

WELCOME

Dear Cartersville Primary School Families,

As the principal of Cartersville Primary School, it is my pleasure to welcome you to the 2018-2019 school year. I feel extremely fortunate to be working with such an exceptional group of outstanding students, involved families, and committed community leaders. Our combined efforts make Cartersville Primary School a place where we strive to foster a culture of learning and a tradition of excellence in education.

Our goal, at C.P.S., is to provide a safe, academically challenging learning environment where all students are engaged in relevant and meaningful instruction. Our students are our #1 priority and we work hard to prepare them for a prosperous and productive future.

With parent and community support, we will ensure that the students of CPS will be successful, productive members of society. Cartersville City School District prides itself on our long tradition of excellence in education and it starts with Cartersville Primary School's Canes! We value your involvement in your child's education. Please visit our school to experience the impact that CPS is making towards your child's academic success. We also invite you to join our wonderful PTC.

Again, I look forward to working with you all this year. Please feel free to contact me with any questions, comments, or concerns you may have throughout the school year. We are Canes Proud and Strong! #WeAreCPS

Go Canes,

Gina Bishop

Principal

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.

SCHOOL SOCIAL SERVICES

Cartersville City School System is dedicated to the goal of helping every student experience success in the school setting. In keeping with this goal, the school social workers provide non-instructional services to students and their families. The primary role of the School Social Workers is to enhance the district's ability to meet its academic mission by serving as a liaison between the school, the home, and the community. Parents are encouraged to assume an active role in their child's education.

The School Social Workers are available to meet with parents and students within the school or at home to provide support, crisis intervention counseling and referral services. The School Social Workers collaborate with all concerned parties to determine the cause of school-related problems and assist in meeting the student and parent needs.

The school social workers are the designated persons to enforce the Compulsory School Attendance Law. The Cartersville City Schools firmly believes that school

attendance and performance are closely related. It is extremely important that your children come to school every day.

The School Social Workers can also be contacted for child needs such as dental/medical care, eyeglasses, shoes, clothing, food and shelter.

Please feel free to contact the School Social Workers at 770.387.4722, 770.387.4723, email paula_womack@cartersville.k12.ga.us , mhoffman@cartersville.k12.ga.us or The School Social Workers' office is located at 15 Nelson Street, Cartersville, GA 30120.

CARTERSVILLE FAMILY ENGAGEMENT SPECIALIST

Being involved in child's education helps build communities and enhance student achievement. Please contact our Family Engagement Specialist, Robbin Hurley, at (770) 387-4732 or email rhurley@cartersville.k12.ga.us for more information on how you can volunteer and support CPS.

MORNING CARPOOL INFORMATION

The school hours at Cartersville Primary School are from **7:30a.m. until 2:20p.m.** All car pool students should be dropped off at designated car pool areas between 7:00 and 7:30 am. NO PARKING and walking students in or to the front doors. Exceptions of this rule include: nurse visit/medicine drop off, change of transportation or address, Character Breakfast or scheduled meetings with a staff member. **Children must not be dropped off prior to 7:00 a.m. After 7:30 a.m., ALL students and parents must use the Main Entrance.** We encourage parents and guardians to have students on time to school. We begin morning routines and instructional activities in the classroom beginning at 7:35 AM.

LATE ARRIVALS

Students arriving after 7:30 a.m. will be counted tardy, and for school safety reasons must be signed in by the parent. The office will issue a tardy slip. Please be advised that when children are late, it disrupts the class, it interferes with learning, and it is often difficult for a child to settle into the daily routine. A referral to the School Social Worker will be made when a pattern of tardiness develops. Please refer to the school (**Attendance Procedures**) included in this handbook.

EARLY PICK-UP

If a student must leave before the end of the school day, a note should be sent to the classroom teacher. This should be done only when absolutely necessary. It is important for your child to be here all day every day if at all possible. Please note that unexcused early dismissals will count towards truancy.

It is our policy to release children ONLY to a parent or guardian unless otherwise notified by the parent in writing. Parents needing to pick up their child prior to the regular dismissal time must report to the office and sign for the child. Children will be called to the office. Parents/guardian and any other individual authorized to pick up your child must be prepared to show a picture ID. **In order to ensure the safety and security of the children at CPS, early dismissal for students will be stopped each day at 1:45 pm.**

After this time, we will not accept any transportation changes, and all students will continue with their scheduled route of dismissal.

Parents must not take a child off a bus while it is loading. Please come to the office and let us help you reach your child. Again, any child leaving early for any reason must be signed out in the office.

