

**Irwin County Elementary School  
Student Handbook 2016-2017**

***The Future Starts Here!***

Principal  
Mrs. Holly Tucker

Assistant Principal  
Mr. Randy Reeves



**2016-2017 SCHOOL CALENDAR ..... 1**

**DAILY SCHEDULE ..... 2**

**SCHOOL POLICIES..... 2**

    ENROLLMENT ENTRANCE REQUIREMENTS..... 2

    ATTENDANCE POLICY..... 2

*Compulsory School Attendance Law of Georgia*..... 2

*Unexcused Absences* ..... 2

*Tardies/Early Check-Outs*..... 3

    LICE ..... 3

    BEHAVIOR PLAN ..... 4

    HOMEWORK..... 4

    HONOR ROLL..... 4

    PARTIES AND TOYS ..... 4

    PHONE CALLS ..... 4

    PROMOTION AND RETENTION..... 4

    REPORT CARDS AND GRADING ..... 4

    TESTING ..... 5

**SCHOOL SERVICES ..... 5**

    DRUG PREVENTION PROGRAM ..... 5

    GIFTED PROGRAM ..... 5

    HEALTH SERVICES ..... 6

    HOSPITAL HOMEBOUND SERVICES ..... 6

    LUNCH AND BREAKFAST PROGRAMS..... 6

    SPECIAL SERVICES..... 6

*Response to Intervention* ..... 6

*Child Find* ..... 7

*Exceptional Student Education*..... 7

*504*..... 7

    YEARBOOK ..... 7

**PARENT RIGHTS AND RESPONSIBILITIES ..... 7**

    CHILD CUSTODY ..... 7

    FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (20 USC 1232G)..... 7

    HIGHLY QUALIFIED TEACHER--PARENTAL INFORMATION REQUEST ..... 8

    PARENT/TEACHER CONFERENCES ..... 8

    PARENTAL INVOLVEMENT ..... 8

    RESOLVING SCHOOL-RELATED CONCERNS ..... 8

**STUDENT CODE OF CONDUCT ..... 8**

    APPLICABILITY ..... 8

    STUDENT INTERROGATIONS AND SEARCHES ..... 8

    PHILOSOPHY ..... 9

    SPECIFIC ACTIONS AND PROCEDURES..... 9

*Chronic Disciplinary Problem Students (O.C.G.A 20-2-765)*..... 9

*House Bill No. 605* ..... 9

*Statement of Authority of the Principal*..... 10

    STUDENT RULES OF CONDUCT..... 10

    WEAPON’S LAW (GA 20-2-751.1)..... 12

    STUDENT DRESS CODE ..... 13

    STUDENT RIGHTS AND RESPONSIBILITIES ..... 13

**AMENDMENTS ..... 14**

**NON-DISCRIMINATION POLICY ..... 14**

**OCGA 20-2-751.7(A) ..... 15**

**APPENDIX ..... I**

SCHOOL-WIDE BEHAVIOR MANAGING FOR SUCCESS CONTRACT .....	I
STUDENT, TEACHER, PARENT: COMPACT FOR EDUCATION .....	I
STUDENT TRANSPORTATION / BUS DISCIPLINE POLICY .....	III
ATTENDANCE POLICY .....	V
ACCEPTABLE USE POLICY .....	VI
CIPA-COMPLIANT INTERNET SAFETY POLICY .....	IX
PUBLICATION OF STUDENT IMAGES .....	X
FRAUD, WASTE, ABUSE AND CORRUPTION PROCEDURE .....	X
GA SCHOOL SAFETY HOTLINE .....	XI
<b>PARENTAL PERMISSION AND SIGNATURE PAGE (RETURN TO SCHOOL AS SOON AS POSSIBLE) .....</b>	<b>XII</b>

# IRWIN COUNTY ELEMENTARY SCHOOL

521 Lax Highway  
Ocilla, Georgia 31774

Telephone: (229) 468-9476  
Fax: (229) 468-7679

<http://www.irwinelementary.org>

**Mission:** The mission of the Irwin County School System is to **CARE:**

College and Career Readiness – Academic Support – Relationships – Excellence

**Vision:** Our Vision is to embrace innovation, initiate positive change, and provide an equitable and excellent educational opportunity that prepares all graduates for success in their endeavors.

**Motto:** The future starts here!

**Belief Statements:**

1. All students can learn.
2. Student learning is the chief priority for the school.
3. Students learn in different ways and should be provided with a variety of instructional approaches including technology to support their learning.
4. A safe and physically comfortable environment promotes student learning.
5. Teachers, administrators, parents, and the community share the responsibility for advancing the school’s mission.

**Members of the Irwin County Board of Education:**

Dr. Thad Clayton, Superintendent  
 Ms. Sylvia Lockett, Chairperson  
 Mr. Kurt Wilmot  
 Mr. Gary Paulk  
 Mr. Lamar Purvis  
 Ms. Paige Wynn

**2016-2017 SCHOOL CALENDAR**

August 1-4, 2016 .....	Teacher Work Days
August 5, 2016.....	First Day of School
September 5, 2016 .....	Holiday
October 7, 2016 .....	Teacher Work Day
October 10, 2016 .....	Holidays
November 21-25, 2016 .....	Holidays
December 21, 2016 .....	Teacher Work Day
December 22-30, 2016 .....	Holidays
January 2-4, 2017 .....	Holiday
January 5, 2017.....	Teacher Workday
January 6, 2017.....	Students Return to School
January 16, 2017.....	Holiday
February 20, 2017 .....	Holiday
March 9, 2017.....	Teacher Work Day
March 10, 2017.....	Holiday
April 10-14, 2017 .....	Holidays
May 24, 2017.....	Last day of school
May 25-26, 2017.....	Teacher Workdays

1st Nine Weeks - 8/5/2016-10/10/2016	Report Cards - 10/19/2016
2nd Nine Weeks - 10/11/2016-1/5/2017	Report Cards - 1/17/2017
3rd Nine Weeks - 1/6/2017-3/12/2017	Report Cards - 3/22/2017
4th Nine Weeks - 3/13/2017-5/24/2017	Report Cards TBA

## DAILY SCHEDULE

For your child's safety, parents and visitors must sign in at the main office and pick up a visitor's pass. Visitors are required to wear a **Visitor's Pass** while in the building.

**“DROP OFF” and “PICK UP” must take place at the front of the building unless otherwise directed.**

- **7:30 – 7:50 a.m.:** Students arriving before 7:50 a.m. will report to the cafeteria for breakfast OR go directly to the gym or to their hall to be supervised before reporting to homeroom.  
**Supervision is not provided until 7:30 a.m.** Parents who drop off students prior to the start of school do so at their own risk.
- **7:50 a.m.:** Students report to homeroom.
- **8:00 a.m.:** Students must be in homeroom by **8:00 or be considered TARDY.** Parents must bring students into office after 8:00.
- **3:00 p.m.:** School day ends. **“Pick up” time is 3:00 p.m.**
- The morning drop-off zone is located in the front of the building. Please do not use the side teacher parking lot or other outside doors.
- The afternoon pick-up zone for Pre-K through 2nd grade students will be the front of the school. The afternoon pick up zone for 3<sup>rd</sup> through 5<sup>th</sup> grade students AND THEIR YOUNGER SIBLINGS will be the side bus lane after bus dismissal.
- **All bus/pick up changes for students must be arranged with the front office no later than 2:00 pm.**

**Important: NO student may leave this campus by walking. If your child's after school schedule should change for any reason, a NOTE MUST be sent with your child to their classroom teacher with instructions (i.e., friend's name, bus number, etc.).**

**Early Leave/Pickup:** Every effort should be made to schedule medical or dental appointments after school if possible. Otherwise, students are expected to stay in class until the end of the school day. If an appointment must be made during school hours, please inform the teacher. Parents are asked to wait for their children either in the car or in the front office of the building. Penalties will apply for excessive early leave (see attendance policy).

## SCHOOL POLICIES

### Enrollment Entrance Requirements

- Social Security Number or FTE number
- Immunization Records on Georgia Form 3231\*
- Birth Certificate or Certificate of Birth
- Valid photo ID for parent or guardian.
- Proof of legal residency in Irwin County\*\* (**An updated proof of residency may be requested at any time.**)
- Ear, Eye, Dental Form, and Nutrition Form #3300

\*If you are moving to Georgia from another state, you must take the child's immunization records to a Georgia County Health Department and transfer the data to Georgia Form 3231 (OCG: 20-2-771).

\*\*Acceptable proof of residency in Irwin County may include the following: Current lease/rental agreement; current residential property tax statement or bill; current homeowner's insurance policy; current light bill or gas bill receipt with the physical address. A Post Office Box address **is not** acceptable as proof of residency in Irwin County.

Students may be enrolled for a probationary period pending the receipt of all the following documents from previous school by Irwin County Elementary:

- Permanent records from previous school
- Discipline records - Irwin Elementary will request data from the student's previous school.

### Attendance Policy

#### Compulsory School Attendance Law of Georgia

Compulsory Attendance Ages: "between 6th and 16th birthdays." Official Code of Georgia Annotated O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school including public, private and home schooling. However, if a child is under 6 and has attended more than 20 days in a public school, he/she is then subject to the compulsory attendance laws (20-2-150(C)).

Under and by virtue of the school laws of this state, you are required to cause the continuous attendance of said child/children in a school. Failure to do so will make you liable to the penalties provided therein. Violation of the law is a misdemeanor, and violation makes you subject to a fine of up to \$100.00 and 30 days in jail, community service, or any combination of such penalties, at the discretion of the court. Each day of absence from school in violation of this law shall constitute a separate offense.

Regular school attendance is mandated by the state and necessary for students to make adequate progress each year. As we are committed to each child's mastery of all essential skills, we will continue to closely monitor absences, tardies, and early checkouts.

#### Unexcused Absences

After a student accumulates five (5) unexcused absences in a semester, a meeting will be required with the District Level Attendance Review Committee and parents/guardians to review the student's attendance to date (absences, tardies, and early check-outs),

attendance history, compulsory attendance law, and potential consequences and penalties for failure to comply and to sign an Attendance Contract. The School Social Worker will document attempts to work with the family on improving attendance to avoid a referral to the court system. After the 5<sup>th</sup> unexcused absence, each additional unexcused absence warrants a separate offense.

