morale in the educational system by facilitating interpersonal relationships based on trust, honesty, loyalty, and mutual respect.



## **Addendum**

**Board of Education Policies**

**&**

**Parent Signature Forms**

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**Carroll County School System  
Acceptable Use Policy  
Internet and School Network Use Contract for Students**

Carroll County School System is pleased to announce that Internet electronic information services are now available to students and staff in our school system who qualify. The Carroll County School System strongly believes in the educational value of such electronic services and recognizes their potential to support its curriculum and student learning in facilitating resource sharing, innovation, and communication. The Carroll County School System will make every effort to protect students and teachers from any misuses or abuses as a result of your experiences with an information service. Inappropriate and/or illegal interaction with the information service is strictly prohibited. Please read this document carefully. When signed by you, and if appropriate, your guardian/parent it becomes a legally binding contract. We must have your initials where indicated and your signature and that of your guardian/parent (if you are under 18) before we can provide you with an access account. Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and you may be subject to disciplinary action.

**Terms and Conditions of This Contract**

1. **User Responsibility.** As a representative of this school, I will accept user responsibility for reporting any misuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.
2. **Acceptable Use.** The use of my assigned account must be in support of education and research and with the educational goals and objectives of the Carroll County School System. I am personally responsible for this provision at all times when using the electronic information service.
  - a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
  - b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
  - c. Use of commercial activities by for-profit institutions is generally not acceptable.
  - d. Use of product advertisement or political lobbying is also prohibited.
3. **Privileges.** The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before receiving an account, each student and teacher will participate in a training session as to proper behavior and use of the network. The media specialist and/or the technology trainer will decide what is appropriate use and his/her decision is final. The system administrator or staff may close an account at any time deemed necessary. The administration or staff of a particular school may request that the system administrator deny, revoke or suspend specific user accounts.
4. **Network Etiquette and Privacy.** You are expected to abide by the generally accepted rules of network etiquette. These rules have been explained in your training session and are posted by the computer.
5. **Services.** The Carroll County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. Carroll County School System will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The Carroll County School System specifically denies any responsibility for the accuracy of information obtained through its services.
6. **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.
7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.
8. **Updating.** The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

## Internet Acceptable Use - Required Signatures

I understand and will abide by the provisions and conditions of this contract. I understand any violations of the above provisions may result in disciplinary action, the revoking of user account, and appropriate legal action. I also agree to report any misuse of the inform system to the system administrator. Misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

### PARENT OR GUARDIAN

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract. As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the Carroll County School System to restrict access to all controversial materials, and I will not hold the School System responsible for materials acquired on the network. I also agree to report any misuses of the information system to the system administrator. Misuse may come in many forms, but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

## CARROLL COUNTY BOARD OF EDUCATION

ISSUED: July 11, 2002

### Administrative Regulation Medicines

Descriptor Code: JGCD-R

#### MEDICATION GUIDELINES: Elementary and Middle School Grades

##### *GENERAL GUIDELINES*

1. The school will **not** keep a stock of non-prescription drugs (pain relievers or other medication). The school will only administer medications parents send to school when parents adhere to the guidelines in this policy.
2. All drugs to be administered to, or taken by students, prescription, or non-prescription, are to be locked in the school office or other locations as designated by the principal where the principal or his designee can monitor the medications.

All prescription drugs administered during school hours by school personnel should be signed out on a daily log sheet with the following information:

- Homeroom;
  - Date and time drug administered;
  - Name of medication and dosage; and
  - Name of person administering drug.
4. In the event that medication administration requires an apparatus, it is the parent's responsibility to bring an apparatus to school in order to demonstrate to the teacher/principal how the medication is to be administered. The school will not administer any medication requiring an apparatus unless the parent specifically demonstrates how to use the apparatus and leaves written instructions at the school.

#### PRESCRIPTION DRUGS

A. Short-term prescription drugs (to be administered for less than 30 days).

1. All short-term prescription drugs to be administered at school must have the following:
  - a. Written instructions, signed by the parent of legal guardian, which includes:
    - Name of child;
    - Address;

- Name of physician;
- Name of medication;
- Dosage to be given; and
- Date and time to be given.

b. Medication contained in a prescription bottle, properly labeled by the pharmacist. Parents are to send one (1) day's dosage of medication each day to be administered by school personnel. (The pharmacist will provide the parent with duplicate bottles so the primary prescription bottle can be left at home).

2. In the event that medications arrive at the school without proper labeling or instructions, a school staff member will contact the parent to verify the medication instructions, and to notify them of the proper procedure. If the parent cannot be contacted, the medication will not be administered.

