

# Calhoun Middle School

## Student / Parent Handbook



**CALHOUN CITY SCHOOLS**  
*a tradition of excellence*

2024 - 2025

*Our mission is to inspire all students  
to become life-long learners in the pursuit of excellence.*

**Calhoun City Schools Board of Education**  
334 South Wall Street  
Calhoun GA 30701  
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<b>CALHOUN CITY SCHOOLS Board of Education</b>	
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Director of Virtual Learning	Melanie Harwell
Director of Exceptional Student Services	Heather McCrone
School Social Worker	Cecilia Hebard

**Disclaimer:** This Handbook is designed to introduce all students and parents to the vision, mission, and culture of Calhoun City Schools (CCS). It should serve as a guide to the most recent policies, regulations, and procedures under which CCS operates. Not all district policies and procedures are included, but those that have been summarized. This handbook is neither a contract nor a substitute for the official district policy manual. Rather, it is a guide and a brief explanation of school policies and procedures. District policies and procedures can change at any time and these changes shall supersede any handbook provisions that are not compatible with the change. District policies are available on-line at the district's website: [www.calhounschoools.org](http://www.calhounschoools.org) (Eboard site found under the Board of Education link). Providing excellent customer service is a priority. Do not hesitate to call or email if there are ways we can improve the educational experience for you or your child. We are pleased to have you as a member of the CCS family. Whether you are a student or parent, you make an important contribution to our goal of providing an exceptional education for the children of our community. CCS does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, gender, age, national origin, veteran status, disability or genetic information.

Last Updated- 2/6/2025

**About Your Handbook:** Understand that a student handbook is a guide. It is impossible to cover every event and situation that may occur during the school year. In these cases it is incumbent upon the principal and assistant principal to make decisions in the best interest of the school and all parties.

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## ACADEMIC DISHONESTY

Academic dishonesty can have negative consequences through one's school career. It can adversely impact the chance of gaining admission to or maintaining membership in honor organizations. Teachers have the discretion to determine possible consequences, including an Office Referral or grade of 0 on the assignment in question. Students in honors classes can be removed from these courses due to academic dishonesty (see Honors Courses for additional information regarding honors classes expectations).

Plagiarism is defined as taking someone else's work or ideas and passing them off as one's own. Academic dishonesty can have negative consequences through one's school career. It can adversely impact the chance of gaining admission to or maintaining membership in honor organizations.

Examples of plagiarism and academic dishonesty include:

- Copying another student's work and submitting it as your own
- Copying and pasting directly from the internet (including but not limited to AI generated submissions, translation tools, copying from text, using a single assignment in multiple classes)
- Omission of citations
- Using prohibited technology during an assessment
- Sharing information about assessments

## ACCEPTABLE USE (See Policy IFBG)

### *Calhoun City Schools Acceptable Use Policy*

The Calhoun City School system employs technology as one way of enhancing its mission to teach the skills, knowledge, and behaviors students will need as successful and responsible adults in the community as a whole. The school system's technology provides unequalled opportunities to explore and use a varied and exciting set of resources including computer programs, web-based software, and the Internet. In order to make these resources available to everyone, the school system expects, in return, that people who use the school's technology will do so in a way that is consistent with its educational

mission. All users: students, faculty, staff, or community members who utilize our technology are required to sign an assurance to abide by the rules of this usage.

Calhoun City Schools will enforce an internet and technology utilization policy which directly complies with the Child Internet Protection Act. Full text of this Act may be accessed at [Children's Internet Protection Act \(CIPA\)](#).

The following definitions adapted from this text shall apply to this policy:

(D) **MINOR.** --The term 'minor' means any individual who has not attained the age of 17 years.

(E) **OBSCENE.** --The term 'obscene' has the meaning given such term in section 1460 of title 18, United States Code.

(F) **CHILD PORNOGRAPHY.** --The term 'child pornography' has the meaning given such term in section 2256 of title 18, United States Code.

(G) **HARMFUL TO MINORS.** --The term 'harmful to minors' means any picture, image, graphic image file, or other visual depiction that--

(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

(ii) 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

(iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

(H) **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.

(I) **TECHNOLOGY PROTECTION MEASURE.** --The term 'technology protection measure' means a specific technology that blocks or filters Internet access to the material covered by a certification under paragraph (5) or (6) to which such certification relates.

In compliance with the Children's Internet Protection Act, (B) **CERTIFICATION WITH RESPECT TO MINORS.** --A certification under this subparagraph is a certification that the school, school board, local educational agency, or other authority with responsibility for administration of the school--(i) is enforcing a policy of Internet safety for minors that includes monitoring the online activities of minors and 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--

(I) obscene;

(II) child pornography; or

(III) harmful to minors; and

(ii) is enforcing the operation of such technology protection measure during any use of such computers by minors.

No user shall use Calhoun City Schools technology for the purpose of accessing visual depictions that are obscene, child pornography, or harmful to minors. The Cisco Umbrella DNS-level and GoGuardian filtering systems are in place to help prevent this access. However, the user is the ultimate responsible party. If the filtering systems fail, access to the above should be reported to the proper authority. Materials which are violent in nature or promote violence (defined as exertion of force so as to injure or abuse or injure by or as if by infringement or profanation or intense or furious destructive action or force or vehement feeling or expression) and those which promote violence for the sake of violence shall not be

accessed through Calhoun City Schools technology without proper permission as for the sole purpose of academic research.

### **Availability of Access**

Access to the Calhoun City Schools computer systems, including the Internet, is available to students and employees exclusively for instructional and administrative purposes and in accordance with this Acceptable Use Policy. Technology shall be used for educational purposes. Other utilization is not acceptable. Users shall not access through computers visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000.

Access to Calhoun City Schools computer systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of this Acceptable Use Policy governing use of the computer systems and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with Calhoun City Schools Board of Education policies and regulations (See Student/Parent Handbook or Personnel Handbook). Violations of law may result in criminal prosecutions as well as disciplinary action by Calhoun City Schools Board of Education.

### **Monitored Use**

Electronic mail transmissions and other use of the electronic communication systems by users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes. The content filtering systems as a technology protection measure shall be used to filter sites not appropriate for minors. However, a filter may be excellent yet still may be fallible. Responsibility of appropriate and acceptable use rests with the user. Any inappropriate material that escapes filtering must be reported to the teacher or administrator in charge.

Student accounts and school provided device usage are monitored 24/7 by the GoGuardian monitoring and content filtering software. The GoGuardian software allows administration to review browser history and content at any time regardless of location, meaning the student's account and school provided device are also monitored while off the CCS Network.

### **Privacy**

The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information filed shall be and remain the property of the school district and no usage shall have any expectation of privacy regarding such materials.

### **Disclaimer of Liability**

Calhoun City schools shall not be liable for users' inappropriate use of computer resources, violations of copyright restrictions or terms of use agreements, users' mistakes or negligence, or costs incurred by users. Calhoun City schools shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. Calhoun City

Schools' computer systems will be used only for administrative and instructional purposes consistent with the school system's mission and goals in compliance with *CIPA (CHILDREN'S INTERNET PROTECTION ACT)*.

### **Training**

Training for employees and students in the proper use of the computer systems may be required. Users will be provided copies of Calhoun City Schools Acceptable Use Policy. Training will emphasize ethical use of the computer systems' resources.

### **Copyright**

Copyrighted software or data may not be placed on any system connected to Calhoun City Schools' computer systems without permission from the holder of the copyright. Only individuals specifically authorized may upload copyrighted material to the systems.

### **Artificial Intelligence (AI)**

Calhoun City Schools envisions a future where innovative technology supports our mission to inspire students to become life-long learners in the pursuit of excellence. We acknowledge the potential of artificial intelligence (AI) to be a useful tool in educating our students and preparing them for today's challenges. We also recognize the potential negative consequences of poorly designed or used AI systems. Not all AI tools are designed for the K-12 environment nor share Calhoun City Schools' mission and values. Calhoun City Schools is committed to the responsible integration of AI.

All AI tools are required to be individually reviewed and vetted for use in our environment. Any unauthorized use of non-approved AI tools will be a violation of the Calhoun City Schools AUP and could result in administrative action. Sharing of personal and confidential information, academic malpractice, or creation and distribution of inappropriate content using AI is prohibited.

### **Administrative Responsibilities**

The system coordinator, principal and/or classroom teacher will:

1. Be responsible for disseminating and enforcing the Acceptable Use Policy for the school site that complies with CIPA.
2. Ensure that all users of the computer system complete and sign an agreement to abide by the school system's Acceptable Use Policy. All such agreements shall be kept on file by the building principal.
3. Ensure that all employees supervising students who use the computer system provide training emphasizing the appropriate uses of these resources.
4. Be authorized to monitor or examine all activities deemed appropriate to ensure proper use of the computer system.

### **Account Creation, Removal, and Maintenance**

CCS Human Resources shall report all changes in worker duties or employment status to the Technology Department. Such changes include termination of employment, lateral moves or any job change that would require an update of network/e-mail account information or a change in network/email access. When an employee leaves, the Human Resources Department shall notify the Technology Department immediately. The employee's e-mail account shall be placed on hold for a period of 30 days unless otherwise specified by HR (Human Resources) to hold the account for an extended period. If this notification is not given all e-mails, folders, and attachments may be deleted at the expiration of



this time. The employee's manager/supervisor can request access to the former employee's e-mail during this time to review messages for required retention.

### **Individual User Responsibilities**

These standards apply to all users of Calhoun City Schools' computer systems. Users who violate these standards, are violating the Code of Conduct and are subject to disciplinary action in accordance with school system board policies. Potential violations include, but are not limited to, the items listed below:

### **System Conduct**

#### **The following is not permitted:**

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems or computer networks
5. Violating copyright laws or terms of use agreements
6. Using another's login or password
7. Trespassing into another's folders, work, or files
8. Intentionally wasting limited resources
9. Employing system-owned technology, network, or accounts for commercial purposes, personal financial gain, online banking or shopping, social media accounts, or other online personal-use subscriptions
10. Revealing personal addresses, phone numbers or Social Security numbers of self or other students and colleagues
11. Purposely accessing inappropriate material
12. Using computer systems for illegal purposes, in support of illegal activities, or for any other activity prohibited by Calhoun City board policy
13. Use of technology other than for educational purposes, which includes amusement and entertainment
14. Use of personal devices on the system's production network
15. Social media (accessing sites such as FaceBook)

### **User Guidelines:**

1. System users may not use another person's ID or password. Sharing credentials is prohibited.
2. System users may not display their passwords anywhere out in the open, or near the computer, such as under the keyboard.
3. System users shall log off or shut down computers at the end of each day. System users must also lock the computer when left unattended.
4. System users may not install programs on the computer systems without appropriate authorization or attempt repairs/modifications to school owned devices.
5. System users may not bring prohibited electronic materials onto a Calhoun City School System campus.
6. System users may not access educationally inappropriate materials or show others how to do so.
7. System users must respect the rights of others to the privacy of the files they store on a computer or a disk and may not view, alter, or damage those files.
8. System users must respect and uphold copyright laws and terms of service agreements.
9. System users may not access proxies or VPNs (Virtual Private Network).

10. System users may not attach routers or access points without administrative permission.
11. System users may not circumvent network filters, which includes but is not limited to using personal cell phone hot spots.
12. System users shall not attempt to login to admin level accounts.

### **Vandalism Prohibited**

Any malicious attempt to harm or destroy Calhoun City School System computer equipment or materials, data of another user of the school system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, or disrupt system performance may be viewed as violations of the Acceptable Use Policy and as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

### **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

### **Limitation/Termination and/or Revocation of System User Access**

Access to technology is a privilege, not a right. Calhoun City Schools may limit, suspend, or revoke a system user's access to the school's computer systems upon violation of the Acceptable Use Policy.

### **Warning**

System users and parents of students with access to the Calhoun City School System's computer network should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material. Access to that global electronic network through PeachNet will be governed by the Acceptable Use Policy for PeachNet and that of the Calhoun City School System.

### **Disclaimer**

Calhoun City Schools computer systems are provided on an "as is, as available" basis. Calhoun City Schools does not make any warranties, whether express or implied, with respect to any services provided by the computer system and any information or software contained therein. Calhoun City Schools does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not those of Calhoun City Schools. Calhoun City Schools will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of Calhoun City Schools computer systems

### **Acceptable Use Policy Agreement Form**

Last Updated- 2/6/2025

Please sign the following agreement and return this page to the school's administration.

I understand and will abide by the Terms and Conditions for the Calhoun City Schools Acceptable Use Policy. I am responsible for my behavior and communications over the network. I further understand that any violation of the regulations above is unacceptable and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.

### REQUIRED SIGNATURES

I/We have read this agreement and consent to abide by the terms and conditions as prescribed herein.

☐ Staff Member

☐ Student

User's Name (please print) \_\_\_\_\_

User's Signature (required): \_\_\_\_\_ Date \_\_\_\_\_

Parent and/or Guardian if applicable (please print): \_\_\_\_\_

Parent and/or Guardian's Signature if applicable (required): \_\_\_\_\_ Date \_\_\_\_\_

This agreement shall be in effect for the 2024-2025 school year. To opt out at any time, please contact the school or district administration where applicable.

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### **ACCREDITATION**

Calhoun Middle School has met the requirements established by Cognia Accreditation Commission and is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

### **ADVERTISING**

Endorsement of commercial products, business enterprises, or other non-school organizations or programs by any of its schools or school-sponsored clubs and organizations, whether or not for compensation, without express written approval of the Superintendent or designee is prohibited. Print materials for the purpose of advertising or program promotion from non-Calhoun Schools organizations are not permitted for distribution without prior approval from the Community and School Relations Director. It is expected practice that these types of promotional items are not permitted for distribution on campus or at school sponsored events.

In keeping with this policy:

- ✓ No student or school system employee is authorized, without prior written approval, to present themselves as a representative of the school system for the purpose of advertising, or to otherwise give the appearance of supporting or endorsing on behalf of a school or the school system any business, commercial product, social institution, cause or crusade, political party or candidate, or political or social philosophy.
- ✓ No student or employee, without prior approval, shall wear or otherwise display official school uniforms, emblems, insignia, or other school or school system symbols in a way that would be reasonably interpreted as suggesting or implying school or school system support or endorsement of any business, commercial product, social institution, cause or crusade, political party or candidate, or political or social philosophy.

Last Updated- 2/6/2025

Nothing herein shall be construed to prevent advertising in student publications which are published by student organizations. Solicitation of advertising or use of the school system to promote the merit of any product or service by brand name or trademark shall not be permitted by the Board.

### **AHERA (Asbestos Hazard Emergency Response Act)**

CCS buildings are annually inspected to determine the presence of asbestos-containing building materials in our schools. As a result of this inspection, an Asbestos Management Plan has been developed. This plan is on file in the Office of Director of Operations and Facilities, which is located at 334 S. Wall Street, Calhoun, GA. The Plan is available for inspection by any interested parties upon notice.

### **ALLERGIES**

There are several students with severe food allergies. Students should not share any food items with others.

### **ALTERNATIVE EDUCATION (See COLA)**

### **ANONYMOUS ALERTS:**

The Anonymous Alerts anti-bullying and safety app reporting system helps combat bullying and other negative activity in schools by empowering students to speak up. The system allows for 1-way or 2-way anonymous encrypted communications between submitters (students, parents or community members) and district administration and/or school staff. Users of the system have the option to remain anonymous or reveal their identity when submitting a report.

To use this revolutionary new app, students, parents or other school personnel can simply visit the Calhoun City Schools website and click on the “Anonymous Alerts” button or text link to submit a report expressing their concern.