Failure to attend the District Level Attendance Review Board meeting could result in a referral to the School Social Worker for possible intervention.

Upon the 6<sup>th</sup> or next unexcused absence, after signing the Attendance Contract, a Referral shall be made to the School Social Worker and possible warrant issued for parents/child when appropriate.

#### **Tardies/Early Check-Outs**

**Each** accumulation of (5) unexcused tardies and/or early checkouts will equal one unexcused absence. Reward trips/movies/activities may be affected by the accumulation of unexcused tardies/early check outs. See your child's teacher for specific guidelines. Also, in order to be eligible for Student of the Month, students can have only 1 unexcused OR 1 excused tardy/early check out for the month. In order for a tardy or early check out to be considered excused, a doctor's note must be on file. The student will have 5 days to bring the note to school.

State Board Rule 160-5-1-.10 delineates absences which all schools must consider excused. It also provides that school days missed as a result of an out-of-school suspension shall not count as unexcused.

*Excused absences* shall include:

- Personal illness or when attendance in school would endanger the student's health or the health of others;
- A serious illness or death in a student's immediate family (mother, father, sister, brother, grandparent, or legal guardian) that necessitates absences from school;
- Celebrating special, recognized religious holidays observed by their faith, necessitating absence from school;
- A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school (high school). The first day for armed forces will be counted present.
- Conditions rendering school attendance impossible or hazardous to student health or safety.
- 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 is on leave from overseas deployment to a combat zone or combat support posting, 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. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes. (O.C.G.A. § 20-2-692.1)
- Local boards of education shall count students present when they are serving as pages of the Georgia General Assembly as set forth in O.C.G.A. § 20-2-692.

Written excuses for absences should be sent with the child on the day he/she returns to school. **It is the responsibility of the parent to ensure the excuse was received.** Excuses not received by the 5th day of returning back to the elementary school or by the 3rd day of returning back to the middle and/or high school will not be accepted. Excuses will be evaluated by the principal or a designee to determine if the absence is excused or unexcused. **This includes children going home from the clinic with or without a Nurse's note.**

The School Level Student Attendance Review Committee will be composed of an administrator and teachers from the school and/or the counselor and/or School Social Worker if deemed necessary.

The District Level Student Attendance Review Board (SARB) includes representatives from the Court System, Department of Family and Children's Services, Department of Juvenile Justice, School Administrators, a school counselor and the School Social Worker, local Law Enforcement, and/or a representative from any of the other community partners on the Irwin County Attendance Protocol Committee.

If a referral to the School Social Worker (SSW) is required, the SSW will schedule a conference with the child and the parent, or make a home visit to explore reasons for absences. The SSW will check for other siblings in the family who may be having truancy problems so all children may be seen in one conference. At the conference, the SSW, the child and the parent will identify barriers to regular attendance and devise strategies to remove those barriers. Additionally, the SSW may contract with the child and parent regarding improved attendance or may initiate a referral to community resources.

**Please note that if your child checks in late or checks out early, a note must be sent within the next 5 school days in order for it to be considered for excused. The signed check in/out sheet will not be sufficient.**

#### **Lice**

If your child has been diagnosed with having nits or lice, he/she will be excused for up to two (2) days to take care of the situation. All days out after two days will be unexcused absences.

A "No Nit Clearance Note" from the Doctor, Health Department or School Nurse will be needed upon returning to school. Please call the school to schedule a time for you to bring your child to the school if you want the school nurse to check and determine if the child is "clear to return to school." If your child is sent to school without a "clearance note" you will be called to come pick your child up. **Please note that if you plan on using the school nurse, you MUST have an appointment and the parent or guardian MUST come with the child.**

### **Behavior Plan**

The Irwin County Elementary School has set up a school wide positive intervention behavior plan. School and class rules have been established and posted throughout the school. Consequences for not following the rules have been written for each grade level.

The positive intervention part of the plan will be followed by the entire school. Punch cards will be used by all classes. "Punches" will be given to reinforce positive behaviors. Rewards will be given based on the number of punches earned.

### **Homework**

It is the policy of ICES that homework given is age appropriate. Each grade level team develops assignments. Students who do not to complete daily class work will be expected to complete these assignments at home.

### **Honor Roll**

Students exhibiting exemplary academic performance are recognized each 9 weeks. In grades 2-5:

- Academic honor roll – all A's
- Merit honor roll – all A's and no more than two B's. The B's must be 85 or higher.

### **Parties and Toys**

Instead of individual birthday parties in the classroom, parents may send cupcakes or snacks to be shared at lunch. The teacher will schedule classroom holiday parties. Please do not allow your child to bring toys or other valuables to school unless the teacher sends a note home.

Irwin County Elementary School celebrates Valentine's Day in a very traditional manner and adheres to specific policy governing the celebration. The policy states that there will be no delivery of commercial items to students at Irwin County Elementary School during the celebration of Valentine's Day. These commercial items include, but are not limited to, balloons, flowers, and candy. Additionally, the Irwin County Board of Education has endorsed a policy that affects the transportation of vision impairing items on school buses.

### **Phone Calls**

**No phone calls** will be sent to classrooms. Messages will be taken and delivered every hour from 8:00 a.m. until 2:00 p.m. each day.

Teachers will receive their final messages at 2:30 p.m. each day. Please make sure all transportation changes have been made **BEFORE** 2:30 p.m.

### **Promotion and Retention**

The Irwin County Board of Education endorses the concept that a student's success in school will depend to a great extent upon the cooperation between home and school. The Board believes its primary function is to provide students a quality educational opportunity. It is the responsibility of the school, home, community and the individual learner to take full advantage of that educational opportunity.

Although the Irwin County Board of Education strongly believes that students should continue to advance to the next grade level annually, promotion is based primarily on student achievement and is not an automatic process. It is recognized that under certain circumstances retention or placement may be required for some students. In accordance with Georgia law, O.C.G.A. § 20-2-282 through 20-2-285 and Georgia Board of Education rule 160-4-2-.11, the promotion, placement or retention of a student into a grade, class or program shall be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

### **Report Cards and Grading**

Report cards are sent home with your child at the end of each nine weeks. A numeric progress report will be sent home every 4 ½ weeks for grades 2-5. Grades are assigned based on your child's mastery of specific objectives tested each grading period. These benchmark objectives have been identified based on standardized criterion-referenced and norm-referenced tests. Checklists will be included with each report card to show your child's progress in meeting these essential objectives.



## Testing

Irwin County Schools will administer Georgia Milestones to all students in grades 3-8 in the spring of each school year. The Georgia Milestones is designed to measure how well students know the state curriculum. Students will be assessed annually in grades 3-8 in the content areas of reading, English/language arts, mathematics, science and social studies. These assessments will be administered as long as the state makes provisions for them.

In order to be promoted to the next grade level, students must meet or exceed the state standard in reading on the third grade Georgia Milestones assessments and reading and mathematics on the fifth and eighth grade Georgia Milestones assessments. However, the school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones, but who does not meet promotion standards and criteria established by the local board of education. If the state does not provide Georgia Milestones assessments in grades 3, 5, 8, the local promotion/retention policy for grades K, 1, 2, 4, 6, 7 will also apply to grades 3, 5, and 8.

A student in grades 3, 5 or 8, who does not meet or exceed the Georgia standard on the Georgia Milestones will not be promoted to the next grade without major intervention by the student, parent, and school. Parents will be notified by first-class mail if their student fails to perform at grade level on the Georgia Milestones. Irwin County Schools will offer support for students who need to improve their performance on this critical assessment. Students will be given an opportunity for accelerated, differentiated, or additional instruction prior to a retesting opportunity. Students who do not achieve grade level scores on the second administration of the Georgia Milestones or who do not take the second administration will be retained. A student who is absent or otherwise unable to take the Georgia Milestones in reading and/or mathematics on the first administration or its designated make-up day(s) will take the Georgia Milestones in reading and/or mathematics on the second administration day(s). A student's failure to take the Georgia Milestones in grades 3, 5, and 8 in reading and/or mathematics will result in the student being retained. Parents will be notified of their student's retention by first-class mail.

The parent/guardian or the teacher(s) may appeal the decision to retain a student. A Placement Committee, comprised of the parent or guardian, the teacher(s), and the principal or designee, will hear appeals. The Placement Committee will review the overall academic achievement of the student in light of the performance on the Georgia Milestones and may consider the results of the following approved assessments: norm referenced achievement test; GKIDS (Kindergarten only); Reading and Math fluency assessments; computer assisted assessments; teacher-made assessments and the number of subjects passed. The decision to place students in the next grade in response to an appeal must be made unanimously by the Placement Committee. For students receiving special education or related services, the Individualized Education Plan (IEP) Committee will serve as the Placement Committee. The decision of the Placement Committee is final and may not be appealed.

A plan for accelerated, additional and/or differentiated instruction will be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the Georgia Milestones whether the student is retained, placed or promoted for the next year.

Irwin County Schools shall annually notify parents/guardians that placement or promotion of a student into a grade, class or program will be based on the academic achievement of the student on Milestones assessments and other criterion as described in this policy.

## SCHOOL SERVICES

### Drug Prevention Program

*Drug Abuse Resistance Education ("D.A.R.E.--5<sup>th</sup> Grade)*: This program is a cooperative effort of the Ocilla Police Department and Irwin County School System to prevent drug abuse in children and youth. The program emphasis is to help students recognize and resist the many subtle pressures that influence them to experiment with alcohol and marijuana. In addition, program strategies are planned to focus on feelings relating to self-esteem, interpersonal and communication skills, decision-making, and positive alternatives to drug abuse behavior. New to the D.A.R.E. curriculum this year are ways to resist gangs and gang violence, as well as more stress on safe and nonviolent schools. A uniformed D.A.R.E. Officer (Ocilla Police Department) will conduct these classes. For more information, please contact Dr. Emethel Mizell, Safe and Drug-Free Schools Coordinator.

