



ELEMENTARY SCHOOL CODE OF CONDUCT

2018-2019

**Sandra Carraway
Superintendent of Schools**

Columbia County School District

This document or any portion thereof may not be reproduced or used in any manner whatsoever without the express written permission of the Columbia County Board of Education. For permission requests, write to the Superintendent, Columbia County Schools, at the address below.

Superintendent
Columbia County School District
4781 Hereford Farm Road
Evans, Georgia 30809

Columbia County School District Elementary School Code of Conduct

To Students, Parents, and Guardians:

On behalf of the Columbia County School District, welcome to the 2018-2019 school year! Our faculty and staff take great pride in providing our students with the very best education possible in a positive, safe environment. To make this happen, we expect our students to exhibit good behavior while at school, school-related events, and bus stops. To help ensure students and their caregivers are aware of unacceptable behaviors, we have compiled this student code of conduct, complete with State of Georgia code of conduct offenses, their definitions, and consequences.

Parents and guardians, because you play a significant role in helping mold the behavior of your children, we encourage you to read this document with them and discuss appropriate student behavior and acceptable responses to behaviors exhibited by other students that may negatively affect the learning environment. Please be aware, too, that it is each student's responsibility to know and follow these rules and to do his or her part to help maintain a safe learning environment in the school. When students choose to exhibit disruptive or inappropriate behavior, they diminish the learning experience for themselves and others. Accordingly, any student who repeatedly or substantially interferes with a teacher's ability to provide instruction effectively or with other students' ability to learn may be removed from school.

Please note that the following is not an all-encompassing list of offenses, but a description of the types of behavior which interfere with our students' right to learn and, therefore, will not be tolerated in our schools. Additional expectations for student behavior and offenses may be included in each school's student handbook or provided by school administrators or faculty.

Likewise, it is very important that everyone take particular notice of the following items included in this booklet:

- Bus rules and regulations
- Bullying Policy JCDAG
- Absences and Excuses Policy JBD
- Emergency Closing of Schools Plan
- Professional Qualifications of Teachers and Paraprofessionals Notice to Parents

Please contact your school principal if you have any questions about this document or any other school-related matter. Working together, we can ensure a successful, positive school year for all!

Sandra Carraway
Superintendent of Schools

STATEMENT ON AUTHORITY OF PRINCIPAL

The principal is the designated leader of the school and, with the staff, is charged by the superintendent with the safe and orderly operation of the school. In case of disciplinary violations not covered by this brochure, the principal may impose corrective measures which he or she believes to be in the best interest of the student involved and the school.

STUDENT SUPPORT PROCESSES

The Columbia County Board of Education, to the extent feasible, provides a variety of resources which are available at every school to help address student behavioral problems. The school discipline program may include appropriate consideration of support processes to help students resolve such problems. These resources include, but are not limited to, Multi-Tiered System of Supports, school counselors, school social workers, school nurses, community mentors, drug awareness and interventions classes, peer mediation, peer tutoring, conflict resolution programs, anger management courses, and chronic disciplinary problem student behavior plans.

POLICIES FOR REMOVAL OF STUDENTS FROM CLASSROOM FOR DISRUPTIVE BEHAVIOR

Students who engage in repeated disruptive behavior may be immediately removed from the classroom and subject to the disciplinary provisions in the Official Code of Georgia Annotated §20-2-738.

STUDENT OFFENSES AND DISCIPLINE PROCEDURES

Progressive discipline processes are designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student, and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law. By reviewing the CCSD Code of Conduct on a regular basis through the School Council process, parents, guardians, teachers, community representatives and school administrators all work together to improve and enhance student behavior and academic performance.

GENERAL PROCEDURES

1. When students exhibit inappropriate behavior, the school principal will, disciplinary measures, including, but not limited to, local interventions, alternate setting for the day, or suspension for not more than ten school days.
2. Prior to assignment of suspensions from school, the school administration must inform a student of the specific acts of misconduct the student is accused of committing and

afford a reasonable opportunity for the student to defend against these charges. The parent or guardian of the student will be notified of the suspension verbally and in writing, stating the offense and reasons for the suspension.

3. The principal may consult with the Superintendent or designee as circumstances warrant and may involve law enforcement officials when evidence indicates that a law may have been violated or when there is a legal requirement to report.
4. Upon being notified of student misbehavior, parents should discuss with their children the consequences of inappropriate behavior and, when necessary, work with school personnel to correct student misbehavior.
5. In accordance with the Official Code of Georgia Annotated § 20-2-766.1 Proceeding against parents for failure to cooperate in educational programs, the principal may, by petition to the juvenile court, proceed against a parent or guardian as provided in this Code section. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by a principal, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court entered under this Code section.
6. When student behavior results in damages, the restitution amount will be determined by the following authority:
 - A. School Property – Chief Facilities and Maintenance Officer
 - B. School Buses - Director of Transportation
 - C. Salaries – Chief Financial Officer
 - D. All Other – Principal

JURISDICTION

The Columbia County Board of Education shall have jurisdiction over all offenses occurring on campus, on school property, on school buses/school bus stops or other school vehicles, at school sponsored events, or off school property provided that the actions cause a substantial disruption of the educational environment.

Any student who has been arrested, charged, or convicted of a misdemeanor or felony offense or a delinquent act occurring off school property and whose presence at school is reasonably certain to endanger other students or staff or causes substantial disruption to the educational climate, may be disciplined and/or suspended from school.

The school bus/school bus stop is considered an extension of the classroom. Student behavior on the school bus/school bus stop is subject to the provisions of this code of conduct.

Student behavior on a school-sponsored trip is subject to the provisions of this code of conduct. A school-sponsored trip is defined as any off-campus experience whereby one or more students, under the supervision of school personnel, represent the school in some capacity. The trip begins upon arrival at school and concludes upon return to school and dismissal from campus.

CONTRABAND

Contraband is defined as any item not allowed on school property. Contraband, including pornographic or obscene materials, will be confiscated and illegal items will be turned over to the proper legal authorities for prosecution. Disciplinary action not specified in the pages that follow will be at the discretion of the principal. The school district is not liable for confiscated items.

When there is reasonable suspicion, a student's person, possessions, or automobile parked on school property may be searched by school officials. The proper law enforcement agencies will be called, at the request of the administration, to use metal detectors and drug sniffing dogs to provide for the safety of all students. Lockers and desks are school property and may be opened and searched at any time.

If weapons, hazardous objects, or drugs are found on school property by a student, they should not be placed in pockets or concealed in any manner, but should be immediately given to school officials and then turned over to the proper law enforcement agency. While on school property or at a school-related function, should a student find that he/she is in possession of a hazardous object such as a knife, he/she should turn that item in to the school administration immediately. If after the administrator's investigation it is determined that this possession is as reported by the student and no other evidence contrary to the student's report is found, disciplinary action other than long-term suspension or expulsion may be imposed.