To send a report from your phone:

- Download the Anonymous Alerts® app for free from the Apple Store, Google Play store, or the Chrome store
- Start the App, enter activation code: calhouncs
- Send important reports to school officials
- Add a screenshot, photo or video about the incident

False reporting will be taken seriously to the full extent of the law. This system will be monitored between the hours of 7AM to 5PM during the school year. Any reports submitted outside of these hours or during holidays will be responded to during the following normally scheduled school day. *Please do not use this system for issues requiring immediate assistance. If this is an emergency requiring immediate assistance, please call 911.*

### **ARRIVALS/DEPARTURES**

The main doors open at 8:00 AM. Students should not arrive prior to 8:00 AM., as there is no supervision. Middle School bus riders will drop off behind the CMS gym and report directly to the gym to await dismissal to homeroom. Middle School car riders will drop off in front of CMS and report to the main hallway to await dismissal to homeroom. Breakfast will be available for all students via cart in holding areas. All students are dismissed to homeroom at 8:45 AM. Any student who is not seated in homeroom by 8:50 AM will report to the office for a tardy slip. Homeroom teachers will not admit students to class after 8:50 AM without an office slip.

School dismissal is at 3:30 PM. Upon dismissal, students should promptly report to their designated pick-up areas. All students should be off campus by 4:00 PM unless under direct teacher/coach supervision. Unsupervised students on campus after this time are subject to disciplinary action.

### **ATHLETICS & EXTRACURRICULAR ACTIVITIES**

Athletic and other extracurricular activities are designed to promote the physical, mental, social, emotional and moral well-being of students. Several opportunities exist at CMS for students to join competitive teams. This is voluntary. Provided eligibility requirements are met, the programs are open by try-outs to all students, regardless of individual differences. Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities which are unique to each program. Students who enter into Competitive Interscholastic Competition will have to comply with the “no pass/no play” State Board of Education regulations. In addition to individual sport regulations, eligibility rules are set forth by the State Board of Education and the Bartow-Gordon Middle School Athletic Association (BGMSAA). Requirements include:

- All athletes (including cheerleader candidates) must pass a physical examination and have record of such on file at the school before any tryout, practice, or game. *Note, The Campus provides free physical exams in the spring. Any student athlete who is unable to attend this free opportunity in the spring and wishes to participate in sports will be responsible for the expenses of a physical examination at a medical facility.*
- Students must be legally present the day of an athletic activity (including practice) in order to participate. Students may not be assigned ISS or OSS the day of an athletic activity in order to participate.

**Insurance for Extracurricular Activities:** Insurance is required for all students who participate in extracurricular activities. Parents/Guardians may already have sufficient insurance. In this case, a copy of the insurance card is required.

**“No Pass/No Play”:** In addition to individual sport regulations, athletes must follow eligibility rules set forth by the State Board of Education and the Bartow-Gordon Middle School Athletic Association (BGMSAA) .

Requirements include:

1. The student must pass 70% of classes enrolled in the previous semester.
2. The participant must be a full-time student in 6th, 7th, or 8th grade that is enrolled in a member school.
3. Transfer students must meet all eligibility requirements shared by the BGMSAA Constitution.
4. All athletes (including cheerleader candidates) must pass a physical examination and have a record of such on file at the school before any tryout, practice, or game.

## ATTENDANCE

The Calhoun City Board of Education believes that regular attendance and promptness are habits, which should be developed early, adhered to through a student’s school life, and carried over into adulthood. In addition, all children enrolled for 20 school days or more prior to their seventh birthday are subject to the compulsory school attendance law as stated in O.C.G.A. 20-2-150 (c). Students shall be temporarily excused from school for the following:

1. When personally ill to the extent that school attendance would endanger their health or the health of others;
2. When in their immediate family there is a serious illness or death which would reasonably necessitate absence from school; (immediate family is limited to the student's father, mother, sister, brother, child, spouse, grandparent, legal guardian, or other relative living in the residence of the student);
3. On special and recognized religious holidays observed by their faith, upon written verification by their church leader to the principal of the local school prior to the religious holiday;
4. When mandated by order of governmental agencies, i.e.; pre-induction physical examination for service in the armed forces, court order, detention by law enforcement officials;
5. When prevented from attendance due to conditions rendering school attendance impossible or hazardous to their health or safety;
6. When a student registers to vote (not to exceed one day);
7. When a student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or 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. Other absences in extenuating circumstances approved by the Superintendent or designee

8. Any other absence not explicitly defined but deemed to have merit based on circumstances as determined by the Principal and/or Superintendent prior to the absence being taken.

All other absences shall be considered unexcused. See CCS Board Policy JBD.

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

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

In keeping with the regulations set forth in State Law, students shall be marked present at school when the following conditions are met:

1. When a student is serving as a page in the Georgia General Assembly, that student shall be credited as present by the school in which he/she is enrolled for days missed from school for this purpose.
2. A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school. However, parents/guardians must submit written notice to the school.

The Georgia Compulsory School Attendance Law can be found at **O.C.G.A. § 20-2-690.1**. CCS adheres to the following procedures.

- Parents are requested to submit a parent or medical note to the school stating the reason for the absence within 5 school days of the student's return to school. Parent emails will only be accepted from the parent email address(es) identified in Infinite Campus. This will be considered a parent note. Absences will not be changed from "unexcused" to "excused" after that time unless medical documentation is provided.
- The emailed excuse should be sent to:  
7th-8th: [cmsattendance@calhounschoools.org](mailto:cmsattendance@calhounschoools.org)
- Up to 7 absences a year can be excused with a parent note. Only medical notes will be accepted thereafter.
- Students sent home by the school nurse will be excused for that day. If a student continues to remain absent, parent should submit a note for any additional days.
- When absent, it is each student's responsibility and obligation to obtain the assignments and complete the work as directed by the teacher.
- A school staff member may contact any student absent for more than 3 consecutive days or 5 total days whose parent/guardian has not provided information about the reason for the absence.
- After 5 unexcused absences, a student is considered to be truant from school. Georgia law O.C.G.A. § 20-2-690.1 requires a letter be sent to parents that gives the possible consequences for students and parents for any further unexcused absences.
- CCS procedures for unexcused absences are as follows:
  - o 5 unexcused absences - parent notified by letter as required by law.

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- o 7 or more unexcused absences - referral to school social worker. School Social Worker may hold an attendance review meeting and/or make a home visit.
- o 10 or more unexcused absences -SSW may file charges with Juvenile Court for Educational Dependency or Truancy (CHINS) and/or the Department of Family and Children Services.

In the event of a pandemic or other community health concern, attendance guidelines will be modified to accommodate recommendations from the Health Department and/or Center for Disease Control. Any changes to the attendance guidelines will be communicated via social media, website, and/or remind notices.

### ***Middle/High School***

#### ***Early Checkouts:***

- Are considered tardies and treated as tardies.
- A note must be sent from home and turned in to the office before 1st block with the name and phone number of the parent. Parent number in Infinite Campus may be called to verify
- Emails will be accepted from the parent email on file only for early checkouts related to an emergency. Parent number in Infinite Campus may be called to verify. A parent/guardian must be contacted to verify the checkout request. A doctor's note or parent note explaining the emergency must be submitted the next day the student returns or it will be considered unexcused.
- Checkouts after 2:40 PM will be highly discouraged.

***Tardies and Early Dismissals:*** Students are expected to be punctual to school and to class. Students are considered tardy to school in the morning when they are not seated in homeroom at 8:50 AM. When late for school, a student must report to the attendance office before going to class in order to obtain an admission slip. Any student who is tardy and/or checks out early more than 10 times (regardless of excuse) during a school year will not be eligible to receive a perfect attendance certificate. Ten or more unexcused tardies will be considered a discipline issue. After a student has been tardy/checked-out early from school fifteen days, the parent/guardian may be notified by mail or contacted by the school social worker. Once a student has reached 20 unexcused tardies/early check outs, a referral may be made to the Truancy Treatment Team (TTT) or juvenile court taking into consideration the student's attendance history.

***Being Counted Present:*** In order to be included in the daily count, students must be present at school for a portion of the school day equal to or greater than one-half of the school day as measured from the morning tardy time (8:50 AM) to the first dismissal time (3:30 PM). This means that a student must get to school before 12:00 PM or leave after 12:00 PM in order to be counted as present for that day. A student who spends the majority of the day in the nurse's office or in a non-participatory setting will not be counted present.

***Leaving Campus:*** Regardless of how a student arrived to school, upon arrival, a student may not leave campus for any reason without the permission of an administrator. All students leaving school must be properly signed out in the Attendance Office. Leaving campus without proper check out will result in disciplinary action.

### **ATTENDANCE AND SCHOOL CLIMATE PROTOCOL COMMITTEE**

A message from Calhoun.Gordon County Attendance Protocol and School Climate Committee:

Last Updated- 2/6/2025

Dear Parents and Students,

Now more than ever, it is important for your child to be at school. Children who are frequently absent without an excuse not only miss important instruction, they and their parents are subject to serious consequences. Since unexcused absences are the issue, it is important to understand what an excused absence is. Acceptable excuses for being absent from school may be found in Georgia Code O.C.G.A. § 20-2-690.1; Georgia Department of Education Rule 160-5-1-.1; or local School Board Policy.

A written note explaining the reason for the absence must be given to the school within a specified time period upon the student's return to school or the excuse is considered invalid. Medical excuses may be required by the school consistent with the school's policy.

Arriving to school late or checking out early from school is considered being tardy. Please review the school's policy on how unexcused tardies accumulate into unexcused absences.

After five unexcused days in a school year, any unexcused absence is considered a violation of the compulsory school attendance law O.C.G.A. § 20-2-690.1.

Penalties for parents of children with unlawful absences if prosecuted in Superior Court can include:

- Being fined no less than \$25 and no more than \$100 per unexcused absence after the fifth day; Serving community service hours;
- Serving jail time for the parent, guardian, or person having control of the school-aged child not to exceed 30 days per unexcused absence beyond the fifth day; or
- Any combination of those consequences.

Penalties for parents of children with unlawful absences if prosecuted in Juvenile Court for Education Deprivation can include:

- Protective Order with possible consequences to include:
  - 1st violation - 48 hours in jail and a \$50 fine;
  - 2nd violation - 72 hours in jail and \$75 fine;
  - 3rd violation - 7 days in jail and \$100 fine;
  - 4th violation - 20 days in jail and \$125 fine;
  - and/or a referral to the Department of Family and Children Services.

Students 12 and older may also be placed on juvenile probation. Most importantly, students may fall behind in school work and/or fail his/her class.

The Attendance Protocol and School Climate Committee hopes that raising public awareness of the importance of school attendance will result in fewer unexcused absences and higher student achievement. Please contact the school if you need assistance with attendance related issues. Signed acknowledgement of receipt of this notification is required of parents and students. Please return the attached signature form to the school office.

Sincerely, Members of the Attendance Protocol Committee

Last Updated- 2/6/2025



## **AUTHORITY OF THE PRINCIPAL**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school Board policy or procedures.

## **AWARDS**

Each semester students may earn the recognition of being named to the Honor Roll or Merit List based on the following criteria.

**Honor Roll-** The student must receive a grade of 90 or better for each course throughout the year. This award is based on maintaining a 90 or better for each semester average or year end average for each course completed.

**Merit List-** The student must receive a grade of 80 or better for each course throughout the year. This award is based on maintaining an 80 or better for each semester average or year end average for each course completed.

Other awards presented through Calhoun Middle School awards program include:

**Black and Gold Standard of Excellence Award-** This award was instituted to recognize students in each grade level that exemplify what it means to be a Yellow Jackets in and out of the classroom. This award looks at a student's work ethic, character, and more. Students are nominated by their teachers.

**Community Service Award-** This award is designed to introduce students to their community and make them aware of the needs for volunteer service. The requirement for this award is for students to submit at least 15+ hours of documented community service online using the provided google form on the CMS website.

**Exemplary ESOL Student of the Year -** This award recognizes one exemplary ESOL student as nominated from each school district/independent charter school in Georgia. *\* This award will be given as applicable when a CMS teacher or student receives the award.*

**Georgia Young Author Grade Level Winner -** This award recognizes grade level winners who represent CMS at the Georgia Young Author regional and/or state level competition.

**G.R.E.A.T. Program Completion:** This award recognizes students who successfully complete the Gang Resistance Education And Training (G.R.E.A.T) Program. The program is taught by School Resource Officers in partnership with the Calhoun Police Department.

**Highest Academic Achievement Award -**The top 5% of students in each grade level, based on cumulative academic averages, will be recognized.

**Highest Class Average-** The student with the highest average in each core academic course will be recognized. The award is based on the year end average.

**Jr. Beta Club Member-** This award recognizes any 7th and 8th grade student who meets program requirements and is inducted into the school's Jr. Beta Club.

**Perfect Attendance Award-** This award recognizes students who have earned perfect attendance

**Personal Achievement Award-** This award recognizes student achievement and growth for some of our ESS students.

**Rho Kappa Jr. Member -** This award recognizes any 7th and 8th grade student who meets program requirements and is inducted into the school's Rho Kappa Jr. Society.

**Skills USA Awards -** These awards recognize students who place during SkillsUSA Competitions at the state and national level.

**Spelling Bee Award-** This award recognizes students who represented CMS at the school-level spelling bee and anyone who placed at the region and/or state competition.

**STEM Fair -** This award recognizes students who participate in and place in the CMS STEM Fair.

**Technology Fair-** This award recognizes the students who participated and won their category at the school's technology fair, region technology fair, and/or state technology fair.

## **BED BUG MANAGEMENT**

Schools will take an active role in educating parents and children about bed bugs and the importance of early identification. The following procedures have been developed for dealing with bed bugs.

- 1) If a bed bug is found on a student or student's belongings at school, the student and belongings will be discreetly sent to the nurse to be checked for any further evidence.
- 2) The parent will be notified by the school designee and information will be sent home to the parents on how to identify and inspect the home for bed bugs.
- 3) The classroom where the incidence of bed bugs was found will be thoroughly vacuumed and cleaned to help prevent the spread of bed bugs.
- 4) If more than one case is identified in a classroom, the classroom will be inspected for any signs of an infestation.
- 5) If an infestation is found, parents will be notified and proper procedures will be followed for pest management.
- 6) Chronic or recurring cases will be referred to the school social worker.

## **BULLYING PROHIBITION (See Policy JCDA9)**

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Three factors identify bullying: 1) Intentional 2) Repeated 3) Power based

All students have a right to a safe and healthy school environment. CMS promotes mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as name-calling; and social isolation and/or manipulation. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

All students and/or staff are expected to immediately report incidents of suspected bullying, harassment and intimidation to the principal, assistant principal, or counselor. Staff members are expected to immediately intervene when they see a bullying incident occur. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. The parent/guardians of the student who committed the offense of bullying and the student who was a victim of the bullying incident shall be notified upon the completion of the incident investigation. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the principal, the student or the parent of the student should contact the local superintendent or his or her designee. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

This policy applies to students on school grounds, while traveling on school transportation, while waiting for a school bus or a school-sponsored activity, and during a school-sponsored activity. Bullying, harassment, or intimidation will not be tolerated. Disciplinary action will be taken upon a finding of guilt. This includes any form of cyberbullying using school

equipment, school networks, e-mail systems or other electronic devices used at school or during the school day. Disciplinary action after any incident of bullying may include but is not limited to the following: Loss of a privilege (i.e. technology use at school), re-assignment of seat in the classroom, cafeteria or school bus, detention, In School Suspension, Out of School Suspension, alternative school placement, Tribunal. If necessary, counseling and other interventions may be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying. Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by using the school district's complaint procedures.

## **BUS (See Transportation)**

## **CELEBRATIONS & PARTIES**

To maintain a focus on reaching our high educational goals, distractions to the learning environment must be kept to a minimum. For that reason, balloons, flowers, etc. for students will not be delivered to classrooms. Students are not allowed to hand out party invitations or any other such materials to other students at school.