### Gifted Program

Students K-12 in the Irwin County School District who demonstrate a high degree of intellectual, academic, and/or creative ability are provided with special instructional services by the program for gifted students. Eligibility criteria for placement in this program are determined by the State Board of Education. Referrals for consideration for eligibility for gifted services may be made by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student's abilities. For a summary of eligibility criteria or for further information about Irwin County's Program for Gifted Students, please contact the gifted education teacher at your child's school or Dr. Stacie Howard, System Gifted Program Coordinator at (229) 468-9510. The Irwin County School System gifted manual is also available on the Irwin County School System website.

To qualify for gifted placement, a student must meet the criteria in three of the four categories according to State of Georgia/Irwin County Eligibility Criteria\*:

1. Mental ability – 96th percentile on a mental ability test
2. Achievement – 90th percentile on total math or total reading on a school administered, standardized, norm referenced test.

3. Creativity – Torrance Test of Creativity - 90th percentile.
4. Motivation – Grade Point Average (GPA) at or 4.0 or 90 average, or standardized motivational rating scale at 90 or above on a scale of 1 – 100.

Gifted students will be served in a gifted advanced content class, and may be pulled out by a resource gifted teacher.

In advanced content classes, students are homogeneously grouped on the basis of achievement and interest in a specific academic content area. These students are provided with an advanced curriculum, one that is clearly different in content pacing, process skills emphases, and expectations of student performance from the courses that more typical students in that grade level would take. Students may qualify for the advanced content model as determined by recent test scores, past classroom performance, and teacher and administrator recommendation.

## Health Services

**Medications:** If a prescription or over-the-counter medication is necessary during the school day, a parent should bring the medicine to school in a pharmacy labeled bottle. A school medical form must be completed and given to the school official responsible for administering the medication.

**Nurse:** A Health Clinic is provided for students at our school by Registered Nurses from the Irwin County Health Department.

**Vision and Hearing:** Visual and hearing screening for students are available at the request of the parents.

**Special Health Needs:** If your child has a special documented health need or problem, this should be communicated to the teacher and school nurse. (This information is kept confidential.) In cases that warrant specific precautions or emergency procedures, an individual protocol will be developed by a team consisting of the nurse, RTI, teachers, and parents/guardians.

## Hospital Homebound Services

(HHB) O.C.G.A. 160-4-2-.31 (effective 11/24/09) – academic instruction and other services provided to eligible students who are confined at home or in a health care facility for periods of time that would prevent normal school attendance based upon certification of need by the licensed physician or licensed psychiatrist who is treating the student for the presenting diagnosis.

- HHB Services are available to students who need to be absent from school for a minimum of ten (10) consecutive days because of a non-communicable disease or illness.
- HHB Services must be requested through the school office by the student and parent/guardian.
- A completed written medical referral form signed by a licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented must be submitted to the LEA for HHB services to be considered.
- Following approval of HHB services, a meeting will be required including the student, parent/guardian, administration, and all classroom teachers to develop an Educational Service Plan (ESP), discuss services and expectations. The ESP shall include a school re-entry plan.
- A student who is on the Hospital Homebound Program is counted present in school. Work is assigned by the classroom teachers.

## Lunch and Breakfast Programs

At Irwin County Elementary, we are proud to serve nutritious meals each school day. We also offer a variety of a la carte items which can be purchased by students. Breakfast and lunch are provided to all our students at no cost.

Bus riders who wish to eat breakfast should report to the cafeteria upon arriving at school. Car riders must report to the cafeteria by 8 a.m. for breakfast. Once a student has finished breakfast, he/she will report to their hall or gym until dismissed. Students who do not eat breakfast will report to their hall or gym for supervision before school. Students are not allowed to go to class and then come to the cafeteria for breakfast. **Students are not allowed to go eat breakfast after 8:00.**

**NOTE:** All students must acquire milk for their lunch or breakfast tray. No student will obtain a glass of water at lunch unless directed by a physician's order. No glass-bottled drinks may be brought to school. Any food or drink items purchased in the lunchroom must not be taken from the lunchroom.

## Special Services

### Response to Intervention

Response to Intervention is a continuum of evidence-based, system-wide academic and behavioral practices to support a rapid response to academic and behavioral needs, with frequent data-based monitoring for instructional decision-making to empower each student to achieve high standards. Support is provided through a multi-tiered intervention system including the following components:

- Tier 1: Standards-Based Classroom Learning
- Tier 2: Needs-Based Learning

Tier 3: Student Support Team (SST) Driven Learning  
 Tier 4: Specially Designed Learning

## Child Find

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay in order to provide free and appropriate Special Education Services. Irwin County Schools serves children ages 3 through 21 with identified Special Education needs.

Parents/guardians of students who suspect their child may have a disability should contact the teacher, principal or the school's Student Support Team leader.

## Exceptional Student Education

Special Education services are provided to meet the needs of students with disabilities. Programs are provided for students in all disability areas recognized by the State of Georgia. Programs are provided based on the identified needs of each student. If you child has a learning or behavior problem, or if you suspect that your child has a disability, you should contact the principal or Student Support Team leader at your child's school, or contact Dr. Stacie Howard, Irwin County School System Special Education Director.

Under provisions of the Georgia Special Needs Scholarship, parents of student who receive Special Education services may choose to transfer their children to other public or private schools in Georgia. For additional information, please visit the Georgia Department of Education website at <http://public.doe.k12.ga.us>, or contact Irwin County School System Special Education Director, Dr. Stacie Howard at (229) 468-9510.

## 504

Section 504 protects all qualified students with disabilities, defined as those persons having a physical or mental impairment which substantially limits one or more major life activities (Caring for one's self, Performing manual tasks, Walking, Seeing, Hearing, Speaking, Breathing, Working, Learning).

Parents or guardians of students who have reason to believe their child may have a disability as defined under Section 504 and may require special accommodations in the general education setting should contact the school's principal, counselor, or Irwin County School System 504 Director, Dr. Stacie Howard at (229) 468-9510.

The following additional services are available as needed and as students qualify.

- Migrant Education
- Gifted Program
- Early Intervention Program (O.C.G.A.: 20-2-153)
- Speech and Hearing
- Psychologist
- 

## Yearbook

Yearbooks are available for purchase each year.

## PARENT RIGHTS AND RESPONSIBILITIES

### Child Custody

The Irwin County Elementary School keeps a confidential list of students whose parents have limited and/or restricted custody rights. Students are placed on the list when and only when the school receives a legal document from the courts indicating a restriction. **In the absence of legal papers, both parents have a right to visit and/or pick a child up from school.** If circumstances should ever develop during the year and you have a concern about your child's safety, please contact the school immediately and explain the circumstances. These confidential lists are reviewed annually for accuracy; it is the parent's responsibility to ensure that the court papers are in proper order and updated if necessary.

### Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g)

Parents or eligible students have the right to the following:

- Inspect and review education records;
- 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;
- Consent to disclosures of personally identifiable information contained in the student's education records, except when requested by a government agency. Directory information contains the following: student name & grade.
- Complaints may be filed with the U.S. Department of Education.

- Copy of the FERPA may be reviewed in the principal's office.(E:28.3)

Parents who wish to have student information withheld from printed documents and other agencies may contact a school administrator.

### **Highly Qualified Teacher--Parental Information Request**

In compliance with the requirements of the *No Child Left Behind* statute the Irwin County School District informs parents of information about the professional qualifications of your student's teacher(s). The following information may be provided:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. The college major and any graduate certification or degree held by the teacher;
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you have questions concerning your child's teacher's qualifications, please contact the principal at 468-9476.

### **Parent/Teacher Conferences**

Parents may initiate a conference with a teacher anytime during the school year. It works best for all concerned when parents contact the teachers for an appointment. If parents go to the classroom without an appointment, it interrupts the teaching/learning process. Please contact the teacher for parent/teacher conferences.

### **Parental Involvement**

Parental involvement is essential to the success of students in school. Studies have shown a direct correlation between involved parents and successful students. Therefore, it is important that parents have opportunities to know what is happening with their children on a regular basis. Parents may stay informed about their child's progress through regular progress reports and report cards. Parents are encouraged to review these materials with their children regularly.

Additional notices will be sent home with students when they are referred to the school administrator for a violation of the code of conduct. When notices of disciplinary action are sent home, it is the responsibility of the parent to sign and return the notice to the school. At any time, a parent may request a conference with the principal, assistant principal, or teacher to discuss issues related to discipline and the code of conduct. The Irwin County Elementary Code of Conduct was developed with input and review by parents (O.C.G.A. § 20-2-735). Suggestions for improvement from parents, students, teachers, school council members, and staff are always welcome.

Parental involvement can take many different forms. Speak to your classroom teacher, resource teachers, school administrators, school council member, and/or parent involvement coordinator about ideas that will work for your child and you (*see Student – Teacher – Parent Compact for Education in Appendix*).

### **Resolving School-Related Concerns**

Parents should try to resolve any concerns you may have at the level where they occur. Unless the situation is extreme, teachers should be contacted to resolve concerns before contacting school administrators, the superintendent, and/or Board of Education (BOE) members. However, student discipline problems relating to buses should be referred to the school administrator.

## **STUDENT CODE OF CONDUCT**

### **Applicability**

The United States Supreme Court has said that a student may not be deprived of the right to a public education without adherence to procedural due process. It is the responsibility of the Board of Education (BOE), Irwin County School System and its staff to ensure that no student is arbitrarily denied the right to an education. Likewise, it is the *responsibility of each student to act in a manner that does not threaten, interfere with, or deprive other students of their right to an education.*

**In accordance with O.C.G.A. 20-2-751.5(c), and student who engages in 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 shall be disciplined at the discretion of the principal or his/her designee and may range from ISS, Long-term suspension, or expulsion.**

### **Student Interrogations and Searches**

The principal or assistant principal or their designee of each school in the Irwin County School System shall be responsible for conducting reasonable interrogations of students in order to investigate misconduct properly. Searches are based on a reasonable suspicion if reasonable cause has been established. Student cars brought on campus, student book bags, school lockers, desks and

other school property shall be subject to random inspection and search by school authorities at all times without further notice to students or parents.