Specific violations and dispositions for these offenses are as listed in the Student Code of Conduct Offenses.

STUDENT CODE OF CONDUCT OFFENSES

The following listing of offenses is in accordance with established disciplinary procedures and policies of the Columbia County School District. School personnel, parents, and students should be aware of the following:

Academic Dishonesty (Code #32) A student shall not commit the offense of academic dishonesty which includes cheating, lying, plagiarism, altering records, or other fraudulent acts

on school assignments, exams, records, or statewide assessments; using the computer network for any illegal activity such as copying or downloading copyrighted software or violation of copyright laws which includes using BYOT devices to copy or share copyrighted items or intellectual property.

Plagiarism is a form of cheating and includes a student's use of the writings or work of another person in a manner which represents the writings or work as the student's own instead of the true author; or the unacknowledged use of materials prepared by another agency or person providing academic materials; or the use, by paraphrase or direct quotation, of material without complete acknowledgment of the source.

Lying includes any false or deceiving representation made to a faculty member, administrative official, school safety officer, staff member, hearing officer, or any other adult designated by the school as having a position of authority. Lying will also include concealing or distorting the facts, nature, origin, persons involved, or details, which are the subject of inquiries by a faculty member, administrative official, school safety officer, staff member, or any other adult designated by the school as having a position of authority.

Acts of Violence Against a School Employee or Official (Code #3) – No student shall commit an act of violence against a teacher or other school district employee involving intentional physical contact of an insulting or provoking nature.

Alcohol (Code #1) – No student shall possess, use, or be under the influence of alcohol while on school property, at school activities, or in route to or from school or school activities.

Arson (Code #2) – No student shall commit the offense of arson, which is defined as the unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Examples include firecrackers, fireworks, of which no student shall be in possession of or cause the detonation of such devices and trash can fires if they are contributing factors to a damaging fire.

Battery (Code #3) – No student shall commit the offense of battery, which is defined as actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual. For example, an individual physically attacks or 'beats up on' another individual. This includes an attack with a weapon, an attack that causes serious bodily harm to the victim, or the actual placement of a bomb or one sent through the mail, regardless of whether the bomb explodes. This offense occurs only when the attack is very serious, serious enough to warrant calling the police or bringing in security, where the intent is to do bodily harm to someone.

Assault (Code #3) – No student shall commit the offense of assault. A student commits the offense of assault when he or she either attempts to commit a violent injury to the person of

another or commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

Breaking and Entering/Burglary (Code #4) – No student shall commit the offense of burglary, which is defined as unlawful entry into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.

Bullying (Code #29) - No student shall commit the offense of bullying. The term “bullying” means an act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school district. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Computer Trespass (Code #5) – No student shall commit the offense of computer trespass, which is defined as the unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data. No student shall disclose a number, code, password, or other means of access to school computers or the school district computer network without proper authorization. This violation may be reported to the proper law enforcement agency. Restitution for damages must be made prior to re-entry. Use of a school computer for anything other than instructional purposes is not permitted. In order to fully utilize the CCSD computer network, all students and parents/guardians are to sign the Network Responsibility Agreement for Students of the Columbia County School District, Policy/Procedure IFBGA. Please see Policy/Procedure IFBGA printed elsewhere in this code of conduct.

Destruction of Property (Code #20) – No student shall commit the offense of destruction of property. A student commits the offense of destruction of property when he or she intentionally damages any property of or maliciously interferes with the possession or use of the property of another person without consent of that person.

Disorderly Conduct (Code #6) – – No student shall commit the offense of disorderly conduct, which is defined as creating or contributing to a moderate or severe disturbance that substantially disrupts the normal operation of the school environment and/or poses a threat to the health, safety, and welfare of students, staff, or others. A student commits the offense of disorderly conduct when he or she commits any of the following:

- Acts in a violent or tumultuous manner toward another person whereby such person is placed in reasonable fear of the safety or such person's life, limb, or health;
- Acts in a violent or tumultuous manner toward another person whereby the property of such person is placed in danger of being damaged or destroyed;
- Without provocation, uses disrespectful or abusive words, which by their very utterance, tend to incite or cause an immediate breach of the peace; or
- Uses obscene and vulgar or profane language in the presence of another person while at school or while attending a school sponsored event whereby causing a substantial disruption in the orderly conduct of the learning environment or school function.

Dress Code for Students (Code #31) – Columbia County School District students are expected to dress and be groomed in a way that is conducive to learning, does not distract the attention of other students in the classroom, cause disruption or interference with the operation of the school, or violate health and safety standards of the school. No clothing should be worn which is excessive or extreme in appearance, displays messages that are profane, lewd, indecent or sexually suggestive, or advocates criminal activity.

Students shall abide by the following guidelines at all times unless otherwise approved by the principal:

- Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. Headdresses, hats, sweatbands and scarves, which are

meant to be worn outside, are not to be worn inside the school building. Undergarments are not to be exposed.

- Shirts and Blouses – Unacceptable attire includes clothing that exposes the torso such as see-through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at or may rise above the waist.
- Skirts, Shorts and Dresses – Skirts, shorts, and dresses should be appropriate in length. As a general rule, appropriate length would be at fingertips, provided this measurement is mid-thigh or below. This includes dress and skirt slits or openings.
- Skirts, Shorts, and Pants – Skirts, shorts, and pants must be fitted at the waist and not be torn, tattered, ripped, or with holes above the appropriate length as defined above. Unacceptable shorts include, but are not limited to, spandex-style ‘bicycle’ shorts, cut-off jeans, cut-off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts. Leggings, “jeggings”, or any other tight fitting pants may only be worn with a top or dress of appropriate length.
- Belts and Straps – Belts, if worn, must be secured at the waist and buckled. All straps should be fastened, and sashes must be tied.
- Hats, Hoodies, and Head Covers – No hats, hoodies, or head covers may be worn in the school building, unless worn for religious reasons.
- Bandannas – No bandannas of any type will be allowed.
- Fraternity and sorority insignias on clothing are forbidden.
- Sunshades and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
- Students shall not wear clothing, (shirts, caps, etc.), that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use.
- Suggestive, vulgar, or obscene pictures and/or language on clothing or body are forbidden.
- Cheerleading uniforms – During school hours, cheerleading uniforms can be worn only during pep rallies. Cheerleaders must comply with the dress code all other periods of the school day.
- Extreme and/or out-of-season dress may be questioned by school administration.

Drugs (except Alcohol and Tobacco) [Code #7] – The term “drug” includes all controlled substances, over-the-counter medications, prescription medications, marijuana and marijuana-like herbs or substances, inhalants, pills, tablets, items designed to look like drugs, and all ingestible, injectable, or externally applied substances other than food. Except when permission is granted by school officials, no student shall possess, have under his or her control, or be under the influence of any drug or controlled substance while on school property or at any school function. All medication to be administered by a school employee will be given only if the parent/guardian has completed and turned in to the school office an Authorization to Give Medications at School Form.

