

**Cartersville Middle School  
2018-19 Student Handbook**

825 Douthit Ferry Rd  
Cartersville, GA 30120  
Telephone (770) 382-3666  
Fax (770) 387-7495

www.cartersvilleschools.org

**School Hours:** 8:30 a.m. to 3:30 p.m.

**Office Hours:** 7:45 a.m. to 4:00 p.m.



**Mr. Ken MacKenzie**  
Principal

**Dr. Tharis Word**  
Assistant Principal

**Mrs. Debra Malone**  
Curriculum Assistant Principal

*Cartersville Middle School Mission Statement*

*The mission of Cartersville Middle School is to equip students to become responsible, productive citizens by providing a safe, cooperative learning environment that encourages students to reach their potential*

**THIS STUDENT/PARENT HANDBOOK BELONGS TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

## THE CANES CODE

*Because I come to school every day to learn and do my best, I will honor the Canes Code. I will:*

COMMIT TO EXCELLENCE  
OWN MY BEHAVIOR  
DEMONSTRATE RESPECT  
EXHIBIT A POSITIVE ATTITUDE

Memorize the Canes Code and recite it to your homeroom teacher within the first week of school to receive a free admission ticket to a CMS sporting event.

Teachers, please complete the following:

\_\_\_\_\_ has recited the Canes Code.

\_\_\_\_\_ Teacher Name

\_\_\_\_\_ Date

<b>2018 - 2019 System Calendar</b>	
Aug 1-3, 6, 7	Teacher Pre-Planning
August 8	First Day of School
September 3	Labor Day Holiday
October 8 & 9	Fall Break
November 19 - 23	Thanksgiving Holidays
December 21	End of 1 <sup>st</sup> Semester
Dec 24 – Jan 4	Winter Holidays
January 7, 2019	Teacher In-Service, Student Holiday
January 8	School Resumes
January 21	MLK, Jr. Holiday
February 11 & 12	Snow Days, as needed
April 1 – 5	Spring Break
May 24	Last Day of School/ Graduation
May 28, 29, 30	Teacher Post-Planning

# TABLE OF CONTENTS

**INTRODUCTION.....7**  
    Accreditation  
    Administration  
    Bell Schedule  
    CMS Handbook Requirements  
    General Policies  
    Non-Discrimination  
    Rules of Conduct  
    School Contact Information  
    School and System Websites  
    Teacher Qualifications

**ACADEMIC INFORMATION.....9**  
    Grade Reporting Dates for 2018 – 2019  
    Exploratory and Elective Classes  
    Grades, Promotion/Retention/Placement of Students  
    Incompletes  
    Make-Up Policy  
    Progress Reports and Report Cards  
    State Testing  
    Title I Program

**ACADEMIC HONORS AND SCHOLARSHIPS.....13**  
    Academic Night of Excellence  
    Accelerated and High School Classes  
    Beta Club Qualifications for New Members  
    Honors Day  
    Honor Roll  
    Hope Scholarship  
    Renaissance Rallies

**ATTENDANCE.....15**  
    Attendance Procedures  
    Early Dismissal  
    Georgia Law and Student Attendance  
    Tardy Policy

**BUS TRANSPORTATION.....17**  
    Bus Conduct

**DISCIPLINE.....18**  
    Authority of Principal  
    Bus Rules and Regulations  
    Description of Behavior Level Tiers  
    Discipline Appeals

Discipline Procedures and Offenses	
Gen Detention	
GA's Drug Law	
Parental Notice	
Student Code of Conduct	
Suspension	
Stealing and Other Illegal Acts	
Telecommunication Devices	
Water Bottles and Food in the Classroom	
Weapons	
<b>DRESS CODE.....</b>	<b>26</b>
<b>ENROLLMENT.....</b>	<b>27</b>
Homeless Students	
Non-Resident Students	
Residency and Addresses	
Social Security Number	
<b>EXTRA-CURRICULAR ACTIVITIES AND ATHELETICS.....</b>	<b>28</b>
Clubs	
Athletics	
Non-Discrimination in Sports Equity	
State Mandated Eligibility for Activities/Athletics	
<b>FACILITY MANAGEMENT &amp; CAMPUS SAFETY.....</b>	<b>29</b>
Asbestos Report	
Book Bags	
Building Surveillance	
Campus Safety and Security	
Directory Information	
Emergency Closing Information	
Hall Passes	
Interviews and Searches	
Lockers	
Release of Pupil	
Release of Pupil to Law Enforcement Officer	
Reporting Inappropriate Behavior	
School Messenger & Telephone Consumer Protection Act	
School Safety Plan	
Sexual Harassment Policy	
Student Responsibility for Textbooks and Materials	
Video Surveillance	
<b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.....</b>	<b>34</b>
<b>FINANCIAL INFORMATION.....</b>	<b>34</b>
Check Writing	
Compensation	
Fundraising	

<b>FOOD SERVICES.....</b>	<b>35</b>
Cafeteria Information	
Charging of Meals	
Food Allergies and Special Dietary Needs	
Personal Checks	
School Lunches for Visitors	
<b>IDEA AND 504.....</b>	<b>36</b>
<b>PROTECTION OF PUPIL RIGHTS AMENDMENT.....</b>	<b>37</b>
<b>STUDENT HEALTH.....</b>	<b>38</b>
Hospital Homebound Policy	
Immunization Rules for Rising 6 <sup>th</sup> Grade Students	
Medication	
Sex Education / AIDS Prevention Educations	
<b>TECHNOLOGY.....</b>	<b>39</b>
Acceptable Use of Technology	
Accountability	
Bring Your Own Device (BYOD)	
Enforcement	
General Computing Policies	
Internet Terms and Conditions	
Internet Filtering	
Internet User Requirements	
Parent and Student Cell Phone Use	
Security	
Student Email	
Telephones / Cell Phones	



# I. INTRODUCTION

## A. Accreditation

Cartersville Middle School is accredited by The Southern Association of Colleges and Schools. The Cartersville City School System has “District SACS CASI Accreditation as a Quality School System.”

## B. Administration

Principal: *Ken MacKenzie*  
Assistant Principal: *Debra Malone*  
Assistant Principal: *Dr. Tharis Word*

## C. BELL SCHEDULE

7:45	School Opens
8:15 AM – 8:30 AM	Homeroom
8:30 AM	Tardy Bell
8:30 AM – 9:20 AM	First Period
9:24 AM – 10:14 AM	Second Period
10:18 AM – 11:08 AM	Third Period
11:12 AM – 12:48 PM	Fourth Period (CANES Time/ Break / Lunch)
	<i>11:15 AM – 11:45 AM Eighth Grade Lunch</i>
	<i>11:55 AM – 12:25 PM Sixth Grade Lunch</i>
	<i>12:35 PM – 1:05 PM Seventh Grade Lunch</i>
12:52 PM – 1:42 PM	Fifth Period
1:46 PM – 2:36 PM	Sixth Period
2:40 PM – 3:30 PM	Seventh Period
3:30 PM	Dismissal

## D. CMS Handbook Requirements

Each student at Cartersville Middle School will receive a copy, at no charge, of the Cartersville Middle School Student-Parent Handbook. Students and parents are expected to be familiar with policies, rules, and regulations of Cartersville Middle School, the Cartersville School System and to be supportive of and abide by all rules/policies.

## E. General Policies

- i. Cartersville Middle School, a state standard school, is accredited with quality by the Georgia Accrediting Commission, and meets standards of the Southern Association of Colleges and Schools.
- ii. Cartersville Middle School is a drug free school.
- iii. Cartersville Middle School is asbestos free.
- iv. Corporal punishment is not used in the Cartersville City School System.

## F. Non-Discrimination

Federal Law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal funds. Employees, students, and the general public are hereby notified that it is the policy of the Cartersville City Board of Education not to discriminate in any educational programs or activities or in employment policies and provides equal opportunities without regard to on race, marital status, age, religion, national origin, disability or veteran status in its educational programs, activities, or employment policies.

*Contact Information:*

- A. 504, ADA, Title IV, Title VI
  - a. Dr. Susan Tolbert, 770-382-5880 or [stolbert@cartersvilleschools.org](mailto:stolbert@cartersvilleschools.org)
- B. Title IX
  - a. Darrell Demastus, 770-382-3200 or [ddemastus@cartersvilleschools.org](mailto:ddemastus@cartersvilleschools.org)
- C. Title II-A
  - a. Ken Clouse, 770-382-5880 or [kclouse@cartersvilleschools.org](mailto:kclouse@cartersvilleschools.org)
- D. Perkins Act
  - a. Marc Collier, 770-382-3200 or [mcollier@cartersvilleschools.org](mailto:mcollier@cartersvilleschools.org)

## **G. Rules of Conduct**

In order to maintain a safe and orderly learning environment, students are expected to follow and observe system and school rules and procedures. The conduct rules contained in this handbook are not inclusive and a student may be subject to discipline for other circumstances not specifically listed if in the professional judgment of the administration such action is necessary. Furthermore, the language and expectation for student behavior in this handbook supersede all previous school handbooks.

## **H. School Contact Information**

<b>Mailing Address</b>	<i>825 Douthit Ferry Road Cartersville, GA. 30120</i>
<b>Phone Number</b>	<i>(770) 382 – 3666</i>
<b>Fax Number</b>	<i>(770) 387 – 7495</i>

The administrative office is open each day from 8:00 a.m. to 4:00 p.m. It is during this time that contact between home and school is made. All record keeping and other school business takes place here. Phone (770) 382-3666 to contact the office.

## **I. School and School System Websites**

Students and parents are encouraged to visit the system and school websites on a regular basis to keep well informed of pertinent information, announcements and events. Links to all schools are on the system web site. Website information can also be translated into a variety of language on the web site with one click.

<b>CMS Website:</b>	<i><a href="http://www.cartersvilleschools.org/CMS">http://www.cartersvilleschools.org/CMS</a></i>
<b>System Website:</b>	<i><a href="http://www.cartersvilleschools.org">http://www.cartersvilleschools.org</a></i>

## **J. Teacher Qualifications**

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

1. Whether the student's teacher -
  - o Has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - o Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - o 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:

We have assembled an excellent staff to provide a quality educational program for each student. The following qualifications for each school staff are available upon request from Ken Clouse, Assistant Superintendent, 770-382-5880, ([kclouse@cartersvilleschools.org](mailto:kclouse@cartersvilleschools.org)):



- Licensing/Certification for grade level and content
- Emergency or provisional status
- College major and graduate degree
- Paraprofessional certification/qualifications

## II. ACADEMIC INFORMATION

### A. Grade Reporting Dates for 2018 – 2019

Tuesday, September 11	Progress Reports
Tuesday, October 16	Report Cards
Thursday, November 15	Progress Reports
Thursday, January 10	Report Cards
Thursday, February 14	Progress Reports
Tuesday, March 19	Report Cards
Thursday, April 25	Progress Reports
Thursday, May 30	Report Cards Mailed

### B. Exploratory and Elective Classes

#### *Year-Long Elective Classes:*

Band  
 Chorus  
 Dramatic Arts (*seventh and eighth grade only*)  
 Spanish (*seventh and eighth grade only*)  
 Engineering and Technology (*seventh and eighth grade only*)  
 Weight Training

#### *Semester-Long Exploratory Classes:*

Career Connections  
 Health  
 Drama (6<sup>th</sup> grade only)  
 Physical Education  
 Spanish (6<sup>th</sup> grade only)  
 Engineering and Technology  
 Visual Arts  
 8<sup>th</sup> Grade Chorus

### C. Grades, Promotion / Retention / Placement of Students

Teachers have the complete responsibility and authority to assign grades to each student based upon work done in the class or subject area and assessments given to measure mastery and understanding of content. Administrators and support personnel cannot change a student's grade as assigned by a teacher.