## **CHARTER SYSTEM**

The State Board granted a Charter to the Local Board of Education to operate a Charter System. In exchange for the Charter System's agreement to meet or exceed the performance-based goals and measurable objectives outlined in the Charter contract, the State Board granted broad flexibility to the district as a Georgia Charter School System. This provision allows the district broad flexibility from the provisions of Title 20 of the Official Code of Georgia Annotated and from any state or local rule, regulation, policy, or procedure established by the Local Board, State Board or the Georgia Department of Education. Each System Charter School is subject to all accountability and assessment requirements set forth within Title 20 of the Official Code of Georgia Annotated and any corresponding State Board Rules, including but not limited to the accountability provisions of O.C.G.A. § 20-14-30 through § 20-14-41. The System Charter Schools are also subject to all federal accountability requirements. School Governance Teams and the School System Governance Committee meet on a regular basis to discuss, explore and make recommendations to help ensure there is an appropriate school improvement plan in place to ensure that progress is being made toward reaching student achievement goals.

## **CHILD ABUSE AND NEGLECT REPORTING**

Any child under 18 years of age, who is believed to have had physical injury or injuries inflicted upon him or her, other than by accidental means, by a parent or caretaker or has been neglected or exploited by parent or caretaker or has been sexually abused shall be identified to a child welfare agency providing protective services where the child lives and/or the appropriate law enforcement agency.

All school personnel having reasonable cause to believe that a child has been abused or neglected will report such cases to the child's school principal or designee. School principals or their designee will report such cases immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, to the appropriate persons at the Gordon County Department of Family and Children Services and/or the appropriate law enforcement agency. The Superintendent or designee shall be notified by the designated delegate of all referrals on child abuse and neglect. School principals or designee will be the school liaison with the Protective Services staff of the county's Department of Family and Children Services in relation to the child's school adjustment and performance.

## **CLUBS**

Opportunities may exist at the middle school for students to join clubs. As with any club/group that meets on campus and is not school-related, certain supports must be in place to implement (see below). Parents may exercise the right for their student to have an option not to participate in clubs at any time by contacting the school.

- Student-initiated interest
- Established staff sponsor(s) identified and willing to serve
- Shared meeting space identified
- Process to appoint student leaders/officers who are tasked with leading these efforts.

## **CODE OF CONDUCT** Revised 12/19/24

It is the purpose of the Calhoun City School System to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of students. In accordance with that purpose, the Board of Education has adopted a policy that requires students to conduct themselves appropriately at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board, and to obey student behavior rules established within the district. The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations, and rules set forth in this Code of Conduct.

Also, students may be disciplined for conduct off campus which is felonious and which may pose a threat to the school's learning environment and the safety of students and employees. Any student charged with a felony, or crime of a felonious nature, shall be suspended for up to 10 days pending a tribunal. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

### ***Code of Conduct Glossary:***

**Bus Suspension** – The school administrator suspends the student from the bus for a specified period of time. The student is expected to attend school, but the parents are responsible for providing transportation to school. Failure to attend school will result in an unexcused absence.

**Campus Beautification** - The school administrator assigns the student one or more periods of work detail with the custodial staff. The student may help clean the cafeteria or campus grounds.

**COLA** – Calhoun City Schools' Online Learning Academy that also serves as an alternative-learning environment for eligible students who are long-term suspended from the regular school setting.

**Detention** – Student attends a session outside of regular school hours. Parents are responsible for transportation.

**Disciplinary Probation** – A student found guilty of certain offenses might be placed on probation by the local school and/or the Disciplinary Tribunal Panel. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

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

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

**In-School Suspension (ISS)** – The student is removed from regular classes for a specified period of time at the local school. The teachers send class work assignments to the student. Student remains under the direct supervision of school personnel.

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

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

**Short-Term Suspension/Out of School Suspension (OSS)** – The student is suspended out of school for up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. Suspended students may make up tests and assignments that the teacher determines will have an impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student's final grade. It is the student's responsibility to make arrangements to make up work within five (5) school days upon return to school. During the term of suspension the student is not allowed on the school campus or at any school activity or school-sponsored event unless prior approval is received from the school principal.

**Student Disciplinary Tribunal Panel** – A three-member panel composed of an administrator, teacher leader, or other school official. The Panel hears evidence presented by the school system, the student, and parents when a student is referred by the school principal or designee. The Panel has the authority to make decisions ranging from returning the student to school or recommending permanent expulsion of the student.

**Unapproved Item** – Students may not have in their possession any tool or technology that may attempt to duplicate, replicate, or hack school, personal, or confidential data and/or information. Possession and/or use of such an item may result in disciplinary measures and the potential for criminal prosecution.

**Zero Tolerance** – There will be consequences for serious drug, weapon, and youth gang/hate group offenses on school property, on social media, and/ or at a school activity, function, or event. The school system will be proactive. Each individual case will be reviewed and handled accordingly.

### ***Progressive Discipline Procedures***

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

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

The following range of disciplinary actions may be imposed for violations of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out/STOP
- Temporary or Permanent Removal from Class, Activity, or Event
- Notification of Parent or Guardian
- Parent or Guardian Conference
- Detention
- Campus Beautification
- Suspension or Expulsion from the School Bus
- In School Suspension
- Short-Term Suspension - (Ten days or less)
- Referral to a Tribunal for Long-Term Suspension or Expulsion - (More than ten days)
- Assignment to Calhoun Online Learning Academy (COLA)
- Referral to Law Enforcement or Juvenile Court Officials. Georgia law mandates that certain acts of misconduct be referred to law enforcement, the district attorney, or other public officials. School officials may also report other acts of misconduct as deemed appropriate.

The maximum punishment for an offense includes long-term suspension (more than 10 days) or expulsion, including permanent expulsion. Those punishments will be determined by a disciplinary tribunal panel as outlined in the Calhoun City Board of Education policies.

School principals or designees may recommend that a student be considered eligible to apply to attend COLA during a long-term suspension. Upon this recommendation or decision, long-term suspended students may attend COLA for all or any assigned portion of their long-term suspension pursuant to a contract. The contract may include a minimum length of time that extends past the long-term suspension. All students accepted into COLA will be on an individualized education plan and contract that will address behavior, attendance, and academic objectives. If the student violates the terms of the contract, he/she may forfeit the opportunity to attend COLA during the remainder of his/her long-term suspension pursuant to the order of the Tribunal Panel, waiver, and/or the terms of the contract. Students who violate the terms of the contract and have been assigned to COLA for reasons other than a disciplinary tribunal decision may be referred to a disciplinary tribunal for further disciplinary action. Students permanently expelled from Calhoun City Schools are not eligible for enrollment in COLA.

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

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

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

Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

### ***Behavior at School Functions***

Students are expected to be on their best behavior at all times, including when they attend either home or away athletic events, dances, etc. This expectation applies to both participants and spectators. Students not exhibiting proper conduct may be required to leave the athletic event and may be unable to attend future events or may be subject to disciplinary action. Students attending any school system activity, not just high school events, are subject to this policy.

### ***Rules of Conduct***

The following behaviors will result in disciplinary procedures. The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated and is noted at the end of each rule. The Code of Conduct is effective during the following times and in the following places: a) at school or on school property at any time; b) off school grounds at any school activity, function or event, and while traveling to and from such events; c) on vehicles provided for student transportation by the school system.

#### **Offenses and Discipline Procedures**

- 1) **Verbal Assault:** A student shall not verbally assault, including threatened violence, of school staff, visitors or other students. This includes writings, e-mails, and/or text messages threatening harm or hurt.
- 2) **Physical Assault:** A student shall not physically assault school staff, visitors or other students. This includes fighting, attempting to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, other student, or to any person attending school related functions.
- 3) **Disrespectful Behavior:** A student shall not engage in disrespectful behavior toward school staff, visitors, or students. This includes refusal to carry out staff instructions; disrupting the learning environment; use of vulgar and profane language towards staff and/or students; or being out of area.
- 4) **Attendance Related:** A student shall not be absent to or late from school or any class or other required school function during school hours except as permitted under district policy and Georgia law pursuant to Code Section 20-2-690.1. This includes repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.
- 5) **Damage to Property:** A student shall not willfully or with malicious intent, damage real or personal property of the school or personal property of any person at the school. This includes arson, marking, defacing or destroying school property or the property of any person on campus or at a school sponsored event.
- 6) **Prohibited Acts:** A student shall not incite, advise, aid, counsel, or be an accessory to others engaging in prohibited acts which would violate the Code of Conduct. This may include but not limited to the use of social media and other avenues to promote, incite, encourage or provoke others to violate school rules or otherwise advocate for any disruption in the school or take away from the purpose of the school or its orderly operation.
- 7) **Possession of Firearm/Weapon/Hazardous Object:** A student shall not possess, handle or transmit weapons or dangerous instruments including firearms, knives and any object that can be reasonably considered a weapon; or any object which may be used in such a manner as to inflict bodily injury or place another person in fear of his/her safety. This includes having items in vehicles, lockers, backpacks, etc.
- 8) **Unlawful Possession of Alcohol/Drugs:** A student shall not possess, sell, use, transmit or be under the influence of any illegal drug, alcoholic beverage, unauthorized prescription medicine or over-the-counter medications, or

intoxicant of any kind, including artificial or synthetic drugs. This includes pretending a substance is an illegal drug. Students shall follow school procedures for prescription and over-the-counter medications.

- 9) **Bullying** (OCGA 20-2-751.4): A student shall not engage in any acts that would be classified as bullying. For the purposes of this policy, the term “bullying” as defined by state law means:
- a) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
  - b) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
  - c) Any intentional written, verbal or physical act which a reasonable person would perceive as being intended to threaten, harass or intimidate; or
  - d) Any occurrence of cyber bullying which occurs through the use of electronic communication which is directed specifically at students or school personnel, maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school and creates a reasonable fear of harm or has a high likelihood of succeeding in that purpose.
- 10) **False Accusation** (OCGA 20-2-751.5 (a)): A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, other school employee, or student. This includes but is not limited to any form of harassment. Such false accusations are prohibited both on and off school grounds.
- 11) **Gang-Related Activity:** A student shall not display unauthorized group, gang, and/or any organizational symbols, colors, and/or any identification markings or communications. Any gang-related activity that is reasonably likely to disrupt or adversely affect the educational climate or mission of the school is also prohibited. Such behavior may include, but is not limited to wearing or display of clothing, articles, paraphernalia, graffiti, symbols or gestures, assault, theft, extortion, hazing or bullying.
- 12) **Use of Possession of Tobacco Related Products:** A student shall not possess or use tobacco products of any kind at school or any school-related activities on or off campus. This includes any chemical delivery system such as aerosol, E-cigarettes and/or other vaping equipment.
- 13) **Off-Campus Behavior:** A student shall not engage in any off-campus behavior which could result in the student being criminally charged with a felony and which makes the student’s continued presence at school a potential danger to persons or property at the school or which disrupts the education process.
- 14) **Bus Conduct:** A student shall not engage in any behavior or action that has the potential of interfering with the safe operation and/or the safety of bus occupants including any behavior prohibited in the code of conduct.
- 15) **Computer/Technology Trespass:** A student shall not inappropriately use electronic or technologic resources or devices, including but not limited to, unauthorized access to the system network, creating or using the email or messaging account of another without permission, unauthorized access of private information of another individual or any flagrant violation of the acceptable use policy.
- 16) **Sexual Misconduct:** A student shall not make unwelcome sexual advances, requests for sexual favors, other inappropriate oral, written, or physical conduct of a sexual nature; view, possess or transmit obscene or pornographic videos, pictures, materials or objects; engage in indecent exposure; or engage in any type of sexual contact.
- 17) **Academic Dishonesty:** A student shall not cheat, take someone else’s work or ideas and pass them off as one’s own, share information about assessments, omit citations, or use AI resources when completing assignments, projects or tests without teacher authorization.



- 18) **Theft/Robbery:** A student shall not steal or attempt theft of any school property, the property of school employees, or the property of another student; extort, bribe, theft by deception, or have possession of stolen property.
- 19) **Trespass:** A student shall not willfully be present in a school building, locker room, restricted area of the school building or any part of the school grounds at an unauthorized time or without specific permission from a staff member. A student shall not attempt to enter a locker, classroom, closed and/or restricted area without proper authorization.
- 20) **Dress Code:** A student shall not willfully violate the student dress code as outlined in the student handbook.
- 21) **Unapproved Item:** A student shall not display, use, exhibit or otherwise possess an unauthorized item that is inappropriate and/or distracting in the school setting as determined and communicated by school personnel.
- 22) **Campus Parking and Traffic Violations:** A student shall not park without authorization or park in an unauthorized area, speed, race and/or engage in reckless driving on school campus.

### **COLA (Calhoun Online Learning Academy)**

The Calhoun Online Learning Academy (COLA) is an innovative approach to learning and embracing modern technology as a mode of delivery for education. Students enrolling in COLA will receive an individualized education catered to meet their specific needs. This program utilizes online curriculum partnered with teacher support as students engage in learning in a new and innovative way. Students will participate in a variety of ways, ranging from full-time on-site, full-time at home, and various hybrid models. Inquiries should be directed to the Director of Virtual Learning at 706-602-6619.

### **COMMUNICATION**

Calhoun Middle School values on-going communication and recognizes that effective communication between the school and the home is essential to the successful operation of educational programs. Students are expected to transmit documents intended for communication between the school and parents. School personnel shall be responsible for making reasonable efforts in the communication process, including electronic and telephone messages and for providing particular attention to situations in which the educational welfare of students may be jeopardized. However, school personnel shall not be held responsible for problems which develop from the refusal of students to transmit messages from the school to the home.

To facilitate effective communication, subscribe to the following protocol when voicing a concern:

1. First, contact the teacher by phone or email.
2. Next, schedule a conference with the teacher(s) where appropriate.
3. Finally, contact the administrative office to schedule an appointment with the Assistant Principal or Principal.

Please understand that, depending on the circumstance, the first contact should be with the teacher.

As a system, it is our pledge to provide ongoing communication in the form of a website, social media, e-mail and phone messaging where appropriate.

### **COMMUNITY EDUCATION (CE) PROGRAM**

We provide enriching opportunities and experiences for youth and adults, while enhancing the educational experience for all CCS students in Academics, Arts, and Athletics. The purpose is to facilitate the learning and participation of adults and children so they can improve their lives and their community. CE brings community members together to identify and link community needs and resources in a manner that raises the quality of life in their communities. More information is on our website as well as calendars and registrations.

### **COMMUNITY SERVICE**

Last Updated- 2/6/2025

Students are encouraged to serve others by participating in the community service program and to document service by turning in completed forms online (CMS). Acceptable forms of community service include but are not limited to work with non-profit organizations, civic organizations, and other charities. Unacceptable forms of community service would include activities for which a student is being paid or otherwise profiting. Information about community service can be found on the CMS website

## **COUNSELOR**

The school counselor acts in a proactive manner to help foster a school environment where all students can do their best. Counseling is offered in both individual and small group settings. The counselor also works with students on career awareness and Individual Graduation Plans (IGPs). Students may be referred to the counselor by self-referral, parents, teachers, other students, or administrators. Parent permission is not required. Parent permission is requested for students to participate in any group counseling setting. The counselor may also request conferences with students when the need arises. Students are encouraged to become acquainted with the counselor as they are trained to listen and assist with student concerns.

## **CURRICULUM**

Curriculum taught at Calhoun Middle School is based on guidelines from the Georgia Department of Education (GADOE) using the Georgia Performance Standards of Excellence.

## **CUSTODY OF CHILDREN (See Policy JGFC)**

In compliance with O.C.G.A. 20-2-780, no person shall make or attempt to make a change of custody of a minor child by removing the child from the premises of a public school without the permission of the person who enrolled the child in the school, notwithstanding the fact that the person seeking to obtain custody of the child from the school has a court order granting custody of the child to such person. This shall not apply with respect to a) persons seeking to enforce court orders that specifically authorize or direct the release of custody by the school; b) state or local officials acting under the express authority of the state's child protection laws. Any person violating this code section shall be guilty of a misdemeanor. School officials are immune from civil or criminal liability when acting in their capacities to prevent a violation of this code section.