Any medication prescribed to a student or purchased over-the-counter and brought to school by the student must be in its original container and checked into the office immediately upon arrival.

While on school property or at any school function, no student should participate in the unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, prescription drug, over-the-counter drug, narcotic substance, marijuana, or any substance represented as a drug, or equipment or devices used for preparing or using drugs or narcotics. Students under the influence of, or indirectly involved with drugs, though not in actual physical possession, shall also be in violation.

Electronic Devices (Code #34) – No student shall possess or use electronic devices not expressly outlined in the Bring Your Own Technology (BYOT) Student/Parent/Guardian Agreement found elsewhere in this Code of Conduct.

Fighting (Code #8) – No student shall commit the offense of fighting in school. This does not include verbal confrontations, tussles, or other minor confrontations.

Gang Activity (Code 35) – No student shall engage in or attempt to engage in gang activity. No student shall wear or display gang affiliated clothing or signs while on school property or at any school activity, whether or not such a person is a member of the gang. Heavy chains, spikes, etc. are not acceptable.

Larceny/Theft (Code #11) – No student shall commit the offense of larceny/theft which is defined as the unlawful taking, carrying, leading, or riding away of property of another person without threat, violence, or bodily harm. Included are pocket-picking, purse or backpack-snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin-operated machine, and all other types of larcenies.

Property Loss/Damage (Code #11) – No student shall be in possession of property of another without his/her permission and with intent not to restore said property to the rightful owner.

Receiving Stolen Property (Code #11) – No student shall commit the offense of receiving stolen property. A student commits the offense of receiving stolen property when he or she receives, disposes of, or retains stolen property which he or she knows or should know is stolen unless the property is received, disposed of, or retained with intent to restore it to the owner.

Other (Code #24) Discipline incident for which a student receives administrative action, detention, suspended from riding the bus, or removed from class at the teacher's request. Examples include:

- **Bus Misconduct (Code #24)** – No student shall commit the offense of bus misconduct which is defined as unruly behavior on a school bus and/or at a school bus stop. If the student is found in violation of this offense, a conference may be convened with the parent/guardian of the student and appropriate school officials to outline possible solutions such as assigned seating on the school bus, ongoing parent involvement, and progressive age appropriate discipline for student misconduct,

including possible suspension from riding the school bus. Bus misconduct violations may be applicable under other codes found elsewhere in this Code of Conduct.

- **Gambling (Code #24)**– No student shall commit the offense of gambling. A student commits the offense of gambling when he or she makes a bet upon the partial or final result of any game or contest or upon the performance of any participant in such game or contest; or plays and bets for money or other things of value at any game played with cards, dice, or balls.
- **Public Display of Affection (PDA) [Code #24]** – No student shall commit the offense of Public Display of Affection. PDA is not acceptable behavior at school or school related activities. PDA is defined as kissing, hugging, or physical touching of another person.
- **Sororities and Fraternities (Code #24)** – Fraternities, sororities, and other secret organizations are strictly forbidden. Activities, invitations or fund-raising of these organizations is prohibited.
- **Violations of Georgia Law (Code #24)** – Any student who violates any provision of Georgia’s criminal law or a Columbia County municipal ordinance while the student is on campus, on school property, on school buses or other school vehicles, at school sponsored events, or off of school property provided that the actions cause a substantial disruption of the educational environment, may be subject to a review process.

Party to Violations of the Code of Conduct (Refer to Actual Offense) – Every student concerned in the commission of a code of conduct violation is a party to the violation and may be subject to the same discipline as any other party involved in the code of conduct violation. A student is considered in the commission of a code of conduct violation if he or she:

- Directly commits a code of conduct violation;
- Causes some other person to commit a code of conduct violation;
- Helps in the commission of a code of conduct violation; or
- Advises, encourages, hires, counsels, or procures or acts in concert with another to commit a code of conduct violation.

Repeated Offenses (Code #36) – A student who has a series of more than two code of conduct violations occurring within a single academic year may be subject to discipline for accumulated repeated offenses.

Robbery (Code #13) – No student shall commit the offense of robbery which is defined as the taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is that a threat or battery is involved in a robbery. Examples include extortion of lunch money.

Sexual Battery (Code #14) – No student shall commit the offense of sexual battery. This includes rape, fondling, which includes touching of private body parts of another person (either through human contact or using an object), indecent liberties, child molestation, sodomy.

Sexual Harassment (Code #15) – No student shall commit the offense of sexual harassment, which is defined as deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student’s academic performance or creating an intimidating, hostile, or offensive learning environment. The more severe the conduct, the less the need to show a repetitive series of incidents; this is particularly true if the harassment is physical. Examples include behaviors such as leering, pinching, grabbing, suggestive comments, suggestive jokes, or pressure to engage in sexual activity. Students who feel they have been the victim of sexual harassment should report it immediately to school authorities.

Sexual Offenses (Code #16) – No student shall commit a sexual offense while at school or a school related function. A sexual offense is defined as sexual intercourse, sexual contact, or other unlawful behavior or contact intended to result in sexual gratification with or without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity. Examples may include entering or downloading pornographic content onto school computers, excessive public displays of affection (PDA), public groping, inappropriate bodily contact, sexting, possession of pornographic materials, and simulated sex acts.

Public Indecency (Code #16) – No student shall commit the offense of public indecency. A student commits the offense of public indecency when he or she performs any of the following acts in a public place:

- a lewd act of a sexual nature;
- a lewd appearance in a state of partial or complete nudity; or
- a lewd caress or indecent touching of the body of another person.

Student Incivility (Code #33) – Discipline incident in which the student receives administrative action, detention, suspended from riding the bus, or removed from class at the teacher’s request. Examples include:

- **Defiance/Willful Refusal (Code #33)** – No student shall commit the offense of defiance/willful refusal. A student commits this offense when he or she willfully refuses to immediately follow school staff directives.
- **Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student (Code #33)**—No student shall commit such an offense.
- **School Disruptions (Code #33)** – No student shall engage in any activity that disrupts any school activities.

- **School Pranks (Code #33)** - No student shall commit the offense of school pranks. A student commits the offense of school pranks when he or she disrupts the school or defaces school property. If damages occur, the offense will be treated as an act of vandalism. Restitution must be made prior to re-entry.

Threat/Intimidation (Code #17) – No student shall commit the offense of threat/intimidation, which is defined as unlawfully placing another person in fear of bodily harm through verbal or physical threats, without displaying a weapon or subjecting the person to actual physical attack.

Terroristic Threats (Code #17) - No student shall make or cause to be made a terroristic threat. A person commits the offense of a terroristic threat when he or she threatens to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

Tobacco/Electronic Cigarettes (Code #18) – No student shall possess, use, sell, distribute tobacco products on school grounds, at school sponsored events, or on transportation to or from school. This includes electronic cigarettes. Should a student discover tobacco or electronic cigarette related products, including but not limited, to matches, lighters, on his/her person before arrival at school, he/she should take the items directly to the principal's office.