AFTERNOON CARPOOL INFORMATION

Please view the carpool map for grade level pick-up areas. Afternoon carpool begins at 2:20 and ends by 2:40 pm. After 2:40 pm, a phone call will be made to the parents and students will be placed in the office or afterschool. All car riders must be registered and have a school issued car tag hanging from the car's rear view mirror during dismissal. Please remain in your vehicle at all times. Your child will be called once we begin dismissal and school staff will walk students to the appropriate car. All students will be issued two car tags at the beginning of the school year. If you misplace or lose your tag you will need to visit the office prior to dismissal to get a replacement. Students will not be released to vehicles which do not have the appropriate car tag. In the event that you forget your tag, you will need to park your vehicle and check out your student from the front office; proper identification will be required. If you have more than 1 child in the building, please hang BOTH tags on your rearview mirror. You will pick up your children at the younger sibling's carpool area. (Example: pick up your kindergarten and 2nd grader in the kindergarten area. Pick up a 1st and 2nd grader in the 1st grade area.)

AFTERNOON VAN RIDER/DAYCARE PROCEDURES

Students who ride day care vans will dismiss to the cafeteria at 2:20 pm and will await their day care van. Students will be loaded on vans by teachers.

CHANGE OF TRANSPORTATION

Parents must make certain their child and their child's teacher understand how he/she will get home from school each day. The parent must send a note if there is a change from the normal procedure. **Without a note, we must send your child home the usual way at the end of the day.** For your child's safety, transportation changes will not be made over the phone, e-mail or FAX. In an emergency, a parent or someone on the office pick-up list must bring to the school office, in writing, a note for a dismissal change. The note must state the reason for the change and the name, address, and phone number of the adult who will pick up the student or meet the bus.

LACK OF SUPERVISION

The following guidelines shall be used in determining the level of neglect that exist when children are left alone without supervision as set for the by the Bartow County DFCS. At what age can a child be left alone?

- Children 8 or younger shall never be left alone.
- Children between the ages of 9 and 12, based on their level of maturity, may be left alone for brief periods of time. Brief is defined as less than two hours.

- Children 13 and older, who are at an adequate level of maturity, may be left alone and may perform the role of babysitter as authorized by the parent / caretaker.

These guidelines will be used by the school in dropping off your child in the afternoon by our buses. **This means that an adult, 18 years or older, must meet the bus every day,** or the student will be brought back to the school and placed in the after-school care program at a cost of \$10 per day plus a onetime family registration fee of \$10.

BUS RETURN PROCEDURES

- If your child has been returned to school **5 times** during a semester, your child will be suspended from afternoon transportation for **3 days**.
- If your child has been returned to school **6-9 times** during a semester, your child will be suspended from afternoon transportation for **5 days**.
- If your child has been returned to school **10 times** during a semester, your child will be suspended from afternoon transportation for the **remainder of the semester**.

CHANGE OF ADDRESS

Parents must supply the school with a current street address. For each change of address during the school year, parents must provide the school with two proofs of residency. Please refer to the district website for approved proofs of residency.

CURRENT PHONE NUMBER

Parents must supply the school with current working phone numbers, (home/work/emergency) in case a situation arises at school in which the parent must be contacted. These numbers are kept confidential.

PARKING

Do not park along any of the curbed area surrounding the school. When dropping off or picking up students, remain in your car. Cars must not be parked in the area behind the school, which is reserved for loading and unloading buses. Car riders may not be loaded or unloaded in the bus loading area. Observe the speed limits and stop at crosswalks when children are at the curb, as well as when children are crossing.

A parking lot is located at the front and south end of the building for parents, visitors, and staff. Handicapped parking is available at the front of the school. **A SRO officer will periodically monitor parking and curbed areas at CPS and will issue citations as appropriate.**

VISITORS

All visitors to the school are to report to the office immediately upon entering the building and sign in. Parents are considered visitors. Under no circumstances are parents to go beyond the front office without first signing in at the office through Lobby Guard. A picture ID is required for sign in purposes. This is for protection of all students. Once you sign in, you will receive a visitor's pass. This must be worn while in the building. In order to minimize instructional, interruptions, classroom visits must be by appointment only.

LUNCH ROOM VISITORS

We welcome CPS families to visit the school during their child's scheduled 30-minute lunch time. Please follow the appropriate sign-in procedures as stated above in the visitor section. No birthday goodies or treats should be brought to lunch.

SCHOOL FOOD SERVICE PROGRAM

Parents are asked to encourage their child to eat breakfast and lunch in the cafeteria. The school meals are both nutritious and delicious. Breakfast and lunch are served daily. Meals may be purchased on a daily basis (student breakfast - **\$1.25** & lunch - **\$2.25**). Prepayment may be made on a weekly or monthly basis. A free /reduced payment program is available to those students who qualify. The necessary forms are available at the school. A new Free/Reduced form must be filled out each year.