B. Long-term prescription drugs (to be administered for more than 30 days).

1. All long-term daily medications to be administered by school personnel must have the following:

a. A completed drug administration form that is kept on file in the school office. This form must include:

- The information set forth in (A) above;
- The signature of the child's physician; and
- Any other information deemed necessary by the principal.

For children on long-term prescription drugs, the parent or legal guardian will be required to meet with the principal. The principal and parent or legal guardian will determine specific procedures for administration of the drug (time, method, staff, storage, delivery of refills to school, etc.), and an authorization form (contract) will be signed by both parties.

Each authorization form shall be effective for no longer than one (1) school year, and/or each time the drug or dosage is changed, whichever occurs first.

b. Medication contained in the original prescription bottle, properly labeled by a pharmacist.

In the event that medications arrive at the school without proper labeling or instructions, a school staff member will contact the parent to verify the medication instructions and to notify the parent of the proper procedure. If clarification is obtained, that day's dosage will be administered. If the parent cannot be contacted, the medication will not be given.

2. All long-term medications are to be kept securely locked in the school office.

3. A student who has asthma may possess and use his/her asthma medication as prescribed:

- While in school;
- At a school-sponsored activity;
- While under the supervision of school personnel; or
- While in before-school or after-school care on school operated property.

4. The principal or designated staff member has the authority to ask a student to account for, explain and show any medications the student takes while on school property.

**NON-PRESCRIPTION DRUGS**

1. All non-prescription drugs to be administered at school must have the following:

a. Written instructions, signed by the parent or legal guardian, which includes:

- Name of child;
- Address;
- Name of medication;
- Date and time to be given; and
- Dosage to be given.

- b. Medication in a container labeled by the parent with the above information. Parents are to send one (1) day's dosage of the non-prescription medication each day the drug is to be given by school personnel.

Non-prescription medications do not need to be signed out on a school log sheet.

Students at the high school level will be responsible for keeping and administering their own non-prescription medication.

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*ISSUED: July 11, 2002*

## **CARROLL COUNTY SCHOOLS ON-CAMPUS STUDENT PARKING RULES**

On campus student parking is a privilege provided to students by the Carroll County School System and as such is subject to certain regulations.

Student parking rules and regulations were developed by a committee of five students, a high school principal, a high school teacher, a parent, a board of education member, and the director of co-curricular activities.

With a growing number of students driving to school, a consistent approach is needed to insure that this privilege is fairly administered to those students who earn it.

The students who follow school rules, pass five of six subjects each nine weeks and have transportation needs because of work-study or extracurricular activities are eligible for this privilege.

### **Parking: A Privilege**

Students may be allowed to park on campus in specific areas as space is available.

Parking permits will be assigned on a priority basis by:

1. Program need
2. Seniors
3. Juniors
4. Sophomores
5. As space is available

**Student vehicles permitted to park on campus must be registered with the school. Registered vehicles must be owned by the student or parent/guardian. Parking permits must be displayed on the designated areas of the vehicle and the vehicle parked in the specific space.**

Parking privileges can be revoked.

You must operate your vehicle in a safe and proper manner at all times on any Carroll County School campus. You must obey school rules and the Discipline Code.

The following are parking privilege information, rules, regulations, and procedures:

### **Academic Achievement**

1. A student must pass 80 percent or five of six subjects, whichever is greater, per nine weeks period or parking privilege is revoked.

### **Disciplinary Action**

1. First suspension (includes in-school and/or out of school suspension: One week suspension or parking privileges.
2. Second suspension: Parking privileges revoked for the remainder of the year.

3. Substance Abuse on campus (alcohol, illegal drugs, or tobacco) will result in revocation of parking privileges for not less than a school year in addition to Discipline Code policy.
4. Weapons found in a student's vehicle or on the student will result in the revocation of parking privileges for not less than a school year and possible permanent revocation in addition to Discipline Code policy.
5. On campus driving misconduct (such as scratching off, speeding, wheelies, etc.) Can result in revocation of parking privileges for up to a year.
6. Leaving campus without authorization will result in the revocation of parking privileges for a year.
7. Transporting another student off campus without authorization will result in the revocation of parking privileges for a year.
8. Failure to register a vehicle with a school or improperly parking a vehicle (such as parking in an unassigned space) can result in not only in revocation of parking privileges for up to a year, but also your car will be towed away at your expense.

Parking permits are \$25.00 per semester or \$40.00 per year and are non-refundable. Parking lots will be under supervision by an attendant and/or local school staff members.