Trespassing (Code #19) – No student shall commit the offense of trespassing, which is defined as entering or remaining on a public school campus or school district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion, and unauthorized persons who enter or remain on a campus after being directed to leave by the chief administrator or designee.

Truancy (Code #30) – No student shall commit the offense of truancy. A student commits the offense of truancy when he or she misses school/class, leaves campus, or school- sponsored activities where attendance is monitored by administrative officials, without an excused absence. Students will follow the Student Attendance Protocol of Policy JBD – Absences and Excuses, provided elsewhere in this code of conduct.

Vandalism (Code #20) – No student shall commit the offense of vandalism, which is defined as the willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Restitution must be made prior to re-entry.

Weapons Possession (Refer Below)– No student shall carry or possess or have under his or her control while at a school building, school function, on school property or on a bus or other transportation furnished by the school any weapon or explosive compound. Excluded are any instruments used for classroom work authorized by the teacher or school administrator.

a) Weapons Possession – Handgun (Code #25) – possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.

b) Weapons Possession – Rifle/Shotgun (Code #26) -The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

c) Other Firearms (Code #28) - Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks).

d) Weapons / Hazardous Objects - Knife (Code #22) – possession, use, or intention to use any type of knife, including a pocket or penknife, to inflict harm on another person, or to intimidate any person.

e) Weapons / Hazardous Objects - Other (Code #23) – possession, use, or intention to use any instrument or object to inflict harm on another person, or to intimidate any person. Included in this are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, pepper spray, toy guns, cap guns, bb guns, pellet guns, electrical weapons or devices, explosives, or propellants. Firecrackers and other fireworks are also included if fire is not involved.

APPEALS

The principal has the authority to suspend a student out of school for a period not to exceed ten cumulative days. Any out-of-school suspension, in-school suspension, or detention is not subject to appeal beyond the school level.

This code of conduct is based on the expectation that parents, guardians, teachers, students, and school administrators work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. The development of this student code of conduct is age appropriate, clearly defines the standards of expected behavior, provides for a process of progressive discipline, has in place a student support process, and provides a process for parental input when developing/updating the code of conduct.

NOTICE to Parents/Guardians of Rights Under FERPA (FERPA=Family Educational Rights and Privacy Act;

Under the Family Education Rights and Privacy Act (20 USC S. 1232g), parents/guardians have a right to:

- (1) Inspect and review the student’s education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records.
- (2) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
- (3) Consent to disclosures of personally identifiable information contained in the student’s education records, except “Directory of Information”, which may be released unless a parent/guardian objects in writing. The Columbia County Board of Education has designated as “Directory of Information” the following:

- Student’s name, address, and telephone number;
- Student’s date and place of birth;
- Student’s participation in official school clubs and sports;
- Weight and height of student if member of an athletic team;
- Dates of attendance at Columbia County Schools;
- Awards received during the time enrolled in Columbia County Schools.

(4) File a complaint with the United States Department of Education under 20 C.F.R.99.64 concerning the alleged failures by the Columbia County Board of Education to comply with the requirements of FERPA.

(5) Obtain a copy of the Board of Education Policy JR-Student Records, which the Columbia County Board of Education has adopted regarding access to student records.

Copies of this policy may be obtained by contacting the Board of Education at 4781

Hereford Farm Road, Evans, Georgia 30809, or by the Internet at www.ccboe.net, click on BOE Policies.

Notice of Rights of Students and Parents under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the district’s Section 504 Coordinator, Mr. Steve Cummings, at:

4781 Hereford Farm Road
Evans, GA 30809
706-541-0650 Ext. 5301

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

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

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

NONDISCRIMINATION STATEMENT

The Columbia County Board of Education does not discriminate on the basis of sex, sexual orientation, gender identity, age, race, handicap, religion or national origin in the educational programs and the activities or admissions to facilities operated by the Columbia County School District, or in the employment practices of the Columbia County Board of Education.

State law prohibits discrimination based on gender in athletic programs of local school districts (Equity in Sports, O.C.G.A. 20-2-315). Students are hereby notified that the Columbia County School District does not discriminate on the basis of gender in its athletic programs. The Title IX coordinator for this school district is Penny Jackson, Assistant Superintendent, 4781 Hereford Farm Road, Evans, Georgia, 30809. Inquiries or complaints concerning sports equity in this school district may be submitted to the Title IX coordinator by calling 706-541-0650.

Definition of a Potentially Dangerous School

(Please contact your child's principal should you have questions regarding definitions of a Potentially Dangerous School.)

Georgia has defined a public school to be persistently dangerous if for each of three consecutive years on the property of the public school, or at an event within the jurisdiction of a public school, or at a school, or at a school sponsored event at least one student enrolled in that school is found by *official action* to have committed an offense in violation of a school rule that involved one or more of the following violent criminal offenses: aggravated battery (O.C.G.A. 16-5-24); aggravated child molestation (O.C.G.A. 16-6-4); aggravated sexual battery (O.C.G.A. 16-6-22.2); aggravated sodomy (O.C.G.A. 16-6-2); armed robbery (O.C.G.A. 16-8-41); arson – first degree (O.C.G.A. 16-7-60); kidnapping (O.C.G.A. 16-5-40); murder (O.C.G.A. 16-5-1); rape (O.C.G.A. 16-6-1); voluntary manslaughter (O.C.G.A. 16-5-2);

Or Two percent or more of the student population or ten students, whichever is greater, are found by official action to have committed an offense in violation of a school rule that involved one or more of the following offenses; non-felony drugs (O.C.G.A. 16-13-2); felony drugs (O.C.G.A. 16-13-127.1); felony weapons (O.C.G.A. 16-11-127.1); terroristic threats (O.C.G.A. 16-11-37);

Or any combination during the three years of either of the above.

Official action is defined by the rule as an official tribunal held by the school district or hearing conducted by a disciplinary hearing officer of the school district (O.C.G.A. 20-2-752 through 20-2-758) a waiver process; through an action of the local board of education.

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

20-2-751.7. (a) The Professional Standards Commission has established a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities.

The School District procedures include the following:

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school district employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school

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

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

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

COLUMBIA COUNTY SCHOOL DISTRICT DEPARTMENT OF TRANSPORTATION BUS RULES AND REGULATIONS

School transportation is provided by the Columbia County Board of Education to all eligible students. The following rules are published for the safety, health and welfare of all children who ride school buses.