**Information Release:** In cases of divorce, unless the school receives a legal document or copy of the divorce decree stating that one parent does not have access to the child or his/her records, we are obligated to treat both parents as a legal parent with access to the child and the child's records. It is the responsibility of the enrolling/custodial parent/guardian to notify the school when their child will be picked up by anyone other than those names listed in the child's record. Our staff treats safety and security as a serious matter; thus, additional procedures to verify identification may be in place. Custody of children will not change during the school day or on school property. Schools shall require verification of custody of a student where custody is in question.

## **DISCIPLINE**

### ***Process***

Upon receiving a discipline referral, the assistant principal (or designee) will interview the student. Depending upon the situation, the following types of consequences may occur; loss of privileges, removal from class, detention, In School Suspension, Out of School Suspension, Referral to a Tribunal, Referral to Law Enforcement. This is not a comprehensive list. The goal is always to deter future misbehavior and to protect the learning environment and safety of the student body.

### ***Hearings***

Due process established for students who have violated school-based Codes of Conduct to a degree to warrant severe disciplinary measure is the disciplinary tribunal. We utilize various alternative learning environments to enable the continuation of educational services to disruptive students. While it is the policy of this state and the Calhoun City Board of Education to avoid removal of such educational services, the disciplinary tribunal has the authority to suspend or expel students whose behaviors interfere with the orderly operation of the school system.

A hearing may be requested in the following cases:

- Where a student has committed an alleged assault or battery upon a teacher, other school official, or employee;
- 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 student and/or parent will be notified by letter of the charges against the student, a list of potential witnesses, the student's right to present evidence and cross-examine witnesses. The hearing will be held within ten (10) school days after the suspension begins unless parent and school mutually agree to an extension. The tribunal panel will consist of three (3) administrators from a school which the student does not attend. The tribunal panel will render a decision based on evidence presented during the tribunal. If the tribunal panel finds the student has committed the alleged offense, they may impose any punishment they feel appropriate up to and including expulsion. Any party may appeal the decision to the Board of Education by providing written notice. See Board Policy JCEB.

### ***COLA & Discipline***

The administration may recommend that a student enroll in COLA during a long-term suspension. Upon this decision, long-term suspended students may attend COLA for all or any assigned portion of their long-term suspension pursuant to a contract. The contract may include a minimum length of time that extends past the long-term suspension. All students accepted into COLA will be on an individualized education plan and contract that will address behavior, attendance, and academic objectives. If the student violates the terms of the contract, he/she may forfeit the opportunity to attend COLA during the remainder of his/her long-term suspension pursuant to the order of the Tribunal Panel, waiver, and/or the terms of the contract. Students who violate the terms of the contract and have been assigned to COLA for reasons other than a disciplinary tribunal decision may be referred to a disciplinary tribunal for further disciplinary action. Students permanently expelled from Calhoun City Schools are not eligible for enrollment in COLA. Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such case, an agreement may be negotiated with the school administrator, which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local Board policy.

### **DRESS CODE**

Our dress code is designed to promote an environment that is both safe and conducive to learning. To that end students and visitors should adhere to the following dress code standards:

1. Shoes must be worn at all times.
2. Blankets, stuffed animals, toys, etc. are not permitted.
3. Shorts, skirts, and dresses must be no shorter than mid-thigh length.
4. Pants, shorts, and skirts should not be worn in a "slacking" manner, and should be worn at the waist.
5. Shirts must cover the shoulders, chest, midriff, back, and undergarments. Shirts should not be see-through. \*See through or sheer garments are only permitted if worn over the top of school-appropriate clothing.
6. Caps, hats, head scarves, bonnets, hoods, combs/brushes, sunglasses, etc. may not be worn inside of school buildings unless a student has administrative permission or it is a designated dress up day. Approved religious attire is permitted.

7. Leggings, yoga pants, and similar athletic clothing should not be see-through and shirts worn with these types of pants should not expose the midriff area. One piece bodysuit/unitard clothing is not permitted.
8. Pajamas/pajama pants and bedroom slippers are not allowed unless it is a designated dress up day, this includes wearing pajama pants with a regular top/shirt.
9. Any tears/rips/frays that expose skin in pants/jeans should meet the shorts/skirt length criteria and not be above mid-thigh.
10. No clothing should promote drugs, gangs, weapons, or alcoholic beverages.
11. Clothing should not contain images that are profane, sexual in nature, gang related, or are racially offensive.
12. Visible body piercings are limited to the ears and a single stud nose piercing (no facial hoops/facial bars allowed for safety reasons)
13. Anything that has the potential to cause distractions or disruptions to the learning environment is not allowed, including clothing that promotes a political party and/or candidate, political or social philosophy, and/or cause or crusade as shared in Board Policy KJ.

At times, administration may designate Spirit Days, at which time students will be permitted to wear school-affiliated uniforms (such as cheerleading). Students who break dress code three times and more will receive disciplinary action. *Administration is at liberty to exercise discretion regarding the appropriateness of anything this list may not include.*

### **DRESS GUIDELINES FOR FORMAL EVENTS**

Formal events at the Campus are meant to be elegant and classy. Before you buy your attire, make sure it fits the guidelines found on the school website. Students who arrive with inappropriate attire may be asked to leave and/or change clothing before entering- [CMS Formal Events Guidelines](#).

### **DROP-OUT INFORMATION**

The following information affects all 16 and 17 year old students who are not emancipated, meaning that the student is not living on their own. We must require written parental permission to allow a student to withdraw from school. The principal is mandated to convene a conference within two (2) days of “Notice of intent of the child to withdraw from school”. During the conference the principal or designee must make a reasonable attempt to share educational options available, GED, consequences of dropping out, lower earnings, fewer jobs, inability to move on to higher education, loss of driver’s license, etc.

### **DRUG TESTING (See Policy JCABB)**

The use or possession of a drug as defined herein, by a participating student is both dangerous and detrimental to a student’s ability to drive and participate in athletics and is hereby prohibited. The Board hereby authorizes the Superintendent and his or her administrative staff to develop and implement drug screening procedures for all high school students who wish to participate in any interscholastic athletic activity or any student who applies for a parking permit and intends to park a vehicle on the school grounds. For a failed illegal drug test, consequences include loss of parking privileges and/or loss of athletic/extracurricular participation. For a failed nicotine only test, the consequence will be parent/guardian contact.

### **E-CIGARETTES/VAPING**

Unfortunately, we face a national epidemic with the growing popularity of e-cigarettes, vaping, etc. The middle school is taking a serious approach to combat this issue. Student use or possession of any e-cigarette device or substance will face the following consequences as listed on the [Focus 5 in CMS Jacket Pride Handbook](#). **\*School administration reserves the right to alter/add consequences based on the individual situation.**

Students found to be in possession of any THC e-cigarette/vape device or substance will face the following consequences - 10 days out of school suspension pending the tribunal process.

### **ELECTRONIC DEVICES (ex- cell phones, earbuds/airpods, etc.)**

The school is not responsible for personal electronic devices brought to school which are lost or stolen. Cell phones and electronic devices may be used before school, during class transitions, during lunch, and after the school day. Cell phones and electronic devices must be out of sight and turned off at all other times. See [Focus 5 in CMS Jacket Pride Handbook](#) document for consequence details. **\*School administration reserves the right to alter/add consequences based on the individual situation.**

### **EMERGENCIES**

Fire, lockdown, and tornado drills are required by law and are an important monthly safety precaution. Other emergency drills such as lock down, evacuation, and earthquake are also activated throughout the year as deemed necessary. It is essential that when the first signal is given, everyone obeys orders promptly and goes to the designated areas as quickly and orderly as possible. Any student found tampering with the fire alarm, fire extinguisher, or other emergency equipment will be suspended, and the appropriate authorities will be notified.

### **5 C's / EMPLOYABILITY SKILLS**

In addition to providing academic instruction, preparing students to be college and career-ready is a priority for Calhoun City Schools. Local business, industry partners, and post-secondary schools have indicated the importance of strong power skills, also called soft skills, employability skills, work ethic, or 21st Century skills, to the success of their employees and businesses. Employability Skills should be included as an explicit and integral part of classroom instruction, embedded in class activities. In response to this, Calhoun City Schools will implement 5 C's instruction in PreK-12th grade. The 5 C's for Success include: Collaboration, Communication, Creativity, Critical Thinking, and Community.



### **EQUAL EDUCATION OPPORTUNITY (See Policy JAA)**

The Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, national origin, political affiliation, age, disability, and sexual orientation. This policy will prevail in all matters concerning employees,

(employment, retention and advancement), students, parents, the general citizenry, educational programs and services, and persons with whom the Board does business. In keeping with the Board's commitment and the requirement of applicable state and federal law, the Board and staff will strive to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational services and opportunities offered students; in location and use of facilities; in educational materials; and in all business transactions conducted by the Board.

### **EQUIPMENT & FACILITIES**

Each student is expected to assume responsibility for the care of all school property and materials. Students who damage school property and/or materials will be responsible for paying for the damages. Damage of malicious nature will result in disciplinary action, in addition to retribution, may be taken in cases of malicious destruction of property.

### **ESOL (English for Speakers of Other Languages)**

Certified teachers are on staff to provide support for students who are speakers of languages other than English. English for Speakers of Other Languages (EL) services are provided daily to qualified students.

### **EVERY STUDENT SUCCEEDS ACT (ESSA) TITLE I PART A, TITLE II A**

Parents Right to Know: In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

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

### **FERPA (Family Educational Rights and Privacy Act)**

FERPA affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is 18 or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the records they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff

member (including school nurses and school resource officers); a member of the school board; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant or therapist); a contractor consultant, volunteer, or other party to whom the school district has outsourced services; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile justice system pursuant to specific State law.

4. FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists. The School District has designated the following information as directory information: student's name, address and telephone number; student's date and place of birth; student's participation in official school activities and sports; weight and height of members of an athletic team; dates of attendance at schools within the district; honors and awards received during the time enrolled in district schools; photograph; and grade level. Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications may include: a school program, the yearbook, honor roll or other recognition lists published at school or in newspapers, school awards programs, graduation announcements/rings, sports program/statistics/materials, school/district website, or a playbill for a drama or music production. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise the right to **opt-out** of sharing your child's directory information, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.
5. You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal. (6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated thereunder. Complaints



may be filed with: Family Policy Compliance Office (FERPA), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

## **FIELD TRIPS**

Off campus overnight trips may be planned during the school year. In keeping with Jacket Pride, students must be in good standing (academics, attendance and behavior) in order to be eligible for participation. Eligibility Requirements for overnight field trips are as follows:

- No ISS/OSS

*Any extenuating circumstance should be brought to the attention of the administration for review.*

### ***Field Trip Sponsor and Chaperone Responsibilities***

- The field trip supervisor must be a faculty member.
- An administrator (or administrative designee) must attend all out of state / overnight trips.
- Due to safety protocols, FERPA guidelines, mandated reporting, educator code of ethics guidelines, etc., all chaperones (for out of state / overnight field trips) must be at least 21 years of age and a member of the school faculty/staff, (as they have completed all mandated training / background checks etc.)
- Chaperones must assume a 24-hour day responsibility for students from the time they leave until the time they return. (applies to overnight field trip)
- The level of student supervision of students while on a field trip is no less than the level of supervision of students required when students are on campus, participating in class, or participating in other school or school board activities.
- Chaperones are expected to be familiar with the Student Code of Conduct and Discipline and shall report all suspected violations to the field trip sponsor immediately.
- Chaperones may not discipline a student, staff member and/or another chaperone.
- Drinking alcoholic beverages by a chaperone at any time during a field trip is prohibited.
- Chaperones must actively supervise and keep an accurate check on members assigned to them.
- Chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the chaperones are sure the students are secure. (applies to overnight field trip)
- Gender of the group members shall be considered when assigning chaperones and floor assignments.
- Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- Parents or student relatives who are not chaperones or student participants in a field trip will not be permitted to join a field trip at its destination; unless they are approved by Calhoun City Schools. These individuals must also be authorized by Calhoun City Schools to participate in the designated field trip.
- Chaperones must wear appropriate clothing at all times. Appropriate clothing is defined as following the staff dress code.
- A field trip / parent permission form should be completed by all parents and a copy of this form should be carried on all field trips.
- Chaperones are required to report any illness of students to the field trip supervisor/sponsor immediately.

## **FIGHTING/ BATTERY**

In regards to school discipline, fighting is defined as mutual participation in an incident involving physical violence where there is no one main offender. Battery is defined as the intentional touching or striking of another person to intentionally cause bodily harm; there is no mutual participation. See [Focus 5 in CMS Jacket Pride Handbook](#) document for consequence details. **\*School administration reserves the right to alter/add consequences based on the individual situation.**

Last Updated- 2/6/2025



**FIRST AID/ILLNESS (See Policy JGC)**

Students who become ill during the school day or are in need of first aid should report to the nurse. Parents will be contacted to make arrangements for students to be picked up and transported home or to a doctor. Sick students who are contagious with active symptoms such as vomiting, diarrhea, congestion, cough, rash and/or fever must not be sent to school. Students with a fever must be excluded from school and should not return until they are free of fever for 24 hours without Tylenol or other fever reducing medications. Students returning too early may be sent home. It is the parent's responsibility at time of enrollment or at time of subsequent diagnosis to alert the school about any medical condition and/or allergy a student has.

In case of serious illness/injury the school will render first aid as prescribed by nursing protocols while contacting the parent. If the parent cannot be reached and the situation is serious, the school shall telephone the Emergency Medical Unit (911) for immediate transportation to an emergency treatment hospital. Fees for transportation and medical services will be the responsibility of the parent/guardian.

**FOOD (See School Nutrition)****GENDER EQUITY IN SPORTS/ TITLE IX (See Policy IDFA)**

It is the policy of the Calhoun City Board of Education to prohibit discrimination based on gender in its athletic programs. The Superintendent shall annually appoint a Gender Equity in Sports Coordinator whose responsibility is to coordinate efforts to comply with and carry out requirements in regard to Equity in Sports. The Equity in Sports Coordinator shall investigate any complaints communicated to the school system in regard to Equity in Sports.

*Gender Equity in Sports Coordinator:* Franco Perkins  
355 South River Street, Calhoun, GA 30701  
706-629-9213

An Equity in Sports Grievance Procedure is adopted which provides for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor student, alleging any action which would be a violation of the pertinent Code section. The grievance procedure shall be as follows:

1. The employee designated as the person who coordinates efforts to comply shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;
2. A copy of such decision shall be provided to the complainant within 5 days of the date of the decision; and
3. A complainant shall have a right to appeal such a decision to the local Board within 35 days of the date of the decision.
4. A complainant may appeal a decision of the Board in accordance with the procedures specified in O.C.G.A. §20-2-1160.

It is CCS Board of Education policy that no person (student or employee) shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity or in recruitment for employment, and related benefits. The Director of Student Services has been designated as the employee responsible for coordination of efforts to assure compliance with Title IX mandates with regard to employed personnel. The principal of each school has been designated as the official responsible for coordination of efforts in the school to comply with requirements of Title IX with regard to students.

**GIFTED EDUCATION**

A student who meets the eligibility criteria as identified and as defined by the Georgia Department of Education (GADOE) will receive gifted services. The following provides information about eligibility and policies:  
<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Gifted-Education.aspx>

## **GRADING**

CCS adheres to the following grading scale: A = 90-100/B = 80-89/C = 70-79/F = 69-50.

Report card (end of semester) and progress report (every 9 weeks) grades are updated in Parent Portal throughout the year. Parents are encouraged to use Parent Portal to stay informed of student progress.

### ***CMS Grading Information***

Each semester average is cumulative over an approximately 18-week period and is issued at the end of each semester. Progress reports are uploaded each 9 week period. Parents may access grades through Parent Portal. Grades below 70% are failing. All work is evaluated based on actual performance.

