



EES Student Handbook

Eastside Elementary School
1201 20th Street NE
Cairo, Georgia 39828
(229) 377-8441
(229) 378-7816 (fax)

<http://Eastside.gce.schoolinsites.com>

Grady County BOE
122 N. Broad Street
Cairo, Georgia 39828
(229) 377-3701
(229) 377-3437

www.grady.k12.ga.us

“Teach, Lead, Learn”

Disclaimer: Due to circumstances out of our control, the procedures outlined in this handbook are subject to change. The Covid-19 pandemic and construction related to renovations to Eastside, as well as possible weather-related disasters, may warrant some changes that are necessary after the printing of this handbook.

*Este document puede ser traducido para usted.
A translation of this document is available upon request.*

Eastside Parents,

Thank you for allowing us to educate your child at Eastside Elementary School (EES)! Our theme this year is a spin on Dr. Seuss and his many words of encouragement – “**Eastside Students will SUCCEED! They will! They will! They will, INDEED!**” Our goal is to teach our students to monitor and take ownership of their choices, both behaviorally and academically. Let's empower students to set the stage for their own future successes. We cannot achieve this goal without working closely with our dedicated parents, faculty, staff, and community members. Eastside is committed to helping our students meet their full potential!

The purpose of the handbook is to provide basic information for our parents and students on school procedures, rules, and relevant Grady County Schools Board of Education (GCS BOE) policies. This handbook should serve as a reference guide; however, it is not exhaustive on all topics. Keep in mind that changes may occur after the handbook has been printed. You will be notified of these changes as they occur. All GCS BOE policies are accessible through the county website.

For more information specific to Eastside, go to our website, follow us on Facebook, and listen for the automated phone messages. You can also subscribe to the text-messaging system as it pertains to your child's class or grade level. We are proud to have you as a part of the Eastside family!

Respectfully,

Chiquila P. Wright, Ed.S.

Principal



Eastside Elementary School

“Teach, Learn, Lead”

Vision Statement

To provide students, parents, faculty, and staff with a safe, positive, and caring environment in order to help our children meet their highest academic potential and empower them to be “Owl”standing leaders and life-long learners.

School Motto

‘Owl’standing Teaching, Learning, and Leading Today for a Wiser Tomorrow!

School Mascot

Hootie, the Owl

School Colors

Red and Black

Positive Behavior Interventions & Supports Expectations

- Be Respectful.
- Be Responsible.
- Be Safe.



Grady County Schools

“Our Best Every Day”

Vision Statement

We envision a Grady County School System which produces educated, responsible, and respectful citizens. Students enjoy learning, teachers enjoy teaching, and the community is involved. Supported by dedicated staff and engaged parents, Grady County students will develop a commitment to life-long learning, understanding that they ultimately hold the responsibility for reaching their full potential in life.

Mission Statement

All Grady County students will graduate and be fully prepared for post-secondary education and/or careers, and for their roles as responsible citizens.

Strategic Plan Goals

- Maintain a safe, orderly, and effective environment for students, staff, and visitors.
- Raise achievement of all students to ensure attainment of maximum potential with a focus on college and/or career readiness.
- Promote involvement and engagement of students, teachers, parents, and community in the educational process.
- Recruit, hire, develop, and retain qualified, student-focused personnel.
- Ensure fiscal responsibility.

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EES FACULTY & STAFF

Chiquila Wright, Principal

Stacy Fallaw, Assistant Principal

Jennifer Willis, Instructional Coordinator

Pre-Kindergarten

- ❖ Demetria Jackson
- ❖ Christina Murphy
- ❖ Mallory Summers

Kindergarten

- ❖ Marie Hayward
- ❖ Karen Humphries
- ❖ Rachelle Ross
- ❖ Patricia Stephens
- ❖ Casey Usery

1st Grade

- ❖ Kayla Gainous
- ❖ Diana Johnson
- ❖ Angela Mitchell
- ❖ Susan Sweat
- ❖ Ashley Wells

2nd Grade

- ❖ Melanie Anderson
- ❖ Amy Bennett
- ❖ Carmisha Chestnut
- ❖ Delceina Layne
- ❖ TBA

3rd Grade

- ❖ Kiara Jones
- ❖ Crystal McCorkle
- ❖ Nichole Tucker
- ❖ Emily Whitley
- ❖ Kimberly Womble

4th Grade

- ❖ Shequita Corker
- ❖ Selea Devalle
- ❖ Quinyeda Frazier
- ❖ Susan Germani
- ❖ Lindsey Maige

5th Grade

- ❖ Jennifer Brown
- ❖ Janet Burch
- ❖ Marquelle Hopkins
- ❖ Dawn Lee
- ❖ Kelley Sessions
- ❖ Mindy Walsh

Special Education

- ❖ Kelsi Delange
- ❖ Hazel Grant
- ❖ Amy Parker
- ❖ Amy Phillips
- ❖ Robin Renaud
- ❖ Kelli Wilson

Special Areas

- ❖ Alice Edwards, ESOL
- ❖ Felicia Gabriel, School Counselor
- ❖ Lisa Latz, PE
- ❖ Megan Lokey, Music
- ❖ Ellen Register, ESOL
- ❖ Kasie Singletary, Media Specialist
- ❖ Gary Smith, PE

Cafeteria Staff

- ❖ Rhonda Dinkins
- ❖ Tina Edison
- ❖ Linda Guyton
- ❖ Anjah Johnson
- ❖ Jessica Kelly
- ❖ Iris Loudermilk
- ❖ Martha Maxwell
- ❖ Rachel Sherrod

Custodians

- ❖ Thessa Edwards
- ❖ Theresa Hunter
- ❖ Greg Parris
- ❖ Brenda Wright

Office Staff

- ❖ Jenni Broome
- ❖ Kim Rosencrantz

Nurse

- ❖ Sara Roberson

Paraprofessionals

- ❖ Angela Arbeary
- ❖ Pamela Brinson
- ❖ Keyla Byrden
- ❖ Linda Hines
- ❖ Donna Knight
- ❖ Beth Lamb
- ❖ Jasmine Monroe
- ❖ Petulia Morton
- ❖ Michelle Poitevint
- ❖ Marcia Reynolds
- ❖ Vivian Smiley
- ❖ Carolyn Thorton
- ❖ Lucille Webb

School Resource Officer

- ❖ TBA

WHOOO DO I CONTACT?



Subject	Who to contact	Phone #
Access to grades online	Jenni Broome, front office	377-8441
Attendance	Felicia Gabriel, School Counselor	378-1143
Busing	Stacy Fallaw, Asst. Principal Adrienne Cruel, Transportation Dir.	378-1142 377-2124
Car Rider Tags	Jenni Broome or other front office personnel	377-8441
Child Abuse Training for Volunteers	Felicia Gabriel, School Counselor	378-1143
Computers or Equipment	Jennifer Willis, Instructional Coord. Kasie Singletary, Media Specialist	378-1144 378-1141
Concerns or Problems	Chiquila Wright, Principal Stacy Fallaw, Asst. Principal	377-8441 378-1142
Discipline	Stacy Fallaw, Asst. Principal	378-1142
FLASH training	Felicia Gabriel, School Counselor	378-1143
Gifted Education	Jennifer Willis, Instructional Coord. Danielle Jones, ALPHA/Gifted Dir.	378-1144 397-1710
Media Center Procedures	Kasie Singletary, Media Specialist	378-1141
Medication	Nurse Sara Roberson	378-1207
Out-of-District information	Chiquila Wright, principal	377-8441
Pre-K info.	Jennifer Willis, Instructional Coord. Jackie McCurry, Pre-K Director	378-1144 307-1748
School Safety	Stacy Fallaw, Asst. Principal	378-1142
Special Educ.	Chiquila Wright, Principal Cristie Gilliard, Spec. Ed. Director	377-8441 377-7396
Textbooks or online access	Jennifer Willis, Instructional Coordinator	378-1144
Title 1	Jennifer Willis, Instructional Coord.	378-1144
Transportation changes	Front office personnel	377-8441
Volunteering	Chiquila Wright, principal	377-8441

ARRIVAL/DISMISSAL PROCEDURES

Morning Drop-Off Procedures

When: 7:30am – 7:55am (No students on campus before 7:15)

Where: End of PK/K hall ONLY – No other entrance!