SCHOOL BUS RULES AND PUPILS' RESPONSIBILITIES

1. Students will follow the directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and ten feet from where the bus stops.
3. Students must be at the stop in inclement weather as well as fair weather.
4. Students will wait in an orderly line and avoid playing.
5. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
6. Students will signal the driver with a waiving motion if something is dropped and wait for the driver to give a signal before picking up the object.
7. Students will go directly to their assigned seat when entering the bus. Keep the aisles and exits clear.
8. Students will remain properly seated, back against the back of the seat, bottom

- against the bottom of the seat and keep hands to themselves.
9. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
 10. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus. Students may carry only objects that can be held on their laps (no large items such as plants, trees, balloons, flowers, and posters may be carried on the bus.)
 11. Students will refrain from using loud voices, profanity, vulgarity, and/or obscene gestures, and respect the rights and safety of others.
 12. Insolence, disobedience, fighting, and pushing will not be tolerated on the bus.
 13. Students will not extend head, arms, or objects out of the bus windows.
 14. Band instruments must be held in the student's lap or placed under the seat. No instruments may be placed in front of the exit door nor in a seat needed for students. Buses cannot transport instruments larger than a trombone.
 15. Students will be totally silent at railroad crossings.
 16. Students will stay seated until time to get off of the bus. The open door is the signal to get up from the bus seat.
 17. Students shall be prohibited from using any electronic devices during the operation of a school bus, not expressly permitted by school administration.
 18. 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.
 19. Students shall be prohibited from acts of physical violence, bullying as 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.
 20. Students must provide a written note, signed by a parent or guardian and school official giving permission to ride a different bus or get on or off the bus at a different bus stop location.
 21. Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.

The Columbia County Board of Education may require, upon finding that a student has engaged in unruly behavior on a school bus/school bus stop, the parent or guardian of the student and the appropriate school officials to meet to form a school bus behavior contract for the student. Such contract shall provide for assigned seating on a bus, ongoing parent involvement, and progressive age appropriate discipline for student misconduct on the bus, including possible suspension from riding the bus. These provisions are not to be construed to limit the instances when a school code of conduct or local board of education may require use of a student bus behavior contract.

STUDENT

DATE

PARENT/GUARDIAN

DATE

Bullying**Date: July 7, 2015**

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying of a student by another student, as defined in Georgia law, is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school district.

Bullying means an act that is:

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

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school district. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code Section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Reporting

Students, parents, guardians, or other persons who have control or charge of a student, either anonymously or in person, are encouraged to report or otherwise provide information on bullying activity to the school principal or designee.

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying should immediately report it to the school principal.

Any report of bullying will be appropriately investigated by the administration in a timely manner based on the nature of the complaint to determine the following:

- a. Whether bullying has occurred;
- b. Whether there are other procedures related to illegal harassment or discrimination that should be implemented; and
- c. What other steps should be taken.

Discipline

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Nothing herein shall prohibit the disciplinary hearing officer or tribunal from assigning the student to the Columbia County Alternative School before a third offense of bullying should the circumstances warrant.

Notification of Bullying Offense

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

General Notification of Bullying Prohibition

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting such information at school and by way of the inclusion of such information in the Student Code of Conduct.

Retaliation Prohibited

Under O.C.G.A. § 20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is prohibited. Any report of retaliation for reporting bullying will be investigated and addressed as called for in this policy and in accordance with school district procedures.

False Reporting

Any student who knowingly files a false report of bullying, harassment, or intimidation shall be punished under existing disciplinary provisions.

Immunity

Any person who reports in good faith an incident of bullying shall be immune from civil liability for any damages caused by such reporting.

In determining when and how to implement this policy and any procedures related to it, educators exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement.

Authority O.C.G.A. § 20-2-751.4, § 16-5-23.1

PROCEDURE: Yes

Adopted:

REVISED:

Columbia County Board of Education

The Board of Education is committed to

- A. Preventing users from accessing or transmitting over its computer network inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
- B. Preventing unauthorized or unlawful online activity;
- C. Preventing unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. Complying with the Children’s Internet Protection Act.

In making this provision and to the extent practical, it is the responsibility of the Columbia County Board of Education to provide and enforce a policy of Internet safety that includes measures to block or filter for both minors and adults Internet access to certain visual depictions. These include visual depictions that are:

1. Obscene as defined in O.C.G.A. 16-12-80(b);
2. Child pornography as defined in 18 U.S.C. SEC. 2256; and
3. Harmful to minors as defined in 47 U.S.C. SEC. 254(h)(7).

Under Federal law, the term “minor” is defined as “an individual who has not attained the age of 17 years” (pursuant to 47 U.S.C. § 254(h)) and “any person under the age of eighteen years” (pursuant to 18 U.S.C. § 2256). For the purposes of this policy and its procedure, however, the term “minor” shall apply to any student properly attending a school within the Columbia County School District.

The School District has adopted and implemented Internet safety and responsible use procedures addressing the following:

1. Access by minors to inappropriate matter on the Internet and World Wide Web.
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
3. Age-appropriate instruction for students regarding safe and appropriate online behavior, including acceptable behaviors when interacting with others on social networking sites and in chat rooms; behaviors which may constitute cyber bullying; and proper responses to cyber bullying.
4. Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online.
5. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

6. Measures designed to restrict minors' access to materials harmful to them.
7. Responsible use by School District employees of social media sites, including but not limited to, acceptable behaviors related to interacting with students.

An authorized person(s) designated by the superintendent may disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purpose.

As much as is practical, it shall be the responsibility of all members of the Columbia County School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

PROCEDURE: YES

ADOPTED: 03/24/98

REVISED: 8/10/99, 1/22/02, 12/13/11, 7/10/12, 10/8/13, 7/11/17

BOARD PROCEDURE

Descriptive Code: IFBGA (1)

**USE OF ELECTRONIC
COMMUNICATION SYSTEM**

Date: October 26, 2009

The purpose of this procedure is to ensure that all uses of the Columbia County School District Technology Network are consistent with the goals and educational philosophy of the Columbia County School District. The use of the Columbia County School District technology network includes computer hardware, software, local and wide area networks, media equipment, and access to the Internet. Due to the complexity of this system and the magnitude of information available through user access, the Columbia County Board of Education believes guidelines regarding appropriate use are warranted.

Appropriate Use of the Columbia County School District Technology Network

User access to the Internet from any school district computer shall comply with the district's Policy IFBGA—Use of Electronic Communication System. The superintendent reserves the right to designate administrative staff members to monitor all user Internet activity, including e-mail.

The use of the Internet is a privilege. Inappropriate use may result in cancellation of this privilege by the district administrator. Users violating the conditions in the CCBOE's Policy or Procedure IFBGA shall be subject to revocation of these privileges and potential disciplinary actions including possible legal action. Teachers and staff, while supervising students, are expected to monitor all students' Internet activities.

Terms and Conditions

User access to the Columbia County School District technology network is provided for educational and communication purposes consistent with the needs and goals of the Columbia County Board of Education. All school district employees are required to sign the Network Responsibility Agreement Form 1B at the time of their new-hire payroll meeting. Signed agreement forms will be stored in the employees' personnel file maintained at the Department of Human Resources. This form may also be used for student teachers, interns, lab students, etc.