Similarly, the school principal has the final responsibility and authority to determine the promotion/retention/placement decisions regarding each student. Such decisions are based upon criteria established by the school. The Central Office, School Board, Superintendent, nor his/her staff has any authority to make or change grades, promotion, retention, or placement decisions of any student.

Cartersville Middle School will use a point system in determining promotion, placement, or retention of students. Student progress shall be evaluated using a system based on points earned for academic achievement. Teachers' recommendations and student attendance will be a consideration in the promotion, retention or placement of students as well as student attendance.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

**6<sup>th</sup> GRADE CARTERSVILLE MIDDLE SCHOOL PROMOTION / RETENTION POLICY**

Cartersville Middle School uses a point system in determining promotion, placement, or retention of students. Students may earn a maximum of 16 points for academic classes; 2 points for elective/exploratory classes; 8 points for all content areas of the Georgia Milestone Assessments; and 4 points for attendance. Maximum number of points equals 31. Students earning fewer than 22 points are subject to being retained.

Academic courses – The student must have an average of 70% or higher (17 points possible)

\_\_\_\_\_ Reading/Language Arts = 4      \_\_\_\_\_ Science = 4      \_\_\_\_\_ Canes Time = 1  
 \_\_\_\_\_ Mathematics = 4      \_\_\_\_\_ Social Studies = 4

**\*\*\*May combine with Exploratory classes – (2 points maximum)**

\*\*Elective courses (year- long classes) – The student must have an average of 70% or higher.

\_\_\_\_\_ Chorus=1      \_\_\_\_\_ Band=1      \_\_\_\_\_ Weight Training=1

\*\*Exploratory courses (semester-long classes) – The student must have an average of 70% or higher.

\_\_\_\_\_ Technology=1/2      \_\_\_\_\_ Theater Arts = 1/2      \_\_\_\_\_ Art=1/2      \_\_\_\_\_ Career=1/2  
 \_\_\_\_\_ PE=1/2      \_\_\_\_\_ Health =1/2      \_\_\_\_\_ 6<sup>th</sup> Grade Spanish=1/2

Georgia Milestones Assessment (standardized testing) - The student will receive points based on each of the following content areas (8 points possible – milestone scores 1=1, 2=2, 3=3, 4=4)

\_\_\_\_\_ ELA=4      \_\_\_\_\_ Math=4

Students will earn 0 - 4 points based on attendance (4 points possible)

\_\_\_\_\_ 0 absences = 4 points      \_\_\_\_\_ 10-14 absences = 1 point  
 \_\_\_\_\_ 0-5 absences = 3 points      \_\_\_\_\_ 15 or more absences = 0 points  
 \_\_\_\_\_ 6-9 absences = 2 points

TOTAL POINTS \_\_\_\_\_/31

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

**7<sup>th</sup> GRADE CARTERSVILLE MIDDLE SCHOOL PROMOTION /  
RETENTION POLICY**

Cartersville Middle School uses a point system in determining promotion, placement, or retention of students. Students may earn a maximum of 17 points for academic classes; 2 points for elective/exploratory classes; 8 points for all content areas of the Georgia Milestone Assessments; and 4 points for attendance. Maximum number of points equals 31. Students earning fewer than 22 points are subject to being retained.

Academic courses – The student must have an average of 70% or higher (17 points possible)

\_\_\_\_\_ Reading/Language Arts = 4      \_\_\_\_\_ Science = 4      \_\_\_\_\_ Canes Time = 1  
\_\_\_\_\_ Mathematics = 4      \_\_\_\_\_ Social Studies = 4

**\*\*May combine with Elective/Exploratory classes – (2 points maximum)**

\*\*Elective courses (year- long classes) – The student must have an average of 70% or higher.

\_\_\_\_\_ Chorus=1      \_\_\_\_\_ Band=1      \_\_\_\_\_ Weight Training=1  
\_\_\_\_\_ Technology=1      \_\_\_\_\_ Drama=1      \_\_\_\_\_ 7<sup>th</sup> Grade Spanish=1

\*\*Exploratory courses (semester-long classes) – The student must have an average of 70% or higher.

\_\_\_\_\_ Technology=1/2      \_\_\_\_\_ Theater Arts = 1/2      \_\_\_\_\_ Art=1/2  
\_\_\_\_\_ PE=1/2      \_\_\_\_\_ Health =1/2      \_\_\_\_\_ Career=1/2

Georgia Milestones Assessment (standardized testing) - The student will receive points based on each of the following content areas (8 points possible – milestone scores 1=1, 2=2, 3=3, 4=4)

\_\_\_\_\_ ELA=4      \_\_\_\_\_ Math=4

Students will earn 0 - 4 points based on attendance (4 points possible)

\_\_\_\_\_ 0 absences = 4 points      \_\_\_\_\_ 10-14 absences = 1 point  
\_\_\_\_\_ 0-5 absences = 3 points      \_\_\_\_\_ 15 or more absences = 0 points  
\_\_\_\_\_ 6-9 absences = 2 points      **TOTAL POINTS \_\_\_\_\_/31**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

**8<sup>th</sup> GRADE CARTERSVILLE MIDDLE SCHOOL PROMOTION /  
RETENTION POLICY**

Cartersville Middle School uses a point system in determining promotion, placement, or retention of students. Students may earn a maximum of 17 points for academic classes; 2 points for elective/exploratory classes; 8 points for all content areas of the Georgia Milestone Assessments; and 4 points for attendance. Maximum number of points equals 39. Students earning fewer than 28 points are subject to being retained.

Academic courses – The student must have an average of 70% or higher (17 points possible)

\_\_\_\_\_ Reading/Language Arts = 4                      \_\_\_\_\_ Science = 4                      \_\_\_\_\_ Canes Time = 1

\_\_\_\_\_ Mathematics = 4                      \_\_\_\_\_ Social Studies = 4

**\*\*\*May combine with Elective/Exploratory classes – (2 points maximum)**

\*\*Elective courses (year- long classes) – The student must have an average of 70% or higher.

\_\_\_\_\_ Chorus=1                      \_\_\_\_\_ Band=1                      \_\_\_\_\_ Weight Training=1

\_\_\_\_\_ Engineering Technology=1                      \_\_\_\_\_ Drama=1                      \_\_\_\_\_ Spanish=1

\*\*Exploratory courses (semester-long classes) – The student must have an average of 70% or higher.

\_\_\_\_\_ Technology=1/2                      \_\_\_\_\_ Theater Arts = 1/2                      \_\_\_\_\_ Art=1/2

\_\_\_\_\_ PE=1/2                      \_\_\_\_\_ Health =1/2                      \_\_\_\_\_ Career=1/2

Georgia Milestones Assessment (standardized testing) - The student will receive points based on each of the following content areas (8 points possible – milestone scores 1=1, 2=2, 3=3, 4=4)

\_\_\_\_\_ ELA=2                      \_\_\_\_\_ Science=2                      \_\_\_\_\_ Social Studies                      \_\_\_\_\_ Math=2

Students will earn 0 - 4 points based on attendance (4 points possible)

\_\_\_\_\_ 0 absences = 4 points                      \_\_\_\_\_ 10-14 absences = 1 point

\_\_\_\_\_ 0-5 absences = 3 points                      \_\_\_\_\_ 15 or more absences = 0 points

\_\_\_\_\_ 6-9 absences = 2 points

TOTAL POINTS \_\_\_\_\_/39

#### **D. Incompletes**

A student may be given an Incomplete (T) for the semester grade in a class when the student is unable to meet the full requirements of a course due to reasons beyond his/her control. The student receiving an "I" is usually given up to fourteen (14) days to complete all course requirements; otherwise the grade will be changed to reflect zeros for the missing work.

#### **E. Make-Up Policy**

Students are expected to make arrangements regarding make-up work with each class teacher the day that they return to class. Parents can call the office (770-382-3666) and request work if a student is absent more than 3 days. Students will be required to take missed test/quizzes immediately.

#### **F. Progress Reports and Report Cards**

Progress reports will be sent home at the end of every 4 1/2 weeks. Report cards are issued every nine weeks. Numbers are used to report grades as follows:

A	90 – 100	B	80 – 89
C	70 – 79	F	0 – 69

Parent Report Forms, Grade Reports, and Parent-Teacher Conference Nights are also used as reporting devices to parents. Report Cards are sent home with students for the first three (3) grading periods. For the last grading period, they will be mailed.

Accelerated Math (6<sup>th</sup> and 7<sup>th</sup> grade only) will receive 5 points added to their final math grade. This will be reflected on the report card that is mailed home. However, these 5 points will be considered when calculating averages for academic awards throughout the year.

#### **G. State Testing**

The purpose of this comprehensive student assessment program is to evaluate student achievement for education effectiveness. These results are used for instructional improvement activities, program evaluations as well as developmental, enriched and remedial opportunities for improved learning.

#### **H. Title I Program**

Cartersville Middle School is a school-wide Title I school. School-wide is an alternative use of federal funds focusing on the learning needs of all students. The school-wide option enables schools to integrate programs, strategies, and resources to support high quality education for ALL students. The law specifically allows school-wide organization to use Title I funds to: 1) upgrade the school's entire educational programs; 2) serve any and all students at the school; 3) consolidate funds with other federal, state, and local resources to upgrade the entire school program and to help ALL students meet the state's challenging standards; and 4) focus on the needs of students by ensuring that every student succeeds.

### **III. ACADEMIC HONORS AND SCHOLARSHIPS**

#### **A. Academic Night of Excellence**

Academic Night of Excellence will be held in May after school and is by invitation only. Students invited to Academic Night of Excellence must have an overall academic average of 95 or higher and a 90 or above in each academic class for Term 1, Term 2, and Term 3. Accelerated points will be taken into consideration for this ceremony.

#### **B. Accelerated and High School Classes**

Due to the rigor and work load of accelerated and high school classes, an additional five points are considered when determining Academic Awards. These points are only "added" to the overall average

for that specific course. However, the additional five points are only reflected on the yearly average of 6<sup>th</sup> and 7<sup>th</sup> grade accelerated math. For high school credit courses, the credit will be reflected on the students' high school transcript. The high school courses offered to the 8<sup>th</sup> grade students are: Physical Science, Spanish I, and Honors Algebra I. **If a student chooses to take a high school credit course in 8<sup>th</sup> grade, taking the credit is mandatory.**

### **C. Beta Club Qualifications for New Members**

New members must be named to the *All A Honor Roll* for one semester (18 Weeks, 2 consecutive report card periods). In order to maintain membership, students must maintain an average of 80 percent in each subject each nine weeks thereafter. Beta Club meets the first Thursday of each month.