All Students

After 7:30
am

- Students enter the building.
- Students that want breakfast grab a breakfast from the food cart.
- Students take breakfast straight to the classroom.

Afternoon Pick-Up Procedures

When: 2:00pm - 3:25pm (No student sign-outs after 1:30pm)

Where: End of PK/K hall ONLY – Parents should wait in cars.

Pre-K, K, 1st, 2nd Grade

3rd-5th Grade

At
dismissal

- Students stay in classroom

- Report to cafeteria

During
pick-up

- Students will be called by Car Rider number.
- Students will be escorted to cars by school personnel.

- Students will be called from cafeteria by Car Rider number.
- Students will report to the car pick-up lane.

NOTE: Siblings should not leave assigned area to pick-up other siblings. Teachers and other school personnel will help ensure students are well cared for.

Busing information and procedures can be found under “Busing Information and Procedures” in this book.

Changes to your child's afternoon transportation must be made before 2:00pm by calling the front office. Do not send messages to teachers through the text-messaging system, as they may not see it in time. All correspondence should go through the front office.

ATTENDANCE

Every effort should be made for a student to attend school. There is no substitute for the daily participation in classroom instruction. Regular attendance is necessary for two reasons: (1) It is required by state law. (2) It is essential to academic success, enjoyment, and achievement in school work.

Daily Attendance

- Attendance is taken at 8:00am and during each class.
- Students that miss more than half of a class period will be counted as absent from that class period.
- Students in foster care shall be counted present when attending court proceedings relating to their foster care.
- Absences due to out-of-school suspension shall not be counted in the total unexcused absences for the purpose of determining truancy.

Early Dismissal

- Parent, guardian, or other designee must report to the front office and provide a valid driver's license or photo ID for our Ident-A-Kid safety system. ID will be scanned for approval of student release.
- Parent, guardian, or other designee will wait under the catwalk or in car for student to be called to the office by office personnel.
- The school principal or designee shall release a student to the enrolling parent/guardian or person(s) authorized by the enrolling parent/guardian. See "Custody of Children".

Excused Absences

Excused absences require a note from the doctor or parents concerning illnesses or family emergencies.

1. All notes (doctor or hand-written) must be filed at the school office within five (5) days of the student's return.
2. Only five (5) handwritten notes from parents/guardians will be allowed each school year.

School administrators review absences to determine whether it is concerned or excused or unexcused.

Excused absences with proper documentation may include:

- Student illness
- Serious illness or death in immediate family that necessitates student absence
- Mandates by order of governmental agencies or by court order
- Celebrating religious holidays
- Conditions that render attendance impossible or hazardous to their health or safety
- Military or National Guard parent called to duty in a combat zone or combat-supporting post, or parent on leave from such an assignment (not to exceed five (5) days per school year)

Excessive Absences

Excessive absences will be referred to the Grady County School Social Services Department. The principal and Attendance Committee will also determine excessive absences, tardies, and early dismissals on an individual basis.

Pre-K Attendance Policy

Pre-K students follow additional attendance regulations as outlined by Georgia's Bright from the Start. Any student who is chronically absent or habitually absent may be subject to disenrollment from the Pre-K program.

Make-Up Work

Students will be allowed three (3) days upon returning to school to make arrangements with each teacher to make up work missed. It is the responsibility of the student and parent/guardian to check with teachers regarding make-up work. School administration may determine when extenuating circumstances may exist.

Tardies

School begins promptly at 8:00am, with the tardy bell ringing at 8:05am. Students arriving after 8:05am must report to the office for a tardy pass. Excessive tardiness may be referred to the Grady County Schools' Social Services department.



ATTENDANCE PROTOCOL

1-3 unexcused absences (UNA)	SCHOOL LEVEL INTERVENTIONS <ul style="list-style-type: none"> • Make a positive phone call to parent/guardian. • Document reason for absence in Social Work Portal. • Remind parent/guardian of documentation for excuse. • Monitor attendance
4-5 unexcused absences	<ul style="list-style-type: none"> • See prior section for foundational interventions. • Send School Attendance Letter. • Continue to document in Social Work Portal. • Refer to the School Counselor for interventions. • Monitor attendance.
6-7 unexcused absences	SCHOOL SOCIAL WORKER INTERVENTIONS <ul style="list-style-type: none"> • See prior sections for foundational interventions. • Designated staff will refer to School Social Workers through the Social Work Portal. • School Social Workers will develop and implement interventions to address increased unexcused absences.
8-9 unexcused absences	<ul style="list-style-type: none"> • See prior sections for foundational interventions. • Review prior absence data to determine any patterns. • Schedule Mandated Parent Conference or Mandated Attendance Task Force Hearing.
10-more unexcused absences	<ul style="list-style-type: none"> • See prior sections for foundational interventions. • Refer to State/Juvenile Court in accordance to Georgia Compulsory Attendance Law
* Excuses	<ul style="list-style-type: none"> • Excuses are to be submitted within 5 days of student returning to school.
* Parent Excuses	<ul style="list-style-type: none"> • Each school will only accept 5 parent/guardian handwritten excuses.
Grady Online Virtual School	<ul style="list-style-type: none"> • Incorporate attendance protocol in conjunction with program criteria to address students' lack of compliance with online instruction.

BELL SCHEDULE

Morning

7:30am

- First bus wave unloads.
- Students wishing to eat breakfast will grab breakfast from the “Grab-n-Go” cart and take it to the classroom.
- All students will report straight to the classroom.
- Adults are not permitted in the building.

8:00am

- School begins.

8:05am

- Tardy bell rings.
-

Afternoon

2:00pm

- Deadline for student transportation changes for the day.

2:30pm

- Deadline for early dismissals

3:00pm

- Car Rider dismissal begins

3:10pm

- First Bus dismissal

3:20pm

- Second Bus, walkers, employee's children dismissal

3:30pm

- All car riders must be picked up.

BIRTHDAYS, CELEBRATIONS, & PARTIES

Due to COVID-19 and CDC guidelines, all school-based parties are suspended. Outside food and drinks are not permitted.

Students will not be allowed to bring invitations to a non-school party to pass out at school. School personnel cannot provide student addresses or contact information to non-custodial parents.

Deliveries of flowers, balloons, or arrangements for students are not allowed at school.

BUSING INFORMATION & PROCEDURES

Grady County Schools provides busing for in-district students to and from school. The bus driver will pick up and dismiss your child from the same location every day. Alternative pick-up and drop-off locations within the bus's route must be pre-approved by the Grady County Transportation Dept. and the bus driver. See "Contact Quick Reference".