CLASSROOM PARTIES AND BIRTHDAY RECOGNITION

Throughout the school year, we have several scheduled party events. These include the Character Day Parade, Winter Holiday party, and the End of the Year party. **Due to certain student allergies, any outside treats must be store bought and contain an ingredients label.**

Monthly birthday recognition will be coordinated through the classroom teacher and room parent. This will be held the last week of the month to recognize birthday students. Due to this recognition lasting just a short time in the middle of the instructional day, we ask that parents refrain from attending.

DRESS CODE

Clothing and dyed bright hair colors which interrupts, interferes with, or detracts from the learning environment/normal school day is prohibited. All clothing must be worn in the manner in which it was intended.

MEDICATION GIVEN AT SCHOOL

Dear Parents or Guardians:

To ensure the safety of all students in our school, the following guidelines should be followed when medications are to be sent to the school.

All medications (prescription and non-prescription) must be taken directly to the clinic for safe storage. Students cannot keep any medication with them in their pockets, purses, book bags, etc.

1. All medications, both prescription and over the counter, must be brought to the school by the parent or guardian. Parent/Guardian must fill out a **Request for Medication Administration** form or a note of permission, which is dated and has complete directions (including time, dose, and name of medication).

2. All medications must be in **the ORIGINAL CONTAINER**. Prescription medications must be in the labeled prescription bottle. Medications stored in envelopes, baggies, etc. **WILL NOT** be administered.
3. Administration of prescription and over the counter medicine (even for a short period of time) is discouraged. Parents should check with their physician regarding the need for medications to be administered during school hours. Medication prescribed for three times daily often can be given before school, after school and at bedtime.

If you have questions, please feel free to call the school nurse at 770-382-1733, during school hours.

Thank you for your assistance.
Carilyn Hawkins, RN

CHILD CUSTODY

Parents/guardians must indicate who can/cannot pick their child up from school. Official copies of custody papers must be on file in the office in those instances where one parent may not have legal permission to pick up or see a child at school. It is the parent's responsibility to update/notify the school office of any changes in custody that may occur during the school year.

GIFTED STUDENTS

The Board recognizes that there are identifiable students enrolled in the school system who demonstrate a high degree of intellectual, creative and/or artistic ability; possess exceptional leadership skills; or who excel in specific academic disciplines and who have exceptional learning needs.

The Board shall provide gifted education services to students who have been identified as intellectually gifted as defined by Georgia Board of Education rules in grades K-12. The gifted program shall be staffed by highly qualified, certified gifted teachers.

A student may be referred for consideration for gifted services by teachers, counselors, administrators, parents, guardians, self, or other individuals with knowledge of the student's abilities. In addition, teachers of gifted students shall review all standardized achievement and state assessment data annually as an automatic referral process.

Students shall be tested and accepted into the gifted program based upon Georgia Department of Education guidelines, and shall be placed only upon written parental consent. Students eligible for gifted services in other Georgia schools are automatically eligible to receive services in the Cartersville City School System upon receipt of appropriate records.

Curricula shall be developed for gifted students that incorporate the state approved student competencies and standards. Curriculum objectives shall focus on developing academic skills using differentiated instructional strategies in one or more of the following content areas: mathematics, science, language arts, social studies, foreign language, and fine arts.

Students identified as gifted and whose participation in the gifted program has received parental consent shall receive a minimum of five segments per week of gifted education services.

The Superintendent is directed to operate, in accordance with state guidelines, programs for gifted students in grades K-12. The system will establish procedural guidelines to carry out the intent of this policy and the program.

PARENT-TEACHER CONFERENCES

A conference with your child's teacher is your best means of learning how your child is performing in school. Every teacher is asked to have two conferences to discuss report cards and student progress. **A conference must be held by the end of the 2nd 9 week grading period.** If parents are continually unable to come to school conferences, the school counselor will provide assistance. Students who are enrolled for 4 and 1/2 weeks of any grading period are entitled to receive a report card. Requests may be made for additional conferences by the parent by sending a note or email to the teacher. **We ask that you do not drop in unannounced for a conference.** The teacher may have a prior commitment. The first scheduled conference is to go over the report card. It is extremely important that you make every effort to attend these conferences.

We consider the first 4 and 1/2 weeks of the school year as an adjustment period for children. The teacher will use this time to assess the readiness skills for subject areas taught.