## **Board Policy**

**Descriptor Code: JCDA**

## **Student Behavior Code**

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### **STUDENT CODE OF CONDUCT**

**The School is a community, and the rules and regulations of a school are the laws of that community. All of those enjoying the right of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of every citizen is to respect the laws of the community.**

The following rules are the general rules for Carroll County Schools. These rules apply to all students and will be fairly administered and consistently enforced. All of these rules are designed to protect the student's right to receive an education, the teacher's right to teach, and the property of individuals and the school system. Note: The punishments for breaking rules may range from warnings to suspension from school. In extreme cases, long-term suspension and expulsion may be used. Also, note that the rules of this school system cover certain acts, which are punishable under local, state, and federal laws. Students who violate the law will be punished by the school system and referred to the proper law enforcement agencies. Parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

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

**In case of misbehavior not covered in this policy, the administration may enact corrective measures, which are in the best interest of the school and the students involved.**

## **Clubs and Organizations**

Students participating in school clubs or organizations must comply with general expectations for student behavior as required in this Student Code of Conduct. Each school will publish annually a list of school clubs or organizations and the mission or purpose, name of the club's faculty advisor or sponsor, and a description of past or planned activities. A parent or guardian may decline permission for their child to participate through signature of the form printed and distributed each year by the school. Clubs or organizations begun after the start of each school year will require written parent permission for their child's participation.

## **Statements of Administrative Procedures**

### **Due Process:**

**Due process will include appropriate hearings and reviews, and in all cases, the right of individuals will be ensured and protected. A hearing for a long-term suspension will be formally conducted following the procedures mandated by the**

**Carroll County Board of Education. Disabled students will be disciplined by local policies and in accordance with the Individuals with Disabilities Education Act (IDEA), Americans with Disabilities Act (ADA), and Section 504.**

Student's Rights and Responsibilities:

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take actions relative to this Constitution, the laws of the State of Georgia, and the policies, rules and regulations of the Carroll County Board of Education.

All students are required to report any misconduct of any nature to a teacher or administrator.

Criminal or Illegal Acts:

In case of criminal or illegal acts, the parents will be notified, and the legal authorities may be notified.

Off-Campus Behavior:

Student conduct while attending any school-sponsored activity, on or off campus, shall be governed by the regular discipline code. A student may be disciplined for any off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Students with Chronic Disciplinary Problems:

When a teacher or principal identifies a student as a chronic disciplinary problem student, the principal must notify the parents or guardian and invite them to observe the student in a classroom situation. At least one parent shall be invited to a conference to devise a disciplinary and behavioral correction plan.

Parents must be invited to a conference to devise a behavioral plan before students, suspended or expelled, are returned to school. Failure of the parent to attend such a conference does not preclude the student from being readmitted.

Statement on Non-Discrimination:

It is the policy of the Carroll County Board of Education not to discriminate on the basis of sex, race, disability, religion, or national origin in its education programs, activities, or employment policies.

In determining disciplinary action, the administrator or teacher will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the Student's discipline history, the age of the student, and other relevant factors.

Interrogations:

The principal of each school, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate charges of student misconduct.

Student Support Team:

A committee that consists of teachers, counselors, administrators and parents designed to deal with any educational or behavioral problem a student exhibits shall be convened as appropriate.

**LEVEL ONE OFFENSES**

These offenses will be dealt with at the discretion of the school administrators.

Inappropriate school behavior:

1. Cheating
2. Tardy

3. Disorderly Conduct
4. Forgery
5. Gambling
6. Inappropriate Display of Affection
7. In unauthorized area
8. Lying/Misrepresenting
9. Misconduct outside of the classroom
10. Petty Theft
11. Possession of a nuisance item
12. Safety violation
13. Truancy
14. Unauthorized solicitation
15. Use of profanity or vulgar words, gestures, or materials
16. Violation of cafeteria rules
17. Violation of classroom rules
18. Violation of dress code
19. Violation of vehicle regulations
20. Violation of Compulsory attendance law

General consequences shall include, but not be limited to: detention, making restitution, parental conferences, loss of parking privileges, in-school suspension, bus suspension, behavioral contracts, corporal punishment. Teachers will handle minor classroom and campus offenses and report offenses to administrators in accordance with school procedures.

### **LEVEL TWO OFFENSES**

These offenses are cumulative over a school year:

30. Any act of bigotry
31. Bullying\*
32. Burglary
33. Classroom disruption
34. Cutting class
35. Destruction of school property
36. Display of a gang sign or symbol in any form
37. Disrespect towards a school Board employee
38. Disrespect towards a school Board member
39. Disrespect towards a student or any person on school property
40. False fire alarm activation
41. Fighting
42. Hazing
43. Internet violation
44. Larceny or theft
45. Leaving campus without permission
46. Loitering
47. Possession of an electronic communication device
48. Robbery
49. Sexual Harassment
50. Student confrontation
51. Student disorder-participation in threat or intimidation
52. Threat or intimidation
53. Tobacco product possession
54. Trespassing
55. Vandalism
56. Willful disobedience

First Offense- Up to and including suspension, in-school or out, up to ten (10) days.