## **GSNS (Georgia Special Needs Scholarship Act)**

This program is a parental choice program for special needs students attending Georgia public schools who are served under an Individualized Education Plan (IEP). In order to qualify for the Georgia Special Needs Scholarship Program a student must meet the following requirements:

### ***Student Eligibility Criteria***

- 1) A student must have a parent/guardian who currently lives in Georgia and has been a resident for at least one calendar year.
- 2) A student was enrolled and attended a Georgia public school (grades K-12) the entire previous school year. Preschool special education students do not qualify. A student must complete a full school year in kindergarten before he/she can be eligible.
- 3) A student was reported by a school district(s) during student counts conducted in October and March by public schools.
- 4) A student does not need to have an Individualized Education Plan (IEP) for the entire school year to qualify for the GSNS Program. A student must have received special education services at some point during the previous school year under an IEP. A student must be reported by a school district(s) in either the October OR March student counts OR in student record as a student receiving special education services by the end of the school year.

## **HARASSMENT (See Policy JCAC)**

The CCS Board of Education does not discriminate on the basis of gender, age, race, ethnic group, color, disability, religion, belief, or national origin in the educational programs and activities, or admissions to facilities operated by CCS, or in the employment practices of the school system. The CCS Board of Education does not and will not tolerate harassment of our students or employees. The term “harassment” includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, ethnic group, color, gender, religion, belief, national origin, citizenship, age, or disability. “Harassment” also includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

Any student, parent, employee, or other individual who believes that a student has been subjected to harassment or discrimination by other students or employees of the Calhoun City Board of Education as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator identified under the Equal Educational Opportunities section, who will implement the board’s discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or administrator. Students

and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

All allegations of harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated by the superintendent. A substantiated charge against an employee shall subject such person to disciplinary action. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

It is the duty of employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principal of all schools shall ensure that students and parents are informed through handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

***Grievance Procedure:*** Complaints made to the Board of Education regarding alleged discrimination on the basis of race, color, ethnic group, religion, or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of the Rehabilitation Act of 1973, also known as Section 504, will be processed in accordance with the following procedure:

1. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
2. The coordinator shall have 15 days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.
3. If the complaint is not resolved at the conclusion of this 15 day period or if the complainant is not satisfied with the resolution, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
4. The Superintendent shall have 15 days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
5. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within 15 days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include the written response a request that the complaint be referred to the Board of Education.
6. Within 30 days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall

review the original complaint, the response of the coordinator, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required, to hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

7. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
8. This procedure is not intended to deprive any employee of any right he/she may have to file a grievance pursuant to any other policy the Board of Education, specifically including policy GAE(2), where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.

This procedure is available to students, employees and the general public through School Board Policy Manuals available in all school offices, media centers and the central office facilities.

Title VI Coordinator: Student Services Director  
Amanda Schutz, 334 South Wall Street., Calhoun GA 30701- 706-629-2900

Title IX Coordinator: Student Services Director  
Amanda Schutz, 334 Wall Street., Calhoun GA 30701- 706-629-2900

Section 504 Coordinator: Special Education Director  
Heather McCrone, 334 South Wall Street., Calhoun GA 30701 - 706-629-2900

Sports Equity Coordinator: Calhoun High School, Assistant Principal  
Franco Perkins, 355 River St., Calhoun GA 30701 -706-629-9213

## **HEAD LICE MANAGEMENT**

Schools will take an active role in education about head lice and its prevention. The following procedures have been developed for dealing with the head lice problem.

1. Children showing active symptoms will be checked by the school nurse or his/her designee.
2. The parent will be asked to pick up the student immediately. An information sheet will be provided to inform parents about how to get rid of the infestation. The child having head lice will be excluded from class until he or she is picked up, treated, and lice free. Students will be excused for that one day.
3. When the students have left at the end of the school day, the school classroom where an incidence of head lice has been found will be cleaned to help prevent the spread of the condition.
4. If more than one case is identified in a classroom, a letter will be sent to the parents in the classroom informing them of the presence of head lice and the precautions that should be taken.
5. When the hair has been properly treated and the nits/lice removed, parents must bring the child to school with evidence of treatment used to be rechecked by the school nurse. Students cannot ride the bus until they have been checked and cleared for return to class. If no head lice are found, the child will be readmitted to class. If the school nurse determines that an infestation remains, the parent must continue treatment at home until the nurse

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clears the child to return to class.

6. Chronic or recurring cases that result in excessive absences will be referred to the attendance officer and/or school social worker.

### **HOMELESS CHILDREN & YOUTH (McKinney Vento Act)**

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth in homeless situations to enroll, attend, and succeed in school and preschool programs. In accordance with this law, CCS affords homeless children and youth immediate enrollment and equal access to the same free, appropriate public education, as provided to other students. Homeless children and youth will have access to education and other services needed to have an opportunity to meet the same challenging student academic achievement standards to which all students are held. If issues arise over providing appropriate services for homeless students, every effort will be made to resolve the issues at the building level. If this is not possible, the homeless student shall immediately be admitted to the school in which enrollment is sought pending the final resolution of the dispute. Contact Amanda Schutz at (706)629-9213 for more information.

### **HOMEWORK**

Teachers may assign homework for one or more of the following reasons:

- Practice– To practice skills and the application of knowledge that have already been learned.
- Preparation- To gain background information or to collect materials necessary for classroom lessons that are coming up in the future.
- Extension- As an opportunity to apply learning acquired in the classroom to tasks and projects being worked on at home.
- Completion- To take a classroom assignment home to complete that was not completed during regular class time.

### **HONORS COURSE EXPECTATIONS/ACADEMIC HONOR CODE**

[CMS Honors Course Parent Information/Sign-Off](#)

[CMS Honors Course Rubric](#)

Taking Honors courses at Calhoun Middle School is an *educational choice* that prepares middle school students for the rigor of high school and college work. Students will be presented with advanced content classes along with enhanced learning experiences focusing on critical thinking skills, research work, experiential learning, and service learning. Honors courses incorporate high standards for teaching and learning that expand on the Georgia Standards of Excellence for each content area. Honors courses are designed for students who have demonstrated above average academic ability, motivation, and interest for further advanced post-secondary study and will prepare students for the challenge and rigor of high school and college courses.

Consideration for enrollment in Honors courses:

- All teachers use student academic data and rubric criteria to make recommendations for Honors classes.
- Rubric criteria will be evaluated at the end of each school year to maintain status in honors courses.
- Students may be recommended for any combination of classes from one course to all academic courses.
- Recommendations are based on student data, not parent requests.
- Parents and staff may make recommendations for an evaluation of data for honors course participation.

<b>Honors Courses offered at Calhoun Middle School</b>
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<b>7th Grade</b>	Honors ELA, Honors Math, Honors Social Studies, Honors Science
<b>8th Grade</b>	Honors 9th Lit/Comp (High School Credit), Honors Math or Enhanced Algebra I (High School Credit), Honors Physical Science (High School Credit)  Honors ELA, Honors Math, Honors Social Studies, Honors Science

### ***CMS/CHS Academic Honor Code***

The students and faculty at Calhoun Middle School promote excellence. Academic dishonesty violates our core principles of honesty, integrity, respect, and responsibility. Academic integrity is expected on all classroom activities and assignments. Any student who displays academic dishonesty may be subject to a zero on the assignment, parent contact, and other disciplinary action. Induction or membership in honor society(ies), serving in student leadership position(s), and enrollment in honors classes may also be affected. Administration and teachers reserve the right to issue more severe consequences for egregious or multiple infractions of academic dishonesty.

Academic dishonesty includes, but is not limited to the following activities:

- Copying another person's work or allowing another person to copy your work
- Looking at and/or copying information from another student's test/exam/quiz/essay
- Having another person complete an assignment or any part of an assignment for you including but not limited to AI generated submissions
- Submitting an assignment composed by another person as your own (graded or ungraded)
- Sharing assignment or assessment information with another student(s) who has/have not yet taken the assessment
- Stealing exams, quizzes, or other assignments from a teacher or classroom either physically or electronically
- Possessing any teacher grading key or teacher text/manual
- Using stolen tests or materials
- Unauthorized use of study aides, notes, books, data, apps, computer programs, etc. on an assignment
- Unauthorized use of electronics during assessments
- Failure to report advance knowledge of an assessment or answer key in a timely manner
- Any type of communication with another student during an individual assessment period
- Communicating with another student after completing an assessment while the assessment is being completed by another student(s) in the classroom
- Plagiarism, which is the intentional or unintentional practice of using someone else's work or ideas and passing them off as one's own
- Sabotaging another student's work

### **HOSPITAL HOMEBOUND (See Policy IDDC)**

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g.,



students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten (10) consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

The Hospital/Homebound teacher, with assignments from and assistance of the general and/or special education teacher(s), will provide academic instruction that enables the student to keep up with his/her academic responsibilities while at home, thus allowing the student to return to his/her regular school program with as little interruption as possible in academic instruction. Services provided will be done in accordance with the State Board of Education Rule.

For questions about HHB services at CMS, please contact Assistant Principal Melissa Hawkins by email at [hawkinsm@calhounschoools.org](mailto:hawkinsm@calhounschoools.org) or (706) 602-6602.

### **IDEA (Individuals with Disabilities Education Act)**

The Individuals with Disabilities Education Act (IDEA) requires public schools to locate and identify children with disabilities who may be in need of specialized education. These children "will have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living; (and) . . . to ensure that the rights of children with disabilities and parents of such children are protected . . ." 20 U.S.C. § 1401(d) The statute includes specific requirements about eligibility for services, components of the Individualized Educational Program (IEP), IEP team members, review of the child's IEP, prior written notice, members of eligibility and IEP teams, and comprehensive procedural requirements related to disputes and complaints.

IEP, SST, and 504 meetings can be held virtually or by phone depending on the preference of the parent. Meetings will be scheduled during non-instructional times when possible.

### **IMMUNIZATIONS**

The state law of Georgia requires that all students enrolled in a public school must have an up to date immunization record. Minimum immunization requirements for the Georgia School Immunization Certificate Form 3231 are determined by the Georgia Department of Human Resources and are available, upon request, at the school office or the local health department. Students who do not have a current complete Immunization Form 3231 will be notified and provided an opportunity to obtain the immunization documentation. Students will be withdrawn from school after 30 days without proper immunization documentation.

### **INCLEMENT WEATHER**

The Superintendent of the Calhoun City Schools will make the decision and announce to the public whenever emergency closings are deemed necessary. Such decisions relating to bad weather or other reasons for closings will be at the Superintendent's discretion. If these situations occur, local radio stations and Atlanta TV stations will broadcast school closing information. Parents can also be informed of any school closing by following the school system's social media pages, checking the website, and getting remind messages from homeroom teachers.

### **INSURANCE**

All students involved in school sponsored athletic and other extracurricular activities are required to show proof of insurance. When an insured student has an accident in school or on his way to or from school, he/she should report it immediately to the teacher in charge or to the administrator.

School accident insurance is available to students. Information on the insurance is available on the CCS website. If your student is without insurance coverage, there's an option available to CCS students for coverage during the school year. This coverage is voluntary, meaning it's up to parents or guardians to decide whether or not to sign up. Keep in mind that any fees associated with the insurance coverage are the responsibility of parents or guardians. To learn more about this option, be sure to check out the brochure and cover letter. All students involved in school sponsored athletic and other extracurricular activities are required to show proof of insurance. When an insured student has an accident in school or on his way to or from school, he/she should report it immediately to the teacher in charge or to the administrator. This insurance is a secondary coverage and will pay only after the insurance carried by the parents/guardians has paid.

### **[HSK K12 Online Enrollment Material](#)**

### **ITEMS DROPPED OFF AT SCHOOL**

We are not able to individually call for students to leave class to retrieve items dropped off in the front office. To do so would cause a high number of disruptions throughout the day. Parents are encouraged to allow for natural consequences so that children learn to become responsible. If a child forgets a necessary item, allow that child to feel the natural consequence. (Forgotten lunch? Eat a cafeteria lunch. Forgotten homework? Accept the late grade.)

### **JACKET PRIDE**

Jacket Pride is based upon the research based, nationally recognized PBIS (Positive Behavioral Instructional Strategies) Plan. We focus on: **P**-purpose **R**-respect **I**-integrity **D**-dependability **E**-excellence

Calhoun Middle School is committed to Jacket Pride, a positive approach to discipline. The staff aims to teach, model, practice, and reward appropriate behavior. A system of rewards is used, and a group of students serve on a Jacket Pride Advisory Board. This group represents the student body and gives input into the system of rewards. Jacket Pride Reward opportunities are offered to students in good standing with academics, attendance and behavior. CMS uses the JPride app to electronically manage stingers/points for rewards. Additional information can be found in the **[CMS Jacket Pride Handbook](#)**.

### **LOST & FOUND**

Label all clothing and other items which might be lost or misplaced. Due to lack of storage space, lost items cannot be kept for more than a couple of weeks. Unclaimed items are donated to charitable organizations. The lost and found closet can be located in the CMS main office.

### **LUNCH VISITORS**

Calhoun Middle School does not allow students to have lunch visitors.

### **MAKE-UP WORK**

Students who miss school are responsible for inquiring about and making up missed assignments within 5 days of returning to school, or during an appropriate time frame as designated by the teacher. Students also have access to all of their classwork online through their class' Learning Management System (LMS) of Canvas and/or Google Classroom.

### **MEDICATION (See Policy JGCD)**

It is best for parents to schedule a child's medication to be given at home under direct parental supervision. However, we realize that this is not always possible. A school nurse or designee may administer medication provided all of the following requirements are met:

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- The medication is in its original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage and times for dosage.
- A written authorization is signed by the student's parent or guardian to allow the nurse or school designee to administer the medication.

School personnel shall not provide students with any medication except as authorized by this policy. A student who has asthma or life-threatening allergies may possess and use his/her asthma medication or auto-injectable epinephrine as prescribed with a written statement from a physician confirming that the student is able to self-administer and releasing the school system and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering. The written statement shall be provided on an annual basis and any time administration directions change. In this situation, the student may possess and/or use his/her medication: while in school; while at a school-sponsored activity; while under the supervision of school personnel; or while in before-school or after-school care on school property. A student may be subject to disciplinary action if he or she uses the medicine in a manner other than prescribed. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the school district's Student Code of Conduct and shall be subject to disciplinary action.

### **MESSAGES TO STUDENTS**

Personal messages will not be delivered. Parent/guardian messages are accepted, but limited to the following: a) notification of death, illness, or disaster in the family; b) medical appointments that have been changed; and/or c) emergency changes in a student's mode of transportation.

### **MTSS (Multi-Tiered Support System)**

The Georgia Student Achievement Pyramid of Interventions is the process of aligning appropriate assessment with purposeful instruction for all students. In Georgia, MTSS is based in the general education classroom where teachers routinely implement a strong and rigorous standards-based learning environment. The tiered approach to providing layers of intervention for students needing support requires a school-wide common understanding of the Common Core Georgia Performance Standards (CCGPS), assessment practices, and instructional pedagogy. All students participate in general education learning. Students requiring interventions to meet individual learning expectations will receive support through a systematic and purposeful process Georgia's MTSS process includes several key components:

- A 4-Tier delivery model designed to provide support matched to student needs through the implementation of standards-based classrooms.
- Evidence-based instruction as the core of classroom pedagogy.
- Evidence-based interventions utilized with increasing levels of intensity based on progress monitoring.
- The use of a variety of ongoing assessment data to determine which students are not meeting success academically and/or behaviorally.
- Data Teams in each school serve as the driving force for instructional decision making in the building.
- Purposeful allocation of instructional resources based on student assessment data.

IEP, SST, and 504 meetings can be held virtually or by phone depending on the preference of the parent. Meetings will be scheduled during non-instructional times when possible.

### **NON-DISCRIMINATORY POLICY**

CCS does not discriminate on the basis of race, color, national origin, political affiliation, sex, religion, age or disability in the admission or access to, or participation or employment in, its programs, services, or activities including determining the admission and attendance of students who reside outside the city of Calhoun.