### **D. Honors Day**

Honors Day will be held in May during the school day and will recognize students for Honor Roll, Perfect Attendance, and other academic awards.

### **E. Honor Roll**

Cartersville Middle School recognizes students with All A Honor Roll and A and B Honor Roll. Term 1, Term 2, and Term 3 grades for academic, exploratory, and elective classes are considered when determining if a student makes the Honor Roll. Accelerated points are taken into consideration when qualifying a student for Honor Roll.

### **F. Hope Scholarship**

Beginning with students in the graduating class of 2007 and those who graduated earlier but do not start college May 1, 2007 or later, a new standard for the calculation of HOPE scholarship went into effect. The new qualifying grade point average (GPA) and subsequent determination of scholarship eligibility affects every Georgia student.

Schools will no longer calculate the HOPE but instead will electronically transmit to the Georgia Student Finance Commission (GSFC) a complete transcript and grading scale data for all seniors. The following outline summarizes the HOPE requirements.

1. All high school classes which can be used to meet high school graduation requirements in English, mathematics, science, social studies and foreign language will be used to determine HOPE GPA, whether or not credit was earned.
2. GSFC will calculate student eligibility for HOPE using un-weighted grades. GSFC will apply weighting using only Advanced Placement (AP) or International Baccalaureate (IB) courses since those are linked to national standards. Honors courses will not be weighted for HOPE calculations since colleges largely do not weight them.
3. Numeric grades will be converted to a true 4.0 scale. Cartersville Scale

A	=	4.0	=	90-100
B	=	3.0	=	80-89
C	=	2.0	=	70-79
4. Students earning a College Prep diploma must have a 3.0 GPA to qualify for HOPE. Students earning other diplomas must have a 3.2 to qualify for HOPE. GSFC does not "round up" the GPA. A "2.99" GPA does not qualify.
  - a. Note that for students entering 9<sup>th</sup> grade for the first time in 2008-09 there is only one diploma in the state of Georgia and a 3.0 is the required HOPE GPA for those students.

High school level courses taken during the middle school years will NOT count in the HOPE GPA calculation. However, these courses can count toward meeting requirements for graduation.

### **G. Renaissance Rallies**

Renaissance is a program that recognizes students for earning all As, all As and Bs, or all Bs. Semester grades are used to calculate this data. Renaissance Rallies are held at the beginning of each new semester.

## IV. ATTENDANCE

### A. Attendance Procedures

In order to receive maximum benefit from instructional activities, students are expected to be in school each day on time unless excused as provided by Georgia law.

To be considered **present**, a student must be in attendance for at least 4 hours of the school day. Students that do not meet this requirement will be **absent** for the day.

A student is **tardy** when the student is not in the classroom ready to learn when the school day begins.

A **check-out** occurs when a student leaves school before the end of the school day.

The following constitute legally **excused absences, tardies, or checkouts** from school, with proper documentation:

1. Personal illness.
2. A serious illness or death in a student's immediate family.
3. Religious holidays that require absence from school.
4. Pre-induction physical examinations for military service.
5. Court order, court subpoena or other required court appearance.
6. Voter registration.
7. Visitation with a parent or legal guardian in the armed services who is called to duty or is on leave from overseas deployment in accordance with O.C.G.A. § 20-2-692.1.
8. Conditions rendering school attendance impossible or hazardous to student's health or safety.
9. Any other absence not explicitly defined herein but deemed by the school board to be excused based on circumstances.

An absence, tardy, or check-out for any other reason is **unexcused**. For example, family vacations, traffic, missing the bus, oversleeping, car trouble, personal convenience, or family emergencies without proper documentation are not valid reasons for absences, tardies or check-outs.

Three (3) unexcused tardies, three (3) unexcused check-outs, or any combination of the two shall constitute one (1) unexcused absence.

#### **Very Important – Please Review Carefully!!!!**

**If a student has more than five (5) unexcused absences in a school year, the parents are subject to the following penalties under Georgia's Compulsory Attendance Law:**

- A fine between \$25 and \$100 for each unexcused absence over five (5);
- up to 30 days of jail time for each unexcused absence over five (5);
- community service; or
- any combination of these penalties

**Documentation:** In order for an absence, tardy or check-out to be excused, proper documentation must be submitted promptly and no more than three (3) days after the student returns to school. An example of proper documentation is a doctor note, dentist note, court order or subpoena, or an obituary.

**Parent Notes:** A parent may submit parent notes to explain up to four (4) days of student absences each semester. Whether the absence is excused or unexcused will be determined based on this Attendance Procedure. If the student is out for more than two (2) consecutive days due to illness, a medical excuse will be required. All parent notes must be submitted promptly, no more than three (3) days after the student returns to school.

**Family Vacations:** Family vacations are not excused absences based upon State Board of Education Rules.

**Service as Page of the General Assembly:** A student who serves as a Page of the General Assembly shall be counted present and not absent on the day of service.

**Children in Foster Care:** A student who attends court proceedings related to his or her foster care shall be counted present and not absent for any day or portion of the day missed from school.

**Field Trips or Other Activities:** A student who is participating in a school approved field trip, school approved event, or school approved program shall be counted present and not absent for any day or portion of the day missed from school.

**Driver's Permit or License:** A student under 18 who wishes to obtain a driver's permit or license must be enrolled and not under suspension from school.

**Custodians and Guardians:** In this Attendance Procedure, the word "parent" shall also include legal custodians, guardians, or anyone else who has control or charge of a child.

**Notification of Absences:** When a student has three (3) unexcused absences for any reason, and again when a student has five (5) unexcused absences for any reason, the school will make reasonable attempts to notify the parents. This notification may include notification by first class mail or telephone contact.

**Consequences of More Than Five (5) Unexcused Absences:** If a student has more than five (5) unexcused absences, the parent and/or student may be required to attend an Attendance Support Team meeting. The parent and/or student may also be subject to referrals to the School Social Worker, Juvenile Court, Magistrate Court and/or the Department of Family and Children Services for truancy and/or educational neglect.

**Acknowledgement of Receipt:** All students 10 years or older by September 1 and all parents shall sign the Acknowledgement Form at the end of this handbook which verifies that they have received a copy of this Attendance Procedure and are aware of the possible consequences and penalties for violating the Georgia Compulsory Attendance Law.

**For Additional Information:** If you have any questions about the Attendance Procedures, please contact your student's school. You may also review O.C.G.A. § 20-2-690.1 through O.C.G.A. § 20-2-694, Georgia State Board of Education Rule 160-5-1-.10, and the Attendance Protocol adopted by the Cartersville-Bartow County Student Attendance Protocol Committee.

**Note to Parents Regarding Absences:** If your child is absent from school, we would welcome a telephone/email call from you. Please direct your calls to the attendance office. **While this is not a requirement**, it is an opportunity for you to communicate with us regarding the attendance status of your child. We will attempt to call you each day of his/her absence.

**Please note that a phone call to the school does not excuse the absence. You will still need to submit a written note or a note from the doctor for the absence to be excused.** Excuses may be turned in to the homeroom teacher, or they can place it in the mailbox outside the main office door. If turned in to homeroom, the teacher will turn these in to the attendance office to be recorded.

## **B. Early Dismissal**

On occasion it will be necessary for a student to check out of school. If a student must leave school at any time prior to the ending of the school day, he/she must be properly signed-out through the front office. Parent(s) or legal guardian(s) will be required to come to the front office to sign the student out of school.

**A photo ID will be required to complete this process.** The person picking up the student MUST be listed on the contact information card that will be filled out by the parent during the first week of school. A written note by the parent/guardian must be presented with a current phone number to verify if someone else will be picking the student up.

## **C. Georgia Law and Student Attendance (O.C.G.A. 20-2-690.1)**

Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part... shall constitute a separate offense.



#### D. Tardy Policy

- a. **Tardies will be issued at the gym door (car rider entrance) from 8:30 to 8:45 each morning.** Students will be assigned office detention for 6 unexcused tardies and ISS for 12 or more.
- b. If the student accumulates three (3) unexcused tardies, three (3) unexcused check outs or any combinations of the two, the student will accrue one unexcused absence for truancy purposes only. Unexcused tardies and check outs can be defined as convenience tardies or check outs.
- c. Students will be assigned detention when 6 unexcused tardies are accumulated and ISS after 12. When students reach 12 days of tardiness to school, they will be assigned ISS for each day they arrive late. **Students entering the school after 8:30 AM will be considered tardy.** Checking-in late to school is counted as **an unexcused tardy UNLESS MEDICAL DOCUMENTATION IS PROVIDED.** **Students who are tardy** to class will be instructed to go the front office to obtain a tardy slip.

#### V. BUS TRANSPORTATION FOR CMS STUDENTS

In an effort to provide efficient, on-time transportation service to all qualifying students, the school system has modified transportation requirements for the 2018-2019 school year. Cartersville City School will only transport middle school students who reside more than one (1) mile from the school. Transportation shall not be provided for middle school students who reside one (1) mile or less from the school.

Out-of-district students may not ride a school bus to or from school. Out-of-district students may not be dropped off at any bus stop for the purpose of riding a bus to or from school. Students who violate the provision of this rule may forfeit the opportunity to attend Cartersville City Schools and be immediately withdrawn from the Cartersville City Schools.

##### A. Bus Conduct

Rules of student behavior included in the complete Code of Conduct are applicable to school buses as well as the following:

1. Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.
2. Students are permitted to load and unload only at their assigned bus stops.
3. Each driver shall designate a seat on the bus for each student
4. Students shall not stand in or operate the door.
5. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
6. Students shall hold such materials as band instruments, book bags, etc.
7. Objects are not to be thrown or tossed inside the bus or out bus windows.
8. Students are not permitted to get off the bus while it is in motion.
9. Students shall not write, cut, scratch, deface or otherwise vandalize buses.
10. No tobacco or tobacco-like use, profane language or misbehavior will be tolerated on buses.
11. While on a bus, students are prohibited from any of the following:
  - a) Acts of physical violence.
  - b) Bullying or threatening others.
  - c) Physical assault or battery.
  - d) Verbal assault.
  - e) Any other unruly behavior.
12. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
13. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.

14. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost, and parents notified.
15. Drivers are to be respected and their instructions followed at all times.
16. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.
17. Large items such as musical instruments, are not to be transported on regular routes. Smaller instruments such as an alto saxophone or trumpet (25" x 11" x 7") may be carried in the lap of the student, under where that student is seated, or in another place designated by the driver.

## VI. DISCIPLINE

### A. Authority of Principal

The principal is the designated leader of the school and with the staff is responsible for its orderly operation. In cases of discipline violations not covered by prescribed disposition in this brochure, the principal may enact corrective measures which he or she believes are in the best interest of the school and student involved.