FIELD TRIPS

Students attending school-sponsored trips must have written permission from their parents or guardians before going on the trips. Students are expected to conduct themselves in an acceptable manner while on the trip. Parents are also asked not to bring other siblings on school field trips. Siblings interfere with and detract from the educational value of the field trip designed for the class and Cartersville Primary students. Parents are also asked not to send extra money for souvenirs.

SCHOOL EMERGENCY PREPAREDNESS PLAN

In the event of a crisis situation such as a tornado, chemical spill, etc. specific set procedures shall be followed. Students will be kept at school or the emergency evacuation site until the crisis/lockdown is determined to be over. Students **will not** be released during a lockdown. At the conclusion of the crisis/lockdown, students will be released to parents who come to get them. Do not phone the school and tie up lines needed for emergency use. When a person other the parent comes to get a student, school personnel will first check the student record and then a record will be kept of the person who picked up the student. If there is any doubt the parents want the student released, the student will be kept

at school. The school is one of the safest places that students may be located during most crises or natural disasters.

GRADING AND REPORTING PROCEDURES

As you know, Cartersville City Schools in grades K-2 report student performance using a standards-based report card. The purpose of a standards-based report card is to communicate progress relative to specific end-of-year grade level learning standards. The progress is reported as: **Exceeds (5), Meets Standards (4), Progressing (3), Emerging (2), and Not Yet Demonstrated (1).**

As you review the progress indicators on the report card, you may notice that many standards at the beginning of the year have not yet reached a **Meets Standard (4)** level. Many students receive a **Progressing (3) or Emerging (2)** in the first three grading terms showing that your student is on track towards meeting the standard, however their work has not yet shown consistency, evidence of independence, or mastery of the entire standard. Mastery of the standard, which is **Meets Standards (4)** is an end of the year expectation. These standards will continue to be an anchor of instruction as students move from one grade level to another. This will allow your student the opportunity to continue their progression from year to year in regards to meeting each standard in the Georgia Standards of Excellence.

All teachers in the same grade level work and plan together to ensure common tasks and assessments are provided to all students throughout the grade level. This occurs through weekly collaboration team meetings.

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 have any authority to make or change grades, promotion, retention, or placement decisions of any student.

When making decisions on student promotion/retention, we consider the following information:

1. Kindergarten State assessment (GKIDS)
2. Standards-based Grade Reports
3. Dynamic Indicators of Basic Early Literacy Skills (DIBELS) for Reading and Math, Diagnostic Reading Assessment (DRA), and the Math Comprehensive Growth Assessment
4. Percentage of State Grade Level Standards mastered
5. Recommendation of Promotion/Retention Committee

SCHOOL WIDE BEHAVIOR PROGRAM

Cartersville Primary School strives to ensure a safe and positive learning environment for all our students. To accomplish this goal, we use the Chick-Fila character education program and a PBIS plan (positive behavior and instructional support plan). The character education program covers topics on a monthly basis which help students develop positive qualities of character such as responsibility, punctuality, respect, kindness, etc. Our PBIS school wide behavior plan provides clear school-wide expectations that are consistent among classrooms and grade levels. Students will be taught the school wide expectations through a variety of grade specific lessons, modeling of the appropriate behaviors, and use of school created videos teaching appropriate behaviors. These expectations will provide the base for the operation of the school plan.

CPS School Wide Expectations

- We are kind and respectful.
- We listen and follow directions.
- We are prepared and ready to learn.
- We have good manners and character.

Students will be recognized with Canes Cash for appropriately following the expectations. Students will have the opportunity to use Canes Cash for special school wide events and classroom items/privileges offered by the teacher and grade level. Students will also be made aware of consequences due to inappropriate behaviors. Consequences may include silent lunch, loss of specials time, or ISS time in the front office. Corporal punishment is *not* used in the Cartersville City School System. Level 2 offenses are considered minor violations, and teachers will send home a computer generated note to inform the parent. Level 3 offenses are considered an office referral. In this case, a letter will come home signed by an administrator showing the student was seen in the front office. Offenses which may result in an immediate discipline referral to the office include but are not limited to behaviors that result in damage to property, injury or putting others in danger, extreme disruption of the classroom, inappropriate touching, and stealing.

We believe that a clearly stated and thorough behavior plan will teach our children to be responsible for their actions and make school a positive experience. We ask for your cooperation. We have also included a copy of the Cartersville School System's **Student Code of Conduct and Discipline Procedures**. Students must adhere to and abide by all of the provisions contained there within. Please discuss these guidelines with your child and express the importance of obeying school rules.