The Irwin County School System reserves the right to use "walkthrough" and "hand-held" metal detectors and "drug-sniffing" dogs at any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used at the discretion of administrators. An individual student may be searched if there is a reasonable suspicion that the student is in possession of an item that is illegal or in violation of school rules.

Lockers remain the sole property of the Irwin County School System and are subject to unannounced searches by school personnel.

Use of metal detectors to search a student is permitted when there is reasonable suspicion that the student possesses a weapon of any kind or when a student exhibits predisposition to violent behavior or the use of force. *LEA: JCAD*

## Philosophy

The Irwin County Elementary School **Student Code of Conduct** (OCGA 20-2-751.5(a)) is based on the philosophy that discipline is a tool that is used to teach students to become responsible for their own behavior. Since our students live in a society in which citizens are expected to obey laws and abide by commonly accepted standards of behavior, we must teach them to be self-disciplined. This Student Code of Conduct is built upon commonly accepted standards of behavior sometimes called character traits as taught in our character education program (O.C.G.A. § 20-2-145). These character traits include: citizenship, cheerfulness, cleanliness, compassion, cooperation, courage, courtesy, creativity, diligence, fairness, generosity, honesty, kindness, loyalty, method of discouraging bullying and violent acts against fellow students, patience, patriotism, perseverance, punctuality, respect for others, respect for the creator, respect for the environment, sportsmanship, school pride, self-respect, self-control, tolerance, and virtue.

In order to educate students to become productive citizens as adults, we must create a safe, non-threatening and orderly school environment that enables teachers to teach and students to learn. We expect students to "behave themselves in such a way so as to facilitate a learning environment for themselves and others, respect each other and school district employees, obey student behavior policies adopted by the local board of education, and obey student behavior rules established by individual school?" (O.C.G.A. § 20-2-735). This Code of Conduct establishes expectations for the maintenance of a positive learning environment at school.

The **Student Code of Conduct** (OCGA 20-2-751.5(a)) is effective during the following times and in the following places:

1. At school or on school property at any time;
2. Off the school grounds at any school-related or school-sponsored activity, function or event, and while traveling to and from such events; and
3. On vehicles (*see Bus Policy in Appendix*) provided for student transportation by the school system.

## Specific Actions and Procedures

### Chronic Disciplinary Problem Students (O.C.G.A 20-2-765)

Students that have exhibited behaviors that repeatedly interfere with the teacher's ability to conduct his or her class in an effective manner, interferes with the learning process of others or continually creates and unsafe environment for other students may be identified as being a chronic disciplinary problem. Students falling in this category must be placed on a Disciplinary and Behavioral Correction Plan that may include any or all of the following:

1. Referral to the Response to Intervention Team
2. Administrative conference with parents and student
3. Referral to school counseling services
4. Time Out assignment (or additional days as needed)
5. Possible referral for psychological testing
6. After school detention
7. Police may be notified

Disciplinary action will be determined by considering a number of factors, including student's discipline history, degree of premeditation, impulse, or self-defense, age, disability, and cooperation/remorse.

### House Bill No. 605

Under Georgia law (O.C.G.A. 20-2-738) a "teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom." A teacher also has the authority to remove from his or her classroom a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the Code of Conduct. Should a teacher, exercising this authority, remove a student from class, the principal or a placement review committee will determine the proper temporary and permanent placement for the student. This process may take up to three days. Parents will be notified whenever a teacher exercises his or her authority to remove a student from class.

**Informal Discipline:** When the violation is not serious, the administrator may use assistance of the home, educational support services, and professional agencies to help the student change the behavior.

**Time-Out:** The student is removed from attending regular classes and the students' assignments are sent to the student by the teachers. The student may not attend or participate in any extracurricular activities while assigned to time-out.

**Detention:** A student may be required to report to a specific school location and to a specific teacher or school official before, after, or during school hours. Parents are responsible for transportation to and from school.

**Short-term Suspension:** If a student violates the rules as stated in the handbook, the principal or assistant principal may prohibit the student from attending school for not more than 10 school days.\**LEA:JDD-3*

**Long-term Suspension\*\*:** *Long-term suspension* means the student loses the right to attend school or to participate in school activities for more than ten (10) school days. \**LEA: JDD-3*

**Expulsion\*\*:** *Expulsion* means the student loses the privilege of continuing school for the remainder of the current school semester, grading period, year, or longer.

**A student who has been assigned a short or long-term suspension or has been expelled will receive a grade of zero (0) on graded class work missed during the suspension or expulsion. Long-term assignments that were assigned before the suspension and due during the suspension may be turned in on the day the student returns from suspension. LEA: JDD-1**

### Statement of Authority of the Principal

The principal is the designated leader of the school and along with the staff is responsible for its orderly operation. In case of discipline violations not covered by prescribed disposition in this handbook, the principal may enact corrective measures which he/she feels are in the best interest of the school and the student involved. *Due to the immaturity of elementary students, administrators may use discretion in resolving some misbehavior.*

### **ALL DISCIPLINE PROCEDURES ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION AND MAY BE CHANGED AS NEEDED.**

### Student Rules of Conduct

1. Alcohol, Tobacco, and other Illegal Drugs
  2. Arson, Vandalism, and Malicious Destruction of Property
  3. Assault or battery on a faculty or a staff member employed by the Irwin County School System
  4. Bullying
  5. Cheating
  6. Disrespect-Verbal Assault of Teachers, Administrators, Other Students and School Employees
  7. Disruptive Behavior
  8. Electronic Communication Devices
  9. False Alarms
  10. Fighting/Physical Assault or Battery of Other Students
  11. Gambling
  12. Inciting, advising, or counseling of others to engage in prohibited acts:
  13. Insubordination
  14. Profanity
  15. Radios, Tape/CD Players, Games, Cameras, Toys, Laser Pointers, ETC
  16. Sexual Harassment
  17. Stealing, Extortion, Coercion, or Blackmail
  18. Weapons or Other Dangerous Objects
- 1) **Alcohol, Tobacco, and other Illegal Drugs** are prohibited at school or any other school function. A student shall not possess, sell, use, transmit, or be under the influence of alcohol, tobacco, or any illicit drug product when:
- On the school grounds immediately before or after school hours.
  - On the school grounds at any time when the school is being used by any school group.
  - Off the school grounds at a school activity, function, or event.
- a) **Alcohol and Illegal Drug Use or Possession:**  
 1<sup>st</sup> Offense: 10 days' time-out, possible short/long term suspension, notification of police and parent/guardian, parent/guardian conference required, and a completion of 8 sessions of extensive drug awareness education. A DFCS referral will be made.
- b) **Tobacco Use/Possession**  
 1<sup>st</sup> Offense: 2 days' time-out. Parents/Guardians contacted.  
 2<sup>nd</sup> Offense: 4 days' time-out. Parents/Guardians contacted.  
 3<sup>rd</sup> Offense: 6 days' time-out. Parent/Guardians contacted.  
 Two additional days of time-out will be added for each subsequent occurrence.
- 2) **Arson, Vandalism, and Malicious Destruction of Property:** A student shall not burn, attempt to burn, destroy, or deface any building or property of the school. This includes property belonging to, rented by, or on loan to the school system, and property belonging to school employees or other students. Fireworks and related items are not permitted at school.

**1<sup>st</sup> Offense:**

- Parents/Guardians will be contacted. Notification will be made to police and/or fire department.
- Restitution for damages will be required.
- School suspension, time-out, or expulsion.

- 3) **Assault or battery on a faculty or a staff member employed by the Irwin County School System (G.A. 20-2-751.5):** Intentionally making physical contact of an insulting or provoking nature, causing physical harm to another, verbal threatening or intimidation without actual physical contact in an attempt to cause reasonable fear of immediate bodily harm, or an attempt to hurt another person at school are prohibited. Violation of this rule constitutes grounds for immediate removal of the student from the school setting (*O.C.G.A. § 16-5-23-1*).

**1<sup>st</sup> Offense:** Penalty may range from short/long-term suspension, alternative placement or permanent expulsion and/or the filing of a juvenile complaint.

- 4) **Bullying:** In accordance with O.C.G.A. 20-2-751.4, it is the policy of the Irwin County Board of Education that bullying of a student by another student is prohibited.

As used in this Code section, the term '**bullying**' means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

The parent, guardian, or other person who has control or charge of a student upon a finding by a school administrator that such student has committed an offense of bullying or is a victim of bullying will be notified (New HB, 6/10).

**1<sup>st</sup> Offense:** Administrative referral and assignment to time-out.

**2<sup>nd</sup> Offense:** Assigned to time-out (number of days determined by severity of offense).

**3<sup>rd</sup> Offense:** 5-10 days out of school suspension.

**Any Offense of Bullying:** Discipline for any act of bullying shall be within the discretion of the principal, which may range from a reprimand, time out, after school detention, out of school suspension, and/or the filing of a juvenile complaint.

- 5) **Cheating: A student will receive a "0" for any graded material should they be found guilty of cheating.**
- 6) **Disrespect-Verbal Assault of Teachers, Administrators, Other Students and School Employees:** A student shall not be disrespectful to teachers, administrators or other school employees by speech or actions. A student shall not intentionally argue in a demanding or disruptive manner with any teacher or administrator.
- 1<sup>st</sup> Offense:** Administrative referral-may result in time-out or short/long term suspension/detention.

7) **Disruptive Behavior:**

**1<sup>st</sup> Offense:** Meeting with administrator and parent contact.

**2<sup>nd</sup> Offense:** 1 day time-out assignment.

**3<sup>rd</sup> Offense:** 3 day time-out assignment and parent conference required.

**4<sup>th</sup> Offense:** After School Detention.

**5<sup>th</sup> Offense:** Time Out or After School Detention.

- 8) **Electronic Communication Devices (functioning):** Students may not have in his/her possession a beeper, cellular phone or any other electronic communication device that are visible or in use during the school day. The school will not assume responsibility of any loss.

**1<sup>st</sup> Offense:** Confiscate device and parent/guardian contacted. Parent/guardian will need to pick up devices from teacher or principal.

**2<sup>nd</sup> Offense:** Confiscate device and parent/guardian contacted. The device will be returned at the end of the school year per parent request.