### B. School Bus Rules and Regulations

**Rules of student behavior included elsewhere in this *Code* are applicable to school buses as well as:**

1. Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.
2. Students are permitted to load and unload only at their assigned bus stops.
3. Each driver shall designate a seat on the bus for each student.
4. Students shall not stand in or operate the door.
5. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
6. Students shall hold such materials as band instruments, book bags, etc.
7. Objects are not to be thrown or tossed inside the bus or out bus windows.
8. Students are not permitted to get off the bus while it is in motion.
9. Students shall not write, cut, scratch, deface or otherwise vandalize buses.
10. No tobacco or tobacco-like use, profane language or misbehavior will be tolerated on buses.
11. While on a bus, students are prohibited from any of the following:
  - a) acts of physical violence;
  - b) bullying or threatening others;
  - c) physical assault or battery;
  - d) verbal assault;
  - e) any other unruly behavior.
12. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
13. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.
14. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost, and parents notified.
15. Drivers are to be respected and their instructions followed at all times.
16. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.
17. Out-of-district students may not ride a school bus to or from school.
18. Large items such as musical instruments, are not to be transported on regular routes. Smaller instruments below the typical alto saxophone (25" x 11" x 7") may be carried in the lap of the student, under where that student is seated, or in another place designated by the driver.

## C. Description of Behavior Level Tiers

### a. Level I Behaviors – Classroom Infraction

i. Level I Behaviors are minor rule violations that will result in an immediate verbal correction by a school employee (administrator, teacher, paraprofessional, custodian, bus driver, secretary, cafeteria worker) and possible infraction.

#### ii. Level I Behaviors

- Tardy to class
- Discourteous to peers
- Off-task
- Not following directions
- Verbal altercation with another student
- Disruptive behavior/horseplay
- Inappropriate comment/gesture
- Inappropriate physical contact
- Disrespectful/unkind to others
- Using inappropriate language/tone
- Failure to follow classroom procedures
- Class disruption

#### iii. Infractions

- a. Infraction 1 Parent Contact
- b. Infraction 2 Silent Lunch/Parent Contact
- c. Infraction 3 Team Forum/Team ISS/Parent Contact
- d. Infraction 4 Office Referral, Parent contact by administrator.

### b. Level II

i. Level II Behaviors are more serious in nature and will result in immediate verbal correction and a logical consequence which includes an automatic office referral.

#### ii. Level II Behaviors

- Defiance of authority  Racial or ethnic slurs
- Academic dishonesty  Skipping class
- Disrespect of authority  Stealing
- Inappropriate computer area  Being in an unauthorized use\*
- Inappropriate display of affection  Physical aggression towards others
- Profanity
- Telecommunication Devices (*see sections "K and L" under Discipline*)

### c. Level III

i. Level III Behaviors are extremely serious and illegal behaviors. Most of these behaviors violate the dignity, well-being, and safety of others. These behaviors will not be tolerated at school. Level III behaviors will result in immediate enforcement of logical consequences, which includes an automatic office referral and may include contacting law enforcement officials.

### Level III Behaviors

- Chronic/extreme Level II Behavior
- Fighting/striking back
- Bullying/harassment of others
- Verbal/written threats
- Physical aggression toward authority
- Vandalism
- Theft from authority or school
- Unauthorized exit from class or school
- Destruction of property
- Computer trespass
- Sexual misconduct / harassment
- Possession of inappropriate items (alcohol, tobacco or related items, over-the-counter drugs, prescription drugs, imitation drugs, illegal drugs, and drug related items)

### D. Discipline Appeals

Any disciplinary matter involving punishment of five days out-of-school suspension or less, or any punishment less severe cannot be appealed beyond the school principal. Any disciplinary matter involving punishment of seven days out-of-school suspension or less cannot be appealed beyond the Superintendent. (Policy JCE)

### E. Discipline Procedures & Offenses

#### Offense #1: Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit weapons or dangerous instruments including firearms; knives; any object that can be reasonably considered a weapon; or any object which may be used in such a manner as to inflict bodily injury, or place another person in fear of his/her safety. This includes having items in vehicles, lockers, backpacks, etc. [See: O.C.G.A. 16-11-127.1 Weapons Law; 20-2-751.1]

#### *Disposition:*

Ten-day suspension with recommendation for expulsion of one calendar year minimum.

#### *Penalty for possession of a knife with blade less than two (2) inches:*

- Grades 6-12: 1st offense: Discretion of administration
- 2<sup>nd</sup> offense: Suspension
- 3<sup>rd</sup> offense: 10-day suspension with possible recommendation for expulsion
- Grades PK-5: Discretion of administration

#### Offense #2: Activating Any Fire Alarms/Bomb Threats Under False Pretense

#### *Disposition:*

- Grades 6-12: 1st Offense: Suspension
- 2nd Offense: 10-day suspension with recommendation for expulsion
- Grades PK-5: Discretion of school administration

#### Offense #3: Narcotics, Alcoholic Beverages, Stimulant and Synthetic Drugs

- a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; including artificial or synthetic drugs.
- b. A student shall not pretend to violate any of the above.
- c. Students shall follow school procedures for prescription and over-the-counter medications.

*Disposition:*

- a. Grades 6-12: Suspension with possible recommendation for expulsion  
Grades PK-5: 1st offense: Suspension  
2nd offense: 10-day suspension with possible recommendation for expulsion
- b. Discretion of school administration
- c. Discretion of school administration

**Offense #4: Assault or Battery on a School Employee, Classmate, or Others; Fighting; Threats**

- a. A student shall not cause, attempt to cause, threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, other student or to any person attending school related functions.
- b. Fighting, threatening and/or intimidating another student with violence is prohibited.
- c. Hazing, in any form, of any student is prohibited.
- d. Writings (including e-mails) of threat, harm or hurt to or about another student or employee of the school system are prohibited.

*Disposition:*

- a. Grades 6-12: 10-day suspension with possible recommendation for expulsion  
Grades PK-5: Discretion of school administration
- b. Range from suspension to expulsion
- c. Range from suspension to expulsion
- d. Discretion of school administration

**Offense #5: Property Damage / Theft**

- a. Theft of any school property, the property of school employees, or the property of another student is prohibited.
- b. Willful and malicious destruction of and/or threat to destroy school property or that of school employees, including such actions as the use or threat of bombs, explosives, setting fires, arson, and the deliberate destruction of school property.
- c. Any offense listed above directed toward another student

*Disposition:*

- a. Restitution and consequences at the discretion of school administration
- b. Restitution for all damages, and suspension with possible recommendation for expulsion
- c. Restitution and consequences at the discretion of school administration

**Offense #6: Use of Profane, Obscene, or Fighting Words or Gestures**

- a. Directed toward staff
- b. Directed toward students

*Disposition:*

- a. Grades 6-12: Suspension  
Grades PK-5: Discretion of school administration
- b. Discretion of school administration

**Offense #7: Gang-Related Clothing** [Board Policy JCDB]

The displaying of unauthorized group, gang and /or any organizational symbols, colors and/or any identification markings are prohibited.

*Disposition:* Discretion of school administration

**Offense #8: Rude or Disrespectful Behavior and/or Refusal to Carry Out Instruction of Faculty or Staff\***

\* Including being in an unauthorized area

*Disposition:* Discretion of school administration

**Offense #9: Classroom Interference\* and School Disturbances**

- a. Acts which disrupt the learning opportunities of others
- b. Acts which cause disruption of learning environment and/or threatening the safety of others; including: inciting, advising or counseling others to engage in prohibitive acts; sit-downs, walkouts, riots, picketing, trespassing, threats, throwing objects, or actual violence during periods of disruption

- c. Acts or behaviors which incite, promote, encourage, or otherwise promulgate other students to violate this Code of Conduct or other school rules or procedures.  
*\* Note: Interference includes, but is not limited to, noise making devices, toys, radios, cell phones and telecommunication devices, etc.*  
*Disposition:*
  - a. Range from teacher discretion to office referral to detention to suspension
  - b. Discretion of school administration
  - c. Discretion of school administration

**Offense #10: Conduct on Bus** [Board Policy JCDAD-R]

- a. Misbehavior
  - b. Vandalism
- Disposition:*
- a. Discretion of school administration as outlined in Board Policy JCDAD-R
  - b. Restitution for damages and consequences at the discretion of school administration

**Offense #11: Use or Possession of Tobacco Products or Similar Items**

*Possession or use of tobacco products of any kind is prohibited at all school-sponsored or school-related activities on or off campus. This shall include any nicotine delivery system such as E-cigarettes and/or other “vaping” equipment.*

- Dispositions:*
- 1st Offense: 3 days in-school suspension
  - 2nd Offense: 3 days out-of-school suspension
  - 3rd & Subsequent Offenses: 5 days out-of-school suspension

**Offense #12: Inappropriate Public Displays of Affection**

*Disposition:* Discretion of school administrator

**Offense #13: Gambling**

*Gambling activity on school property or while attending an activity under school supervision is prohibited.*

*Disposition:* Discretion of school administration

**Offense #14: Campus Parking and Traffic Violations**

- a. Improper parking/Parking in faculty area/No parking permit
  - b. Speeding and/or reckless driving
  - c. Third or subsequent parking or traffic violation
- Disposition:*
- a. 1st Offense: Warning  
 2nd Offense: Traffic ticket  
 3rd and subsequent offenses: Traffic ticket; Possible loss of driving privileges;  
 &/or Vehicle may be towed at owner’s expense
  - b. Traffic ticket; Possible loss of driving privileges
  - c. Possible loss of driving privileges; Possible notification to police

**Offense #15: Absences and/or Truancy**

A student shall not be absent from school or any class or other required school function during school hours except as permitted under school attendance policies and Georgia law.

- a. Determination of course credit shall be governed by Board policy and school rules & regulations
- b. A student shall not be tardy to school or to class
- c. A student may not leave school or class without permission of school officials

- Disposition:*
- a. Disciplinary action for unexcused absences will be at the discretion of the school administrator. Action may include detention, ISS, out-of-school suspension and/or referral to authorities
  - b. Discretion of school administration
  - c. Discretion of school administration

**Offense #16: Conduct Outside of School** [O.C.G.A. 20-2-751.5 (c)]

Any conduct outside of school hours or away from school which may adversely affect the education process or endanger the health, safety, morals, or well being of other students, teachers, or employees within the school system may be punishable.

*Disposition:*

Penalty may range from immediate short-term suspension to a recommendation that student appear before a Disciplinary Hearing Tribunal, which may result in expulsion.

**Offense #17: Felony** [O.C.G.A. 20-2-751.5 (c)]

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, or a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school.

*Disposition:* Range from suspension to expulsion

**Offense #18: Bullying** [O.C.G.A. 20-2-751.4]

For the purposes of this policy, the term "bullying" as defined by state law means:

- 1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- 2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate; or
- 4) Any occurrence of cyberbullying which occurs through the use of electronic communication which is directed specifically at students or school personnel, maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and creates a reasonable fear of harm or has a high likelihood of succeeding in that purpose.