SCHOOL GOVERNANCE COUNCIL

Recognizing the importance of communication and participation of parents and the community in the efforts to educate our children, the Council establishes as its purpose the support of Cartersville Primary School. The Council shall work to support educational efforts of the school by working in a spirit of cooperation with school staff to improve student achievement and performance, provide support for teachers and administrators, and bring parents into the school-based decision-making process by working on education issues. The Council shall endeavor to bring parents and the community together with teachers and school administrators to create a better

understanding of and mutual respect for each other's concerns and role, and share ideas for continuous school improvement.

The management and control of Cartersville Primary School shall be the responsibility of the Board, and the school leader shall be the Principal. The Council shall provide advice, recommendations, endorsements, and assistance; and represent the community of parents and local businesses in support of continuous school improvement.

LIBRARY/MEDIA CENTER

The CPS Media Center serves as an extension of the classroom and is available for use by all teachers and students. Each class visits the media center on an established schedule. In addition to group checkout time, students from each class in first and second grades may visit the media center during established "open checkout" times. All students use library sticks (paint sticks with student barcodes) for book checkout.

Students are not allowed to check out another book when one is overdue. Overdue notices are sent to teachers every two weeks and are placed in students' "Take-home" folders. Overdue notices can also be printed upon parent request. A replacement fee will be charged for any lost/damaged materials. Within a school year, should a student find and return a book for which he has paid the cost in full, he is entitled to a refund.

Our online catalog, Destiny, and several databases may be accessed from any computer with Internet access at <http://ps.cartersville.k12.ga.us/MediaCenter/Media>.

P T C

Cartersville Primary has a very active PTC. Every year they sponsor fund-raising projects to help provide the school with many needed items such as technology hardware/software, playground equipment, P.E. equipment, learning materials, library books, as well as supplies and materials to assist the teachers in the buildings. If you are interested in helping make your school a better place, this program needs parent volunteers. Please talk to your child's teacher or a PTC officer about becoming a PTC member.

The following are the PTC officers for the 2018-2019 school year:

President	Melissa Porter
Vice President	Keisha Fulton
Secretary/Treasurer	Myra Cortes

KIDS AND COMPANY PRE-K HANDBOOK 2018-2019



Dr. Denise Osborn
Site Director
dosborn@cartersville.k12.ga.us

Susan Linsey
Secretary
slinsey@cartersville.k12.ga.us

**323 South Erwin Street
Cartersville, GA 3012
678-535-6330
prek.cartersville.k12.ga.us**

Kids and Company Community Pre-K is a *Georgia Bright from the Start Lottery Funded Pre-K* hosted by the Cartersville City Schools. We are governed by both the rules and regulations of the Georgia Department of Early Care and Learning (Bright from the Start) and the Cartersville City Board of Education. Most of the Cartersville Primary School's policies outlined in the beginning of this handbook also apply to Kids and Company. This specific part of the handbook will outline any differences or highlight any information specific to our Pre-K program.

Requirements for Entrance

Parents must provide a certified birth certificate or passport from the county where the four-year-old was born, current proof of the child's immunization (Form #3231), hearing, vision, dental, & nutrition record (Form #3300), the child's social security card, proof of residence (utility bill, lease) and a copy of any federal/state programs the child participates in (Medicaid, SSI, TANF/Food Stamps, CAPS Program, and Free/Reduced Lunch).

Purpose

The primary purpose of Cartersville City School **Kids and Company** Community Pre-Kindergarten Four-Year-Old Program is to provide an educational experience for young children that is challenging, creative, and pleasurable. The entire program is designed to meet the developmental needs of the four-year-old child.

Play provides the best learning experience opportunities for the young child to explore his/her environment. We believe children need time to be children. This program is designed and implemented to enhance childhood by offering rich and appropriate learning opportunities for the young child. Materials and activities will be designed to help children solve problems, develop science, social studies, and math concepts, improve self-expression, promote cooperation, enhance social skills, and most importantly, promote language and literacy skills.

Another integral component of our program is parental involvement. Opportunities will be given for parents to participate in the school program and to experience personal growth as well. Teachers and parents working together in a partnership can build a mutual understanding and promote the very best program for each child. Everyone involved will be learning and growing together.

Goals

- To foster a nurturing relationship between children and their caregivers
- To facilitate connections among families and schools
- To provide information and support to families
- To recognize that each child and family is unique and wonderful
- To teach children to value, accept, and understand other cultures
- To increase caregivers' knowledge of age-appropriate parenting skills
- To assure maximum learning and maximum love of learning via exposing the child to first-hand experiences with new equipment, new materials and different environments
- To fully prepare students for a successful start in kindergarten

Attendance

The **Kids and Company** program is a full day program. Students arrive at school between 7:15 and 7:45 a.m. and leave at 2:15 p.m. One of the goals of the Pre-K program is to ensure each child receives the necessary skills to be successful in his/her educational career. In order to achieve this goal, your child must attend school on a regular basis.