Permission to Ride

Regular bus riders will be placed on the bus he/she typically rides. Bus students cannot change their bus or means of transportation without a written note from a parent or a phone call to the front office before 2:00pm.

Friends will only be allowed to ride with bus riders with written permission from both students' parents. Written permission must be given to school administration ASAP, in time for verification.

Riding Expectations

Riding the bus is a PRIVILEGE and not a RIGHT! Appropriate student behavior is expected. Unruly student behavior creates unsafe riding conditions for the student and others. All bus riders should follow these bus safety rules:



- Masks are recommended.
- Follow the directions of the driver.
- Remain seated while the bus is in motion.
- Keep arms, legs, and objects to yourself and inside the bus.
- Talk quietly. Refrain from yelling or using profanity.
- Eating and drinking on the bus is prohibited.
- Drugs, alcohol, and weapons are prohibited.
- All rules as indicated in the Grady County Code of Conduct apply while riding the bus.
- Bullying and other acts of aggression will be addressed immediately.
- Any student suspended from riding a bus **will not be allowed** to ride any other buses until the suspension has been completed.

Bus Disciplinary Procedures

- After a bus driver has corrected a student several times and recorded each incident, school administrators and parents/guardians will be contacted for stronger action.
- School administrators will follow a progressive discipline process.
- The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior and will take into account the student's discipline history, the age of the student, and other relevant factors.

CELL PHONE USAGE

Students are not permitted to carry cell phones at school. Sometimes there are circumstances with before or after school care that may warrant a student having a phone in his/her book bag. Administration may approve such circumstances when advised. Cell phones, tablets, and other electronic devices found out in class, duty rooms, hallway, restrooms, recess, etc. will be

confiscated and turned in to the front office. Parent/Guardian will be notified to come pick up the device from the front office. EES and its personnel are not responsible for lost/stolen devices. School, classroom, or student searches will not be conducted to locate stolen devices.

CHILD ABUSE MANDATED REPORTER TRAINING

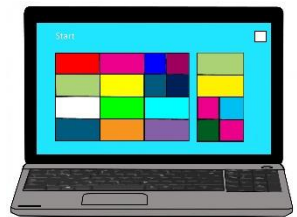
All parents, guardians, or designees who plan to volunteer at the school or attend fieldstrips as a chaperone are required to take the Child Abuse Mandated Reporter Training. This training is required prior to attending any school field trip, volunteering in the school, or working around students in school in any capacity. Once the training has been completed, bring your Certificate of Completion to the school. You will be provided a card that fits in your wallet to verify you've completed the training. Training dates may be provided at the school or you can complete the training at home using the link below.

https://www.prosolutionstraining.com/store/product/?tProductVersion_id=1652

NOTE: All school personnel are required by GA Law O.C.G.A. 19-7-5 (2016) to report any suspicion of abuse or neglect. All school personnel receive yearly training on how to identify and report such suspicion.

COMPUTER SOFTWARE MANAGEMENT

It is the policy of the Grady County Board of Education to respect all computer software copyrights and adhere to the terms of all software licenses to which the Board is a party.



Only software purchased through the purchasing procedures of the GCS BOE, donated to the GCS BOE, or used in staff development or college credit courses may be used on computers purchased by the GCS BOE.

All non-purchased software must be accompanied with a letter identifying the software and the author of copyright/licensing agreement of the software. Students are not permitted to bring software from home (or software obtained by any party other than those so specified) and load the software on any computer purchased by the GCS BOE.

COVID-19 PANDEMIC

The COVID-19 Pandemic has caused the Grady County School System to review past practices and procedures. Grady County Schools seeks guidance from numerous governmental and health organizations to make informed decisions about school procedures and school closures. Due to the unpredictable nature of the COVID-19 Pandemic, additional guidelines have been added to encourage the safety of everyone. Additional changes are anticipated as the year progresses and adjustments are needed to ensure the safety of everyone.

Covid-19 Guidelines

- No large group assemblies will be conducted until it has been declared safe for participants. This includes, but is not limited to honors programs, pep rallies, public speakers, etc.
- Temperature checks for individuals visiting the school campus may be required upon entry of the school.
- Masks may be required for individuals visiting the school campus.
- Schools may limit or ban visitors on campus.
- Schools may limit or ban the use of school facilities for any purposes other than the daily school functions.

- School closures may happen abruptly to address potential outbreaks. Maintaining current contact information with your child's school is critical to stay informed about changes! All students will be expected to participate in school whether through online instruction or through a blended approach to learning (online & packets).
- Students that are sick showing obvious symptoms such as fever, throwing up, diarrhea, continuous coughing, and sore throat are to stay home and avoid the potential spread of any illness.

CRISIS ALERT MONITORING SYSTEM

Grady County Schools utilizes the Crisis Alert Monitoring System. It enables each staff member at each school to initiate an alert and automatically disseminate critical information quickly and reliably anywhere on the school campus, inside or outside the building. This technology provides immediate visual and audio notification of an emergency to all building occupants.

CUSTODY OF CHILDREN

School personnel recognize the person who enrolled the child and is currently listed in the student information system (PowerSchool) as the custodial parent/guardian.

DRESS CODE

Tops

Shirts should be at a length to cover the stomach. Shirts with graphics must not advertise or depict alcohol, tobacco, drugs, weapons, violence, death, inappropriate content, or inappropriate language (inflammatory, vulgar, or suggestive).

Bottoms

Students may wear capris, blue jeans, long pants, shorts, dresses, and skirts. Shorts, dresses, and skirts must be "mid-thigh" in length. Shorts should be clearly visible below the shirt.

Shoes

All shoes, including sandals, must have backs. Shoes requiring strings must be tied. For safety reasons, it is advised that students wear tennis shoes or sneakers to PE. Depending on the activity, Crocs, sandals, or boots may not be appropriate. Students wearing inappropriate shoes may be required to participate in alternate activities.

Prohibited Clothing and Shoes

- Baggy or sagging pants
- Hats, caps, bandanas, visors, combs, picks, sunglasses
- Tank tops, muscle shirts
- Spaghetti strap tops or dresses
- Extremely short shorts, dresses, or skirts (must be mid-thigh)
- Low cut blouses, undershirts, crop tops, backless shirts, halter tops
- Extremely tight clothing – Leggings and jeggings must be worn with a long shirt or dress.
- Bike pants, yoga pants, or cheer shorts
- Clothing with holes cut, torn, or worn above the knee
- Flip flops, slides, bedroom shoes, skate shoes, or cleats
- Body piercings other than ears; no tongue, nose, lip, or other facial piercings allowed.

The administration reserves the right to determine appropriateness in cases not covered by this dress code. Parents may be called to bring a change of clothing when a student violates the dress code in more than one incidence or if too revealing. Zip ties may be provided.

ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

It is the intent of Grady County Schools that every student in the system who has a primary home language other than English and who is identified as Limited English Proficient be provided with the opportunity to participate in an English Language Learner program.

EQUIPMENT USAGE

Grady County Schools has purchased some equipment such as laptop computers, iPads, science and math manipulatives, and hot spot internet connectivity devices to enhance students' learning opportunities. Any equipment purchased by Grady County Schools is to be used for the sole purpose of supporting Grady County students' learning. It is not to be used for recreational or personal use and is not to be shared or loaned to other individuals. Questions or concerns about school equipment are to be directed to the school that issued the devices.