*Disposition:*

PK – Grade 5: 1st Offense: Discretion of school administration; Notification of parent.  
2nd Offense: Suspension

Grades 6-12: 1st Offense: Discretion of school administration; Notification of parent.  
2nd Offense: Suspension

3rd Offense: 10-day suspension with recommendation for expulsion

**Offense #19: False Accusation** [O.C.G.A. 20-2-751.5 (a)]

A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student. Such false accusation is prohibited both on and off school grounds and hours.

*Disposition:* Discretion of school administration.

**Offense #20: Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature is prohibited. Sexual harassment may include, but is not limited to:

- 1) Verbal harassment or abuse
- 2) Pressure for sexual activity
- 3) Repeated remarks to a person with sexual or demeaning implications

Unwelcome touching

*Disposition:* Discretion of school administration up to and including recommended expulsion.

**Offense #21: Aiding, Abetting, Accessory**

Students shall not aid, contribute, encourage, be an accessory, or otherwise support other students in the violation of the Code of Conduct. This provision may include, but is not limited to, the use of social media and other avenues, to promote, incite, or provoke others to violate school rules.

*Disposition:* Discretion of school administration

**Offense #22: Academic Honesty**

Students shall conduct themselves with honesty and integrity regarding all academic work. Cheating, forgery, plagiarism, and/or doing work for other students is unacceptable at any level on any assignment or task.

*Disposition:* Discretion of school administration

**F. General Detention**

Students who are assigned detention will stay afterschool with an assigned teacher. Parents will be notified of their student's detention at least 24 hours in advance.

**G. Georgia's Drug Law**

Georgia law mandates certain severe penalties against students and/or adults who engage in drug-related activities at or near school property. Violators face imprisonment and fines. It is unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any school property.

Any person who violates or conspires to violate this law is guilty of a felony and upon a first conviction, imprisonment for not more than 20 years or a fine of not more than \$20,000, or both. Students who plan to go to college, if convicted under this law, would be barred or denied from receiving state grants, scholarships, or any federal monies for college.

**H. Parental Notice**

Parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

**I. Student Code of Conduct**

It is the purpose of the Board of Education to operate the schools in a manner that will provide an orderly process of education and will provide for the welfare and safety of all students. The school's primary goal is to educate, not to discipline. However, when the behavior of student conflicts with the rights and education of others, disciplinary actions may be necessary for the benefit of that individual and the school as a whole.

Students shall be governed by the policies, regulations, and rules that are applicable in the school; on the school grounds; at a school activity whether on campus or away from school; on a school bus or other transportation provided by the school; or any other location covered by these procedures. The Superintendent shall provide for the establishment and administration of procedures necessary expected student conduct and discipline. The policies governing discipline are designed to be age-appropriate, in proportion to the severity of the behavior leading to consequences, and considered with prior discipline history and other relevant factors.

Such governing rules shall be published and disseminated to school personnel, students and parents. Parents and students are encouraged to be familiar with the policies, rules and regulations of this school system and their individual schools and to be supportive of them.

**Important Information**

1. Students who attend or participate in any activity conducted for the benefit of students, whether school-sponsored or supported by private organizations such as booster clubs, sports organizations or similar groups, without regard to whether the event takes place on or off school property, are subject to this student discipline code and school rules.
2. Students under out-of-school suspension or expulsion are not allowed on school campuses or at school functions.
3. School administrators and School Resource Officers have the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property.
4. Corporal punishment is not permitted in the Cartersville City School System.



5. Disciplinary cases involving possible criminal conduct may be reported to appropriate law enforcement agencies.
6. Students are to notify an administrator or staff member when illegal items are found in the school or on the school campus. Students are not to pick up or handle illegal or suspicious items.
7. When a Pre-K to Grade 5 student is in violation of the Student Code of Conduct, the disposition will be left to the discretion of the school administrator, unless otherwise specified in law or policy.
8. Individual schools may establish additional conduct rules and disciplinary procedures beyond those in this *Code of Conduct*.

## **J. Suspensions**

By Board Policy (JDD), local school administrators have the authority to suspend a student from school for up to ten (10) school days. Suspension is used as a deterrent and as a viable means of consequences when the behavior of the student warrants such action based upon the professional judgment of the administrator. Students under suspension may not participate in or attend any school activity on or off campus during the days of the suspension. An assignment of suspension ends on the morning of the next day after the suspension is completed.

For overall academic progress students are expected and shall be allowed to make up missed work during a suspension. The student shall have at least the number of days to make up said work plus one day as he/she was suspended subject to the schedule of the teacher. For example, if a student is suspended for 2 days, he/she would have the next 3 school days beginning on the date of scheduled return to school to complete all make up work subject to the teacher's schedule. It is the student's responsibility to find out from the teacher(s) what he/she is responsible to make up and to make arrangements with the teacher(s). Individual teachers shall have the right to exempt a student from any assignment which may have limited bearing on the student's final grade average.

Students shall not be penalized in their academic grade for the first suspension of a full credit period (i.e., semester for grades 9-12 and year for grades 3-8) if the student makes up the work in the time allotted by this policy and arrangements with the teacher. For subsequent suspensions in the grading period, a student may receive a grade of no lower than "60" and no higher than "70" on graded work missed during an out-of-school suspension and made up within the time allotted by this policy and arrangements with the teacher. If the student fails to make up the work, the teacher may assign a grade of "0."

Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension without penalty. Long term assignments made during a suspension are due on the assigned due date.

## **K. Stealing and Other Illegal Acts**

- a. Acts such as stealing and the consumption of illegal substances (drugs, alcohol, etc.) are unlawful!
- b. Social agencies have been created to handle such problems. If illegal acts occur at Cartersville Middle School or at its functions, proper, legal authorities will handle them (police, juvenile court, probation officer, etc.). Services of trained individuals will be used as problems dictate.

## **L. Telecommunication Devices**

Students are not permitted to use an electronic communication device during school hours except for in approved times and locations. School officials may confiscate electronic devices when rules governing those devices are violated. By bringing a cell phone or other electronic device to school, the student and their parent/guardian consent to the search of the device when there is reasonable suspicion that such a search will reveal a violation of law or school rules. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy of others. Students are responsible for devices brought onto school property or to

school events. Student use of telecommunication devices for learning purposes may be authorized by the school within the purpose of appropriate classroom instruction learning environment, or violates the privacy of others. Students are responsible for devices brought onto school property or to school events. Student use of telecommunication devices for learning purposes may be authorized by the school within the purpose of appropriate classroom instruction.

*Disposition:* As listed under Offense #9 of this Code of Conduct.

### **M. Water Bottles and Food in the Classroom**

Water bottles are permitted in class. The bottles/cups should be CLEAR and PLASTIC. Food is not permitted in class unless the teacher has given permission.

### **N. Weapons [O.C.G.A. 16-11-127.1]**

It is unlawful for any person to carry, possess or have under their control any weapon or explosive compound within a school safety zone, in route to or from school, at school bus stops, or at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, as defined in Section 921, Title 18, of the United States Code, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser.

*Disposition:* Possible expulsion for up to one calendar year and referral to law enforcement.

## **VII. DRESS CODE**

In the interest of all concerned, a student should exercise sound judgment in his/her choices of dress, making sure it is appropriate for school. Clothing, hairstyles, make-up, etc. must not be distracting, immodest, inflammatory, or offensive. **The faculty and/or administration will make the determination as to the appropriateness of any item. The discretion of the administration regarding dress code is final.** The following guidelines must be followed by all students:

1. Headwear: Hats, caps, bandanas, and other head coverings are prohibited for male and female students and should be placed in the student locker.
2. Tops
  - a) Tops must cover midriff and chest.  
Sleeveless tops must be a minimum of 3 fingers width at the shoulder.
  - b) Tops must not be revealing in any way for all students.
  - c) Tops must be free of holes and tears or have an appropriate shirt worn under.
  - d) See through or sheer garments are only permitted if worn over the top of an appropriate shirt.
  - e) Tops must be of appropriate size (no tight-fitting or oversized).
3. Belts
  1. Belts must be worn by males if pants or shorts have belt loops.
4. Bottoms
  - a) The length of skirts and dresses must fall at a dollar bills width from the knee all around when shoulders are relaxed and school-appropriate.
  - b) Shorts may be worn if they fall below finger tips length all around when shoulders are relaxed and school appropriate.

- c) Leggings, yoga-pants, jeggings, and similar clothing may be worn when covered by an outer garment that covers the backside all around when shoulders are relaxed and school-appropriate.
  - d) No oversized or tight fitting shorts, skirts, dresses, or pants.
  - e) Pants, skirts, shorts, and dresses must be free of holes, frays, and tears that allow skin to be visible.
5. Shoes
- a) Shoes must be worn at all times.
  - b) No bedroom slippers.
  - c) All shoes must be appropriately tied or fastened as designed to be worn.
  - d) No shoes with wheels or lights may be worn at school.
6. Hair / Make-Up / Jewelry
- 1. Must be appropriate and must not be distracting to the educational process.
  - 2. Visible body piercings are limited to the ears only.
  - 3. Grills and other dental jewelry are not permitted.

## VIII. ENROLLMENT

### A. Homeless Students

A “homeless” student is one who lacks a fixed, regular, and adequate nighttime residence, and includes:

- children who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camp grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- children who have primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless for the purposes because they are living in circumstances in the clauses listed above.

The McKinney-Vento Act protects the educational rights of students experiencing homelessness. It provides grants and legal protections so children in these situations can enroll, attend, and succeed in school and preschool programs. Students in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there.
- Get help enrolling and succeeding in school from the school district’s liaison for the Education of Homeless Children and Youth.
- Stay in the school they went to before becoming homeless or whatever school they were enrolled in last, even if they move out of the district, if that is feasible. Students can also finish the school year in their school if they find permanent housing during the year.
- Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts.
- Go to the local school in the area where they are living.
- Get a written explanation from the school district if the district refuses to send students to the school they choose, and have the liaison settle such disagreements.
- Have disagreements settled quickly and go to the school they choose while disagreements are settled.
- Receive preschool services, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education, gifted and talented services, and before- and after-school care, as needed.
- Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.

- Get information and referrals from liaisons, including information about all available educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental, and other services.
- Have the opportunity to meet the same high academic achievement standards as all students.

### **B. Non-Resident Students**

Cartersville School Board Policy JBCB mandates criteria for the acceptance and continued enrollment of non-resident students. This policy addresses tuition charges, as well as academic, disciplinary, and attendance requirements. These requirements are enforced and students who do not meet these requirements are denied enrollment.

The continued enrollment of non-resident students in all schools within the school system shall be consistent attendance with no excessive unexcused absenteeism, satisfactory behavior, and satisfactory academic performance. Failure to maintain these requirements will result in immediate withdrawal from Cartersville Middle School.

Any non-resident student who is registered in the Cartersville School System under falsified information shall be immediately withdrawn from the school system and shall forfeit his/her registration fee.

### **C. Residency and Addresses**

The school system accepts resident students living within the Cartersville city limits. A limited number of **out-of-district** students who meet specific criteria may be accepted for enrollment if there is space availability. It is critical that ALL parents keep the school abreast of any change of address and telephone number(s). Falsifying an address or using an address for the purpose of school enrollment, continued enrollment, or avoiding out-of-district tuition is illegal (O.C.G.A. 16-10-20) and is subject to prosecution.