Each pre-kindergarten class begins and ends on time. It is extremely important for your child to be on time and to stay the full day. A child is considered tardy any time **after 7:45 a.m.** Once tardy, the parent must come to the front desk and sign the child in. Children, who do not attend on a regular basis, are routinely late, or leave the program early, may be subject to dismissal from the pre-kindergarten program. Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. We feel that every minute of pre-kindergarten is too valuable to miss.

When your child must be absent a written statement is required from the parent or guardian explaining the reason for the absence the day the child returns to school. However, for the absence to be considered as excused it must meet one of the stated reasons as defined by the Cartersville City School System's policy. If the child returns to school with no note, the absence will be marked as unexcused.

- The school will accept excuses from parents/guardians for 4 total days of absence each semester and will use the Georgia Board of Education Rules above to determine whether the absence is excused or unexcused.
- While a parent can write an excuse for 4 total days each semester, if the student is out more than 2 consecutive days, a medical excuse will be required.
- If the student reaches five (5) unexcused absences, an attendance meeting will be required.
- **Family vacations are not excused absences** in accordance with Georgia Board of Education Rules.
- If the student accumulates **three unexcused tardies, three 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.*

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

- A student who has a fever of 100 degrees or higher. **Students should be free of fever for 24 hours before returning to school.**
- A student who has diarrhea/watery stools in excess of two times during the school day.
- A student who is vomiting. If a student is sent home, they should not return for 24 hours or the next school day.
- A student with a draining or weeping lesion that cannot be contained with a dressing.
- A student with a diagnosed communicable illness until released by a physician.

If you have questions about the Attendance Procedures, contact your child's classroom teacher or Dr. Denise Osborn, Site Director.

Birthdays

We welcome parents to send in treats to recognize their child's birthday. Due to certain student allergies, birthday treats must be **store bought and contain an ingredients label.** Please contact your child's teacher to arrange a time (usually after lunch). To minimize disruptions, we ask no balloons or decorations be brought. For birthday parties hosted outside of school, the school will not send home birthday invitations in students' folders unless each student in the class is invited to attend. Otherwise, please send those specific invitations through the mail or contact the parents directly.

Door Safety

In efforts to increase student safety at the **Kids and Company** facility, the Cartersville School System has installed an access control system on the main entrance to the facility. As a result of this precautionary

measure, anyone wanting to gain entrance to the facility will be required to request entry by pressing a button that is located beside the front door. This action will signal the secretary who will then release the locking mechanism for entry into the building. Please be advised that you may need to show picture identification prior to admittance into the building.

Parental Involvement

The Cartersville City Schools **Kids and Company** Program has a parental involvement component. Teachers will conduct a minimum of two conferences each year. One will be held at the end of each semester. Teachers will discuss a child's progression on the Georgia Early Learning and Development Standards (GELDS) as documented by the Work Sampling Online (WSO) assessment instrument. It is mandatory that at least one parent attend these conferences. We also encourage parental involvement via volunteering within the classroom and Family Night Activities attendance (Santa Night and Spring Picnic).

Transportation – Arrival & Dismissal

We cannot accept transportation changes over the phone or email. Please send in a signed note specifically explaining the change and its duration. It is best to place all correspondences in your child's folder.

Bus Transportation

Bus transportation is provided for Cartersville city resident students. A Pre-K student must be **4 years old** to ride the bus. Students can only be picked up and dropped off at bus stops assigned to their domicile address (where they actually live) and not at businesses, relatives, or stops not assigned to them. 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.

In the morning, all **Kids and Company** Pre-K students are first brought to Cartersville Primary School. They assemble in Character Ed. Alley. Two assistant teachers from our school will supervise students. At approximately, 7:40 am all Pre-K students will be shuttled via bus to the **Kids and Company** Pre-K center. The two assistant teachers will accompany them.

In the afternoon, all **Kids and Company** Pre-K students who either attend the After School Program (ASP) or ride the bus to their residence will be shuttled back over to Cartersville Primary School. All six assistant teachers will accompany those students and deliver each student to their appropriate bus or ASP location. The shuttle buses leave the **Kids and Company** campus by 2:00 pm.

Morning Car Drop Off

- Only 1 lane is utilized (closest to the building unless the bus is here)
- No student can enter the building prior to **7:15 am**
- After the first full week of school, parents need to utilize the drop off system. Parents are not allowed to walk students to their room, unless you have a **SCHEDULED** appointment with the teacher.
- Assist us with teaching student's independence skills (work on attempting to undo car seats, being prepared to get out of the car, talking to adults when spoken to, etc.)