FIELD TRIPS

Eastside administrators and teachers believe that field trips are an integral part of education. In order to provide students with educational opportunities in the safest manner possible, the following guidelines must be adhered to.

Fieldtrip Guidelines

- Due to guidelines provided by the CDC, fieldtrips may be limited or suspended for the 2020-2021 school year.

FAMILY LIFE & SEXUAL HEALTH EDUCATION (FLASH)

Family Life and Sexual Health Education (FLASH) is an evidence-informed sexuality education program for students in 4th and 5th grades. Evidence-informed programs are medically accurate and meet the criteria for effective sexual health programs. FLASH has demonstrated the ability to decrease the number of lifetime sexual partners among youth.

FLASH Curriculum – Lesson Outline	
4th Grade	5th Grade
Family	Decision-making
Self-Esteem	Sexual Exploitation
Gender Roles	Puberty: Day 2
Friendship	Reproductive System
Puberty: Day 1	Pregnancy: Day 1
	HIV/AIDS: Day 1

Georgia law permits parents or legal guardians to elect, in writing, that their children not receive sexuality education. All 4th and 5th grade parents will be sent a letter (sent home with students) to complete if they would like to opt out. Students who do not participate will be provided an alternative assignment as required by GCS BOE.

504 PLAN

Any student, parent, or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504.

Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator.

The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system’s central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found on the system website or may be picked up at the central office or at any school.

GIFTED AND TALENTED PROGRAM

The ALPHA/Gifted Academy (Advancement in Learning & Performance for Higher Achievement) is a county-wide K-12 initiative that offers our gifted and talented students a deeper level of learning and adds the breadth and acceleration needed in the classroom. Our school system currently has over 50 teachers that are gifted-endorsed and/or holds College Board AP certification. Our ALPHA/Gifted students are surrounded in their classrooms with like-minded students who are on similar journeys. Teachers and administrators challenge the students not only academically, but also challenge the students to get involved and grow personally. Our students exhibit high achievement in academics, partake in scholarly competitions, and participate in many extracurricular activities. We want our ALPHA/Gifted students to gain confidence in order to find their voice and take courses that demonstrate rigor. By providing extended-learning opportunities that offer critical thinking or problem-solving skills, we want to develop an intellectual curiosity in order to advance their scholarships and realize their greatest potential. (See Contact Quick Reference)

HONOR ROLL

Students in 1st – 5th grades who make all A's in all subject areas at the end of each 9-week grading period will be recognized as achieving A Honor Roll. Students who make A's and B's at the end of each 9-week grading period will be recognized as receiving A/B Honor Roll.

'Owl'standing Leader Programs

'Owl'standing Leader Programs will be suspended at this time, due to recommended guidelines by the CDC. Students making A or A/B Honor Roll will be recognized during the school day.

IMMUNIZATIONS/HEALTH FORMS

Georgia law requires that each student have the Georgia Form 3231 Certificate of Immunization and Georgia Form 3300 Certificate of Vision, Hearing, Dental, and Nutrition on file in the front office.

IN-SCHOOL SUSPENSION (ISS)

As part of our progressive discipline plan, students in 4th-5th grades may be assigned in-school suspension (ISS) at Washington Middle School by a school administrator. This intervention is designed to temporarily remove disruptive students from their typical learning environment and to provide continued academic progression in a structured learning environment. It is the discretion of the Eastside Administration in determining when ISS will be assigned.

INTERNET ACCESS AND USE

The purpose of internet use in the Grady County School System is to support and enhance education by providing access to unique resources and the opportunity for collaborative work. Use of the Grady County School's connection to the internet must be the support of education and academic research consistent with the educational objectives of Grady County Schools. Grady County Schools support the guidelines of the Department of Education's Office of Instructional Technology and the Board of Regent's Policy for Acceptance Use. Use of another organization's networks or computing resources must comply with the rules appropriate for that network. Transmission of material in violation of any U.S. or state regulation is prohibited. Illegal activities are strictly prohibited.

The use of Grady County Schools' internet access is not a right; it is a privilege. Inappropriate use will result in the cancellation of access privileges and possibly disciplinary action. The system media committee will give guidance and direction to the

system's internet use and access. School media committees established at each school will monitor internet access at each school and advise school staff of appropriate practices and procedures.

All students have access to the internet through normal daily activity. If you do not want your child to have this access, please contact your school to "opt-out". The full Grady County Technology and Internet Acceptable Use Policy can be obtained by requesting a copy from the school or by accessing the full document online at <http://goo.gl/Sn1cT>.

MEALS

All students in Grady County Schools are eligible to eat breakfast and lunch at no cost, due to the Community Eligibility Option Grant. Menus are available online through the Grady County Schools website.

Dietary Restrictions

Students with dietary restrictions (i.e. food allergies) must present documentation from a physician. The school counselor will work with the parent and the nutrition manager to make the appropriate accommodations. Parents should inform the school of all known allergies to ensure proper nutritional and medical health.

Cafeteria Procedures

Students should:

- Whisper in line until they reach the serving line.
- Move through the serving line quietly
- Talk to peers at their table only.
- Remain in their seats and raise their hand for assistance.
- Clean up their dining area before leaving the table.
- Follow the directives of the staff members on duty.
- Exit the cafeteria quietly in a single file line.

Food from Home

Students are allowed to bring lunch from home. Glass containers, lunches from home that require heating up, and sodas (canned or bottled) are prohibited. Food brought to share with other students is prohibited.

Breakfast Schedule

Breakfast is served from 7:30am to 7:55am. Students arriving after this time will not be permitted to eat breakfast. Breakfast will be served “grab-n-go” style, with students eating in the classroom.

Lunch Schedule

Due to COVID-19 and CDC Recommendations for Schools, classes will rotate eating lunch in the cafeteria and eating in the classroom. EES Administration will schedule a rotation to reduce the amount of students in the cafeteria and to provide for social distancing.

Visitors

Due to COVID-19 and CDC Recommendations for Schools, visitors will not be permitted to eat lunch with students.

Ice Cream

Student may purchase ice cream on Wednesday-Friday for \$1.00. If a student is disruptive in the cafeteria, duty personnel may withhold the student's purchasing privilege for that day. EES Administration reserves the right to withhold a student's purchasing privilege for an extended period.

MEDIA CENTER

Eastside's media center is accessible to students from 8:00am to 2:30pm. Students may check out two books per visit for a loan period of one week. Students will not be allowed to check-out books if fees are owed. Once fees are cleared, the student's privileges are extended.

MEDICATION ADMINISTRATION

Eastside has a school nurse available to administer prescription medication during the school day, as needed. Parents must have a Medication Administration Form and a Release of Information for the prescribing physician on file with the nurse. The medication must be brought to school by the parent/guardian in the original prescription bottle. **MEDICATION MUST NOT BE TRANSPORTED BY STUDENTS!!!** Pharmacies will provide two bottles upon request to allow one for school and one for home.

MONEY/VALUABLE ITEMS

Due to field trips, special events, pictures, and fundraisers, it may be necessary for students to bring money to school. For security purposes, send money in a sealed envelope with the student's name, teacher's name, and purpose of money.

Students should not bring valuable items to school. Items may be lost, broken, or taken. Faculty and staff cannot be responsible for student's personal items.

“NO NIT” POLICY/HEAD LICE

The Grady County Schools and the Health Department have adopted a “No Nit” policy regarding head lice. Lice can be very contagious.