Parents of students must sign and return the Network Responsibility Agreement Form 1A to their child's school to give or deny permission for limited information about their child to be included on district or school websites and before the student will be given access to the Internet provided by the Columbia County School District.

Inappropriate Use of the Columbia County School District Technology Network Includes but Is Not Limited to the Following:

- Accessing, sending, creating or posting materials or communications that could be inconsistent with the district’s educational needs and goals;
- Sending verbally abusive, obscene, profane, lewd, vulgar, rude, inflammatory, disrespectful or threatening electronic messages and images;
- Placing unauthorized or unlawful information on the system that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial, discriminatory, or harassing attacks or knowingly or recklessly posts false or defamatory information about a person or organization. Please be advised that students’ home and personal Internet use can have an impact on the school and on other students. If a student’s personal internet message creates a likelihood of material disruption of the school’s operations, the student may face school discipline and criminal penalties. Our school district takes bullying and harassment by computer very seriously. Students shall not use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff. Students who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Columbia County School District Code of Conduct as well as criminal penalties;
- Vandalizing the system including uploading or creating computer viruses or worms (“hacking”);
- Using the system for financial gain, product advertising, commercial activities, or fundraising that has not been approved by the Board of Education;
- Providing personal information such as phone numbers, addresses, social security numbers, etc. without proper authorization;
- Violating state or federal laws including copyrights, confidentiality, computer fraud or abuse;
- Engaging in non-educational games and monopolizing resource time and materials;
- Using the identity or password other than the user’s own.

Any user becoming aware of inappropriate use of the Columbia County School District technology network should report the inappropriate use to his or her immediate supervisor. In the event of a claim that a student has violated this policy or procedure, the school district will provide the student with notice and an opportunity to be heard in the manner set forth in the Columbia County School District Code of Conduct.

ADOPTED: 03/14/98

REVISED: 08/07/00, 01/22/02, 03/11/02, 10/14/02, 7/29/03, 3/8/04, 4/19/04, 07/06/04, 09/28/04, 5/22/06, 10/26/09

Columbia County Board of Education

**Network Responsibility Agreement
For Students in the Columbia County School District**

I understand and will abide by the terms and conditions for use of the Columbia County School District Technology Network. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action pursued.

Student Name:
(PLEASE PRINT)
Current Grade Level:

Student Signature:
Date: ____/____/____
Faculty Sponsor (or Teacher):
School:

**Network Responsibility Agreement
For Parents or Guardians of Students in the Columbia County School District**

(If user is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the terms and conditions for the use of the Columbia County School District Technology Network. I understand that these privileges are designed for educational purposes. I will not hold Columbia County Schools responsible for material acquired or problems related to the use of any material acquired on the network.

I hereby (grant)_____ (do not grant) _____ permission for my child to utilize the Columbia County School District Technology Network and certify that the information contained on this form is correct. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent or Guardian Name (please print):

Signature: _____ Date ____/____/____

All students attending the CCSD, upon entering Kindergarten, 6th grade, and 9th grade should sign the Network Responsibility Agreement for Students of Columbia County Schools, as should their parent or legal guardian. All transfer students or new students to the CCSD, along with their parent or legal guardian should sign a Network Responsibility Agreement upon entering the Columbia County School District. Signed agreement form is to be placed in the student's permanent record.



Columbia County School District

4781 Hereford Farm Road
Evans, Georgia 30809
(706) 541-0650
www.ccboe.net

Dear Students, Parents and Guardians:

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have decided to implement Bring Your Own Technology (BYOT) at our school. In this initiative, students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is a contract which we will adhere to as we establish this new program within our school. Please note that students who cannot bring in outside technology will be able to access and utilize the school's equipment. No student will be left out of our instruction.

Definition of "Technology"

For purposes of BYOT, "Technology" means wireless electronic equipment that includes, but is not limited to, existing mobile communication systems and smart technologies, portable internet devices, handheld entertainment systems, or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.

Internet

Once made available, only the Internet gateway provided by the school may be accessed by students while on campus, and personal Internet connective devices such as, but not limited to, cell phones / cell network adapters will not be permitted to be used to access outside Internet sources. However, because access to the school district network is not yet available, personal digital plans may be used by students at the express permission of their parents, but only under the supervision and permission of school officials.

Security and Damages

The responsibility of keeping devices secure rests with each individual owner. The school district is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, the school administration will handle the situation in the same manner as with other personal items impacted in similar situations. It is recommended that skins (decals) and other personal touches are used to physically identify and differentiate student devices from others. Additionally, protective cases for technology are encouraged.

BYOT Student/Parent/Guardian Agreement

The use of technology to enhance learning is not a necessity but a privilege. Accordingly, students do not have the right to use personally owned laptops, cell phones, or other electronic communication devices while at school. When abused, privileges may be taken away. When respected, they may benefit the learning environment as a whole.

Students participating in BYOT with the express consent of their parents or guardians must adhere to the Student Code of Conduct, as well as all Board policies. Furthermore, each student must agree to the following conditions:

The student

- Takes full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- Must silence technology while on school campuses and while riding school buses.
- Shall not use technology to cheat on assignments or tests or for non-instructional purposes not expressly permitted by school officials.
- Will only access files on the computer or internet sites which are relevant to classroom course curriculum.
- Must comply with teachers' requests to shut down or close the screen on computers or devices.
- Acknowledges that, once available, the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- Understands that knowingly infecting the school district network with a virus, trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is unacceptable use of technology and will result in disciplinary action.
- Realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies will result in disciplinary action.
- Acknowledges that the school district has the right to collect and examine any device that is suspected of being the source of an attack or virus infection.
- Acknowledges that the school district has the right to collect and examine any device that is suspected of being used to disrupt or interfere with any lawful mission, process, or function of the school.
- Realizes that printing from personal technology devices is not possible at school.
- Must follow the Board of Education Acceptable Use Policy IFBGA.

By signing below, I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of BYOT privileges, as well as other disciplinary action.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

ELECTRONIC COMMUNICATION / SOCIAL MEDIA

The Columbia County School District recognizes the role that communication and collaboration between employees and students play in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technology creates greater opportunity for interactions between employees and students. Fundamental guidelines for the protection of both students and employees may be found in Board Procedure IFBGA(3).

ATTENDANCE AND SCHOOL CLIMATE

Date: July 24, 2018

Student Attendance and School Climate Protocol

A Student Attendance and School Climate Protocol Committee has been established by the Chief Judge of the Superior Court of the Augusta Judicial Circuit for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues; to improve student achievement by reducing student absences from school; and to increase the percentage of students participating in required standardized tests. The committee will review and make recommendations related to school climate for the purpose of promoting positive gains in student achievement, student and teacher morale, community support, and student and teacher attendance, while decreasing student suspensions, expulsions, dropouts, and other negative aspects of the total school environment. The attendance and school climate committee has set forth the following protocol to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of O.C.G.A. 20-2-690.1, relating to mandatory school attendance and appropriately addressing the issues with parents and guardians.