**Non-functional electronic devices will be confiscated. All confiscated items may be picked up by a parent/guardian.**

9) **False Alarms:**

a. A student shall not activate the school fire alarm.

**1<sup>st</sup> Offense:** 3 day time-out assignment.

**2<sup>nd</sup> Offense:** Student will remain in time-out until parent/guardian conference.

b. A student shall not report a fire or a bomb which he/she knows does not exist.

**1<sup>st</sup> Offense:** Notification of police and a 10 day out of school suspension. Student cannot return to school campus until parent/guardian conference.

10) **Fighting/Physical Assault or Battery of Other Students (G.A. 20-2-751.5).** Intentionally making physical contact of an insulting or provoking nature, causing physical harm to another, verbal threatening or intimidation without actual physical contact in an attempt to cause reasonable fear of immediate bodily harm, or an attempt to hurt another person at school are prohibited.

**1<sup>st</sup> Offense:** 3-5 days' time out assignment.

**2<sup>nd</sup> Offense:** 5-8 days' time out assignment.

**3<sup>rd</sup> Offense:** 3 days out of school suspension and/or the filing of a juvenile complaint.

**Discipline for any act of fighting/physical assault or battery shall be within the discretion of the principal. This may range from time out, out of school suspension, and/or the filing of a juvenile complaint.**

11) **Gambling:** No one may participate in games of chance or skill for money or profit.

**1<sup>st</sup> Offense:** Depending on severity, 2 days' time-out or suspension from school and police contact.

12) **Inciting, advising, or counseling of others to engage in prohibited acts:**

**1<sup>st</sup> Offense:** Administrative referral.

13) **Insubordination:** A student shall not refuse to respond to or follow reasonable directions from authorized school personnel.

**1<sup>st</sup> Offense:** Administrative referral.

14) **Profanity:** A student shall not be guilty of profane language or obscene behavior. Profanity is interpreted as any vulgar or obscene utterance, gesture or written expression directed toward another person or presented in an overt manner. Profanity directed toward a school employee can result in immediate suspension at any time.

**1<sup>st</sup> Offense:** 1 day time-out assignment.

**3<sup>rd</sup> Offense:** 5 day time-out assignment.

**2<sup>nd</sup> Offense:** 3 day time-out assignment.

**4<sup>th</sup> Offense:** 3 day out of school suspension.

15) **Radios, Tape/CD Players, Games, Cameras, Toys, Laser Pointers, ETC** are not allowed at school unless the teacher or administrator grants permission. Any item brought without permission will be confiscated. The confiscated item(s) may be picked up by the parent/guardian.

16) **Sexual Harassment: Sexual harassment has no place at Irwin County Elementary School and is illegal (Federal Register vol.62, no.49).** Sexual harassment shall be defined as physically touching another student inappropriately, making sexual or lewd remarks, or any other overt sexual act. Administration and/or Law Enforcement will investigate any accusation of sexual harassment. Following the investigation, the administration will determine appropriate punishment. A juvenile complaint may be filed. **Students making false charges and students retaliating for being reported will be disciplined. Parents and guardians should inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult (OCGA 20-2-735(e)).**

17) **Stealing, Extortion, Coercion, or Blackmail:** A student shall not steal private or school property. A student may not threaten or force another person to hand over money or property.

**1<sup>st</sup> Offense:** Parents/Guardians will be contacted. Administrative discipline and notification of police will be determined on the basis of severity of offense.

18) **Possession of Weapons or Other Dangerous Objects:**

#### **Weapon's Law (GA 20-2-751.1)**

The presence of weapons on school property is detrimental to the welfare and safety of students and school personnel, and is in violation of state law and the Gun-Free Act (part of the Improving America's Schools Act of 1994), public law 102-382.

1) No student shall carry, possess or have under his or her control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, including fireworks.

2) "School Safety Zone" means in, on, or within 1,000 feet of the land used by the Irwin County Education Center, Elementary School, Middle School or High School.

3) "Weapon" means and includes any pistol, revolver, rifle, shotgun, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun, taser or other device that is powered by electrical charging units such as batteries and emits an electrical charge in excess of 20,000 volts or is otherwise capable of incapacitating a person by an electrical charge.

4) The term "weapon" shall not apply to

a) Baseball bats or other sports equipment possessed by competitors for legitimate athletic purposes;



- b) Participants in sport shooting events or firearm training courses authorized, conducted or sponsored by the Irwin County School Board;
  - c) Students participating in military training programs conducted by or on behalf of the armed forces of the United States or the Georgia Department of Defense such as R.O.T.C. or J.R.O.T.C. programs.
- 5) Penalty: Expulsion for not less than one calendar year."

**The Gun Free Act of 1994 (20 USC 3351) requires school systems to expel students for NOT LESS THAN ONE YEAR for the violation of this policy and to refer to the criminal justice or juvenile delinquency system any student who brings a weapon to school or violates the policy. The Superintendent may modify the one year suspension on a case-by-case basis.**

In accordance with OCGA 20-2-751.5(c), any student who engages in 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 shall be disciplined at the discretion of the principal or his designee and may range from ISS, long-term suspension, or expulsion.

The acts which must be reported to law enforcement officials include certain criminal offenses under Georgia law including aggravated battery, carrying deadly weapons at public gatherings, possession/use and/or sale/transfer of marijuana or illegal drugs, and certain sexual offenses. Parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

## Student Dress Code

Students should come to school appropriately dressed. For physical education, students should wear shorts or pants and tennis shoes. Shorts must be worn underneath dresses or skirts. Students are NOT to wear:

- Glitter, glitter paint, paint or stickers on the skin or in the hair.
- Drawings or writings on the skin.
- Shirts or any clothing that exposes the midriff (stomach) area.
- Inappropriate bicycle shorts or cutoff shorts. **Shorts worn by girls in 3<sup>rd</sup> through 5<sup>th</sup> grades must be hemmed to a length equal to the student's fingertips held to the side of the legs.**
- Jeans with holes above the knees.
- Open sided muscle shirts.
- Tank tops, spaghetti-strap tops, halter-tops, tube tops, or fishnet tops.
- Clothing which suggests pornography or obscenity in any manner.
- Clothing which advertises the use of drugs, alcohol, tobacco, or gang affiliation.
- Sunglasses, sun visors, caps, hats, stocking caps, or inappropriate headbands.
- Clothing or hairstyles that pose a distraction to the educational environment.
- Excessively long fingernails that interfere with work or play.
- Earrings (applicable to males only).
- Pants **unsecured** at the waist (sagging).

**Note:** If a student is dressed inappropriately, the school will provide the student with appropriate clothes from the Clothes Bank to facilitate the student staying in school, or the parents will be contacted if clothes cannot be provided.

Various student misbehaviors and the consequences/punishments that apply have been listed in this handbook. However, the Irwin County School System recognizes that other behaviors may endanger the welfare and/or safety of other students, faculty, staff, or cause disruption to the good order and discipline in the schools. The school system reserves the right to punish such behavior not specified in this written student Code of Conduct. Students should recognize their responsibility to know the contents of this handbook and to ask faculty or staff members for any clarification.

## Student Rights and Responsibilities

The majority of students at Irwin Elementary School are fine citizens for whom we are dedicated to providing a proper learning atmosphere. However, we're mindful that when a student misbehaves, not only is he/she not learning, but also the rest of the class is deprived. We pledge to make every effort to prevent this from happening and to provide proper guidance for the student who misbehaves (see SCHOOLWIDE BEHAVIOR: Managing for Success Contract in Appendix). Our ultimate goal is to provide students with an environment that is conducive to learning.

### Students have the right to:

1. Learn at school.
2. A safe environment in school.
3. Be free from bullying in school.
4. Not be hurt in any way by others.
5. Be free from teasing and put-downs
6. A fair turn.
7. Make mistakes.
8. Seek help from adults.

**Students have the responsibility to:**

1. Be accepting, helpful and kind to others.
2. Settle arguments peacefully.
3. Be fair and be a good sport.
4. Share toys and equipment.
5. Take care of things.
6. Use acceptable language.
7. Be considerate of others' feelings
8. Be respectful and cooperate with adults.
9. Work to the best of your ability.
10. Work and play safely.

**Students' Responsibilities also include:**

- Not having candy or gum unless provided by the teacher.
- Not showing affection to other students (i.e., kissing, hugging, hand holding, etc.).
- Not having tobacco, alcohol, controlled substances, or weapons on campus.
- Not conducting commercial sales unless given permission by the Irwin County BOE.
- Not possessing or distributing pornographic materials.
- Not using skates, roller blades, and other related devices inside the building at any time.

**AMENDMENTS**

*During the school year it may become necessary to change or add to the policies, rules, and regulations found in this handbook. The principal, the superintendent, and the board of education, reserve the right to amend or modify the policies, rules and regulations at any time.*

*If situations occur which are not covered in this handbook, the principal will make decisions based on the merits of the individual situation. The primary purpose of these policies, rules, and regulations is to foster a safe atmosphere conducive to learning and to increase student responsibility at Irwin County Elementary School.*

**NON-DISCRIMINATION POLICY**

Federal law prohibits discrimination on the basis of race, color, age, religion, language, veteran status, genetic information, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendment of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); or disability (Section 504 of the Rehabilitation Act of 1973 and American Disabilities Act (ADA), P.L. 101336) in educational programs or activities receiving federal assistance and provides equal access to the Boy Scouts and other designated youth groups.

Employees, students, and the general public are hereby notified that the Irwin County Board of Education does not discriminate in any educational program or activities or in employment policies. The Irwin County Board of Education prohibits retaliation against individuals who oppose this policy or file any complaint.

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Acts, O.C.G.A. § 20-2-315). Students are hereby notified that Irwin County local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Dr. Emethel Mizell 210 North Apple Street, Ocilla, Ga. 31774 or call (229)-468-9510. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

The following individuals have been designated as the employees responsible for coordinating the system's effort to implement this nondiscrimination policy.