Afternoon Car Pick Up

- Early check outs need to occur prior to 1:45 pm. We cannot release students between 1:45 – 2:15. It interferes with bus dismissal.

- Do **not** arrive for car pick up prior to 2:00. If you arrive to our campus prior to the buses leaving, you will need to drive around the block. Do not form a line or park across the street. Do not stop in the middle of Erwin Street.
- Two lanes are utilized. Pull up as close as possible (you will be directed by an employee). Our driveway can accommodate approximately 16 cars at a time. The lane closest to our building is Lane #1. The lane closest to Erwin Street is Lane #2. **Be sure to hang your car tag from your rearview mirror.**
- Please remain in your car at all times. An employee will bring the student to your car.
- We will begin loading for car dismissal no earlier than 2:10. This is our loading and releasing order: 1) Lane #1 is loaded front to back. 2) Lane #2 is loaded back to front. 3) Once the last student is loaded (1st car of Lane #2), we will release the cars from Lane #1. 4) After all loaded cars from Lane #1 have turned **right** out of our driveway; we start to release Lane #2.
- Please fill Lane #1, prior to filling Lane #2. After car dismissal has begun, if both lanes are filled to capacity and a line begins to form on Erwin, **never** block the entrance to Wash to the Wise (the car washing business located beside us). Please only enter our drive way if your entire vehicle can fit into one of the two lanes... otherwise remain on Erwin beside the mailboxes. Students will not be loaded if a portion of your car remains in the road. This is unsafe and it blocks the flow of lane traffic once we start releasing the cars.
- Employees cannot buckle students into seats.
- No **LEFT TURN** as you leave our parking lot. (If you need to head north, turn right and then make a left into the Cartersville Electric/Public Works parking lot.)
- All students must be picked up by 2:30 pm.
- Please share these procedures with anyone you grant permission to pick up your child (grandparents, neighbors, etc.)
- If a car does not have the issued car tag hanging from their rearview mirror, we will have to request photo ID. That person must be listed on your child's pick up list or we will not release the student.

Continuous noncompliance with these policies may result in a student being unenrolled from Kids and Company Pre-K.

**Cartersville City School Board
Vision Statement**

“A Tradition of Excellence-Making It Personal”

Mission Statement

“A Tradition...

*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”*

POLICY MANUAL

The Cartersville School Board policy manual is available during normal school hours to all parents who have the need to reference a policy. Parents and students are welcome and encouraged to review these policies. A copy of this manual can be found in the Media Center at Cartersville Primary School. From time to time the Board revises policies due to changes in state regulations and for other purposes. These policies are also available for viewing on the school system’s web page; www.cartersville.k12.ga.us

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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.

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.

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.

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.

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.

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.

Bringing 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.

ASBESTOS REPORT

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

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:

10. Personal illness.
11. A serious illness or death in a student's immediate family.
12. Religious holidays that require absence from school.
13. Pre-induction physical examinations for military service.

14. Court order, court subpoena or other required court appearance.
15. Voter registration.
16. 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.
17. Conditions rendering school attendance impossible or hazardous to student's health or safety.
18. 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.

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 stop.
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 use, use of 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 below the typical saxophone (25" x 11" x 7") may be carried in the lap of the student, under where the student is seated, or in another place designated by the driver.

BUS TRANSPORTATION

Bus transportation is provided for Cartersville city resident students living beyond a certain distance from the school. Generally, the system uses one (1) mile as a guideline for pickup (state funding

requires 2 miles). Students are also to be picked up and dropped off at bus stops assigned to their domicile address (where they actually live) and not at businesses, relatives, or stops not assigned to them.

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.

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.

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.

**NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS
OF RIGHTS UNDER THE 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.

FOOD ALLERGIES & 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 support 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.

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.

HEALTHY STUDENTS

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:

- 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.
- A student who has diarrhea/watery stools in excess of two times during the school day.
- A student who is vomiting. If a student is sent home, they should not return for 24 hours or the next school day.
- A student with a draining or weeping lesion that cannot be contained with a dressing.
- A student with a diagnosed communicable illness until released by a physician.

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.

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.

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.