## **NURSE**

The school nurse has an office at both CMS and CHS. She is a registered nurse and is available to our students for such things as illness, injuries, vision/hearing screenings, etc. Office hours are posted at the nurse's office and the main office can reach the nurse at all times. Students must have a clinic record filled out and signed by a parent/guardian to receive services at the clinic. In cooperation with the athletic director and local doctors, the school nurse offers a free physical each spring for students who plan to participate in sports in the upcoming school year. Students are encouraged to use this free service offered by the clinic. All students must have a certificate of adequate immunization on file in their permanent records. Students failing to meet this requirement will not be allowed to attend school.

## **OPEN ENROLLMENT & ADMISSION**

The Charter System shall enroll in its System Charter Schools per the terms of this Charter and in accordance with State Board rules. Each System Charter School shall comply with the open enrollment and admissions provisions set forth in O.C.G.A. 20-2-2066. Enrollment shall be open to any student in accordance with the following criteria:

- Attendance Zones: Enrollment shall be open to any student who resides within the attendance zone. The attendance zone for each System Charter shall be the existing attendance zones determined by the Calhoun City School System.
- Admissions: System Charter Schools may not use admissions criteria or applications that would not otherwise be used at a traditional public school. System Charter Schools may use applications for the purpose of verifying students' residence within the System Charter School's attendance zone. System Charter Schools may gather supplemental information from students after enrollment is determined.
- Random Lottery: If the number of timely applicants who reside in the attendance zone does not exceed the capacity of the System Charter Schools, the System Charter School shall allow more students from outside the attendance zone an equal opportunity to enroll through the use of a random lottery process.

***Tuition:*** Each non-resident tuition student must make an application to attend Calhoun City Schools and receive notification of approval from the principal and/or the superintendent. A student's residence for school attendance is determined by the residence of the student's parent or legal guardian with whom the student lives. Any attempt to circumvent this policy by the student or parent may result in withdrawal of the student from CCS. The principal of each school has the right to revoke the tuition status of any non-resident student based on any of the following reasons:

- Inappropriate behavior or poor disciplinary record
- Tardiness to school or poor attendance record
- Unsatisfactory academic performance
- Timeliness of tuition payments
- Attempts to circumvent the policy and procedures of the school system
- Lack of parental support of CCS academic, attendance, and/or disciplinary standards
- Any other good and sufficient reason that would impact student success.

CCS reserves the right to place students in classes judged solely by the school system to be the most appropriate placement. Non-resident students are subject to suspension, expulsion, or revocation of their tuition status if they violate the terms of this contract or violate school system rules. Specific criteria have been established by the Board of Education for non-resident students. This Enrollment Contract may be revoked and the student dismissed in accordance with any and all CCS' policies and procedures at any time. Students and parents should review the Student Handbook for their respective school. The Superintendent reserves the right to refuse admittance to any applicant if accepting the student would not be in the best interest of the Calhoun City School System. The admission of a student as non-resident and the continued enrollment of the student is a privilege and not a right. Non-payment of tuition fees, late payment, or returned checks are grounds for dismissal from Calhoun City Schools. CCS does not discriminate in its educational programs and

activities against qualified individuals on the basis of race, color, religion, gender, age, national origin, disability or genetic information. Additional information can be found on the CCS website under Enrollment/Registration.

### ***Out of District Parental Pledge of Support***

I am committed to serve as a collaborator with the faculty, administration, other parents, and students to achieve excellence in the education of my children. I will actively support school activities and events by volunteering my time and/or resources. I will support the school's policies and rules. I will attend required parent-teacher conferences and maintain open communication with my child's teacher, administrators, and other school staff. All communications from myself and my child will be supportive of both the school system and local community.

### **PARENT CONFERENCES**

Calhoun City Schools believes that public education is greatly enhanced by a strong school/community and home/school relation. Therefore, it is a goal for CMS to conduct two parent/teacher conferences annually (face-to-face, phone, virtual) with a parent or approved guardian of each student served.

### **PHYSICAL EDUCATION**

Beginning on the third day of school, all students in a P.E. class will be required to change clothes for P.E. class. Comfortable play clothes, which allow students freedom of movement and gym shoes are appropriate clothes for P.E.

### **PARTNERS IN EDUCATION**

The "Partners in Education" (PIE) program is dedicated to improving Georgia's schools through the formation and expansion of partnerships with business, industry, civic, and governmental organizations and individual volunteers. Their purpose is to provide resources to schools for educational activities. Successful partnerships provide benefits for all partners by promoting better education, developing a better-trained workforce, and strengthening the economic system. They also bring about improved communication and understanding between the schools and their communities.

### **PARENT INVOLVEMENT POLICY (Title I)**

Parental involvement is an important component in a student's success in school. The Board encourages parents to become involved in their child's education to ensure the child's academic success. The Board will:

- 1) Involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;
- 2) Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance;
- 3) Build the schools' and parents' capacity for strong parental involvement;
- 4) Coordinate and integrate parental involvement strategies under Title I with other programs, including those listed under 20 U.S.C. §6318(a)(2)(D).
- 5) Conduct with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient (LEP) parents, minorities, parents with disabilities and parents with low literacy) and use the findings of the evaluation to design strategies for more effective parental involvement and to revise, as necessary, the parental involvement policies; and
- 6) Involve parents in Title I activities. (See Policy LEBA)

A copy of the district Parent and Family Engagement Plan is available on the system website under Federal Programs.

**Family Engagement Coordinator (FEC):** CMS employs one full-time FEC at our school, whose role it is to work with families and parents. The FEC helps identify areas of need and facilitate the connections necessary to tap community resources for families in need. The FEC is also available to make home-visits to check on children and/or parents.

CMS FEC: Cynthia Sanchez  
[sanchezc@calhounschoools.org](mailto:sanchezc@calhounschoools.org)  
(706) 602-6682

**Parent Resource Room:** CMS has an established resource area for parents. The hours of operation for the parent resource room are 8:00 AM to 3:20 PM each day school is in session. Materials such as books, magazines, DVDs, and other academic support material are available to take home or checkout. If you are interested in individual assistance or scheduling a training session, contact the Family Engagement Coordinator at your school.

**Parent Surveys:** Our school administers regular parent surveys to help us stay in touch with the perception and needs of our parents. The data collected from these surveys helps us as we make decisions affecting our students and parents.

## PARENT PORTAL

Parents can access their student's grades and attendance record at any time via the Internet. Contact the school's Student Information Specialist for initial Parent Portal registration information.

## PARENT RIGHTS TO KNOW

### *Parents Right to Know Professional Qualifications of Teachers and Paraprofessionals*

In compliance with the requirements of the Every Student Succeeds Act, Calhoun City Schools would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

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

If you wish to request information concerning the professional qualifications of your child's teacher(s) and/or paraprofessionals, please contact the school's principal.

CELA	Mrs. Amanda Swift	<a href="mailto:swifta@calhounschoools.org">swifta@calhounschoools.org</a>
CPS	Mrs. Mana Smith	<a href="mailto:smithm@calhounschoools.org">smithm@calhounschoools.org</a>
CES	Mrs. Hope Stephenson	<a href="mailto:stephensonh@calhounschoools.org">stephensonh@calhounschoools.org</a>
CMS	Dr. Allison Eubanks	<a href="mailto:eubanksa@calhounschoools.org">eubanksa@calhounschoools.org</a>

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CHS	Mrs. Casey Parker	parker@calhounschoools.org
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## PARENT-TEACHER ORGANIZATION

We have an active Parent-Teacher Organization (PTO). The officers of this organization are parents from our school who help support the school programs through fundraising and volunteer initiatives. All parents are encouraged to be active with the PTO.

## PPRA (Protection of Pupil Rights Amendment)

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

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*2. Receive notice (with approximate dates scheduled) and an opportunity to opt their child out of (remove their child) from:*

1. The administration of any third party (non-Dept. of Education) survey, containing one or more of the eight items listed under number 1;
2. Any non-emergency, invasive physical exam or screening that is (1) required as a condition of attendance; (2) administered by the school or its agent; and (3) not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*3. Inspect, upon request and before administration or use the following:*

1. Surveys requesting protected information of students by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as

arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The school is required by federal law to give this notice to parents. However, the school does not have scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

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

### **PROMOTION/RETENTION OF STUDENTS:**

Calhoun City Schools "CCS" is a charter school system that is provided under O.C.G.A. Section 20-2-2065 a waiver of certain requirements of Title 20 of the Official Code of Georgia, including but not limited to the requirements of O.C.G.A. Sections 20-2-282 through 285 regarding the retention and promotion of students. Consistent with the flexibility provided to CCS under O.C.G.A. Section 20-2-2065, CCS desires to establish consistency regarding the procedures for promotion, placement and retention of its students.

The placement or promotion of a student at CCS into a grade, class, or program shall be based on an assessment of the academic achievement of the student and/or a determination of the education setting in which the student is most likely to receive the instruction and other services (social, emotional supports, etc.) needed in order to succeed and progress to the next higher level of academic achievement, as aligned with CCS Board Policy IHE. Any request for promotion and/or retention shall be made to the building level principal for committee review.

### **REPORTING MISCONDUCT**

- 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 a verbal 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 a verbal 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 a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney. Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the

investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission (PSC) Ethics Division.

## **RESOURCE OFFICER**

The CMS/CHS Campus is fortunate to have two School Resource Officers (SRO). SROs are often utilized during discipline matters. Also, at times, local law enforcement officials may be called when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported. Student book bags and property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, handbags or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules.

## **RIGHTS OF STUDENTS IN FOSTER CARE**

The Georgia Department of Education is required to ensure the educational stability of children in foster care. (ESEA section 1111(g)(1)(E)). In coordination with state and tribal child welfare agencies, the Title I educational stability requirements for children in foster care, include ensuring that:

- A child in foster care remains in his or her school of origin, unless it is determined that remaining in the school of origin is not in that child's best interest;
  - If it is not in the child's best interest to stay in his or her school of origin, the child is immediately enrolled in the new school even if the child is unable to produce records normally required for enrollment; and
  - That the new (enrolling) school immediately contacts the school of origin to obtain relevant academic and other records. (ESEA section 1111(g)(1)(E)(i)-(iii)). In fulfilling this role, the SEA should coordinate with the state or tribal child welfare agency to develop and disseminate uniform guidelines for implementing the Title I educational stability provisions. Developing uniform statewide policies and procedures for ensuring educational stability for children in foster care, as many States have already done under the Fostering Connections Act, will facilitate successful implementation at the local level. This is particularly important given the shared agency responsibility for educational stability under Title I and the Fostering Connections Act, and because a single LEA or local child welfare agency will likely have to collaborate with multiple partner agencies in implementing these provisions.
- Questions related to students in foster care may be directed to the Director of Student Services at (706)629-2900.

## **SAFE & DRUG FREE SCHOOLS SURVEY- GA Student Health Survey**

***Passive Parental Permission Form:*** In order to provide the most effective drug and violence prevention resources and/or activities for your child, the Title IV Safe and Drug-Free Schools and Communities Program collects survey information from students at various grade levels during the school year. The survey will take approximately 30 minutes to complete and is totally anonymous and voluntary. The survey asks for responses that pertain to student involvement in substance abuse, violent situations, school climate and nutrition. The data collected will be used to identify critical areas of need for our Safe and Drug-Free Schools efforts. Survey analysis of these data provides information/data that:

- Meets the Title IV mandated data collection requirements;
- Assists in the maintenance of a school environment that is free of drugs and violence;
- Promotes a classroom atmosphere that allows teachers to teach and students to learn; and
- Develops and offers experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for behaviors, and understanding consequences.

Our desire is to involve parents in the education of their children. Students have the right to “opt out.” If you do not wish for your child to participate in this important activity, notify the principal in writing by September 1. If you would like to examine the survey, contact the school counselor and he/she will be happy to provide you with a copy for your review.

### **SCHEDULE CHANGES**

Students will be assisted in registering for classes each year by teachers and/or counselors. Parents are strongly encouraged to participate in the registration process as requested. Changes in a schedule must be requested using the proper Change of Request form and must be submitted by the designated deadline. Email requests will not be accepted. The only acceptable reasons for a schedule change are: failure of a prerequisite course, error in scheduling, or inappropriate course for the student’s ability. Since the schedule is built and balanced based on student requests, unnecessary changes will not be able to be made.

**SCHOOL CLOSINGS:** See Inclement Weather

### **SCHOOL GOVERNANCE TEAM (SGT)**

As a part of the System Charter, each school in the district has formed a School Governance Team (SGT) made up from a cross section of stakeholders. Each SGT has been charged with developing bylaws that meet the unique individual needs of the school they serve. At a minimum, these bylaws shall describe the responsibilities of the SGT, officer positions, meeting dates and times, meeting locations, how meetings will be conducted and the number of meetings to be conducted annually. Each SGT is charged with meeting the legislative intent of Georgia’s Charter Act which is to increase student achievement through academic and organizational innovation granted through the flexibility of a performance based Charter System contract.

### **SCHOOL IMPROVEMENT PLAN (SIP)**

Improvement planning at CMS is a constant work in progress. See website for latest updates.

### **SCHOOL NUTRITION (See Policy EEE)**

#### ***Cost***

Student, system employee, and visitor lunch prices will be set annually and approved by the Board of Education.

Prices	Student Breakfast	Student Lunch	Adult Breakfast	Adult Lunch
Middle/High	\$2.00	\$3.25	\$2.50	\$4.25

#### ***Paying***

Meals may be paid using the following:

1. Cash
2. An on-line prepayment site is offered for your convenient, secure meal management at [www.schoolcafe.com](http://www.schoolcafe.com). This site makes it easy to apply funds to your account, check your account balance and schedule future meal account prepayments. An APP is also available for parents to monitor their child’s account as well.
3. Personal Check (if your check is returned, it may be re-processed electronically). Applicable collection service charges and processing fees, as permitted by state law, will be debited from the same account.
4. All payments sent to school should be labeled with the student’s name, lunch ID and Teacher’s name.

#### ***Guidelines for Students Bringing Lunch to School***

Last Updated- 2/6/2025



Food purchased from outside “fast food” restaurants, and remaining in original packaging (i.e., bags and wrappers) is not permitted in the school cafeteria. If a child is bringing fast food for lunch, it must be in a generic lunch box/bag. Food brought from home must be prepared at home. Food will not be refrigerated, heated or prepared by cafeteria staff. Student use of kitchen equipment is not permitted.

### ***Community Eligibility Status***

Calhoun City Schools has qualified to participate in the Community Eligibility Provision or (CEP) for school year 24-25. All students at Calhoun City Schools will qualify for 1 breakfast and 1 lunch at no charge without having to complete a free & reduced application. All additional meals and a la carte items can still be purchased if a student has available funds in their account. There will be a no charge policy at all schools for additional meals and a la carte items. Parents are welcome to use the School Cafe site to add funds or send checks and/or cash to the cafeteria with students for additional purchases.

## **SCHOOL SAFETY PLAN EXPECTATIONS**

### **SCOLIOSIS SCREENING**

Prior approval of parents/legal guardians of public school children for scoliosis screening is not required. However, parents will receive advanced written notice of the time of such screening. If the parent objects to a child being screened for scoliosis, he or she should notify the school in writing and the child shall be exempt from such screening. Questions regarding screening can be directed to the school nurse.

### **SEARCH & SEIZURES**

The principal or his/her authorized representative shall be responsible for conducting reasonable interrogations of students in order to properly investigate matters and discipline student misconduct. Searches based on reasonable suspicion should proceed without hindrance or delay, but shall be conducted in a manner that ensures that students are not arbitrarily stripped of personal privacy. The principal or his/her authorized representative shall be responsible for conducting inspections of students’ school lockers, articles carried upon their persons, personal possessions, book bags, and/or vehicles driven on or parked on campus. Such searches shall be based on a reasonable suspicion of the presence of harmful, distracting, or prohibited items. In the event a search of a student’s person, personal possessions, or locker reveals the student is concealing material prohibited by federal, state or local law, then law enforcement authorities shall be notified.