### **D. Social Security Number**

The State of Georgia requires the Social Security number of each student enrolling. This number is used for student identification in state records. Confidentiality of the number will be kept in accordance with applicable state and federal law.

If a parent decides not to give the school a child's Social Security number, the parent must sign a waiver stating they decline to give this information. The parent does not have to state on the waiver a reason for refusing to give the number. The parent does not need to tell the school whether the child has a Social Security number or not.

The school will only use the student's Social Security number for the stated purpose in this notice. Neither the school nor the system will use the information for any other purpose without expressed permission. If you have any questions regarding this notice, please contact the Assistant Superintendent or the building principal.

## **IX. EXTRA-CURRICULAR ACTIVITIES & ATHLETICS**

Cartersville Middle School offers the following clubs and organizations in which students may elect to participate. Parents/guardians have the option to withhold permission for their child to join or participate in extra-curricular clubs and organizations ("opt out"). Any club started after the opening of the school year will require written parental permission for students to participate ("opt in"). Parents/guardians may "opt out" by completing the appropriate section of the Acknowledgment Form included in or accompanying this handbook.

## CLUBS

- 4-H
- Beta Club
- Book Club
- Academic Team
- Fellowship of Christian Athletes
- GirlTalk
- Homeless Pet Club
- Math Club
- Student Council
- Y-Club
- Yearbook Staff
- Young Writers Club

## ATHLETICS

- Soccer
- Basketball
- Softball
- Cheerleading
- Cross Country
- Track
- Tennis
- Volleyball
- Wrestling
- Golf
- Football (7<sup>th</sup> & 8<sup>th</sup> grade only)

### **A. Non-Discrimination in Sports Equity**

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Cartersville City School System does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity may be submitted to the Sports Equity Coordinator, Darrell Demastus, Athletic Director, Cartersville High School, 320 East Church Street, Cartersville, Georgia 30120. 770-382-3200 or [ddemastus@cartersvilleschools.org](mailto:ddemastus@cartersvilleschools.org).

### **B. State Mandated Eligibility for Activities/Athletics (Georgia Standards 13.6)**

Students in grades 6-12 must:

- Pass at least five subjects that carry credit toward graduation or grade promotion in the quarter or semester immediately preceding participation including summer school.
- Take at least five subjects that carry credit towards graduation or grade promotion during the quarter or semester of participation.

The grading period at CMS is an 18-week semester; therefore, the minimum length of ineligibility is one semester. Ineligible students in athletics are prohibited from practicing, traveling or trying out for a team or program. They can in no way participate at CMS or CHS.

## **X. FACILITY MANAGEMENT & CAMPUS SAFETY**

### **A. Asbestos Report**

The Asbestos Management Plan and Inspection Report is available for viewing during normal business hours in the school office.

### **B. Book Bags**

Book bags, duffle bags, draw string bags, and satchels must be confined to lockers during the school day.

### **C. Building Surveillance**

The school building is under surveillance for security purposes. An alarm system and security cameras are utilized to monitor the building.

## **D. Campus Safety and Security**

1. School Resource Officer: A member of the Cartersville Police Department is assigned full-time to the campus.
2. Cameras monitor all areas.
3. Emergency Operations Plan is practiced on a regular basis:
  - i. Fire Drills
    - a. Fire drills are held regularly as required by state law, and may occur at any time during the school day.
    - b. Students are expected to exit in an orderly fashion as directed by supervising adults.
  - ii. Lock Down Drills
    - a. Intruder drills are periodically held in order to prepare our staff and students to deal with a wide variety of emergency situations.
    - b. Students are expected to silently and quickly move to designated areas, refrain from cell phone use, and to follow directions.
    - c. Our staff is trained by public service agencies and are fully committed to the safety of everyone at all times.
  - iii. Tornado / Severe Weather Drills
    - a. Tornado (and other severe weather) drills will be held periodically in accordance with state and regional requirements.
4. All doors are locked during the day.
5. All employees wear photo IDs.
6. All visitors must report to the office upon arrival to receive a visitor's pass.
7. Visitors must present a valid driver's license upon signing in.

## **E. Directory Information**

The school system recognizes the importance and legal obligation to protect personally identifiable information. However, from time to time the school/school system may develop and/or participate in presentations and events for positive educational purposes concerning the various instructional and extracurricular activities that take place during the course of the school year. These activities may include the use of photos, slides, tapes, videos, articles and news releases. These may be utilized in faculty in-services and staff development, parent and student programs, and in community relations (newspapers, articles, TV and video presentations, brochures, web sites, etc.). The school/school system may also share certain information with outsourced agencies which perform a function that would otherwise be performed by employees. The Cartersville City School System has designated the following as directory information which may be shared with qualifying agencies/organizations:

1. Student's name, address, e-mail address, and telephone number;
2. Student's photograph or digital likeness;
3. Student's date and place of birth;
4. Grade level
5. Student's participation in school clubs, organizations, activities, and sports;
6. Weight and height if student is a member of an athletic team;
7. Dates of attendance in the Cartersville City School System;
8. Honors and awards received during the time enrolled in the Cartersville City Schools; and
9. Last school attended.

As required by law, military recruiters are entitled to receive the name, address, and telephone listing of high school juniors and seniors. This information may be used specifically for armed services recruiting purposes and for informing young people of scholarship opportunities. Additionally, institutions of higher education will be entitled to the names, addresses and telephone listings of high school students.

If you do not wish your child to participate in these activities, please notify the school administration in writing no later than ten (10) days after the first day the child is enrolled for the current school year.

## **F. Emergency Closing Information**

Any changes in the regularly scheduled day will be reported to regional and local media outlets. Additionally, the system will post the information on the system website. When possible, the system/school will send out an automated telephone message about any changes in the school day. **It is important that parents keep the school informed of any changes in telephone numbers, e-mail addresses, mailing address, and contact information.**

In the case where there is an extreme emergency situation which causes the school system to transport students off campus for parent pick up, a primary **family reunification site** has been established at the **Cartersville Civic Center, 435 West Main Street, Cartersville.** If for some reason the Civic Center is not available, the secondary site Tabernacle Baptist Church, 112 East Church Street, Cartersville.

## **G. Hall Passes**

No student will be permitted to leave class during the first 15 minutes or the last 15 minutes of each period. This time will be referred to as "Critical Time." Emergencies are the only reasons for which a hall pass can be issued during "Critical Time." A student in the hall without a hall pass will be escorted back to class and will be required to serve office detention.

## **H. Interviews and Searches**

The principal or his/her authorized representative shall be responsible for conducting reasonable interviews and questioning of students in order to properly investigate matters and punish student misconduct. The system endeavors to provide a safe and secure environment for all students and to that end school officials are authorized to conduct reasonable searches of students. Searches based on reasonable suspicion should proceed without hindrance or delay, but shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The principal or his/her authorized representative, shall be responsible for conducting inspections of students' school lockers, articles carried upon their persons, personal possessions, book bags, and/or vehicles driven on or parked on campus. Such searches shall be based on a reasonable suspicion of the presence of harmful, distracting, illegal, or prohibited items.

In the event a search of a student's person, personal possessions, or locker reveals the student is concealing material prohibited by federal, state or local law, then law enforcement authorities shall be notified.

Although school lockers may be rented and/or issued to students by the school, the school lockers remain the sole possession of the Cartersville School System and are subject to unannounced searches by school personnel.

By bringing a cell phone or other electronic device to school, the student and their parent/guardian consent to the search of the device when there is reasonable suspicion that such a search will reveal a violation of law or school rule.

Additionally, school administrators may ask a student to show his/her social media site(s) if there is reasonable suspicion it contains violation of school policy or rules.

## **I. Lockers**

- Students are assigned lockers and locker combinations (in homeroom).
- Students may not share lockers.
- Annual Locker fee is \$ 10.00.
- All book bags, draw string bags, and satchels must be stored in the locker throughout the school day.

## **J. Release of Pupil**

The school principal or designees will not release any pupil to an individual without the specific request of person having lawful custody of the child except as provided below.

## **K. Release of Pupil to Law Enforcement Officer**

The release of any pupil to an officer of the law will be made only upon subpoena, an order of the court, or when the officer states that a criminal offense has been committed and actually makes an arrest of the pupil.

## **L. Reporting Inappropriate Behavior**

The school system takes very seriously the professional conduct of all employees. Any person who alleges inappropriate behavior by a staff member may complain directly to a principal, assistant principal, or guidance counselor. Filing of a complaint or otherwise reporting inappropriate behavior will not reflect upon the individual's status nor will it affect a student's grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. All allegations of inappropriate behavior shall be investigated and immediate and appropriate corrective or disciplinary action shall be initiated, if necessary.

Students who falsely report with malice inappropriate behavior by a teacher or school personnel may be punished by suspension or expulsion from the school system and/or court ordered community service or other court sanction.

## **M. School Messenger & Telephone Consumer Protection Act (TCPA)**

In order to effectively communicate information in a timely manner, the school system routinely utilizes an automated telephone calling system. The FCC has issued a ruling related to this service (The Consumer Protections Act). We must have your consent to call/text information to any cell/mobile/pay telephone number. We hope you will provide us with that permission so we can continue to communicate with you when you provide us such a phone number. Permission is granted by signing the appropriate place on the Acknowledgment Form for this handbook. This permission may be revoke at any time by contacting the school office. Consent is not required for calls for "emergency purposes," defined as a call necessary in any situation affecting the health and safety or students.

## **N. School Safety Plan**

A school safety plan has been completed as mandated by Georgia law. This plan is extensive and can be reviewed in the principal's office.

## **O. Sexual Harassment (Policy JCAC)**

It is the policy of the Board to maintain a learning environment free from all forms of discrimination, including sexual harassment. It shall be a violation of this policy for any member of the school system staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitutes sexual harassment when:

1) submission to such conduct is made either explicitly or implicitly, as a term or condition of an individual's education;



- 2) submission to, or rejection of such conduct by an individual is used as a basis for academic decisions affecting such individual; or
- 3) such conduct has the purpose or deliberate effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include, but is not limited to the following:

- 1) Verbal harassment or abuse;
- 2) Pressure for sexual activity;
- 3) Repeated remarks to a person with sexual or demeaning implications;
- 4) Unwelcome touching; and/or
- 5) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school may file a complaint with principal, assistant principal, or guidance counselor. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect a student's grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantial charge against a student shall subject that student to disciplinary action up to and including suspension or expulsion.

#### **P. Student Responsibility for Textbooks & Materials**

Once textbooks and instructional materials are issued to a student, the responsibility for the return of these materials to the school shall be on that of the student and his/her parent(s) or guardian(s). When textbooks, media books or other instructional materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and his/her parent/ guardian to reimburse the Cartersville School System for the full replacement cost of the textbook, media book or other instructional materials.