Second Offense- Up to and including suspension, in-school or out, up to ten (10) days, possible long-term suspension/expulsion through discipline tribunal hearing.

Third Offense- Up to and including suspension, in-school or out, up to ten (10) days, possible long-term suspension/expulsion through discipline tribunal hearing. If the offense is of the same nature, the student may be referred to a discipline tribunal.

\* Three bullying offenses by a middle or high school student will result in assignment to the alternative school. Elementary students may be assigned to in-house suspension or an alternative setting.

Fourth Offense- Up to and including out-of-school suspension, plus possible referral to discipline tribunal.

Appropriate compensation shall be paid to replace losses to the school system or individuals resulting from commission of any offense. Offenses may result in loss of parking permit privileges.

### **LEVEL THREE OFFENSES**

These offenses will be heard by a discipline tribunal after initial investigation is completed, and temporary consequences (suspension) are assigned by school administrators.

- \* 60. Alcohol possession, use, or under influence of
- 61. Arson
- 62. Assault, battery, or physical violence on a school Board employee
- 63. Assault, battery, or physical violence of a student or any person on school property
- 64. Bomb threat
- 65. Computer trespass
- 66. Disrupting the orderly conduct of the school
- \* 67. Drug or drug paraphernalia possession, use or under influence of
- 68. Explosives possession
- 69. Homicide
- 70. Inciting student disorder
- 71. Kidnapping
- 72. Motor vehicle theft
- 73. Sexual battery
- 74. Sexual offense
- \*\*75. Weapon possession - firearm
- \*\*76. Weapon possession - knife
- \*\*77. Weapon possession - other
- 78. Off-Campus Conduct which could result in a felony charge
- \*\* Weapons and Dangerous Instruments:

A student shall not possess, handle, or transmit weapons and dangerous instruments as provided for in O.C.G.A. § 16-11-127.1, including firearms, fireworks, explosives, knives, or any object which could reasonably be considered a weapon or used in such a manner as to inflict bodily injury or to place another person in fear of his/her safety.

\* Narcotics, Alcoholic Beverages, and Stimulant Drugs:

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, inhalant, prescription drug not currently prescribed, or look-alike of the above while at school or while attending a school function on the campus or away from the campus. Any look-alike drug use, transport, possession, or selling will be considered as a Level Three Offense.

Appropriate compensation shall be paid to replace losses to the school system or individual resulting from commission of any offense.

Level Three Offenses are so serious in nature that offenses will be cumulative grades 6-12 or 12 years old or older. All Level Three offenses shall be grounds for long-term suspension/expulsion.

### **Dress Code:**

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress." Instilling dignity, pride, modesty, and cleanliness are our goals. Due to the fact that some types of clothing do not encourage students to be aware of the goals as such, the following are prohibited:

1. See-through or mesh clothing
2. Garments that expose the midriff
3. Halter tops and tank tops
4. Tennis, gym, biking, short shorts
5. Hats, visors, or other head garments including non-prescription sunglasses inside the school building
6. Shoes with cleats inside the school building
7. Garments which display emblems relating to abusive substances, sex, violence, and obscenities
8. Garments that might be considered socially unacceptable or inflammatory
9. Any emblem, sign, or representation of a gang symbol

The principal has the authority to determine inappropriate dress.

### **Discipline Code Definitions:**

The following are definitions of some terms used in the discipline code:

**ANY ACT WHICH SUBSTANTIALLY DISRUPTS THE ORDERLY CONDUCT OF A SCHOOL FUNCTION OR EXTRACURRICULAR PROGRAM OR ACTIVITY** - Behavior not specifically described above which substantially disrupts the orderly learning environment or possesses a threat to the health, safety and/or welfare of students, staff, or others. This may include adjudication of guilt for a felony committed outside the school.

**ASSAULT** - Threat of physical violence, either verbal or nonverbal.

**BATTERY** - The unlawful hitting or use of force on a person.

**BIGOTRY** - Verbal and nonverbal derogatory acts toward individuals on a racial, ethnic, gender, or religious basis.

**BOMB THREAT/EXPLOSIVES** - Any act which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property, at a school function, or extracurricular activity, or the persons in or on that property or attending the function. Preparing, possessing, or igniting explosives including unauthorized fireworks on school system property at a school function or extracurricular activity.

**BULLYING** - Any willful attempt, verbal or nonverbal, or threat to inflict injury to another person, when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

**BURGLARY** - Entry into a building with the intent to steal.

**BREAKING AND ENTERING** - The unlawful and willful entry or attempted forcible entry of any school system property or the personal property of students and school system personnel.

**CAFETERIA MISBEHAVIOR** - The acts of throwing objects, leaving trays, not following cafeteria rules, etc., in the cafeteria.