Title V, ADA, Section 504	Dr. Stacie Howard	showard@irwin.k12.ga.us	229-468-9510
Title II	Heather Purvis	hpurvis@irwin.k12.ga.us	229/468-7485
Title IX, Sports Equity Homeless Liaison	Dr. Emethel Mizell	emizell@irwin.k12.ga.us	229/468-9510
Title I	Jessica Sirmans	jsirmans@irwin.k12.ga.us	229/468-7485

Inquiries concerning the application of Title I, Title II, Title VI, Title IX, Section 504, and ADA in the policies and practices of the board may be addressed to the Irwin County Board of Education, P.O. Box 225, Ocilla, Georgia 31774; to the Regional Office for Civil Rights, Atlanta, Georgia 30323; or to the Director, Office of Civil Rights, Education Department, Washington, D.C. 20201.

**OCGA 20-2-751.7(a)**

**Education; alleged inappropriate behavior by teacher or school personnel; provisions:** 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.

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.*

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 child welfare agency, to an appropriate police authority or district attorney.

Reports of acts 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 Professional Standards Commission Ethics Division.

**Bill Summary From the State:** This bill addresses falsified reports of inappropriate behavior of educators toward students, establishes a complaint procedure, requires notice of the procedure in teacher and student handbooks, provides for statements to the media, and provides penalties for students who falsify reports.

**Requirements:**

- Student codes of conduct must add falsifying, omitting or erroneously reporting information regarding alleged inappropriate behavior of school personnel toward a student.
- PSC must establish a state-mandated process for students to report such claims; the process must reserve the right of the students to report to law enforcement, and the bill requires publishing the process in teacher and student handbooks.
- If the report is deemed unsubstantiated, the LEA shall, at the request of the employee, submit a written statement to that effect to the media outlets that previously reported the claim.
- A student over 10 years old who falsely reports with malice can be punished by:
  - Court ordered community service, or any other court sanction;
  - Suspension or expulsion from the school system; or
  - Both court and school penalties.



## APPENDIX

### School-Wide Behavior Managing for Success Contract

Irwin County Elementary has adopted a school-wide discipline program to ensure a safe and productive learning environment for all students. The application of this consistent program will help students learn to abide by all school rules.

Students will be: Respectful, Responsible, and Ready to Learn

To encourage students to exemplify excellent school-wide behavior, the teacher will reinforce demonstrations of excellent behavior using a variety of behavior management systems..

**NOTE:** Under Georgia law (O.C.G.A. § 20-2-738) a "teacher shall have the authority, consistent with local board policy, to manage his or her classroom, discipline students, and refer a student to the principal or the principal's designee to maintain discipline in the classroom. A teacher also has the authority to remove from his or her classroom a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn. Where the student's behavior is in violation of the Code of Conduct, should a teacher, exercising this authority, remove a student from class, the principal or a placement review committee will determine the proper temporary and permanent placement for the student." This process may take up to three days. Parents will be notified whenever a teacher exercises his or her authority to remove a student from class (O.C.G.A. § 20-2-737).

### Student, Teacher, Parent: Compact for Education

*As a student, my responsibilities are to:*

1. Attend school regularly.
2. Come to class on time and with proper materials.
3. Show respect for myself, other students, adults, and my school.
4. Respect the rights of others to learn without distraction or disruption.
5. Complete all assignments to the best of my ability.
6. Spend time at home daily studying or reading.
7. Show respect for people and property without profanity, stealing, or vandalism.

*As a parent, my responsibilities are to:*

1. Support the school in its efforts to maintain proper discipline.
2. Show respect for my child and school personnel.
3. Provide a time and place each evening for quiet study and reading at home.
4. See that my child is punctual and attends school regularly.
5. Provide adequate food, rest, and a nurturing home environment so that my child is ready to learn.
6. Support my child by attending conferences and school activities.
7. Support my child by communicating with his/her teachers regularly.
8. See that my child has the proper materials to be successful in school.

*As a teacher, my responsibilities are to:*

1. Show respect for each student and his/her family.
2. Provide meaningful and appropriate class work and homework activities.
3. Provide a safe and pleasant atmosphere for learning.
4. Enforce school rules fairly and consistently.
5. Set high expectations for each student.
6. Communicate and work with each family to support each student's learning.

*As principal of Irwin County Elementary School,* I support parent involvement and this compact. Therefore, I shall strive to provide an environment that allows for positive communication between teachers, parents, and students.

**THE PERMISSION FORM FOR YOU TO SIGN IS IN THE BACK OF THIS HANDBOOK. PLEASE KEEP THIS COPY FOR FUTURE REFERENCE.**

*Revised 4/22/00*

# IRWIN COUNTY SCHOOLS

Dr. Thad Clayton– *Superintendent*

210 Apple Street Ocilla, GA 31774 Phone: (229) 468-7485 Fax: (229) 468-7220

<b>Board Members</b> Sylvia Lockett <i>Chairman</i> Gary Paulk Kurt Wilmot Lamar Purvis Paige Wynn
--

To: All Parents

From: Superintendent

Date: August 5, 2015

**Reference: School Bus Discipline Policy**

The attached document is the School Bus Discipline Policy adopted by the Irwin County Board of Education. Please review this policy with your child. Sign, date, and return the permission form on the back cover to your child's homeroom teacher by **August 19, 2016**. If we do not receive the signed permission form by the deadline date, your child will not be allowed to continue to ride the school bus, and you will need to provide transportation to and from school for him/her. We are asking all parents to sign the permission form because at one time or another all students may ride the school bus on a field trip, activity trip, or go home with someone who rides the school bus.

The permission form will go into the student's file at the school for the 2016-2017 school year and a copy will be given to the bus driver. We apologize for any inconvenience this may cause you and your family.

<p><b>THE PERMISSION FORM FOR YOU TO SIGN IS ON THE BACK COVER OF THIS HANDBOOK. PLEASE KEEP THIS COPY FOR FUTURE REFERENCE.</b></p>
--

**Note:** *If your child does not ride a bus daily, he or she may ride during the school year on class trips or related activities. Parents may ride a school bus on a field trip if they are asked to assist their child on the trip. Therefore, please sign, date, and return the permission form to your child's homeroom teacher by **August 19, 2016**.*

## STUDENT TRANSPORTATION / BUS DISCIPLINE POLICY

Students who ride the school bus may do so as long as they display safe and reasonable behavior. Choosing and/or continuing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of the students on the bus. The school administrator, in accordance with this policy, will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all busses unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. Riding the school bus is a privilege, not a right, and as such may be revoked for safety and discipline infractions.

### I. Parent / Guardian Responsibility

**Parents and guardians will be responsible** for instructing their child in safe school bus ridership practices. If the student violates the school bus policy, the parent will provide transportation for their child. Students will be picked up and dropped off at their designated stop. Exceptions will require a written request from the parent to the teacher or administrator for initialing and presentation by the student to the bus driver. In emergency or other special circumstance, a phone call by the parent to the school and subsequent written approval from the secretary to the bus driver will be acceptable.

The Transportation Department will print and distribute copies of the **Irwin County Code of Behavior Discipline Policy** to each school and the teacher will give one to each student. The school bus student Code of Behavior Discipline Policy will also be published each fall in the Student Handbook. The teacher will provide the student with a letter to be included, with the School Bus Discipline Policy for the parent to read and review with the student, then return signed by parent and student to the teacher. This letter will become part of the documentation required by the building administrator to ensure that all students and parents understand the policy.

The school bus ride is an extension of the school day and as such, is subject to all school policies and procedures. Bus Conduct Reports will be recorded in accordance with all other school record keeping procedures.

### II. Transporting of School Related / Non-related Items

No animals, any other dangerous, or objectionable nature items will be transported in the school bus when children are being transported. Baseball and softball bats, hockey sticks, skateboards, or any other unacceptable recreational equipment will not be allowed on regular busses. Band instruments that will be allowed on the bus are those that are small enough to be held in the students lap. Instruments may not be in aisle or take the space of a student if that space is needed to sit down. Damage to personal items is not covered by the school bus insurance coverage.

### III. Behavior Guidelines - Each infraction of class I and II offenses shall be reported by the bus driver to the respective school administrator.

Class I Bus Offenses	Class II Bus Offenses
<ol style="list-style-type: none"> <li>1. Eating or drinking on bus.</li> <li>2. Out of seat while bus is in motion.</li> <li>3. Loud noise (should be classroom behavior).</li> <li>4. Horseplay.</li> <li>5. Possession of unacceptable material, obscene gestures.</li> <li>6. Profanity.</li> <li>7. Yelling out the bus window.</li> <li>8. Riding unassigned bus without signed note from parent and signed by school administrator.</li> <li>9. Checking mailbox while bus is still in sight. (Area is in danger zone)</li> <li>10. Other offenses as reported by the driver or Administrator, including but not limited to, the use of 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. Also 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.</li> </ol>	<ol style="list-style-type: none"> <li>1. Profanity (directed at driver), verbal abuse and harassment (directed at student or driver).</li> <li>2. Body parts out of window.</li> <li>3. Throwing/shooting of any objects.</li> <li>4. Physical aggression against any person.</li> <li>5. Use of tobacco and any controlled substance.</li> <li>6. Destruction of school property (vandalism - suspended until restitution is made).</li> <li>7. Loading or unloading buses improperly. Lighting of matches, fireworks, or any flammable object or substance</li> <li>8. Unauthorized entering or leaving bus through emergency door.</li> <li>9. Tampering with any portion of bus or equipment on bus.</li> <li>10. Riding of any bus after being suspended from another bus.</li> <li>11. Fighting (<b>of any kind</b>) treated as Class II 3rd offense.</li> <li>12. Other offense committed on any bus outside regular transportation to and from school (shuttles, activity, field trip) will carry a <b>minimum penalty of a Class II 1st offense.</b></li> </ol>

#### IV. Consequences of Class I and II Offenses (Grades K-5)

##### A. Class I (Grades K-5)

1. First Offense - Warning (note sent home by student to parent).
2. Second Offense - Warning or 1 day suspension (parent called or note sent by student).
3. Third Offense - 3 to 5-day suspension from bus.
3. Fourth Offense - 5 to 10-day suspension from bus.
4. Fifth Offense - 10-day suspension from bus (mandatory parent meeting before granted transportation privilege again).
5. Sixth Offense - suspension for remaining grading period or remainder of year.