Truant

For the purpose of this protocol a student may be considered truant upon the accumulation of ten or more unexcused absences during the school calendar year.

Excused Absences

A student may be excused for the following reasons:

1. Personal illness
2. Serious illness or death of an immediate family member (Immediate family includes parents or legal guardians, grandparents, siblings, and stepfamily)
3. Special and recognized religious holidays recognized by their faith
4. Mandated order of government agencies
5. Registration to vote (limited to one day)
6. Emergencies which reasonably necessitate absences from school
7. Special events which reasonably necessitate absences from school (approval by principal required prior to event)
8. Days missed from school to visit with his or her parent or legal guardian prior to deployment to or during leave from an overseas assignment to a combat zone or combat support posting, up to a maximum of 5 school days per school year.

In accordance with O.C.G.A. 20-2-692.2, students in foster care shall be counted present when they attend court proceedings relating to their foster care.

In the case that a student's personal illness or attendance in school endangers the student's health or the health of others, the Columbia County Board of Education requires the student to present required documentation upon return to school for the purpose of validating the absence as excused. The school will allow up to five absences with medical excuses per semester on the authority of written parent notes. Following five absences per semester excused by notes written by the parent or guardian, additional absences will be excused only with an original medical excuse signed by a health care professional. Parents must retain copies of all documentation of excuses for the duration of the school year and must present them to the applicable agency or Court upon request. Parents or students who claim that the absence is properly excused bear the burden of providing copies of the medical excuses and/or other documentation of excuses, which may be demanded to be reviewed at any time.

Failure to provide an excuse as defined in the "Excused Absences" section of this policy may jeopardize the student's final exam exemptions, parking privilege, and extra-curricular participation.

With proper verification, a student may be eligible for hospital/homebound instruction (S.B.O.E. Rule 160-4-2-.31). Additionally, certain acute health conditions of the student may warrant a Health Care Plan coordinated by the school nurse, in concert with the student's parent and attending physician, whereby provisions can be made relative to medically based absences for the student beyond those set forth in this protocol.

In the event of a serious illness in a student's immediate family, local boards will require students to present appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.

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

Extra-Curricular Activities

The school shall not allow a student to participate in any extra-curricular activities, co-curricular activities, or cooperative work experience if the student was not counted present for the school day. Students who have been deemed truant by the auspices of this policy shall lose eligibility for participation in extra-curricular activities for the remainder of the semester.

Parental Notification

Upon the student's fifth unexcused absence, the school will notify the parent or guardian when a student is in jeopardy of becoming truant as defined by this policy and any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate the Truancy Code, O.C.G.A. 20-2-690.1, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction.

Upon the student's 8th unexcused absence, the school administration will convene a meeting with the parent or guardian and a school social worker to determine whether to begin the process of compiling an official truancy complaint to the Department of Juvenile Justice.

Upon the student's tenth unexcused absence, the student and the parent shall be referred by the school to the Department of Juvenile Justice. The parent or student may face penalties including a fine, loss of custody of the student, or incarceration for each day missed.

Tardiness

Students are expected to arrive to school and to their classes on time. Middle and high school students who arrive late to class may be subject to school detention, in-school suspension, or out-of-school suspension. The parents of elementary students who arrive chronically late to school shall be referred by the school to the appropriate agency or legal authority having jurisdiction. School principals should exercise their discretion in implementing progressive discipline.

Notification by Certified Mail

After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the Columbia County School District will send written notice via certified mail with return receipt requested.

The Columbia County School District requires that all its public schools provide the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance.

Statement of Receipt

By September 1 of each school year or within 30 school days of a student's enrollment in the Columbia County School District, the parent, guardian, or other person having control or charge of such student must sign a statement indicating receipt of such written statement of possible consequences and penalties.

In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local district's policy.

Driver's License Denial

For a student to be eligible for a driver's license or learner's permit, school officials must certify that the student is enrolled and not under expulsion.

Parking

Students who have more than five unexcused absences may lose their right to park on school campuses. The denial of parking privileges will be determined by the principal.

Truancy

The Columbia County Board of Education adopts, as a part of the student codes of conduct developed pursuant to O.C.G.A. 20-2-735, a definition of truancy that contains the minimum standards related to student attendance and a summary of possible consequences and penalties for truancy established in state board rule (160-5- 1-.10).

Referral to the Legal Authority

In accordance with the Official Code of Georgia Annotated § 20-2-766.1, referrals to the appropriate legal authority may be made by school personnel at any time, if warranted, for children in need of services (CHINS). If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by a principal, the court may order the parent or guardian to attend such a conference, order the parent or guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court entered under this Code section.

**Georgia Code: 20-2-690; 20-2-310(6); 20-2-690.1; 20-2-691;
20-2-692; 20-2-701; 40-5-22**

Cross Reference: CCBOE Policy JB

PROCEDURE: YES

ADOPTED: 01/01/76

**REVISED: 1/8/85, 1/12/88, 8/9/88, 7/11/89, 12/10/96, 3/25/97, 7/14/98, 8/10/99,
9/12/00, 7/27/04, 7/26/05, 6/13/06, 2/26/08, 8/26/08, 9/9/08, 7/12/11, 5/14/13,
7/8/14, 9/23/14, 7/24/18**

Columbia County Board of Education

EMERGENCY CLOSING OF SCHOOLS

The Superintendent of the Columbia County Schools has the authority to close the schools of Columbia County under emergency situations. An emergency situation would be anything that poses a threat to the safety of the students and staff.

Delayed Opening:

When weather conditions are predicted to cause unsafe travel to school, a two hour delayed school opening announcement will be made to the public, preferably the night before. The decision of opening or closing schools will be made the next morning and local media outlets will be notified.

- School administrators will report to school as normal to staff telephones and receive students.
- Before school programs at the closed schools may or may not be cancelled, depending on the situation.
- Buses will pick up students about two hours later than normal. Special education buses will follow pre-arranged schedules as determined with individual parents/guardians.
- Students who are car riders should arrive at school two hours after the usual time.
- Afternoon dismissal times will be the same as usual for all schools unless otherwise announced.

School Closings:

The decision to close schools will be made by public announcement the previous night. If a closing decision cannot be made at that time, a delayed opening will be implemented until a final decision can be made.

- Central office employees will report for business unless specifically announced otherwise.
- All activities to include Before/After school programs at the closed schools will be cancelled and/or postponed.

Early Dismissal:

If serious storm conditions or other emergency situations develop during the day, the district will monitor the situation and advise affected schools and the transportation department as soon as possible, of a decision to dismiss school early. When this decision is made, this information will be posted on this website and sent to the media as soon as possible.