Procedure

- If a student is found to have lice or nits, a parent/guardian will be contacted to pick the student up from school.
- All siblings and classmates will be checked as well.
- Before returning to school, the student must be treated at home and be free of nits.

- Upon returning to school, the child must be accompanied by a parent/guardian to ensure clearance by the school nurse or designee.
- If lice or nits are still present, the student must return home for further treatment until no lice or nits are present.

NON-DISCRIMINATION POLICY

It is the policy of the Grady County Board of Education to not discriminate on the basis of gender, age, race, color, creed, national origin, native language, religion, handicap, or political affiliation in educational programs and activities of or admission to facilities operated by the employment practices of the Grady County Board of Education.

NURSING SERVICES

Eastside Elementary School is fortunate to have a full-time school nurse on site. In order to benefit from these services, parents must sign and return the Nursing Administration form at the beginning of the year or upon enrollment.

Nursing serves may include:

- Administration of first aid
- Breathing treatments
- Administration of prescription medication* (in original bottle from pharmacy)
- Administration of over-the-counter medicines, such as headache medication, antacids, saline drops
- Requesting change of clothes from parent/guardian
- Screening for head lice
- Vision/Hearing screenings
- Contacting parents to pick up sick students

For the health and safety of all students, students sent home with fever must be fever-free for 24 hours without fever-reducing medication!

If COVID-19 symptoms are present, the nurse will:

- Isolate the student.
- Provide student with a face mask to limit possible spread.
- Contact the parent/guardian for immediate student pick-up.
- Communicate with administration about suspected case.

NOTE: Parent/Guardian may be required to produce documentation before the student can return to school.

OUT OF DISTRICT POLICY

Enrollment Procedure

- Parent/Guardian of out-of-district students must request enrollment with the principal of the out-of-district school.
- If enrollment is possible (based on enrollment numbers in the specified grade), the Out-of-District Contract must be signed by the principal of the requesting school prior to enrollment.
- Parent/Guardian must complete an Out-of-District Contract for each year of the out-of-district enrollment.
- Contract completion does not guarantee enrollment in the requested school.
- All Grady County Schools are governed by the above Out-of-District guidelines.

Out-of-District Guidelines (if accepted)

- **Transportation** – Parents will be responsible for providing transportation to and from school within the set school hours.
- **Attendance** – No more than five (5) unexcused absences and/or ten (10) tardies will be accepted. Documentation will be kept by the Attendance Committee. Excessive tardies, early dismissals, and late pick-ups (past 3:30pm) will be used in determining continued eligibility.

- **Behavior** – Student and parent will agree to abide by the Grady County Student Code of Conduct. Excessive disciplinary referrals, both office and classroom referrals, will be considered when determining continued eligibility.

PHYSICAL EDUCATION PROGRAM

All students are required to participate in physical education classes. A student may be temporarily excused from participation upon the written request from a parent and/or note from a doctor recommending temporary excusal. Permanent exclusion from or limited participation in physical education activities requires a written doctor's statement.

PROMOTION/PLACEMENT/RETENTION POLICY

The Grady County Board of Education shall require all school governed by its authority to abide by the Georgia State Board of Education Rule 160-4-2-.11, which specifies how the Georgia Milestones Assessment System (GMAS) administered in grades 3, 5, and 8 will be used in making promotion, placement, and retention decisions for students. This policy may be subject to change due to waivers associated with the COVID-19 pandemic.

Kindergarten Promotion Policy

Students must master 80% of skills on the Kindergarten Report Card for the four grading periods. In addition, students must identify 90% of uppercase letters, lowercase letters, and letter sounds.

First and Second Grade Promotion Policy

Students must achieve an average of 70% or higher in English Language Arts (ELA) and Math for the school year.

Third Grade Promotion Policy

Students must achieve an average of 70% or higher in ELA, Math, and one other academic subject (Science or Social Studies). In

addition, students must score “On/Above Grade Level” in ELA on the GMAS.

Fourth Grade Promotion Policy

Students must achieve an average of 70% or higher in ELA, Math, and one other academic subject (Science or Social Studies).

Fifth Grade Promotion Policy

Students must achieve an average of 70% or higher in ELA, Math, and one other academic subject (Science or Social Studies). In addition, students must score “On/Above Grade Level” in ELA and “Developing Learner” or higher in Math on the GMAS.

Students not meeting promotion policy can be placed in the next grade by a committee consisting of the student's parent/guardian, current teacher, and administration or designee. The Promotion/Placement committee must agree by consensus that placement in the next grade is the best option for the student.

REPORT CARDS/PROGRESS REPORTS

Report Cards

Report cards are issued on the third working day after each 9-week grading period. There are four grading periods in a school year. Report cards for grades 1-5 are printed from PowerSchool and sent home with students. Kindergarten students receive a hand-written report card. Report cards should be signed by a parent/guardian and returned to school within five (5) school days.

Midterm Progress Report

Midterm Progress Reports will be sent at the approximate mid-point of each 9-week grading period.

Ongoing Grades

Parents/Guardians can also access ongoing grades by signing up for the PowerSchool Parent Portal. See Mrs. Broome in the front office for more information.

SCHOOL PICTURES

School pictures are taken twice during the school year. Individual student pictures are taken in the fall. Class pictures and individual student pictures will be taken in the spring of the year. Purchasing information will be sent home in advance.

Candid photos may be taken throughout the school year by teachers, administration, and volunteers during school events, classroom events, fieldtrips, etc. These pictures may be used on the school website, school social media, and/or school yearbook. If you would not like for your child's picture to be used in such manner, please contact the front office for an opt-out form.

SCHOOL RESOURCE OFFICER (SRO)

Grady County Schools is committed to ensuring its schools are safe and orderly. The school system takes a very proactive approach to ensuring the safety of students, staff members and campus visitors. The officers respond to needs of our students, staff, and community. In addition to enforcing the laws of the State of Georgia, officers are available to teach classes both during the school day to students and to community groups in the evenings. The officers are P.O.S.T. certified and attend the necessary trainings to maintain their certification.

STUDENT INSURANCE

Student insurance is available at a nominal cost. Insurance may be purchased for school day coverage or 24-hour coverage. The purchase of insurance is optional.

STUDENT RESTRAINT

EES administration and other designated faculty have been trained in the use of Mindset. Mindset is a program that certifies professionals in a system of preventing and managing aggressive behavior. For more information about the Mindset curriculum, visit www.mindsetconsulting.net/.

SURVEILLANCE CAMERAS

Surveillance Camera Policy

Eastside Elementary School recognizes a need to strike a balance between the individual's right to be free from invasion of privacy and the school's duty to promote a safe environment for all students and faculty.

The purpose of video surveillance at EES is to:

1. Promote a safe environment by deterring acts of harassment or assault.
2. Deter theft and vandalism and assist in the identification of individuals.
3. Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.
4. Assist in the daily monitoring of student conduct and behavior.

Any person purposely touching, blocking, damaging, and/or causing a surveillance camera to malfunction will be charged with vandalism of school property.

Surveillance cameras operate 24 hours per day, seven (7) days a week and record continually for several months. Cameras are monitored by designated school officials who may include, but are not limited to, administrators, teachers, and School Resource Officers (SROs).

Surveillance film will not be viewed by or provided to students or parents. However, this does not preclude an administrator or deputy sheriff (SRO) from obtaining the aid of students, faculty,

and staff in identifying persons of interest who may be implicated in a surveillance recording. Request to view surveillance evidence will require Grady County School Board approval.