##### B. Class II (Grades K-5)

1. First Offense - 3 to 5-day suspension from bus (note sent home by student to parent).
2. Second Offense - 5 to 10-day suspension from the bus.
3. Third Offense - 10-day suspension from bus.
4. Fourth Offense - Loss of bus service (for one full grading period or remainder of year).

The Irwin County Board Policy requires 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 bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus.

#### VI. Other

- A driver shall not cause a pupil to get off the bus at any place other than home or school.
- Bus drivers are expected to attend all meetings or clinics for drivers held during the year.
- The mechanism of the bus shall be decided daily by the bus driver. Brakes, steering, lights, windshield wipers, tires, and form should be in good condition.
- In crossing a railroad track, the bus driver shall bring his/her bus to a complete stop, open the door, and observe all safety procedures.
- Stops shall be established by the superintendent with proper input from staff.
- When children who live on the opposite side of the road are being picked up, they shall be instructed to remain on their side until the bus has stopped, the mechanical stop signal has been extended, and the door has opened. The same procedure shall be followed when students are being left off after the school day. The door shall be left open until the students have crossed the highway safely.
- Bus drivers shall not permit pupils to get on or off bus while it is in motion.

#### **Bus Riding Rules – Remember: Safety First!**

- Obey the bus driver at all times. Bus drivers are authorized to assign seats.
- Be courteous, no profanity.
- Eating or drinking is prohibited on the bus.
- Do not throw objects or litter on the bus.
- Cooperate with the driver.
- Stay in your seat, face front, and keep the aisle clear.
- Do not be destructive.
- Windows are to be opened only with driver's permission.
- Keep head, hands and feet inside bus.
- Do not throw objects out the window.
- Talk softly (whisper voice), no loud outburst.
- Students will always cross in front of the bus when loading and unloading, after the bus driver signals.
- Students must have a bus pass from the school office or from their parents to ride a different bus or leave the bus at a different stop.
- 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.
- 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.



## Attendance Policy

### Attendance Notification

By September 1 of each school year or within 30 days of a student's enrollment in Irwin County Schools, parents and guardians will be given a written summary of state laws and school board policies and procedures relative to student attendance including possible consequences for failing to comply with compulsory attendance.

The summary of possible consequences shall include possible dispositions for unruly children in accordance with O.C.G.A. § 15-11-67, and the possible denial or suspension of a driver's license for a student. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system's policy.

### Progressive Discipline

The Irwin County Student Code of Conduct lists the following as attendance related offenses: attendance policy violation, excessive or chronic early leaves/dismissals, excessive or chronic tardies (Refer to handbook for guidelines), skipping class/school, and unexcused absence. School administrators will enforce the appropriate corrective actions listed in the code of conduct to implement a progressive discipline approach to attendance related offenses. Out of school suspensions should not be used for attendance violations as this is counterproductive.

### Prosecution for Violation of School Attendance Law

O.C.G.A. § 20-2-690.1 requires any person in this State who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private and home schooling. Children that have attained 20 days enrollment in Kindergarten also fall under compulsory attendance according to O.C.G.A. 20-2-150.

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

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

### Prosecution of Parents/Those with Control

Upon failure to abide by the terms of the attendance contract, a warrant against the parent shall be applied / issued for Violation of Compulsory School Attendance.

### Withdrawing Students

Irwin County School personnel will withdraw from school a student that is not subject to compulsory attendance under the following conditions: 1) the student has missed more than 10 consecutive days of unexcused absences; 2) the student is not receiving instructional services required by the federal Individuals with Disabilities Education Act (IDEA); 3) the student is not receiving hospital homebound services. School personnel shall use their best efforts to notify the parent/guardian of a student who is younger than 18 years of age and not subject to the compulsory attendance law if the school plans to withdraw the student. This withdrawal may be retroactive to first day of consecutive absences.

Irwin County School personnel will withdraw students subject to compulsory attendance only after a designated member of the Student Services staff determines the student is no longer a resident of the local school system, or is enrolled in private school or home school. This withdrawal may be retroactive to the first day of consecutive absences.

### Attendance Definitions

**Absent** – not being present for school or class.

**Excused** – any absence, tardy, or early dismissal for a valid reason as specified in accordance with Georgia School Board Policy JBD. Excuses for absences must be furnished to the school by the student's parent no later than 3 school days (for middle and high school) after the student returns to school and 5 school days (for elementary school) after the student returns to school and must state the reason for the absence. Excuses for tardies and early dismissals should be furnished upon check-in or check-out. All excuses will be evaluated by the principal or designee to determine if the absence is excused or unexcused. Under certain circumstances, school personnel may require proper medical documentation to code an absence as excused.

**Early Checkout/Dismissals** - checking out or leaving school or class before the designated end time. See also partial attendance. As mandated by OCGA 20-2-690.2, the Attendance Protocol Committee must recommend policies regarding tardies and early dismissals.

**Partial Attendance** - any day or class period that a student does not attend the full period/day. Tardies and early checkouts are both considered partial attendance and shall be treated in a similar manner.

**Perfect Attendance** – anytime a student has zero absences and fewer than 5 partial attendance days in a semester.

**Tardy** – a student is tardy when he/she checks in or arrives at school or class after the designated start time. Repeated or habitual tardiness is disruptive of the orderly instructional process; therefore corrective action will be taken. Elementary School: A student is tardy to school when he/she arrives after 8:00 am

**Truant** – Per the Georgia State Board of Education Attendance Rules, “Truant” is defined as “any child subject to compulsory education (ages 6 through 16, and 5 year olds who have attended twenty (20) days in school) who during the school calendar year has more than five days of unexcused absences. School days missed as a result of an out-of-school suspension shall not count for the purpose of determining student truancy.

**Unexcused** – Unexcused absences shall include all absences that do not meet the criteria as outlined for excused absences. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

Refer to Page 2 of this handbook for an outline of specific attendance requirements and consequences.

The Irwin County Student Attendance Protocol can be viewed in its entirety at [www.irwin.k12.ga.us](http://www.irwin.k12.ga.us).

## Acceptable Use Policy

### Introduction

The Irwin County School District believes that using computer resources should be an enjoyable and educational experience. Therefore, the school district provides computing facilities to faculty, students, and staff for educational activities. This policy mandates responsible behavior by individuals given access to these facilities and recognizes the district’s responsibility to promote the safety and security of these users.

Since the Internet opens up the world to unrestricted access, the district cannot assume the responsibility for monitoring every document to which a user may gain access. Therefore, the district is not to be held accountable for what the user may access through the Internet beyond instructional directives.

To the extent practical, the Irwin County School District shall take steps to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

*In order for students to use the available technology and access the Internet, parents must read this policy with their child(ren) and indicate acceptance of the policy by their signature on the Internet Usage Permission Form. Students in grades four through twelve must also sign the permission form.*

### Definitions

- **Computing resources** include computers, as well as peripherals, networks, software, data, labs, computer-related supplies and the Internet.
- **Technology Protection Measure** means a specific technology that blocks or filters Internet access to visual depictions that are: (1) Obscene, as that term is defined in section 1460 of title 18, United States Code; (2) Child pornography, as that term is defined in section 2256 of title 18, United States Code; or (3) Harmful to minors.
- **Harmful to Minors** means any picture, image, graphic image file, or other visual depiction that: (1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- **Sexual Act and Sexual Contact** have the meanings given in section 2246 of title 18, United States Code.

### General Policies Regarding Use of Technology

The use of technology and access to the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. In addition to the following guidelines, the administration will deem what constitutes inappropriate use.

- Intentional abuse of computing resources, intentional interference with the operation of computing resources or wasting of computer resources is prohibited. This includes, but is not limited to, the uploading or creation of computer viruses.
- Intentional interference with or destruction of the work of other users is prohibited.
- Users shall not violate confidentiality, copyrights, or license agreements.
- Actions that attempt to circumvent prescribed channels of obtaining computer privileges and resources are prohibited.
- Changing wiring, connections, or placement of computing resources is prohibited.

- Modifying any system configuration, startup files, or applications without the explicit permission of the lab supervisor, teacher, media specialist or technologist is prohibited.
- Reporting improperly working equipment or software is highly encouraged so that computing resources can be better maintained for efficient availability.
- Using computing resources for commercial purposes is prohibited.
- A user may not use or download any software to school computers without permission of the school's technologist.
- All external storage devices (CDs, floppies, etc.) brought to the lab or library to be used in the computers must first be scanned for viruses by the teacher/librarian.
- Under no circumstances shall students, employees of the school system, or any individual exhibit or disseminate obscene/offensive materials on school property by computers or any other means.
- Under no circumstances shall students, employees of the school system, or any individual communicate by way of threatening material in a manner that could be construed as cyber bullying or directly threatening bodily harm and/or illegal activity.

### **Terms and Conditions for Use of Internet**

Internet access has been made available to students and staff. This access offers vast, diverse, and unique resources to both students and staff. The goal of providing this service is to promote educational excellence by facilitating resource sharing, production, innovation, and communication.

Internet users are personally responsible for their use of the Internet. These guidelines are provided so that users are aware of these responsibilities.

- All students must have an Internet Usage Permission Form, signed by their parents, that authorizes them access to the Internet.
- Students are to notify the teacher/librarian immediately of any security problem or inappropriate material they may encounter on the web or in e-mail. Inappropriate material should not be demonstrated to other users.
- Students are not to give out their own or others' personal information like telephone numbers, full names, addresses, etc. to anyone on the Internet.
- Students should not give anyone their password or allow another person to use their account to access the Internet or school network.
- Students must gain clearance from the teacher/librarian before downloading any programs from the Internet.
- Students must gain permission from the teacher/librarian to utilize personal devices brought to campus. All supplementary activities involving the use of personal devices, social media, chat rooms, etc. must be conducted under the permission and supervision of system personnel.
- Adherence to generally accepted rules of network etiquette (netiquette) is required. This includes but is not limited to the following:
  - Be polite. Abusive messages to others will not be tolerated.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - Illegal activities are strictly forbidden. Messages relating to or in support of illegal activities, cyber bullying, and other equally offensive activities should be reported to system personnel and proper authorities.
  - Electronic mail (e-mail) is not private. System administrators have access to all mail.
  - All communications and information accessible via the network should be respected as private property.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information received through the Internet or other forms of electronic communication. As described in the district's technology plan, the district currently uses blocking and filtering software and hardware to ensure the safety and protection of the users.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled; or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Enforcement**

Violating any of the guidelines of this policy can result in:

- Restricted access to computing facilities and equipment.
- Temporary or permanent loss of access to computing facilities and equipment.
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.
- Users being held responsible for the replacement costs of hardware or software due to damage through misuse or abuse.