In cases involving damaged books or materials, such materials shall become the property of the student and his/her parent/guardian once replacement funds are received by the school. Students who do not pay for books issued to them which have been lost or damaged shall not be issued replacement books or materials until the debt is erased. Students who owe for damaged or lost materials shall be provided a textbook during specific class times. In no case shall a student be eligible to participate in graduation exercises or elective school activities of the Cartersville School System if debts related to lost or damaged books or materials remain unpaid.

Students who meet graduation requirements but are ineligible for graduation exercises because of unpaid debts related to textbooks, media center books, or other instructional materials shall receive their official high school diploma by mail along with an official transcript.

#### **Q. Video Surveillance**

Having carefully weighed and balanced the rights of privacy of students and staff against a duty to maintain order, discipline, and a safe learning environment, the Cartersville City School System and its schools may employ the use of video surveillance equipment on school property and in school vehicles. Such use shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records. Video surveillance is used to promote order, safety, and security of students, staff and property.

## **XI. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT [FERPA]**

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

- Inspect and review, within 45 days of request, the educational records of a student who is your child, or in case of a student who is eighteen years of age (18) or older, your own education records. A written request to review records should be made to the principal or his/her designee who will make arrangements for access.
- 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. Such request should be made to the principal. If the district decides not to amend the record, it will notify the parent/eligible student of the decision and inform them of their right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exemption that permits disclosure without consent is to school officials with legitimate educational interest. A school official has a legitimate educational interest if the official needs to review a record in order to fulfill his/her professional responsibility.
- FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student’s education records. However, the district may disclose appropriate designated “directory information” without written consent, unless the parent/eligible student has advised the district to the contrary in accordance with district procedures (see Directory Information).
- File with the U. S. Department of Education a complaint concerning the alleged failure by the school district to comply with the requirements of FERPA or the regulations promulgated there under. [Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

## **XII. FINANCIAL INFORMATION**

### **A. Check Writing**

Your preprinted (not counter check) check is welcome at all Cartersville schools. We recognize that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the district has contracted with *CHECKredi* for collection of returned checks.

Each person writing a check to a school or the school system should write the check on a commercially printed check with your name, street address (not P.O. Box), and one phone number. When a person writes a check, the person writing the check agrees that, if the check is returned it may be represented electronically on the same account, and that the full face amount and fee based upon the Georgia state law, currently \$35.00, may be debited from the same account.

*CHECKredi* will contact you by mail and/or by telephone in order to make arrangements to pay before attempting to represent the check electronically. Payments may be made to *CHECKredi*’s office by mail to P.O. Box 3829 Huntsville, AL 35810. Payments of the check and fee may be made online at [www.checkredi.com](http://www.checkredi.com) using a credit card, debit card or electronic check without additional fees. For a convenience fee, payments may be made over the telephone at (877-524-7334) by credit card, debit card or electronic check.

## **B. Compensation**

The student and/or the student's parent(s) legal guardian(s) shall be responsible for compensating the school system for any losses, cost, or damages incurred by the school system relating to or arising out of any student violation of these procedures.

## **C. Fundraising**

There will be no sales during the school day. Students are not to be involved in selling merchandise for the benefit of individuals or outside organizations while on campus or on the school bus. Fund-raising activities that substantially interfere with the community will not be allowed.

All school-related fund raising activities involving students must have the prior approval of the Principal. Students are not to be involved in selling merchandise for the benefit of individuals or outside-school organizations while on campus or on the bus. In order to safeguard their health and safety, students are prohibited from selling items or soliciting contributions, pledges, or orders door-to-door for the school or any school-related organization.

# **XIII. FOOD SERVICES**

## **A. Cafeteria Information**

- a. Cafeteria Manager:** Chris Waits
- b.** Five serving lines available
- c.** 30 minute lunch period for each grade level
- d.** Meal costs
  - i.** Breakfast: \$ 1.50; reduced: \$.30
  - ii.** Lunch: \$2.50; reduced: \$.40
  - iii.** A-La-Carte Menu:\$.60-\$3.50

## **B. Charging of Meals**

Local schools shall establish procedures for handling meal charges by students. The procedures shall incorporate the following:

1. A limited number of charges will be allowed for a student who does not have meal money.
2. The School Nutrition Manager will notify parents when a student owes money for meals.
3. After a child reaches a maximum of \$8.75 in charges, a referral will be made to the principal or his/her designee who will contact the parent.
4. If a successful resolution is not reached after the parent has been contacted by the administration, the child will be served an alternative meal of a carton of milk and a cheese sandwich or a peanut butter and jelly sandwich at a reduced price. A referral will be made to the School Social Worker and/or the School Nutrition Director.
5. Reimbursement may be sought through all legal means.

## **C. Food Allergies and Special Dietary Needs**

Our Food Service Department prides itself on providing quality school meals within federal and state regulations and guidelines. A wide variety of selection is available for children daily. Food substitutions or modifications in school meals for children whose disabilities restrict their diets will be made. A child with a disability must be provided substitutions in foods when that need is supported by documentation by a Georgia licensed physician. The physician's document must identify:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity affected by the disability
- The food(s) to be omitted from the child's diet, and the food or choice of foods that must be substituted

In the case of a food allergy, children are generally not considered to have a disability. However, when supported by written documentation by a Georgia licensed physician that an allergy may result in severe,

life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the food substitution prescribed by the physician will be made.

The school food service may make food substitution, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions when exposed to the food(s) to which they have problems.

#### **D. Personal Checks**

Personal checks for the School Nutrition Program may be accepted. If a personal check is deemed uncollectible, no future checks will be accepted from that person or family. No personal checks will be cashed for an individual by the School Nutrition Program.

#### **E. School Lunches for Visitors**

Parents and guests must notify the School Nutrition Manager (Chris Waits) no later than 9:00 a.m. of their intentions to eat lunch. It is the responsibility of the principal to monitor the scheduling of adults and guests to assure priority in the most efficient preparation and service of meals to students. Meals will not be sold to the general public as to appear to be in competition with local restaurants. System employees, parents, school volunteers, those having official business of the school during the lunch period, and invited guests will be sold a lunch at the appropriate adult price. No food will be sold "to go" unless employed by the Board of Education.

### **XIV. IDEA AND 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 your local system's Section 504 Coordinator at the following address:

Dr. Susan Tolbert  
P.O. Box 3310  
15 Nelson Street  
Cartersville, GA 30120  
770-382-5880  
stolbert@cartersville.k12.ga.us

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. 34 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. 34 CFR 104.35.
6. You have the right to not consent to the school system'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 system 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 reevaluations, 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 system regarding the identification, evaluation, or placement of your child. 34 CFR 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 system'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 system'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 system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

17. A copy of the Section 504 Procedural Safeguards are located on the school system website at [www.cartersvilleschools.org](http://www.cartersvilleschools.org) or may be obtained by contacting the system Section 504 coordinator listed above.

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

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with who respondents have close family relationships;
  6. Religious practices, affiliations, or beliefs of the student or parents; or
  7. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for

- hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.
- Parents and eligible students shall be provided reasonable notification of planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202.

## **XVI. STUDENT HEALTH**

The Cartersville School Board, the Bartow County Health Department, and/or the Georgia Department of Human Resources have the authority to require immunizations or other preventive measures including quarantine, isolation and segregation of persons with communicable diseases or conditions likely to endanger the health of others. These agencies may require quarantine or surveillance of carriers of diseases and persons exposed to or suspected of being infected with infectious disease during such period until they are found free of the infectious agent or disease. It is the School Nurse's function to help determine the immediate health of a student and assess the impact and effect on the student's attendance at school.

As a general rule of thumb, it is not appropriate for students to attend or remain at school under the following circumstances:

- 1 A student who has a fever of 100.4 degrees or higher as determined by the school nurse. Students should be free of fever for 24 hours before returning to school.
- 2 A student who has diarrhea/watery stools in excess of two times during the school day.
- 3 A student who is vomiting. If a student is sent home, they should not return for 24 hours or the next school day.
- 4 A student with a draining or weeping lesion that cannot be contained with a dressing.
- 5 A student with a diagnosed communicable illness until released by a physician.

### **A. Hospital Homebound Policy**

Hospital-Homebound instruction is provided for children who have medically diagnosed conditions preventing school attendance for a period often (10) consecutive days or longer. Students out of school because of a communicable disease, expulsion, suspension, uncomplicated cases of pregnancy are not eligible. Teachers will be required to send assignments within 24 hours to the Guidance Office as notified.

### **B. Immunization Rules for Rising 6<sup>th</sup> Grade Students**

All children entering 6<sup>th</sup> grade (on or after July 1, 2007) are required to meet the following new requirements:

1. Have two (2) doses of Measles vaccine, two (2) doses of Mumps vaccine, and one (1) dose of Rubella vaccine or laboratory proof of immunity against Measles, Mumps or Rubella.

2. Have two (2) doses of Varicella (chicken pox) vaccine or documentation of disease or laboratory proof of immunity. At the time your child entered school only one (1) dose of this vaccine was required.
3. Contact your health care provider to receive any needed vaccinations and to obtain the Georgia Certificate of Immunization (Form 3231).

### **C. Medication**

ALL medication must be dispensed through the clinic. Students are NOT allowed to carry medication on them, in their purse or store medicine in their locker. This is Cartersville Board of Education Policy. All medication should be brought to the clinic before school starts, in its original, labeled container along with a signed note from the parent. The note should indicate the student's name; dose and time medicine should be given. If a student needs medicine at school on a daily basis, the parent will need to complete the appropriate form in the clinic. Students may keep asthma inhalers with them, IF they have signed parent permission in the clinic.

### **D. Sex Education / AIDS Prevention Education**

Age/grade level sex education and AIDS prevention objectives are covered in our Health curriculum according to guidelines from the state of Georgia. All instructional materials used have been approved by the system sex education committee which includes parents, educators and representatives from the health profession. These materials are available for preview by parents by contacting the school. If parents do not wish their child to participate in specific sex education/AIDS prevention, the parent may opt out by coming to the school and completing the appropriate request.

## **XVII. TECHNOLOGY**

### **A. Acceptable Use of Technology**

The School Board believes that using computer resources should be a productive educational experience. Therefore, the school system provides certain computing facilities and equipment to faculty, students and staff for educational activities. This policy mandates responsible behavior by individuals given access to these tools and resources.

In addition to the policy requirements included below, Georgia law, O.C.G.A.16-9-90, (Georgia Computer Systems Protection Act) provides definitions, criminal liability and penalties for crimes related to computer theft, computer trespass, computer invasion of privacy, computer forgery, and computer password disclosure. Commission of a computer crime carries the possible penalty of a fine not exceeding \$50,000 and/or incarceration for a period not to exceed one year. Property laws covering theft, vandalism, destruction and copyright also apply to computing resources. The Cartersville City School District complies with the Children's Internet Protection Act.

For the purpose of this policy computing resources include, but are not limited to, mainframe, servers, switches, portable and desktop computers, as well as peripherals, networks, software, data, labs, computer-related supplies and the Internet.