Surveillance evidence may be used to corroborate or verify an act has taken place, identify a specific person(s) involved in an act/incident, and/or to witness the extent of which an act has been committed.

TEACHER CONFERENCES/PLANNING TIMES

Parents are encouraged to scheduled conferences with teachers to discuss grades, behavior, and other concerns.

Scheduling an appointment

- Parents are asked to schedule conferences during the teacher's planning time or after school (3:00-3:30pm).
- Conference times after school are available at the teacher's discretion, due to other scheduled meetings, duty requirements, and/or prior obligations.
- Parents should contact the teacher or the school office to set up the appointment **in advance**.
- Teachers are not available before school, after school, or during the middle of the school day without an appointment. Instruction should not be interrupted.
- Due to COVID-19 and CDC Guidelines for Schools, conferences may be held via video or phone.

Planning Times (preferred conference time)

Pre-K teachers	2:00-2:30pm
Kindergarten teachers	1:45-2:30pm
1 st Grade teachers	12:15-1:05pm
2 nd Grade teachers	10:55-11:45am
3 rd Grade teachers	10:00-10:50am
4 th Grade teachers	9:05-9:55am
5 th Grade teachers	8:10-9:00am

Visiting the Classroom

Due to COVID-19 and CDC Guidelines for Schools, as well as school safety and student confidentiality, we are not accepting visitors in the classroom or throughout the school building.

TELEPHONE USE

Messages to students may be taken by the office when deemed an emergency or essential. Students are not allowed to use the school phones unless deemed necessary by school personnel.

Messages to teachers will be taken by the office and given to the teacher at the end of the school day. Classrooms will not be interrupted for routine phone calls or to schedule a conference.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Fees for lost or damaged books will be the parent's responsibility. Due to the high cost of replacement textbooks, teachers are not required to send textbooks home each night. Some textbooks may have online access for students and parents. Parent may request online access to textbooks or request to temporarily check-out a textbook for home use.

TITLE 1

What is Title 1?

Title 1, Part A, is a part of the Elementary and Secondary Act of 1965, as amended by the Every Student Succeeds Act (ESSA). This Act provides federal funds through the Georgia Department of Education to local educational agencies (LEAs) and public schools with high numbers or percentages of poor children to help ensure that all children meet challenging state academic content and student academic achievement standards. LEAs target the Title 1, Part A funds they receive to public schools with

the highest percentages of children from low-income families. These funds may be used for children from preschool to high school. Title 1, Part A is designed to support state and local school reform efforts tied to challenging state academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. Title 1, Part A programs must be based on effective means of improving student achievement and include strategies to support parental involvement. EES is a Schoolwide Title 1 school and the Schoolwide Improvement Plan is available for review in the main office and on the school website. Parents are invited to participate in the annual revision of the Schoolwide Improvement Plan.

Academic Standards

Students at EES are taught using state-required academic standards. Standards for all academic areas can be accessed at www.georgiastandards.org.

Parent and Family Engagement Plan

Title 1, Part A, Section 1116 of the ESSA requires that each school served under Title 1, Part A develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement plan. Copies of the Grady County Parent and Family Engagement Plan and the EES Parent and Family Engagement Plan are available for review by parents in the main office of the school or on the school website. The Grady County Title 1 program provides resource materials to parents who visit the Parent Smart Resource Center located in the EES Media Center. The resource center is open during school hours. For additional information, please contact the front office. Parents are invited to participate in workshops and special events sponsored by Title 1 and the annual revision of the Parent and Family Engagement Plan.

Parent's Right to Know

In compliance with the requirements of the Every Student Succeeds Act, you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s).

The following information may be requested:

- Whether the student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Whether the student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact your child's school or the Title I office.

School-Parent Compact

The School-Parent Compact is a written agreement between parents, teachers, and students. The compact is developed by all stakeholders and outlines how parents, the entire school staff, and students will share the responsibility for improving student achievement. The compact is signed by parents, teachers, and students at the beginning of the year and serves as a clear reminder of the agreement for all to share in the responsibility for student learning. A copy is available in the front office and on the school website. Parents are invited to participate in the annual revision of this compact.

VISITORS & VOLUNTEERS

EES is dedicated to providing a safe school environment for our students. Due to the COVID-19 pandemic and suggested guidelines provided by the CDC, **non-essential visitors are not permitted.**

Parents and/or guardians will not be permitted to:

- walk students to the classroom.
- visit the classroom.
- eat lunch with students.

WEAPONS LAWS

EES and all Georgia schools enforce Public Law 103-227. This law makes it unlawful for any person to carry, possess, or have under control any weapon at school, school functions, on school property, on a school bus, or other transportation furnished by the school. A weapon includes guns, knives, razors, or any other dangerous weapon as defined by law. For more information, consult the GCS Student Code of Conduct and/or the GCS website for the complete policy concerning weapons.

Eastside Elementary School

STUDENT DISCIPLINE CODE



NOTICE: You are duly informed that the principal of each school in the Grady County School System, his/her authorized representative, and/or School Resource Officers (SROs) possess the authority to conduct reasonable interviews/investigations of students in order to properly investigate and punish student misconduct without parent consent. This includes the authority to conduct a search of students and their property, including book bags, back packs, purses, and personal vehicles parked on campus, when there is reason to believe that the search could prevent danger or disruption to the school or the continued violation of established laws.

Any misconduct that threatens the health, safety, or well-being of others may result in the immediate removal of the student from the school and/or school function and suspension for up to ten (10) days pending disciplinary investigation of the allegations. The school may choose to involve the Grady County Board of Education, the School Resource Officer, and/or other law enforcement agencies as deemed appropriate.

A. AGGRESSIVE BEHAVIOR

Verbal assault of other student(s); Threatening or intimidating another student; Verbal, written, or social media threats made that would involve the disruption or safety of the school.

1. Without physical contact

CONSEQUENCE:

1st Offense: Administrative discretion

2nd Offense: 1 day detention

3rd Offense: Minimum 2 days detention

2. With physical contact

CONSEQUENCE:

1st Offense: 1 day detention

2nd Offense: Minimum 2 days detention or 1 day OSS

3rd Offense: 1-3 days OSS

B. ALCOHOL/ILLEGAL DRUGS/INHALANTS

Drug paraphernalia will be confiscated and delivered to SRO/law enforcement for testing. If drug residue is found, student(s) will be in violation of rules B-1, 2, and 3.

- 1. Drugs:** No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell, or otherwise distribute or possess with intent or attempt to buy, sell, or otherwise distribute, or possess with intent to distribute drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substances under the Georgia Controlled Substance Act or any substance believed by the student to be or misrepresented as an illegal drug.
- 2. Paraphernalia:** No student shall possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.

3. **Alcohol:** No student shall possess, consume, transmit, store, be under any degree of influence of, buy, sell, or otherwise distribute or possess with intent or attempt to buy, sell, or otherwise distribute, or possess with intent to distribute alcoholic beverages (including related products such as “near” beer, non-alcoholic beer, and non-alcoholic wine coolers) or any other substances under the Georgia Controlled Substances Act or any substance believed by the student to be an alcoholic product. Legal intoxication is not required of this Code of Conduct.
4. **Inhalants:** No student shall sniff or be under the influence of inhalants and/or other substances.