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:

504, ADA, Title IV, Title VI – Dr. Susan Tolbert, 770-382-5880 or stolbert@cartersville.k12.ga.us

Title IX – Darrell Demastus, 770-382-3200 or ddemastus@cartersville.k12.ga.us

Title II-A – Ken Clouse, 770-382-5880 or kclouse@cartersville.k12.ga.us

Perkins Act – Marc Collier, 770-382-3200 or mcollier@carterville.k12.ga.us

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.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER 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 –
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with who respondents have close family relationships;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 - Any other protected information survey, regardless of funding;
 - 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
 - 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 –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 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

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.

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.

RULES OF CONDUCT

In order to maintain a safe and orderly learning environment, there are rules and procedures which students are expected to follow and observe. 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.

Notice of Rights of Students and Parents Under Section 504

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

For more information regarding Section 504, or if you have questions or need additional assistance, please contact 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.cartersville.k12.ga.us or may be obtained by contacting the system Section 504 coordinator listed above.

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.

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.

SOLICITATIONS

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.

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@cartersville.k12.ga.us.

STUDENT CODE OF CONDUCT AND DISCIPLINE PROCEDURES

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*.

OFFENSES AND DISCIPLINE PROCEDURES

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

2nd offense: Suspension

3rd 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

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.

Telecommunication Devices

Students are not permitted to use an electronic communication device during school hours except for health or other emergency reasons approved by school administrators. 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.

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

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, en 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 knucks, 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.

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.

Suspensions and Expulsions

Suspension precludes a student from all school operations, activities, and functions for the time of the suspension. A student in In-School Suspension (ISS) is also suspended from all school-sponsored activities for the days he/she is in ISS. Short-term Suspension removes a student out-of-school for not more than 10 consecutive days. Long-term suspension is removing a student for more than 10 days but not beyond the current quarter or semester. Expulsion is suspension for more than 10 days that goes beyond the current term, and may be permanent.

Students under suspension/expulsion may not attend any school-related activity on or off school grounds during the time of suspension/expulsion. An assignment of suspension ends on the morning of the next day after the suspension is completed or the morning after the last day of the school year if the suspension is at the end of the academic year.

For overall academic progress students are expected to do the work missed during a suspension. Students shall not be penalized in their academic grade for the first suspension of a full credit period (semester for grades 9-12 and year for grades 3-8) if the student makes up the work in the time allotted by policy and arrangements with the teacher. For subsequent suspensions in a full grading period, a student may receive

a grade of 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(s) except for final examinations and long-term assignments. If the student fails to make up the work, the teacher may assign a grade of “0” for each assignment not completed. 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.

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.

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)

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.

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.

SYSTEM & SCHOOL 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.

www.cartersville.k12.ga.us

TEACHER QUALIFICATIONS

Right to Know:

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

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

We have assembled an excellent staff to provide a quality educational program for each student. Teacher and paraprofessional qualifications are available upon request from Ken Clouse, Assistant Superintendent, 770-382-5880, (kclouse@cartersville.k12.ga.us):

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 of students.

TEXTBOOK/MATERIALS RESPONSIBILITY

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 additional books or materials until their debts are accounted for. 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 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.

TITLE I

Cartersville Primary 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.

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.

WEBSITES (School and System)

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.

www.cartersville.k12.ga.us

WRITING CHECKS

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 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.

Cartersville Primary School
Acknowledgement Form

I have received a copy of the 2018-2019 Student/Parent Handbook.

Student Name

Parent/Guardian

Date

I/We have been notified within the 2018-2019 Student/Parent handbook that parents/guardians have a right to know the professional qualifications of my/our student's teachers & paraprofessionals.

Parent/Guardian

Date

I/We give consent to Cartersville City School System and its schools to send phone and/or text informational messages via its automated phone system to cell/mobile/pay numbers I/We have provided to the school and recorded in the student information system. I/We understand that emergency call regarding the health & safety of the student will be made whether I/we opt in to the automated calling or not.

Parent/Guardian

Date

As the parent/guardian of _____ who is enrolled in Cartersville Primary School, grants permission to the school to use this student's name and or photographic likeness, alone or in a group, in any Cartersville Primary School publication (paper or web based) or to release to the newspaper for publicity and or recognition purpose. Additionally, I extend this permission to use this student's name and photographic likeness, alone or in a group, on the official web site of Cartersville City Schools.

Parent/Guardian

Date

I/We, the parent(s)/guardian(s) of _____
give permission for my/our child's directory information to be given out or used in any purpose for the 2018-2019 school year.

The Cartersville City School System has designated the following information as directory information:

1. Student's name, address, and telephone number;
2. Student's date and place of birth;
3. Student's participation in official school clubs, organizations, sports;
4. Weight and height if student is a member of an athletic team;
5. Dates of attendance in the Cartersville City School System;
6. Awards received during the time enrolled in Cartersville City Schools.

Parent

Date