In addition to local policy requirements, Georgia law O.C.G.A. 16-9-90, which may be cited as the Georgia Computer Systems Protection Act, also provides definitions, criminal liability and penalties for the crimes related to computer theft, computer trespass, computer invasion of privacy, computer forgery and computer password disclosure. Commission of a computer crime under O.C.G.A. 16-9-90 carries the possible penalty of a fine not exceeding \$50,000 and/or incarceration for a period not to exceed one year. Property laws covering theft, vandalism, destruction and copyright also apply to computing resources.

Violation of state law and/or federal law can be reported to proper enforcement authorities. Irwin County School District's internal procedures for enforcement of its policies are independent of possible prosecution under the law.

**Adoption**

The CIPA-Compliant Internet Safety Policy and the Acceptable Use Policy were adopted by the Irwin County Board of Education at a public meeting following normal public notice.

## **CIPA Compliance**

In compliance with the Children's Internet Protection Act (CIPA) and as outlined in the district's technology plan, Irwin County is currently using software and hardware for filtering/blocking measures to ensure the safety and protection of the users. (See Irwin County School District's **CIPA-Compliant Internet Safety Policy** and the **Irwin County School District Technology Plan**.)

## **CIPA-Compliant Internet Safety Policy**

### **Introduction**

The Irwin County School District adopted this revised CIPA-Compliant Internet Safety Policy (hereinafter referred to as *Internet Safety Policy*) at its regular board meeting on May 8, 2006 after providing public notice via the local newspaper on March 1, 2006 and holding a public meeting on March 6, 2006 to discuss this Internet Safety Policy.

The adopted Internet safety policy for minors includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (1) obscene; (2) child pornography; or (3) harmful to minors. This Internet safety policy includes the monitoring of online activities of minors, and the district enforces the operation of such technology protection measures during any use of such computers by minors.

It is the intent of this policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Technology Protection Measures**

To the extent practical, steps shall be taken to promote the safety and security of users of the Irwin County School District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

As required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet access to inappropriate information, to promote the safety and security of users of the Irwin County School District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Irwin County School District's staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the district's technology director or designated representatives.

### **CIPA Definition of Terms**

Key terms are as defined in the Children's Internet Protection Act:

1. Computer-- The term *computer* includes any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer.
2. Access To Internet-- A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network which has access to the Internet.
3. Technology Protection Measure -- The term *technology protection measure* means a specific technology that blocks or filters Internet access to visual depictions that are: (1) obscene, as that term is defined in section 1460 of title 18, United States Code; (2) child pornography, as that term is defined in section 2256 of title 18, United States Code; or (3) Harmful to minors.
4. Minor -- The term minor means an individual who has not attained the age of 17.
5. Child Pornography -- The term child pornography has the meaning given such term in section 2256 of title 18, United States Code.
6. Harmful To Minors -- The term harmful to minors means any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated

normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

7. Obscene -- The term obscene has the meaning given such term in section 1460 of title 18, United States Code.
8. Sexual Act; Sexual Contact -- The terms sexual act and sexual contact have the meanings given such terms in section 2246 of title 18, United States Code

### **Adoption**

Following normal public notice in the local newspaper on March 1, 2006, this Internet Safety Policy was adopted by the Irwin County Board of Education at its regular monthly board meeting on May 8, 2006.

The district will continue to evaluate whether or not currently available technology protection measures, including commercial Internet blocking and filtering software, adequately addresses the needs of the school district and will certify its compliance with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Publication of Student Images**

Students may be photographed, videotaped, or interviewed by news media or school officials at school or at a school activity or event and such photographs, interviews, and videotapes may be published, including internet publication. **Any parent, or guardian who objects to his or her student being photographed, videotaped, or interviewed, must present that objection in writing to the principal of the school within 10 days after the student's enrollment date.**

### **Fraud, Waste, Abuse and Corruption Procedure**

#### **Purpose**

In compliance with White House Executive Order 12731, the Irwin County School System provides all employees, clients, vendors, and individuals with confidential channels to report suspicious activities. The Irwin County School System shall not tolerate fraud, waste, abuse or corruption of any kind and has an established system for the reporting and investigating of suspicious activities.

#### **Definitions**

"Fraud" means the intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to Irwin County Schools that could result in a tangible or intangible benefit to themselves, others, or the locality or could cause detriment to others or the locality. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

"Waste" means the intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by the locality to the detriment or potential detriment of the locality. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

"Abuse" means the excessive or improper use of something, or the employment of something in a manner contrary to the natural or legal rules for its use; the intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources owned or operated by the locality: or extravagant or excessive use so as to abuse one's position or authority.

"Corruption" includes dishonest proceedings, bribery, debasement, alteration, or perversion of integrity. Corruption threatens equal access, quantity and quality of education.

#### **Examples of Fraud, Waste, Abuse and Corruption (Not all-inclusive)**

- Personal use of district-owned vehicles
- Long distance personal phone calls
- Personal use of district owned supplies or equipment
- Violations of system and/or state procurement policy
- Excessive or unnecessary purchases
- Falsification of official documents (timesheets, leave reports, travel vouchers, etc.)
- Contract fraud
- Serious abuse of time
- Inappropriate expenditures
- Embezzlement
- Theft or misuse of school funds or property
- Neglect of duty
- Bribery

**Statement of Administrative Regulations:**

Any and all reports of suspicious activity and/or suspected fraud, waste, abuse, or corruption, shall be investigated. The Irwin County School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, and corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and or criminal action should be taken.

**Confidentiality**

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

**Procedures and Responsibilities**

1. Anyone suspecting fraud, waste, abuse, or corruption whether it pertains to local, state, or federal programs, shall report his or her concerns to the Superintendent or the Superintendent's designee of the Irwin County Board of Education at 210 North Apple Street, Ocilla, Georgia 31774.
2. Any employee with the Irwin County Board of Education (part-time staff, full-time staff and contractors) who receives a report of suspected fraudulent activity MUST report this information within the next business day. The employee should contact the Superintendent or Superintendent's designee at (229) 468-7485. Employees have the responsibility to report suspected fraud, waste, or abuse. All reports can be made in confidence.
3. The Irwin County Board of Education or its designees shall conduct investigations of employees, providers, contractors, or vendors against which reports of suspicious activity are made. All investigations shall be thorough and complete in nature and shall occur in a prompt manner after the report is received.
4. If necessary, the person reporting the fraudulent activity will be contacted for additional information.
5. Periodic communication through meetings should emphasize the responsibilities and channels for reporting suspected fraud, waste, abuse, or corruption.
6. A hard copy of these Fraud, Waste, Abuse and Corruption Administrative Regulations shall be posted in a visible location at all schools and facilities and on the Irwin County Schools website ([www.irwin.k12.ga.us](http://www.irwin.k12.ga.us))
7. A report shall be made to the Chairman of the Irwin County Board of Education if fraud, waste, abuse, or corruption is suspected of or by the Superintendent.
8. Each employee shall review the document and will sign attesting that he or she has indeed received this information and understands its contents.

**GA School Safety Hotline****Toll-Free School Safety Hotline****1-877-SAY-STOP**

MAKE THE CALL AND STOP VIOLENCE IN YOUR SCHOOL

- The 1-877-SAY-STOP toll-free hotline was created by the Georgia Department of Education.
- Students can anonymously report anyone who has a weapon, has threatened to bring a weapon to school, or has violated any other school safety rules.
- The hotline hours are Monday-Friday, 8 a.m. to 5 p.m.; after 5 p.m. all calls will be forwarded to the Georgia Bureau of Investigation.
- Callers will not be asked to reveal their identities.

*Make the call; you can make a difference!*

**Parental Permission and Signature Page (Return to school as soon as possible)**

Student's Name \_\_\_\_\_ Grade Level \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

**Internet Usage Permission:** With your permission your child will be able use the school's computers and access the Internet at school as part of class instruction. Before signing and returning this form, be sure that you have read and discussed with your child the "Acceptable Use Policy" that is printed in the school's handbook and/or has been given to you with your child's other forms. **If your child is in grades 4 – 12, he/she should also sign this form.** *Violation of any of the rules in the policy may result in (1) forfeiture of permission to use the school's computers, the Internet, and the school network and/or (2) appropriate disciplinary action. Please sign below if granting permission.*

I, \_\_\_\_\_, (Parent's Printed Name) give permission for my child to use the school's computers and have access to the Internet. This may include the publishing of class-related information in accordance with the guidelines in the Acceptable Use Policy.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**If the student is in grades 4 through 12, he/she must also sign this form.**

I, \_\_\_\_\_, (Student's Printed Name) have also read and understand the Acceptable Use Policy and will honor the conditions of the policy.

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

\_\_\_\_\_  
Date

**School Wide Behavior Plan:** I have read the School-wide Behavior Plan and discussed it with my child.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Parental Acceptance of Handbook:** I have received a copy of the Irwin County Elementary School Handbook. I have read and understand the policies of Irwin County Elementary School and have discussed them with my child.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**Student, Teacher, Parent: Compact for Education:** I have read the Compact for Education and discussed it with my child.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**School Bus Discipline Policy and Safe Riding Instructions:** I have read the School Bus Discipline Policy and discussed it with my child.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**ICES Attendance Policy:** I have read and understand the ICES Attendance Policy.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

**Fraud, Waste, Abuse, and Corruption Procedure:** I have read and understand the Fraud, Waste, Abuse, and Corruption procedure for Irwin County Schools.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date