CONSEQUENCE: 10 days OSS, recommendation for tribunal, and referral to SRO

C. ATTENDANCE VIOLATIONS

1. **Tuancy:** A student shall be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws.
2. **Skipping:** No student shall miss or be tardy to any class/activity for which he/she is enrolled without a valid excuse from a teacher or administrator.
3. **Unauthorized Area:** An unauthorized area is any location a student is not given specific permission to go (gym, restroom, hallways, media center, offices, etc.).
4. **Leaving Campus:** Students shall not leave school grounds once they come onto campus. This includes students arriving on campus before the first bell in the morning. The school must be notified before the student leaves campus. Every student who leaves school must be signed out at the office by a parent, guardian, or parents' designee.

CONSEQUENCE:

1ST Offense: Administrative discretion

2nd Offense: 1 day detention

3rd Offense: Minimum 2 days detention

*Note: Excessive/Extreme offenses may be recommended for tribunal.

D. BOMB THREAT

Bomb threat is defined as transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation.

CONSEQUENCE:

10 days OSS, recommendation for tribunal, and referral to SRO/law enforcement

E. BULLYING

Bullying refers to act that is

1. any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-32.1 (O.C.G.A. 20-2-751.4);

- b. has the effect of substantially interfering with a student's education;
- c. is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- d. has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school transportation, at designated bus stops, or at school-related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication:

1. is directed specifically at students or school personnel,
2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. creates a reasonable fear of harm to the students' and school personnel's person or property or has a high likelihood of succeeding in that purpose.

For purposes of this Code Section, electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system.

CONSEQUENCE:

1st Offense: Minimum of 1 day OSS

2nd Offense: Minimum of 3 days OSS

3rd Offense: 10 days OSS, recommendation for tribunal

F. BUS GUIDELINES

Students who ride the bus are under the direct supervision of the driver. Improper conduct on the bus may result in suspension from the bus or other consequences. The following procedures should be observed:

- Stay in your assigned seat.
- Do not eat or drink on the bus.
- Talk quietly, using appropriate language.
- Keep your hands, feet, head, or objects to yourself and inside the bus.
- Follow the instructions of the bus driver.

CONSEQUENCE:

1ST Offense: Administrative discretion

2nd Offense: 1 day detention or bus suspension

3rd Offense: Minimum 1 day bus suspension; additional offenses may result in lengthy or permanent bus suspension

G. CHEATING

When it has been determined that a student has been involved in cheating, the student may be required to retake the assignment or an alternate assignment. Parent/guardians will be notified.

CONSEQUENCE:

The assignment or an alternate assignment will be made up after school or at another time at the discretion of administration. Parent notified by teacher.

H. CHRONIC MISBEHAVIOR

Students who willfully and persistently violate the student discipline code for the same or a variety of offenses may be recommended for a student tribunal and alternative placement.

I. COMMUNICATION/ELECTRONIC DEVICES

Electronic devices including, but not limited to, cell phones, iPads, iPods, tablets, laptops, etc. are prohibited at school. Items confiscated will be secured in the office for parent pick-up. Stolen devices are not the responsibility of school administration. Law enforcement will not conduct classroom searches or investigations of the missing items.

J. CONDUCT

- 1. Rude/Disrespectful-1 to Adults:** No student shall at any time be disrespectful towards any adult. This includes but is not limited to, arguing with, walking away from, raising their voice, interrupting, being offensive in manner, displaying a poor attitude, intimidating, threatening, and/or any other action that is deemed to be impolite.

CONSEQUENCE:

1st Offense: Administrative discretion

2nd Offense: 1 day detention or OSS

3rd Offense: Minimum 2 days detention or OSS

- 2. Rude/Disrespectful-2 to Students:** Disrespectful conduct towards other students.

CONSEQUENCE: Administrative discretion

- 3. Profane, Vulgar, or Obscene words/Gestures directed at Adults:** No student shall verbally assault, use any type of profane, vulgar, obscene, abusive or offensive language (written, verbal, or via social media) and/or gestures toward any administrator, teacher, adult, faculty, staff, or guest on school property or at a school-sponsored event. This includes hand signs, ethnically offensive language, suggestive initials or jargons commonly known to mean something disrespectful. This includes profanity not directly

aimed at, but in the presence of an adult and any threatened violence.

CONSEQUENCE:

1st Offense: Administrative discretion

2nd Offense: Minimum of 1 day OSS

3rd Offense: 3-10 days of OSS, mandatory parent conference, referral to SRO, and/or possible recommendation for tribunal

- 4. Profane, Vulgar, or Obscene words/Gestures directed at Students:** No student shall use any type of profane, ethnically offensive, vulgar, obscene, abusive or offensive language (written, verbal, or via social media) and/or gestures in reference to another student and/or that may be overheard by an administrator, teacher, adult, faculty, staff, or guest on school property or at a school-sponsored event.

CONSEQUENCE:

1st Offense: 1 day detention

2nd Offense: Minimum 2-3 days detention

3rd Offense: Minimum 3-5 days detention and parent conference

- 5. Obscene Materials:** No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials.

CONSEQUENCE:

1st Offense: 1 day detention

2nd Offense: Minimum 2-3 days detention

3rd Offense: Minimum 3-5 days detention and parent conference

- 6. False Reports:** No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students or school staff of wrong actions; falsify school records; forge signatures; or use computer logins/passwords/accounts of any other individual.
- 7. Dress Code:** No student shall repeatedly violate the school dress code, as described in this handbook.

CONSEQUENCE:

Administrative discretion

*In some cases, parent may be contacted to bring a change of clothes.

K. DISRUPTION OF CLASS/SCHOOL

- 1. Class Disruption:** No student shall intentionally make noise or act in any manner so as to interfere with a teacher's ability to conduct class or another student's ability to learn.

CONSEQUENCE:

1st Offense: Administrative discretion

2nd Offense: Minimum 1-2 days detention

3rd Offense: Minimum 2-3 days detention, parent conference. *Continued disruption may result in OSS.

- 2. School Disruption:** No student shall, in any manner, by use of violence, force, noise, coercion, threat (verbal, written, or via social media), intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption or obstruction of any such lawful mission, process, or function.

CONSEQUENCE:

1st Offense: Administrative discretion

2nd Offense: Minimum 1-2 days detention

3rd Offense: Minimum 2-3 days detention, parent conference - *Continued disruption may result in OSS.

L. FALSE SAFETY REPORT

No student shall make false calls to emergency services or report false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.

CONSEQUENCE: Administrative discretion

M. GANG RELATED ACTIVITY

No gangs or unauthorized clubs will be permitted on the school campus.

CONSEQUENCE: Administrative discretion

*Note: Students who violate this policy may be subject to arrest and/or 10 days OSS and recommendation for a student tribunal.

N. INCENDIARY DEVICES

No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.

CONSEQUENCE: Administrative discretion

*Note: Any activity deemed arson will result in 10 days OSS, recommendation for tribunal, and referral to the SRO.

O. OFF CAMPUS OFFENSES

Students shall be disciplined for engaging in off-campus conduct that effects the safety and welfare of the school, staff, students,

and/or property at the school, property of others, or that disrupts the discipline or educational environment of the school.

Off-Campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is:

- Prohibited by the Georgia or United States criminal codes;
- Punishable as a misdemeanor or felony if committed by an adult;
- Conduct for which a student has been arrested, indicted, or adjudicated to have committed or convicted.

CONSEQUENCE: Administrative discretion

P. OTHER BEHAVIORS

No student shall participate in any activity that is subversive to the good order and discipline of the school not specifically addressed in any other section of this handbook.