**CHEATING** - Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test.

**CLASS CUT** - Failure to report to class without authorization.

**CLASSROOM DISRUPTION** - Conduct or behavior that interferes with or disrupts the teaching/learning process.

**CHRONIC DISCIPLINARY PROBLEM STUDENT** - A student who exhibits a pattern of behavior characteristics which interferes with the learning process of students around him or her and which are likely to recur.

**COMPUTER TRESPASS** - An attempt or unauthorized access of computer data or files.

**CORPORAL PUNISHMENT**- Physical punishment by the principal or designee. It must be administered in accordance with regulations set forth by the Board of Education.

**DETENTION** - A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior modification.

Detention may require the student's attendance before school, after school, on Saturdays, or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well being of the student or school.

There shall be no interruption of services a student may be receiving from a counselor, psychologist, or social worker while serving detention. If a student is assigned detention by the office, they will be expected to begin serving that detention on the day after the assignment of detention. The principal or his designee is in charge of detention and will announce the location of detention hall. If a student misses a day of detention, an additional day will be added. The only acceptable excuses for missing office detention are the following:

1. Previously made doctor or dental appointment- student must bring a statement from the doctor or dentist.
2. Receiving extra help from a teacher or taking a make-up test- student must bring note from that teacher.
3. Teacher detention - detention for a teacher has priority over office - student must bring a note from that teacher.

**RULES FOR OFFICE DETENTION:**

1. No student admitted late.
2. Once detention begins, students are not to talk, must remain seated, and must have assignment from teachers.
3. Misbehavior in detention can result in additional time being added to suspension/ISS.

**DISCIPLINE TRIBUNAL** - A hearing made up of administrators from the system.

**DISORDERLY CONDUCT** - Conduct or behavior interferes with or disrupts the orderly process of the school environment, a school function, or extracurricular activity.

**DISRESPECT FOR OTHERS**- Conduct of behavior that demeans, degrades, antagonizes humiliates, or embarrasses a person or group of persons.

**DRESS CODE** - The established dress code of the Carroll County Board of Education.

**EXPULSION** - The removal of a student from school beyond the current semester.

**EXTORTION/THREATS** - The willful or malicious threats of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, or items of material worth.

**FALSE FIRE ALARM** - The willful and/or malicious activation of a fire alarm system or the willful and-or malicious reporting of a false fire.

**FIGHTING** - A physical conflict.

**FIRECRACKERS/FIREWORKS** - Unauthorized possession and/or igniting of fireworks or firecrackers on school property, at a school function or extracurricular activity.

**FORGERY** - The making of false or misleading written communication to a school staff member or under circumstances that would be reasonably calculated to deceive the staff member.

**GAMBLING** - Any participation in games (or activities) of chance for money and/or things of value.

**INAPPROPRIATE DISPLAY OF AFFECTION** - The practice of kissing, embracing, and other similar types of activities.

**INCITING, LEADING, OR PARTICIPATION IN A MAJOR STUDENT DISORDER** - The willful act of inciting, leading, or participating in any disruption or disturbance which interferes with the education process or which can result in damage or destruction to public or private property, or cause personal injury or undue fear to participants and others.

**IN-SCHOOL SUSPENSION** - Removal of a student from class or classes assigned to an on-site designated supervisor. A student in In-School Suspension (ISS) is also suspended from school-sponsored activities. The student will have assignments to complete from which he/she will receive credit and student will be counted present.

**INSUBORDINATION** - Refusal or failure to comply with a direction or an order from a school system staff member; failure to comply with State Law, School Board Policy, local school rules, behavior contracts, or classroom rules.

**INTERNET VIOLATION** - Improper use of Internet: accessing unauthorized sites.

**INTIMIDATION** - The verbal or physical threat to do harm or violence to another student(s) or to the property of another person.

**LARCENY OR THEFT** - Unlawful taking away of property of another that belongs to someone else.

**LEAVING CAMPUS** - Students leaving campus without approval of school officials.

**LOITERING** - To remain in an area for no authorized reason.

**LONG-TERM SUSPENSION** - The suspension of a student out-of-school for more than ten (10) days but not beyond the current school semester. This action must be made by a discipline tribunal of the Board of Education.

**MOTOR VEHICLE VIOLATIONS** - The dangerous or improper use of motor vehicles, including speeding, parking violations, no decal, etc.

**PHYSICAL VIOLENCE** - (1) intentionally making physical contact of and an insulting or provoking nature with the person of another; or (2) intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself as provided for in Code Section 16-3-21.

**NUISANCE ITEMS** - This includes skates, skateboards, toys, playing cards, laser lights, water pistols, etc., which are not to be brought to school.