### **SECTION 504**

Section 504 is part of the Rehabilitation Act of 1973, a civil rights statute focused on the prevention of discrimination. The purpose of 504 is to prevent discrimination based on disability. Section 504 has no age limits and serves all disabilities. Under Section 504, all students are entitled to a free and appropriate education (FAPE). Section 504 offers a very broad and inclusive definition of a disability. Under Section 504, a person may be considered disabled if the individual has a mental and physical impairment which substantially limits one or more major life activities. Persons protected under 504 include individuals who have a record of such impairment or is regarded as having such impairment. A 504 referral can be made by a parent, teacher, Student Support Team, an IEP team or other school staff as appropriate. In Calhoun City Schools, school level Assistant Principal designees are the 504 Appointee and as such, they handle all referrals, evaluations and plans.

IEP, SST, and 504 meetings can be held virtually or by phone depending on the preference of the parent. Meetings will be scheduled during non-instructional times when possible.

For questions about 504 services at CMS, please contact Assistant Principal Melissa Hawkins by email at [hawkinsm@calhounschools.org](mailto:hawkinsm@calhounschools.org) or (706) 602-6602

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## **SKIPPING CLASS**

Skipping class is classified as an Attendance Related Discipline issue. See [Focus 5 in CMS Jacket Pride Handbook](#) document for consequence details.

## **SPECIAL EDUCATION**

The purpose of Special Education is to ensure that all students with disabilities have access to a Free and Appropriate Public Education (FAPE) in the least restrictive environment (LRE). This includes specially designed instruction to meet a student's individual needs in an effort to prepare the student for employment and independent living. Special services are provided at no cost to parents and may include instruction in the classroom, in the home, in hospitals, institutions and other settings.

Parents and children have many rights under the special education law, Individuals with Disabilities Education Act (IDEA). It is important that parents and children understand their rights to a free appropriate public education (FAPE). The term "appropriate" is based on the educational needs of the individual child that are outlined in the Individualized Education Program (IEP). The IEP is deemed a working document created by a team of educators and the family that establishes goals for a child to achieve in order to succeed. Student supports consist of accommodations for instruction and testing, supplemental aids and services, and/or supports for district personnel. These may be provided to assist students in advancing toward attaining annual goals, in being involved and making progress in the general curriculum, and/or in being educated and participating with other nondisabled students. IEP, SST, and 504 meetings can be held virtually or by phone depending on the preference of the parent. Meetings will be scheduled during non-instructional times when possible.

## **STANDARDIZED TESTING**

**ACCESS for ELLs:** ACCESS for ELLs is administered, annually, to all English learners in Georgia. ACCESS for ELLs is a standards-based, criterion referenced English language proficiency test designed to measure English learners' social and academic proficiency in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains. ACCESS for ELLs meets the federal requirements that mandates states to evaluate EL students in grades K through 12 on their progress in learning to speak English.

**Alternate ACCESS:** Alternate ACCESS for ELLs is a recently developed, individually administered test. It is intended only for English learners with significant cognitive disabilities that are severe enough to prevent meaningful participation in the ACCESS for ELLs assessment. Alternate ACCESS for ELLs is not intended for ELs who can be served with special education accommodations on ACCESS for ELLs. Decisions regarding a student's participation must be made by an IEP team.

**End-of- Grade Georgia Milestones Assessment (EOG):** The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive summative assessment program spanning grades 3 through high school. Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in English Language Arts, mathematics, science, and social studies. Students in grades 3 through 8 take an end-of-grade assessment in English Language Arts and mathematics while students in grades 5 and 8 are also assessed in science and social studies.

**Georgia Alternate Assessment (GAA):** For students with disabilities, each student's Individualized Education Program (IEP) team determines how the student shall participate in Georgia's student assessment program. If a student's IEP team

determines that a student cannot meaningfully access the Georgia Milestones Assessment System, even with maximum appropriate accommodations, then the student must participate in the GAA 2.0. The GAA 2.0 is designed to ensure that students with significant cognitive disabilities are provided access to the state academic content standards and given the opportunity to demonstrate achievement of the knowledge, concepts, and skills inherent in the standards.

**MAP Growth:** This assessment measures what students know and informs what they're ready to learn next. By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance.

### **STUDENT INFORMATION UPDATES**

In the event of an emergency situation, we must be able to contact a parent or guardian. It is critical that the school is informed when there is an address and/or phone change. For address changes, proof of residence must be presented to the school, which may include a utility bill, a rental/lease agreement, or a purchase contract. Students whose families move in with friends or relatives must complete an affidavit to document the living arrangements.

### **STUDENT INCIVILITY**

Student Incivility is an area of focus regarding behavior for this year. See [Focus 5 in CMS Jacket Pride Handbook](#) document for consequence details. **\*School administration reserves the right to alter/add consequences based on the individual situation.**

### **STUDENT SUPPORT TEAM (SST)**

A Student Support Team (SST) is comprised of a child's teacher(s), parent(s) and other staff who work with the child in the educational setting. The team meets when a student is experiencing academic and/or behavioral difficulties in the classroom setting in order to better support the student in his/her struggles. Parents/guardians are always notified if a child is referred to or the subject of an SST meeting to assist in developing the best education plan possible for the student.

The Student Support Team (SST) process was designed to provide support to the student and teacher through a collaborative approach. The process involves six basic steps that focus on individual student needs, learning styles, program effectiveness, and home/school communication. These steps are as follows:

- 1) **Gathering of Information.** Prior to and during the first meeting, team members gather as much relevant information as possible regarding the student's past and present educational and/or behavioral performance. Information should be gathered from a variety of sources including parents, official school records, and anecdotal records.
- 2) **Assessment (if necessary) and Evaluation of Data.** The team meets to discuss and interpret the information available to them. The team may decide that more information is needed and develop a plan for obtaining the information.
- 3) **Development of Educational Plan.** After evaluating the existing information, the team develops an individual educational plan specific to the student's strengths and weaknesses. Strategies and techniques are brainstormed and agreed upon by all those involved in the implementation process. A timeline for follow-up and evaluation of progress is established.
- 4) **Implementation of Educational Plan.** The educational plan is implemented for a specified time period. Additional data is gathered if needed.
- 5) **Evaluation of Progress.** The SST reconvenes to discuss progress and additional data. The educational plan is changed as needed. Further course of action is discussed.
- 6) **Ongoing Monitoring and Evaluation**

The SST monitors student progress and alters the plan as is necessary. If the educational plan is effective and no disability is suspected, the team should meet periodically to discuss the student's progress. At any time during this process, if the team has sufficient evidence that the student has a disability, the team should determine whether an evaluation or 504 Plan is necessary. For students with obvious severe disabilities and/or crisis and for whom delay of referral to special education or other supplemental or support services would be detrimental to the student, the SST may bypass implementation of alternative strategies prior to referral. The reason(s) for bypassing this process must be clearly documented in the SST minutes. When a student makes sufficient progress and/or modifications are no longer needed, the SST may dismiss the student from the process. Records of the SST activity are part of the student's permanent record and thus should follow the student as he/she progresses through the educational system. The functioning of SST is addressed specifically by State Board of Education Rules and by the local school system's Board of Education policies.

**TAXI USE:** See Transportation

### **TEACHER AUTHORITY**

A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in the Official Code of Georgia Annotated §20-2-737 and §20-2-738.

### **TECHNOLOGY USE GUIDELINES - See Acceptable Use Policy**

The mission of Calhoun City Schools (CCS) is to inspire all students to become lifelong learners in the pursuit of excellence. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of CCS curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the system technology goals which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

Using digital devices (whether personal or school owned) and the CCS network is a privilege, and when using them according to the Responsible Use Guidelines students and teachers will keep that privilege. All members of Calhoun City Schools community agree to follow the Calhoun City Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

#### ***I Will:***

- Use digital devices, networks and software in school for educational purposes and activities.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.
- Respect the integrity of the System or Network
- Not intentionally develop or use programs, transactions, data, or processes that harass other users, infiltrate the system, or damage or alter software or data components of the CCS network.

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The Responsible Use Procedure will provide a springboard for teaching and learning around topics such as internet safety, digital citizenship and ethical use of technology.

### **TEEN & ADULT DRIVER RESPONSIBILITY ACT**

The Georgia State Law O.C.G.A. § 40-5-22 no longer requires students to obtain a Certificate of Attendance from their school when applying for a driver's permit or license. The Georgia Department of Education will now forward student enrollment, suspension and expulsion information from the statewide student information system to the Department of Driver Services (DDS), which will issue licenses when its records indicate that applicants are enrolled in school and not under suspension or expulsion.

### **TEXTBOOKS & PRINTED MATERIAL**

Students are issued textbooks and/or printed materials for certain classes at no additional cost. Students are held responsible for the materials they are issued. Textbooks and/or printed materials should not be damaged in any way. Students are to use only the textbook and/or printed materials specifically assigned to them. All textbooks and/or printed materials must be returned at the time that teachers determine. Students will be required to pay for any damaged or lost textbooks and/or printed materials.

### **TITLE 1, PART A**

The purpose of the NCLB Title I, Part A funds is to ensure that all students have a fair, equal, and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on the State Board adopted content and achievement standards, as specified in the statute and regulations. Districts and schools receiving funds are to ensure that they are meeting the educational needs of low-achieving students in low income schools funded by Title I or in schools receiving the funding and are closing the achievement gap between high and low performing students, especially the achievement gaps between minority and non-minority students and between socioeconomically disadvantaged students and their more advantaged peers.

All Calhoun City Schools operate a school-wide Title I Program and by doing so schools consolidate funds from other federal programs to improve the school's entire educational program. By affecting the entire program of instruction, the overall education of all children in the schools can be improved. In General a school-wide Title I Program follows these steps:

- Conduct an annual fall meeting to inform parents of school's Title I participation and to discuss the Title I program (PTA):
- Annually informs parents of the school's progress status as measured by the State's approved accountability measure. In March of 2012, Georgia became one of only 10 states to be granted a waiver from certain state provisions by the U.S. Department of Education. This waiver does the following:
  - Eliminates Adequate Yearly Progress (AYP) – beginning the 2011-2012 school year, AYP, as defined by NCLB, will no longer be calculated for Georgia public schools
  - Eliminates Annual Measurable Objectives (AMOs) and replaces them with State Performance Targets
  - Replaces the designation of "Needs Improvement" with four differentiated school performance levels of Reward, Priority, Focus and Alert. The Alert group will consist of both Title I and non-Title I schools.
  - Allows for Development of the College and Career Ready Performance Index (CCRPI) – the waiver allows for continued development and refinement of the CCRPI during 2012 with the aim to utilize the CCRPI as an accountability measure in future years.
- Needs Assessment: Annually surveys the school staff, teachers and parents see what is needed for all the students to meet education standards.
- Planning: This involves deciding how to best meet the needs shown in the assessment.

- Professional Development: Teachers may receive training correlated to the needs shown in the assessment.
- Resources: Resources are gathered and put in place to assist teachers in meeting the varying needs of students.
- Annual Review: School staff, teachers and parents analyze data to see if there has been improvement in students' skills. Changes or continuation of initiatives are determined based on findings.

A successful school wide Title I program is a result of the school and its parents working together. Title I law requires meaningful involvement of parents in school level planning, development and design of initiative to improve student achievement supported by Title I funds. CMS/CHS offers many opportunities for parents to become involved in the school. In addition to participation in one of our parent organizations or volunteer program, CCS offers adult learning opportunities in the form of workshops, presentations and classes to help parents with academic and/or parenting skills. The school Parent Resource Center is accessible during school hours with a multitude of resource that may be checked out for home study as well. As a part of meaningful Parental Involvement each school has a parent involvement component in the form of a written Student/Parent/Teacher School Compact. These compacts are reviewed and signed off on annually with parents and students during the first regularly scheduled parent teacher conference.

CMS maintains a copy of the current school improvement plan in the Parent Resource Center and in the main office for review. If parents have specific questions about these plans they should consult the respective building Principal.

### **TOBACCO**

In accordance with the "Georgia Smoke Free Air Act of 2005," tobacco use shall be prohibited at any time in any school building or property owned or leased by the school system, or at any time in any school-owned vehicle, including any school buses, or at any school sponsored activity on campus or off campus. No student, staff member, school visitor, or volunteer is permitted to possess or use any tobacco product at any time, including non-school hours 24 hours per day, 7 days per week following places: In any building, facility, or vehicle owned, leased, rented or chartered by Calhoun City Schools; On any school grounds and property - including athletic fields and parking lots - owned, leased, rented or chartered by Calhoun City Schools; or At any school-sponsored or school related event on campus or off campus. Students who violate this policy may be subject to disciplinary action in accordance with the student code of conduct found in the student/parent handbook.

### **TRAFFIC**

Traffic patterns will be communicated to parents and students before the beginning of the school year and may change throughout the year based upon need. We would like all students who walk to/from school to be aware of the traffic in the vicinity of our location. We also ask students to be aware of acceptable walking routes and rules for pedestrian travel.

### **TRANSFER OF CREDIT**

If a student transfers to Calhoun Middle School from another accredited school, the student will receive credit for all courses successfully completed at their previous schools provided those credits are from state approved courses and are documented on course history/transcript. If a student transfers from a non-accredited institution or from home schooling, the student must meet the following criteria to receive credit for the coursework:

1. In the absence of a transcript, an application for credit must be submitted to the principal and must include a course syllabus, number of minutes of each class, number of days the class met, and an instructor's evaluation of the quality of work done by the student. After review of the application, the principal may validate the quality of the work by an examination. The type of test utilized shall be at the discretion of the principal. The student's grade for the class will be their score on the test, whether he/she passes or fails the exam.

2. Validation of course credit may also be accomplished through successful completion of a higher level course, (i.e., if a student passes Math II, he/she may then be given credit for Math I). The grade awarded for the prerequisite course(s) will be the same grade they earn for the higher level course.
3. Requirements for graduation will not be altered or changed in order to accommodate attendance at other institutions.
4. A student whose native language is not English may meet the graduation requirement for foreign language by demonstrating verbal and written proficiency in that native language. He/she may be given Carnegie unit credit for that language if he/she passes a test in the language.
5. No credit toward graduation will be given for course work obtained in a setting listed above unless comparable coursework is offered as part of Calhoun Middle or High School's curriculum.
6. A minimum of one-half of a student's total credits must come from an accredited school, and a minimum of one-half of those credits must be core units.
7. No more than eight (8) Carnegie units may be awarded for study at a non-accredited public or private school, including a home school or correspondence school, in any single academic year.
8. Carnegie unit credit will not be given for courses taken during the summer in a home school setting.
9. A student's transfer grades from the previous school will be pro-rated with the grades earned at CMS to receive a final semester average.
10. If a student transfers to CMS after nine weeks into the semester, that student will only receive credit for classes he/she was taking at the previous school and successfully completes at CMS.
11. If a student transfers a letter grade on his/her transcript, those grades will be converted to a numerical grade according to the following scale:

A+	=	98
A	=	95
A-	=	92
B+	=	88
B	=	85
B-	=	82
C+	=	78
C	=	75
C-	=	72
D	=	70
F	=	65

*Students experiencing homelessness enrolled in high school classes shall still be awarded full or partial credit on course work satisfactorily completed while attending a prior school when attendance/enrollment in the school was disrupted due to their homeless status. Students experiencing homelessness shall not be deprived of coursework credit or equal access to support services as a result of any presented barriers related to their homelessness.*

## **TRANSPORTATION**

To ensure the safety of our students while we transport them to and from school, we will use the following protocols for students who wish to ride the bus:

1. CCS will offer school bus transportation primarily to and from the address at which the student resides. The transportation department does not accept notes to ride the bus home with a friend.
2. CCS will offer school bus transportation to a secondary address that the student does not reside at if the secondary address is also on the same bus route as the primary address (secondary addresses that belong to a custodial parent will be considered as a secondary primary address).