CONSEQUENCE: Administrative discretion

Q. PRESCRIPTION/NON-PRESCRIPTION DRUGS

- 1. Over-the-Counter Medications:** Possession of all over-the-counter medication on school property must be in compliance with Grady County School Board policies. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication.

CONSEQUENCE:

Administrative discretion; 10 days OSS, recommendation for tribunal, and referral to SRO/law enforcement

- 2. Prescription Medications:** No student shall be in possession of prescription medication not prescribed for that student. All prescription medication prescribed for a student must

be in compliance with Grady County School Board policies. In addition, a student shall not sell, distribute, or possess with intent to sell or distribute any prescribed medication on school property.

CONSEQUENCE:

Administrative discretion; 10 days OSS, recommendation for tribunal, and referral to SRO/law enforcement

R. PHYSICAL OFFENSES

Principals or designees will continue to exercise professional discretion in determining incidents of horseplay, physical altercations, fighting, or physical bullying. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

1. Horseplay

2. Battery: No student shall physically attack another student, teacher, staff member or administrator.

3. Fighting: No student shall participate in any type of fighting, physical altercation, or physical harassment.

4. Ganging Up: No student shall gang up with any other student or students and physically attack another student or other persons.

CONSEQUENCE:

1st Offense: 1 day detention

2nd Offense: Minimum 2 days detention or 1 day OSS

3rd Offense: 1-3 days OSS

***Note: Any student who touches, places hands on, pushes, or obstructs a teacher, faculty member, or administrator may be charged at minimum with simple battery. Student may be referred to the SRO and recommended for a student tribunal.**

S. PROPERTY-RELATED OFFENSES

Parents and/or students will be held responsible for restitution of the full value of any damaged or stolen property. Law officials may be notified when the student appears to be in violation of the law.

- 1. Vandalism:** No student shall intentionally cause damage to the personal property belonging to a school employee or another student. No student shall damage, destroy, or vandalize private property or school property on school grounds or during a school activity, function, or event off school grounds.

CONSEQUENCE:

Administrative discretion; 10 days OSS, recommendation for tribunal, and referral to SRO/law enforcement

- 2. Property Damage:** Willful and malicious destruction, defacement, and/or vandalism of, and/or threat to destroy school or private property of school system employees or to the personal property of any person legitimately at the school. Private property will include, but not limited to, vehicles, building structures, and grounds. Defacement of or damage to property of other schools will be treated in the same manner as if the damage were done to Grady County School's property.

CONSEQUENCE:

Administrative discretion; 10 days OSS,
recommendation for tribunal, and referral to SRO/law
enforcement

T. SEXUAL OFFENSES

The following sexual offenses are prohibited on school property, school transportation, at school-sponsored events, activities, or functions, or while using school technology resources:

- 1. Public display of affection (PDA):** No student shall engage in public displays of affections while on school property or while attending school events.

CONSEQUENCE:

1st Offense: Administrative discretion

2nd Offense: Minimum 1 day detention

3rd Offense: Minimum 2 days detention

- 2. Sexual misconduct:** No student shall consent to and participate in any form of sexual activity. No student shall expose one's intimate body parts or "moon" in public. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct. No student shall purposefully touch another student on either their skin, hair, outside clothing, and/or body parts.
- 3. Sexual harassment:** No student shall participate in physical, verbal, or visual conduct of a sexual nature (including, but not limited to, unwelcomed sexual advances, requests for sexual favors, sexually offensive drawings or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident.
- 4. Sexual battery:** Sexual battery is defined as a student intentionally making physical contact with the intimate

parts of the body of another student without the consent of that person.

- 5. Sexual molestation:** Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another student to make physical contact with the student's intimate body parts.

CONSEQUENCE:

Administrative discretion; 10 days OSS, recommendation for tribunal, and referral to SRO/law enforcement

U. TECHNOLOGY OFFENSES

School technology cannot be used for purposes that are not school related. Misuse of school technology may result in computer privileges being revoked.

1. Students will not purposefully look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources.
2. Students will not attempt to or disrupt the school technology resources by destroying, altering, or otherwise modifying technology. Hacking is strictly prohibited.
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal property or school property while using school technology resources on or off school grounds.
4. Students will not use school technology resources to distribute nor display inappropriate material.

5. Students shall not attempt to search, visit, and/or view internet websites that have not been approved.

CONSEQUENCE:

Administrative discretion; 10 days OSS, recommendation for tribunal, and referral to SRO/law enforcement

V. THEFT

No student shall steal or possess stolen private property or school property.

CONSEQUENCE:

Administrative discretion; 10 days OSS, recommendation for tribunal, and referral to SRO/law enforcement

W. TOBACCO

Possession and/or the use of tobacco in any form are prohibited on campus, on school transportation, and at school activities or functions. Cigarettes, lighters, matches, dip and tobacco-alternative products, including dipping, chewing, smokeless non-tobacco products, will be confiscated.

CONSEQUENCE:

1st Offense: 3 days detention

2nd Offense: Minimum 1 day OSS

3rd Offense: Minimum 3 days OSS

X. WEAPONS

A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property or at a school-sponsored function, event, or activity. Administrative discretion will be used in determining the legitimate

threat level of any weapon. Toy guns and other toy weapons are prohibited. (O.C.G.A. 16-11-127.1)

CONSEQUENCE:

Administrative discretion; 10 days OSS, recommendation for tribunal, and referral to SRO/law enforcement

DISCIPLINARY TERMS AND DEFINITIONS

ADMINISTRATIVE DISCRETION- Examples are, but not limited to: verbal administrative warning, parent notification of offense, corporal punishment, office time-out, loss of privileges and/or events including recess, field trips, Field Day, etc., school counselor referral, School Resource Officer referral AND/OR referral to law enforcement.

DETENTION: As a consequence, administrators may assign students a specified amount of time outside of their regular instructional day (i.e. after-school) or a change in location within their instructional day. Parents/guardians will be contacted to arrange transportation in the event of after-school detention.

IN-SCHOOL SUSPENSION (ISS): In-School Suspension at Washington Middle School may be assigned to 4th/5th grade students for behavioral infractions. Refusal to attend ISS will result in out-of-school suspension in addition to the assigned ISS. Removal from ISS for disciplinary reasons will result in out-of-school suspension. Students suspended for any part/fraction of a day will not receive credit for attending ISS that day and will be required to make that day up. Students will be required to complete all remaining ISS days and assignments once they have returned to school.

In-School Suspension Rules:

1. In addition to all regular school rules students serving ISS will also adhere to posted ISS rules.
2. Students assigned to/serving ISS will not be allowed to leave ISS early for any reason.
3. The ISS teacher may suspend any student assigned to ISS for insubordination for the remainder of the day. The student will then be assigned an additional day of ISS.

OUT-OF-SCHOOL SUSPENSION (OSS): Students may not attend any school related activities while suspended. Example: If suspension is through Friday, student cannot participate on Saturday. Suspension is considered ended when student is readmitted to the classroom.

STUDENT TRIBUNAL (Student Disciplinary Hearing): For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures: The Superintendent or designee shall convene a hearing in the following cases:

- Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;
- Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.

The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing, the Superintendent or his or her staff shall choose three of these members to serve as the hearing tribunal. No member of the

hearing tribunal shall be a member of the staff at the school which the student attends.

Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.

The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be borne by the party requesting the transcript.

The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of

Education unless there should be an appeal of the decision to the Board.

In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.

Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.

The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The

Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.

Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.