**POSSESSION** - On the person, in a vehicle, in a book bag, or any way under their control or knowledge of.

**PROFANE, OBSCENE, AND ABUSIVE LANGUAGE MATERIALS** - The use of either oral or written language, gestures, objects, or pictures which are socially unacceptable and which tend to disrupt the orderly school environment, a school function, or extracurricular activity.

**REPEATED MISCONDUCT OF A LESS SERIOUS NATURE** - Repeated misconduct, which tends to disrupt an orderly school environment or an extracurricular activity.

**ROBBERY** - The act or attempted act of taking money, property, or possessions from another.

**SAFE-SCHOOL ZONE** - Any area within 1000 feet of school property.

**SCHOOL BUS MISCONDUCT OR OTHER SCHOOL-APPROVED TRANSPORTATION** - Conduct or behavior, which interferes with the orderly, safe, and expeditious transportation of students or other authorized riders. Students may lose their privilege to ride the bus.

**SEXUAL HARASSMENT/OFFENSE** - Any willful and/or deliberate act (spoken, written, or physically conducted) committed with the intent of promoting sexual favors or furthering acts, lewd or lascivious in nature up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972; any unsolicited sexual proposal or offensive touching of another person; or any act of indecent exposure.

**SHORT-TERM SUSPENSION** - Short-term suspension means the suspension of a student out-of-school for not more than ten (10) days.

**SMOKING (AND OTHER USE OF TOBACCO PRODUCTS)** - The possession, use, distribution and/or sale of tobacco products on school system property, and/or a school event. All students, while engaged in an official school sponsored event, are prohibited from the use of tobacco products.

STUDENT CONFRONTATION - Aggressive behavior, which may lead to physical contact.

SUSPENSION - When the term suspension is used in the discipline code it may be interpreted to mean in-school suspension or short-term out-of-school suspension.

TARDINESS - Late arrival to school or class.

TRESPASSING - Illegal presence on a school campus by suspended students, or any other person who does not have permission to be on school grounds.

TRUANCY - More than five unexcused absences in a school year by a student under the age of compulsory attendance.

UNAUTHORIZED AREAS INCLUDING THE FOLLOWING:

Any area of the building where classes are in session during lunch period; the gym unless the student has a class at the time; the parking lot once the student has arrived at school; in the cafeteria except at designated times; any other designated area.

UNAUTHORIZED ASSEMBLY, PUBLICATION, ETC. - Demonstration and/or petitions by students, or possession and/or distribution of unauthorized publications, which interfere with the orderly process of the school environment, a school function, or extracurricular activity.

VANDALISM/DESTRUCTION OF PROPERTY - The willful or malicious destruction of school property or the property of others.

WEAPONS - The possession, use, or control of any instrument which could be used to cause harm, injury, or death to another person - may include, but not limited to, guns, knives, razors, clubs, explosives, and other chemical weapons.

### **IMPORTANT INFORMATION ABOUT THE DISCIPLINE CODE**

1. Students under suspension or expulsion are not allowed on any Carroll County School campus or at any Carroll County School function.
2. Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle the illegal items.
3. School administrators and/or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, or their automobiles when on school property. The administrator is required to have only reasonable suspicion to conduct such searches.
4. Students should be aware that any adult employee of the Carroll County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.
5. The discipline code applies to student:
  1. Who are on the school grounds during, immediately before, or immediately after school.
  2. Who are on the school grounds at any other time that the school is being used by school groups.
  3. Who are off the school grounds at a school activity, school function, or event.
  4. Who are enroute by bus to and from any school function, at school bus stops, or are otherwise subject to jurisdiction of school authorities.
6. The school system reserves the right to punish behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the school's discipline code.
7. School administrators possess the authority to enact a behavioral contract, initiate SST, peer mediation, counseling, or other behavioral plans with students at any time deemed necessary for enhancing desired behavior.

## **BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES**

Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee towards a student shall be punished through progressive discipline as determined by the principal or designee to be appropriate.

## **REPORTING INSTANCES OF ALLEGED INAPPROPRIATE BEHAVIOR BY TEACHERS, ADMINISTRATORS OR OTHER SCHOOL EMPLOYEES TOWARDS STUDENTS**

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process established by the Georgia Professional Standards Commission, as cited below. This shall not prohibit students from reporting the incident to law enforcement authorities.