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3. CCS will offer school bus transportation to a secondary address that the student does not reside at if there is adequate seating on the bus route of the requested address. A request to ride the bus to or from a secondary address must be made in writing or email to the transportation department. The transportation department will either grant or deny the request in 5 –10 school days. CCS reserves the right to terminate transportation to the secondary address if the bus route becomes overcrowded, the student has a school bus discipline referral, or the student cannot be delivered to the secondary address due to no adult at the address or safety concerns. In the event transportation is terminated, for any reason other than a safety concern, the transportation department will offer transportation for 5 days while the parent makes other arrangements for transportation of the student.
4. CCS schools will not pick up or deliver students to a secondary address of a business.
5. After initial registration, school officials will no longer accept notes to ride the bus , or to ride the bus to a different address. All requests to ride the bus must be made to the transportation department in writing or by email. **Any note or email must be received by 10am** to be considered for transportation change the same day.
6. In case of an emergency the parent of the student would need to contact Geary Cooper at 706-602-6614.

**Conduct (See Policy JCDAD):** Students who are privileged to ride a school bus in the Calhoun City School System shall abide by the rules for behavior outlines in the Code of Student Conduct as well as by the bus driver, who is responsible for the control of students while they are riding the bus. The safety of all who ride a bus is of major concern and warrants strict student adherence to established rules for behavior. Each student code of conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses:

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

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code section. A student who fails to abide by the rules for appropriate conduct while riding a bus may lose their bus riding privilege. The administration shall establish regulations for maintaining appropriate student behavior on school buses.

A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus. These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.



The Student Handbook will apply to all violations to and from school; at the bus stop; and while boarding, riding, or exiting buses. Violation of these rules may result in the suspension of bus privileges or consequences deemed necessary by the administration.

The school system provides transportation as a service to students. Transportation is a privilege that is granted to students who reside within the city limits and who comply with school bus rules and regulations. Eligibility to ride a school bus may be revoked or suspended for the violation of any policy governing student conduct on a school bus.

Students who are involved in serious or repeated acts of unacceptable behavior on the school bus will have their riding privileges suspended or revoked. Suspension of bus privileges does not excuse the student from school attendance. During the period of suspension, it will be the responsibility of the parent/guardian to provide transportation to and from school.

The school system will not provide alternative transportation. In addition, unacceptable behavior on the school bus or at the school bus stop may result in suspension or expulsion from school.

Note: In the event of an address change, the parent/guardian must notify the school of attendance immediately and provide proof of residency to maintain bus riding privileges. Once the address update procedure is completed by the school, all new information will be forwarded to the Transportation Department. The Transportation Supervisor will approve or deny the request within 5 working days

### **Rules, Regulations, and Consequences**

Because there are serious safety concerns involved with the operation of school buses, it is expected that all students comply with the following requirements for bus conduct. Because the bus is an extension of the school day, the Student Code of Conduct also applies to behavior on the bus and at the bus stop. Students may be cited for acts of misconduct while on the school bus for any of the following:

- *Only those students assigned to a bus may ride the bus unless they have written permission from the principal and parent, and only from/to their assigned bus stop. Permission will be granted only in extenuating circumstances. Students are not allowed to ride the bus home with a friend. The principal/designee will notify Transportation Supervisor of any changes.*
- *Bus drivers are responsible for students while riding the bus. Drivers are responsible for the students' conduct and safety. Bus drivers will report promptly to the supervisor, who will in-turn report to the school principal or his/her designee any misbehavior. Principals or their designee are responsible for disciplining students for bus misbehavior.*
- *Bus drivers will, and if needed, with the assistance of the principal or his/her designee, assign seats to all students.*
- *Students must be at the bus stop at least ten (10) minutes before the scheduled time for the a.m. route.*
- *Students must take their seats promptly when loading the bus.*
- *Students should never stand in or play in the road while waiting for the bus.*
- *Before loading the bus, students must remain 15 feet from the street until the bus driver opens the entrance door or signals students to cross the street.*
- *Students must remain in their seats while the bus is in motion. Students shall remain seated unless individually loading or unloading. Students must enter or exit the bus without crowding or disturbing others and occupy their seat immediately.*
- *Students will not be allowed to enter or leave a bus at any place other than the student's designated bus stop or school. Students who board the bus will be delivered to their destination only.*
- *Students are not allowed to transport animals (dead or alive), balloons, or glass containers on the bus. Items brought onto the bus cannot block the aisle or interfere with the view of the bus driver. Large items such as band instruments, shop projects, sports equipment (Baseball bats in or out of a bag), skateboards and other school projects shall not be permitted on the bus if they interfere with the driver or other passengers. The aisle seats, exits, and driver's vision shall not be blocked.*

- *While awaiting shuttle bus, students are under the control of the principal of the school or the principal's designee. If the student violates the school's rules or the rules and regulations of the Calhoun City Board of Education, the student will be punished by the principal of the school that the student attends.*
- *Students must not call out passers-by. They should not open the bus window without permission from the driver or extend their head or arms out of the window. Throwing objects on the bus or out the window or placing any object or part of the body out of the window will result in consequences as determined by the administration.*
- *Students should not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.*
- *Displaying disrespectful or insubordinate conduct toward the bus driver or other persons on the school bus which includes, but is not limited to, spitting, using profanity, making obscene gestures, etc. minimum 3-day suspension.*
- *Students are not permitted to bully, intimidate, or fight on the bus or at the bus stop. minimum 10-day suspension.*
- *Other forms of misconduct that will not be tolerated are acts such as, but not limited to, indecent exposure, obscene gestures, or spitting. Minimum 10-day suspension.*
- *Providing the bus driver with an incorrect name or address. Warning/3-day suspension*
- *Failing to obey orders and/or directions of the bus driver, monitor, or Transportation personnel. Warning/3-day suspension*
- *Fighting. Minimum 10-day suspension.*
- *Damaging the bus. Minimum 180-day suspension.*
- *Students must remain in their seats and keep the aisle clear. warning/3-day suspension*
- *Students must stay seated until the bus comes to a complete stop. warning/3-day suspension*
- *Students are not to eat or drink on the bus. warning/3-day*
- *Tampering with the emergency exit (back door) will result in a minimum 10-day suspension.*
- *Using any electronic devices during the operation of a school bus. This includes but is not limited to cell phones; audible music devices; or compact disc players without headphones/earbuds; or any other electronic device in a manner that might interfere with the school bus communication equipment or the school bus driver's operation of the school bus. Interfering with the operation of the school bus will result in a minimum 10-day suspension.*
- *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 bus. will result in a minimum 10-day suspension.*
- *Parents/guardians are not allowed to enter the bus. Parents /guardians are not allowed to approach the bus and address the driver in any rude/loud/ or disrespectful manner. Any parent/guardian that does so will forfeit their children's privilege to ride the bus for 180 school days.*
- *In approaching the bus or a bus stop along the highway, students should walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, students should immediately walk around the front of the bus and stop before crossing. Students should make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing.*
- *Any other infractions as delineated in the Student Handbook*

In extreme situations and at the discretion of the principal, Transportation Supervisor or the Assistant Superintendent, first or second offenses may result in suspension from the bus for the remainder of the year.

In extreme situations and at the discretion of the principal, first or second offenses may result in suspension from school, placement in an alternative education program, or expulsion.

The principal will notify the parent/guardian of any disciplinary action or suspension.

The principal has final authority regarding bus discipline, providing he or she has followed the guidelines for progressive discipline (See below). There will be no student appeals.

*Italicized items* are to be handled by the driver, driver is responsible for correcting the student and documenting the date of the infraction if there is a repeat of disregard for rules highlighted in yellow, they will be reported to the Transportation Supervisor, with the documentation. After 3 documented offenses highlighted offenses will be turned to the school administrator for disciplinary action. (*Items 1 through 13 falls under the Progressive Discipline Guidelines, all other items 14 through 27 fall under Immediate Discipline Guidelines*).

### **Progressive Discipline Guidelines**

- 1<sup>st</sup> Offense - (2 documented verbal warnings) Discipline will be issued as deemed appropriate by the principal. Parent conferences may be held with the principal/designee before students can continue to ride the bus. Required signature of student and parent on behavior contract.
- 2<sup>nd</sup> Offense - Students will receive a mandatory 5-10-day suspension from the bus and a required parent conference with the principal (or designee) before the student can resume riding.
- 3<sup>rd</sup> Offense - Substantiated third offenses will result in expulsion from the bus for the remainder of the year. Anytime a student is suspended for the remainder of the year from a bus, this will include all buses even if the student changes schools or moves during the school year. Students receiving an expulsion for the remainder of the school year with less than 30 days (about 4 and a half weeks) remaining will be suspended for the first semester of the following school year.

### **Immediate Discipline Guidelines**

Consequences for fighting or engaging in acts of physical assault or battery on a school bus will result in a 10-day suspension from the bus for the first offense and suspension for the remainder of the year for a second offense. Students causing damage to a school bus or other property will be suspended from the bus for the remainder of the school year up to 180 days . Parents/guardians will be required to pay for the cost of repair. For this policy, "Damage" shall include writing, graffiti, and damage to seats.

Any student found misbehaving on the bus (items 14 through 27) will be subject to bus suspension Minimum 3 days and up to 180 days.

In cases of extreme misbehavior while students are being transported to and from school or school related activities, the Calhoun City Police Department may be called to remove the student(s) from the bus. In this event, the Transportation Department or the police will notify the parent or legal guardian that the student has been removed from the bus and as to where the CCS police officer has transported the student. In addition to removal by campus police, the student may be suspended from the school bus for the remainder of the year. Criminal charges may also be filed.

**Safety Guidelines:** Safety is a high priority for Calhoun City Schools. Students, parents, teachers, school administrators, bus drivers, and community members all can assist in keeping our students safe.

Parents/Guardians (or approved designee) of students in grades K-5 must escort each child to and from the bus stop daily. If the route includes a sibling in middle or high school, this student can escort the younger child. Failure to abide in this regulation may result in the student losing the privilege of riding the school bus. Contact the school immediately if a parent/guardian cannot meet the bus. This is for the safety of all students.

Below are general guidelines for riding the school bus. The Code of Conduct also applies to the buses.

- ✓ Stand 12 feet (6 GIANT STEPS) away from the street when waiting for the bus. The student should wait there until the bus driver says it is safe to board the bus. Twelve feet around the bus is considered the Danger Zone. This is the area most difficult to see students. Remind your student about the Danger Zone often.
- ✓ When the bus arrives at the stop, wait for the bus to stop and for the door to open.

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- ✓ If a student misses the bus, do not chase after the bus on foot or car.
- ✓ If anything is dropped during loading or unloading of the bus, students must wait for instructions from the bus driver before attempting to retrieve it.
- ✓ Students should remain seated, facing forward with your back against the seat.
- ✓ No shoving or horseplay at the bus stop and around traffic.
- ✓ Objects should never be thrown from the bus. Trash should be removed daily.
- ✓ Students must remain absolutely quiet at railroad grade crossings.
- ✓ Do not chew gum, eat or drink on the bus.
- ✓ Never stick your head, arms or hands out of the bus window.
- ✓ Never bring tobacco, drugs, knives or weapons on the school bus.
- ✓ Never operate cell phones while on the bus. If you have a cell phone keep it in your pocket, book bag or purse.
- ✓ Never use obscene language or gestures.
- ✓ Never leave or board the bus at locations other than your assigned stop. Follow school system procedures and obtain signed permission for a change of stop location.

***Specialized Transportation:*** Based on the student's Individualized Educational Program (IEP), he or she may require specialized transportation as a related service. The Transportation Department offers buses equipped to meet a variety of needs. Buses transporting students in wheelchairs are equipped with hydraulic lifts and four/six-point tie-down systems which can secure most types of wheelchairs to the bus. Specialized buses are designed to meet a variety of students' needs while safely transporting them to and from school.

***Use of Taxi:*** Students are encouraged to be transported by other means than taxi. A written statement must be on file for students to use a taxi service. If a taxi is necessary, it is preferable that all students be escorted by a parent/guardian.

**TUITION:** See Open Enrollment & Admissions

#### **TUTORING (Policy: GBRGB)**

The acceptance of gifts or money by certificated personnel from students under their supervision during the school year for coaching or tutoring is prohibited by the Calhoun City Board of Education. Employees who desire to tutor students are required to receive approval for this activity from the Superintendent or designee, if school equipment or facilities are utilized. *Note:* Compensation may not be accepted for tutoring services rendered during their regular work hours.

#### **UNCLEAR STUDENTS**

“Unclear” is a term used to indicate that a student has an unresolved obligation to the school or teacher (financial, detention, book, or other). If a student does not clear their obligations within a reasonable amount of time, or makes arrangements with the school, administration will address accordingly. Students who are “unclear” will not be allowed to participate in designated activities.

**VAPING:** (See E-cigarettes)

#### **VISITORS**

We love volunteers and visitors, but also know that excessive numbers of guests to the school campus may pose safety concerns during COVID outbreaks. Classroom teachers will contact parents regarding volunteer opportunities and the school will share if visitation must be limited during community spread. We’ve found that some meetings can be just as productive virtually. When possible, this will be offered as an alternative to face to face meetings.

Visitors must check in at the main office for approval and visitor's pass before accessing other areas of the school facility. It is imperative for school employees to escort visitors not wearing a visitor's pass to the main office or immediately notify a building administrator of the safety concern.

## **VOLUNTEERS**

Classroom teachers will contact parents regarding volunteer opportunities and the school will share if visitation must be limited during community spread. Procedures have been put into place by our school district to ensure the safety of all students when a visitor or volunteer is on campus. A volunteer is one who performs a duty that a staff member could also perform (i.e. reading to your child's class, making copies, working in the media center, etc.). Volunteers must be over the age of 21 who wish to contribute their service to the school system. Calhoun City Schools reserves the right to deny volunteer privileges if it deems appropriate and in the best interest of CCS.

Volunteers must follow the CCS Guidelines and Clearance Procedures for Volunteers prior to the individual serving in the identified role with CCS. In support of student safety, CCS requires that all schools and administrative offices identify and screen all volunteers in accordance with outlined guidelines. Security clearances for volunteers must be renewed every 3 years and mandated reporter training must be completed on an annual basis.

Questions regarding the approved list of volunteers or the process should be directed to the school designee or to the CCS website.

Minimum requirements:

- At least 21 years old
- Criminally screened (Allow a minimum of 15 days to complete)
- Physically able to complete the responsibilities required
- Demonstrates professionalism and appropriate behavior

## **WEAPONS**

In regards to student discipline, a weapon is defined and includes any pistol, revolver, 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 having a blade or two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chachka, nunchuck, nunchaku, shuriken, or fighting chain, any disc, or 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 (laser as defined in O.C.G.A. §16-11-106). *Punishment:* A fine of not more than \$10,000; imprisonment for not less than two, or more than ten years; or both. A juvenile who violates this shall be subject to the provision of O.C.G.A. §15-11-37. **Notice:** It shall be unlawful for any person to carry or to possess (have under control) any weapon within a school safety zone at a school building, at a school function, on school property, on a bus, or on other transportation furnished by the school.

## **WITHDRAWAL**

Any student leaving school permanently should be withdrawn by the person who registered the student in school or legally acceptable arrangements for someone else to withdraw the student should be made. When a parent, guardian, or other person does not withdraw a student from a current school according to local school system policy, the student shall be withdrawn with proof of enrollment in a different school, school system, private school or home study program. The date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension, on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension. With no proof of enrollment in another school, school system, private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the local school system provides documentation validating the student no longer resides in the school's attendance zone. The student withdrawal date shall be the last day of attendance.

or the day the local school system obtains documentation validating the student no longer resides in the school's attendance zone. Each superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian, or other person if the school system plans to withdraw such student.