- Administrators will remain at school until all buses have delivered the last student home.
- All activities to include Before/After school programs at the closed schools will be cancelled and/or postponed.
- The Superintendent’s Office, the Transportation Office, and Maintenance/Fleet Maintenance Offices will remain open and staffed until all students have been accounted for and their safety assured.

Since standard practice in cases of emergency closings of schools is that the Superintendent will convey public announcements via the local media, parents should always monitor local media sources during times of inclement weather when conditions possibly warrant an interruption to the normal opening/closings of school. Another source of information will be the school district website.

It is strongly recommended that parents discuss with their children what they should do in such cases of emergency early dismissal of schools.

Elementary School Sponsored Clubs and Organizations

The following list represents clubs and organizations that may be offered in Columbia County elementary schools. A brief description of the purpose or a mission statement of each has been provided. More information regarding these and other extracurricular opportunities, including the school sponsor and planned or past activities, can be obtained from each elementary school. By signing the Acknowledgement Form included in this code of conduct, the parent or legal guardian gives permission for his or her child to participate in any or all of school clubs and organizations. Any parent or legal guardian, who wishes to decline permission, shall sign and return the form below to the school principal. For all student initiated clubs or for any clubs or organizations added during the school year, parent permission will be obtained by the faculty supervisor. Any addition of a club or organization must be approved by the Board of Education.

Club or Organization	Purpose/Mission Statement
Art	To give students the opportunity to explore art through various mediums
Battle of the Books	To participate in book trivia competition
Book	To offer students opportunity for in depth study and discussion of age appropriate books

Buddy	To promote inclusion of all students within the school and school related functions
Cheer	To promote school spirit and to learn cheer skills and techniques
Chess	To promote an interest and provide activities related to chess
Chorus	To expose students to a wide variety of musical styles while emphasizing the development of musical skills and understanding
Door Engineers	To teach children responsibility as they serve to open the front door during morning arrival as students enter the building from the buses
Drama	To promote collegiality among students interested in dramatic arts
Four-H	To provide student with the opportunity to learn leadership, citizenship, and life skills
Future Problem Solvers	To promote an engagement in problem solving activities
Good News	To share the good things going on within the community
Lego	To promote an interest and provide Lego activities
Math Olympiad	To allow high ability math students to participate in a challenging, nationally-recognized mathematics competition
News Show	To provide students an opportunity to participate in the news show
Pride	Grounds Beautification & Recycling
Running	To promote an interest in running
Student Nutrition Advisory Council	To promote participation in the school lunch program and increase knowledge about healthy food choices
Safety Patrol	To give leadership opportunities to students as they mentor younger students in safety procedures while at school

School Postal Workers	To teach students responsibility as they collect, sort, and deliver mail written by parents, students, and staff members to classes and departments
Scrabble	To provide students an opportunity to learn the game of Scrabble and to enhance spelling and knowledge of vocabulary
STEM	To provide students an opportunity to further their knowledge in the STEM learning process
Stock Market Game	To promote experience and participation in stock market activities
Student Council	To provide students with the opportunity to contribute to school improvement efforts and to develop leadership skills
Student Leadership	To encourage students to assume leadership responsibilities which promote communication, teamwork, and responsibility
Yellow Ribbon Club	To support students from military families

*I do not give permission for my child, _____ to participate in the school sponsored clubs or organizations listed below:

PARENT/LEGAL GUARDIAN NAME (please print):

SIGNATURE OF PARENT/LEGAL GUARDIAN:

DATE:



Columbia County School System

4781 Hereford Farm Road
Evans, Georgia 30809
(706) 541-0650
www.ccboe.net

Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: **August 8, 2018**

Dear Parents or Guardians:

In compliance with the requirements of the Every Students Succeeds Act, the Columbia County School District 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:

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.

If you wish to request such information, please contact the principal at your child's school, and this information will be provided to you in a timely manner. For your convenience, school phone numbers and email address are located elsewhere in this code of conduct.

Sincerely,

Sandra Carraway
Superintendent of Schools

**ELEMENTARY CODE OF CONDUCT
ACKNOWLEDGEMENT FORM**

Dear Parent/Guardian:

By signing below, you and your child acknowledge that you have reviewed the Columbia County School District code of conduct and the Professional Qualifications of Teachers and Paraprofessionals letter. You are required to return this signed verification form to your child's school and the form will be kept on file through the end of the 2017-2018 school year.

School: _____

Date: _____

Student Printed Name

Student Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

_____ Check here to request a paper copy of the code of conduct for the 2018-2019 school term.

Columbia County School District Character Education:

In keeping with State of Georgia legislative action, the Columbia County School District provides a Character Education Program for grades K-12 which focuses on the students' development of character traits. Parents/guardians and community representatives are engaged in partnerships to support the principles of character and conduct that help our students make responsible decisions. In turn, our school communities become safer, better disciplined, and more welcoming places to learn and work. Following are the 27 Character Education terms approved by the State and Local Boards of Education.

Cheerfulness	Patience
Citizenship	Patriotism
Cleanliness	Perseverance
Compassion	Punctuality
Cooperation	Respect for Others
Courage	Respect for Self
Courtesy	Respect for the Creator
Creativity	Respect for the Natural Environment
Diligence	School Pride
Fairness	Self-control
Generosity	Sportsmanship
Honesty	Tolerance
Kindness	Virtue
Loyalty	

Elementary School Contact Information

School Name	Principal	Email Address	Phone Number
Baker Place	Leeanne Fleischauer	lfleischauer@ccboe.net	706-447-2115
Blue Ridge	Deanne Murphy	dmurphy@ccboe.net	706-868-0894
Brookwood	Melissa Culpepper	melissa.culpepper@ccboe.net	706-855-7538
Cedar Ridge	Leanne Gregg	katherine.gregg@ccboe.net	706-447-2100
Euchee Creek	Katy Yeargain	katy.yeargain@ccboe.net	706-556-4000
Evans	Dr. Naesha Parks	naesha.parks@ccboe.net	706-863-1202
Greenbrier	Mary Bridges	mabridges@ccboe.net	706-650-6060
Grovetown	Kellye Bosch	kellye.bosch@ccboe.net	706-863-0800
Lewiston	Sherry Allen	sherry.allen@ccboe.net	706-650-6064
Martinez	Wade White	wade.white@ccboe.net	706-863-8308
North Columbia	Tonya Gambrell	tgambrell@ccboe.net	706-541-1158
North Harlem	Sonya Bailey	sonya.bailey@ccboe.net	706-556-5995
Parkway	Dr. Mike Doolittle	mdoolittle@ccboe.net	706-868-2346
River Ridge	Revelle Cox	rcox@ccboe.net	706-447-1016
Riverside	Kirk Wright	kirk.wright@ccboe.net	706-868-3736
South Columbia	Kristen Carroll	kristen.carroll@ccboe.net	706-863-3220
Stevens Creek	Michelle Paschal	mpaschal@ccboe.net	706-868-3705
Westmont	Tami Flowers	tflowers@ccboe.net	706-854-5838