### **Student Reporting of Acts of Sexual Abuse or Sexual Misconduct**

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

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

## **BEHAVIOR ON SCHOOL BUSES**

In addition to the disciplinary procedures for conduct violations at school, any and all bus conduct violations are subject to the same in addition to the following. The disciplinary action will be taken for any bus conduct violations in addition to any school-established action. Bus drivers should handle minor offenses and report offenses in written form to administration in accordance to school procedures. Bus drivers may do the following:

- 1) Verbal warning;
  - 2) Conference with student; or
  - 3) Assign seat.
- A. Students shall be prohibited from acts of physical violence as defined in Code Section 20-2-751.6, bullying as defined in Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior.
- B. Students shall be prohibited from using any electronic devices during the operation of a school bus, including, but not limited to, cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and

- C. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Local school Board policy shall require a meeting between appropriate school district officials and the parent or guardian of any student found to have engaged in bullying, physical assault or battery on a school bus for the purpose of forming a school bus behavior contract for the student. The contract must provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the school bus. These provisions are not to be construed to limit the instances when a school code of conduct or local Board of Education may require use of a student behavior contract.

**Level I - Disciplinary Offenses**

Maximum Disciplinary Action

- 1<sup>st</sup> Offense -Form to parents and school discipline
- 2<sup>nd</sup> Offense -5 days bus suspension and school discipline
- 3<sup>rd</sup> Offense -10 days bus suspension and school discipline
- 4<sup>th</sup> Offense -30 days bus suspension or for the remainder of the school year and school discipline. (The suspension may be carried over to the next school year.)

Combined offenses may result in permanent expulsion from bus.

**Level II - Disciplinary Offenses**

Minimum Disciplinary Action

- 1<sup>st</sup> Offense -5 days bus suspension
- 2<sup>nd</sup> Offense -10 days bus suspension
- 3<sup>rd</sup> Offense -30 days bus suspension
- 4<sup>th</sup> Offense -Permanent bus expulsion

**Level III - Disciplinary Offenses**

Disciplinary Action

- 1<sup>st</sup> Offense -determined by disciplinary tribunal
- 2<sup>nd</sup> Offense -Permanent bus expulsion

Carroll County Schools

Date Adopted: 07/11/2002

Last Revised: 04/17/2008

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

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

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

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

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

(4) FERPA requires the School District, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the District may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists. The School District has designated the following information as directory information:

- (a) Student's name, address and telephone number;
- (b) Student's date and place of birth;
- (c) Student's participation in official school activities and sports;
- (d) Weight and height of members of an athletic team;
- (e) Dates of attendance at schools within the district;
- (f) Honors and awards received during the time enrolled in district schools;
- (g) Photograph; and
- (h) Grade level.

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

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

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the School District to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - Inspect, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

Parents and eligible students must be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Occasionally, the Carroll County School System administers surveys (i.e. Needs Assessments, Youth Risk Behavior Survey, PRIDE, locally developed surveys, etc.) to determine attitudes, perceptions, and practices regarding substance abuse and violence. The purpose of these surveys is to assist in maintaining a safe school environment and to help students learn and apply the concepts of making healthy decisions. The information is mandated by No Child Left Behind and is necessary when applying for grant monies. The surveys are anonymous and no personal identification is required. Copies of these surveys are on file at schools and may be viewed upon request.

Additional information about the survey and consent forms will be provided to parents prior to the administration of the survey.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

## Carroll County School System Bus Rules



All School policies apply on bus in addition to:

1. The bus driver is in charge of the bus and all passengers.
2. Disrespect to the driver will not be tolerated.
3. There should be no distraction of the driver.
4. Students should be at the bus stop five minutes before the time the bus usually arrives. Drivers are not to wait or signal by horn for latecomers. Driver will not stop twice so students must not chase the bus.
5. Students shall not cross road or try to board bus until bus comes to a complete stop and bus driver signals to cross. Students should look both ways before crossing the road and only cross in front of bus. No pushing or shoving allowed.
6. Students must stand at least 10 ft. from edge of road until the bus arrives and completely stops.
7. When boarding the bus, take your seat promptly. Remain seated facing the front at all times. If students must stand they must do so at a point behind the front seat.
8. The driver has the right to assign seats. Girls and boys will be separated.
9. A student in grades pre-K to first must have someone to receive that student. The first time a student is returned to school, the student will be issued a warning. The second offense will be a five-day suspension from the bus. The third offense will be a ten-day suspension from the bus. The fourth offense will be a recommendation to the Superintendent to suspend from the bus for the remainder of the semester and a school referral to DFCS for child neglect. Other grades may be applied to this rule as deemed necessary.
10. When exiting the bus, the students must be off of right of way of road until bus has left.
11. Students are not permitted to change buses or alter his/her regular scheduled stop without bus driver having written permission from principal and/or a verbal notification from transportation department.
12. If a student does not ride 5 consecutive days (unless notification is made by parents) the driver shall discontinue that stop until parent notifies transportation department to resume it.
13. Students should not extend any part of their body or any object out of the window of the bus.
14. No drugs, alcohol, tobacco products, profanity or abusive language are allowed.
15. Items not allowed on the bus are any knives, guns, ammunition, explosives, incendiary materials, dangerous materials or any devices by which any material may be projected or propelled or any look-a-like devices.
16. Glass containers and balloons will not be permitted on the bus. (This includes vases containing flowers.) No food, drinks, or gum allowed on the bus.
17. No animals, dead or alive, of any description may be brought on the bus.
18. Band instruments and/or other large objects, which cannot be held in the lap of the student, will not be allowed.
19. Students shall be prohibited from using any electronic devices on a school bus, including, but not limited to, cell phones, pagers, radios, tape or compact disc players or any other electronic devices.
20. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices.
21. Students shall not talk at railroad crossings and must respect the driver's request for silence at any time.
22. Students shall not tamper with the emergency door, windows, or hatches and keep the aisle and door clear.