### **B. Accountability**

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

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Available precautions will be taken to restrict access to controversial materials. However, on a global network it is impossible to control all material, and an industrious user may discover controversial information. We believe the

valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

If parents/guardians object to allowing their child Internet access, you may complete the opt-out form that is available in the Guidance Office. For additional information please refer to Cartersville School Board policy FFBG.

### **C. Bring Your Own Device (BYOD)**

In cases where the system allows students to bring personal devices and allows access to the system network, adherence to all rules, regulations, and procedures is expected. Violation of this privilege may result in consequences as though the device belongs to the system.

Cartersville Middle school policy requires that students adhere to the Bring Your Own Device policy and procedures. Students will be permitted to use cell phones, tablets, and/or e-readers in the mornings during holding stations, at break, during lunch (earned by grade level), and upon dismissal. Earphones/Earbuds are not allowed at any time in the hallways. Unless specific permission has been granted by the teacher, these devices should not be visible and should be turned off during classtime. Consequences for using these devices without permission will remain in place. Administration will not investigate the theft of any electronic communication devices, including cell phones, Ipods, mp3 players or video games.

**Any student found in violation of this policy shall be subject to disciplinary action under Offense #9 of the student code of conduct.**

### **D. Enforcement**

Violating any of the guidelines above may result in:

1. Restricted access to computing facilities.
2. Temporary or permanent loss of access to computing facilities and equipment.
3. Disciplinary or legal action including, but not limited to, student or employment discipline, suspension, termination, and/or criminal prosecution under appropriate state and federal laws. Violations of state law will be reported to proper enforcement authorities.
4. Cartersville City Schools' internal procedures for enforcement of its policies are independent of possible prosecution under the law.
5. Users who damage hardware or software shall be responsible for the full replacement cost.

### **E. General Computing Policies**

1. Abuse of computing resources, interference with the operation of computing resources, interference with the work of other users, violation of confidentiality, copyrights, or license agreements, and intentional wasting of computer resources is prohibited.
2. Actions which attempt to circumvent prescribed channels of obtaining computer privileges and resources are prohibited.
3. Changing wiring, connections, or placement of computing resources is prohibited.
4. Modifying any system configuration, startup files or applications, without the explicit permission of the lab supervisor, media specialist, or Technology Department is prohibited.
5. Students shall immediately inform the lab supervisor, media clerk, system media specialist, or the Technology Department of improperly working equipment or software.
6. Using computing resources for commercial purposes is prohibited.
7. Students may not use or download privately owned computer software on school computers.
8. In instances where teachers determine that student-owned software may be advantageous to the instructional program, such software must first be brought to the attention of the appropriate curriculum and technology staff for review and assessment. Student-owned software shall not be permanently loaded or copied for use in school system computers.



9. Under no circumstance shall students, employees of the school system or any individual exhibit or disseminate obscene materials on school property by computers electronic devices, or any other means.
10. When access to the Internet or to the system network is allowed via personal devices, students shall adhere to the intents and requirements of this policy as well as any other rules, regulations or procedures established by the system or school related to the use of those.
11. Students may not copy software from system or school technology for personal use.

## **F. Internet Terms and Conditions**

- 1) Acceptable use - The purpose of Internet is to support research and education in and among academic institutions. Access is provided to resources as well as the opportunity for collaborative work. Internet use must be in support of educational endeavors and research consistent with the objectives of the school system. Use of other networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is likewise prohibited.
- 2) Privileges - The use of Internet is a privilege, not a right, and inappropriate use may result in a termination of those privileges. The school administration and Technology Department will deem what is inappropriate use.
- 3) Netiquette - Generally accepted rules of network etiquette is required. This includes but is not limited to the following:
  - a) Abusive, harassing, obscene, or threatening messages to or about others will not be tolerated.
  - b) Use appropriate language.
  - c) Do not use profanity, vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - d) Electronic mail (e-mail) is not private. Others who operate the system may have access to email. Messages relating to or in support of illegal activities may be reported to proper authorities.
  - e) The network shall not be used in a manner that disrupts its use by other users.
  - f) All communications and information accessible via the network should be respected as belonging to the school system.
- 4) The school system makes no warranties of any kind, whether expressed or implied, for the Internet service it provides. The school system is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, wrong deliveries, or service interruptions caused for any reason. Use of information obtained is at the users' risk. The school system specifically denies responsibility for the accuracy or quality of information obtained through its Internet services.
- 5) If a user accesses any commercial service via the Internet, this individual is liable for any incurred costs or obligations.
- 6) Security - Security on any computer system is a high priority, especially when the system involves many users. If any security problem on the Internet is identified, a teacher (in the case of a student), supervisor, ~~or~~ administrator, and the Technology Department must be notified immediately. The problem should not be demonstrated to other users. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to Internet.
- 7) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user, Internet, or any of the above listed

- agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses or malware.
- 8) Accountability - Teachers cannot assume the responsibility for monitoring every document to which a student may gain access. Therefore, teachers are not to be held liable for what a student may access through the Internet beyond instructional directives.
  - 9) Personal Identifying Information - Unauthorized disclosure, use, and/or dissemination of personally identifying information on any student or employee is prohibited.
  - 10) The school system shall implement appropriate and necessary safety measures to protect students from inappropriate use and communications on the Internet. Such security measures shall include, but not be limited to, the use of filtering devices, thereby blocking entry to inappropriate areas which may be considered harmful. Although such filtering devices are useful and work well, it shall not be assumed that they are 100% infallible. Students must accept responsibility for their use of the Internet. Disabling of filtering may be allowed for authorized use for bona fide research or other lawful and educational purposes.
  - 11) Attempts, whether successful or not, to access unauthorized areas of the school system's information or the Internet, including "hacking" is prohibited.
  - 12) Users are expected to immediately inform their supervisor if any inappropriate action such as an improper advance or request is encountered from a local or remote user.

### **G. Internet Filtering**

The Cartersville School System has implemented appropriate and necessary safety measures to protect students from inappropriate use and communications on the Internet. Such security measures shall include but not be limited to the use of filtering devices, thereby blocking entry to inappropriate areas which may be considered harmful. Although such filtering devices are useful and work well, it shall not be assumed that they are 100% infallible. The student must accept responsibility for his or her use of the Internet.

The school system utilizes technology protection measures that block or filter Internet access to visual depictions that are: obscene, child pornography, harmful to minors, or other material deemed to be inappropriate for minors. Safety and security measures with Internet usage and access is also employed for Internet activities including but not limited to: e-mail, chat rooms, hacking, other direct electronic communication (immediate messaging), and unauthorized disclosure of personal identifying information on minors. Disabling of filtering is allowed for authorized use for bona fide research or other lawful purposes.

### **H. Internet User Requirements**

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

With international access to computers and people also comes the availability of material considered to be of little educational value in the school setting. Internet users are personally responsible for and expected to restrict access to controversial materials. On a global network it is impossible to control all materials. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided herewith so that users are aware of pursuant responsibilities. In general, this responsibility requires efficient, ethical, and legal utilization of network resources. If a school system user, including students, violates any of these provisions, access to the Internet may be terminated and future access jeopardized.

## I. Parent and Student Cell Phone Use

Cartersville City Schools respectfully asks that both parents and students refrain from using cell phones while driving, being parked, or waiting in the transportation lines on all school campuses. This is for the safety of all students, staff, parents and visitors.

## J. Security

Security on any computer system is a high priority, especially when the system involves many users. If any security problem on the Internet is identified, a teacher or administrator must be notified. This problem should not be demonstrated to other users. Any user identified as a security risk or as having a history of problems with other computer systems shall be denied access to Internet.

## K. Student E-mail

The school system may elect to provide students with a system email account for legitimate school and educational communication. If provided, all rules and guidance included in this policy are applicable to the account. Additionally,

- 1) The student may not provide access to the account or share their password with other students or anyone except a parent/guardian.
- 2) The student should use the account only for its intended purpose.
- 3) Student email will not be archived.
- 4) System sponsored email cannot be used to solicit, advertise, or promote businesses that the student has or is associated with, or any business product or service.
- 5) Accounts will be terminated upon:
  - a. Withdraw from the school
  - b. Graduation
  - c. Abuse
  - d. Any other good and sufficient reason as determined by the school administration.

## L. Telephones/Cell Phones:

Students will not be allowed to use office phones except in cases of emergencies. Emergencies must first be explained to a school staff member. **Use of cell phones per the BYOD policy is allowed with teacher permission in designated areas. Any student found in violation of this policy shall be subject to disciplinary action under Offense #9 of this code. Students are allowed to use ear buds only.**

- **First violation:** *Device will be taken up; Parent/Legal Guardian only will be required to pick it up from the front office the next school day between the hours of 7:30am and 4:00pm. Devices will not be returned to students.*
- **Second Violation:** *1 day in-school suspension*
- **Third Violation:** *2 days in-school suspension*
- **Fourth Violation:** *BYOD privileges revoked*

The following consequences for cell phone use outside of these situations are:

- The first violation of the cell phone policy will result in the telephone being confiscated by the teacher and sent to the Main Office. Parents or guardians will be allowed to pick-up the phone on following school day.
- For second and subsequent violations, the cell phone will be confiscated by the teacher, sent to the Main Office, and the student will be assigned one day of in-school suspension (ISS). Parents or guardians will be allowed to pick-up their student's phone the following day.

1. Students who refuse to surrender their telephone to a teacher will automatically receive one day ISS. Students who refuse to surrender their phone to an administrator will automatically receive out of school suspension (OSS) for the remainder of that day and the following school day.

## For Questions...

**Please contact the following person / department for each of the topics listed below.**

<b>Athletics:</b>	<i>Dr. Tharis Word, (770) 382 - 3666</i>
<b>After-School Tutorials:</b>	<i>Ken MacKenzie &amp; Joycelyn Richards, (770) 382 – 3666</i>
<b>Attendance / Registration:</b>	<i>Deanne Raines,(678) 535 – 6242</i>
<b>Bookkeeping:</b>	<i>Lisa Bearden, (678) 535 – 6240</i>
<b>Curriculum</b>	<i>Debra Malone, (770) 382 - 3666</i>
<b>Extra-Curricular Activities:</b>	<i>Coach, Sponsor, (770) 382 – 3666</i>
<b>Food Services / Cafeteria:</b>	<i>Chris Waits, (678) 535 – 6300</i>
<b>General Questions / Receptionist:</b>	<i>DeeDee Burson, (770) 382 – 3666</i>
<b>Health Issues / School Nurse:</b>	<i>Cindy Smith, (678) 535 – 6243</i>
<b>Secretary:</b>	<i>Bonnie Hammett, (678) 535 – 6241</i>
<b>Special Education:</b>	<i>Sharon Balsor, (770) 382 - 3666</i>
<b>Transportation:</b>	<i>Transportation Dept., (770) 387 - 5578</i>



## *Cartersville Middle School* **MISSION STATEMENT**

The mission of Cartersville Middle School is to equip students to become responsible, productive citizens by providing a safe, cooperative learning environment which encourages students to reach their potential.

### **Cartersville School Board** Mission Statement

#### *We Lead...*

In preparing students for the challenges of progress and change

Through development of the skills necessary to become lifelong learners

In order that they may live successful and productive lives.