23. Students causing damage to the bus are expected to pay for repairs.

24. Students are expected to help keep the inside of the bus clean.

*Riding the bus is a privilege. Students who do not follow the rules may have their privilege to ride the bus suspended or terminated.*

## **Carroll County Schools Pyramid of Intervention**

The Pyramid of Intervention is a graphic organizer that illustrates layers of instructional efforts that can be provided to students according to their individual needs.

The Pyramid of Intervention represents the process of continually implementing “progress monitoring” and then providing layers of more and more intensive interventions so that students can be successful and progress in their learning. This proactive approach does not wait until students have large gaps in their learning that are almost too great to overcome. Neither does it allow high-achieving students to languish in a curriculum that is not challenging to them. This approach focuses on determining when students are struggling and providing strategic interventions to help them shore up their areas of need; it also documents students’ strengths and provides additional challenge in a variety of ways.

The Pyramid of Intervention begins with:

**Tier 1: Standards Based Classroom Learning.** This tier describes effective instruction that should be happening in all classrooms for all students. The Georgia Performance Standards (GPS) are the foundation for the learning that occurs in each classroom. Teachers utilize progress monitoring results to guide and adjust instruction. Tier 1 is not limited to instruction in the academic content areas, but also includes all developmental domains such as behavioral and social development. This tier represents effective, strategic, and expert instruction that is ideally available in all classrooms.

**Tier 2: Needs Based Instruction/Learning: Standard Intervention Protocols:** Tier Two becomes the answer to the question “what are we prepared to do when they do not learn?” This tier describes pre-planned interventions developed and supported at the school level that should be in place for students who are not being sufficiently successful or adequately challenged with Tier 1 interventions alone. All students who need a Tier 2 intervention (in addition to their Tier 1 instruction) should be identified through the progress monitoring evaluation data. Tier 2 interventions are proactive and maintain high expectations for all students.

**Tier 3: Student Support Team Driven Instructional/Learning** provides an additional layer of analysis and interventions. The Student Support Team (SST) meets to discuss students who are still not provided the instructional experiences to meet their needs. During this process, the diagnostic team analyzes the specific needs of the individual student. Tier 3 becomes much more individualized as the student’s teachers, other personnel, and parents systematically determine the issues that need to be addressed for the student.

**Tier 4: Specially Designed Instruction/Learning** is developed specifically for students who meet the respective eligibility criteria for special program placement. Tier 4 would include formal gifted education services for students who qualify, but it may also include interventions suggested by the gifted eligibility team for regular classroom curriculum modification for any student with advanced learning needs. It may include special education and related services for eligible students, provided in the general education classroom, or in some cases, in a resource room.

## **Parent Assurance**

I have read and agree to comply with the following information in this agenda including:

- Instructional Calendar 2009-2010
- Testing Calendar 2009-2010
- School Nutrition Program
- Carroll County Board of Education Information
- Parental Notification
- Nondiscrimination Notice
- Georgia's New Graduation Requirements
- Board Policy: JB-Absences and Excuses
- Internet Acceptable Use Policy
- Administrative Regulation: JGCD-R – Medicines
- On-Campus Student Parking Rules
- Bus Rules
- Board Policy: JCDA – Student Behavior Code
- Parent Rights Under FERPA and PPRA
- Pyramid of Intervention

\_\_\_\_\_  
**Print Child's Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Parent/Guardian and Student please sign, date, and return this page to your student's 1<sup>st</sup> period teacher.**

**Carroll County School System  
2009/2010  
Policies and Procedures Acknowledgement Form**

**The purpose of this handbook is to familiarize students and parents with the general rules and operations of the school and school system. If you have any questions concerning any information contained in this book, please contact the personnel at your child's school.**

**I have read the policy concerning students checking in late and/or checking out, and I understand the procedures and limitations.**

**I have read the county policies relating to student attendance, discipline, driving and riding on a school bus.**

**I have received the THS student handbook and understand that all students are subject to its regulations.**

**Student's signature \_\_\_\_\_**

**Parent's signature \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Please return this entire page to your 1<sup>st</sup> period teacher.**