

# Meriwether County Schools

## 2024-2025 Student Handbook



**Mission:** “The Meriwether County Schools is committed to empowering students to aim high, achieve, graduate and succeed.

**Vision:** “The vision of the Meriwether County Schools is to prepare all students to be effective, responsible and productive members of society.”

The Meriwether County School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

*“Join Us” on Facebook @themeriwetherway, on Twitter @meriwetherway, and on Instagram @meriwetherschoolsystem.*

**Meriwether County Schools: *Every Student Matters, Every Moment Counts***



MERIWETHER  
COUNTY SCHOOLS



Dr. Robert Griffin, Superintendent

Bob M. Patterson, Chair | Christopher Owens, Vice-Chair | Willie A. Hinton, Jr. | Bradley Smith | Rebecca "Kay" King

Dear Students, Parents/Guardians and Community Members:

The mission of the Meriwether County Schools is to empower students to aim high, achieve, graduate, and succeed. In an effort to achieve this mission, the Meriwether County School System is committed to providing safe and clean schools, academic accountability, fiscal responsibility, and friendly and respectful relationships. As a parent/guardian or family member, I encourage you to engage in your child's educational experience. Your involvement in your child's educational progress will have a positive impact regarding the assurance that your child maximizes his or her potential.

The following handbook is designed to assure the Meriwether County Schools provide a safe and structured learning environment where teaching and learning are enhanced. You are encouraged to review all of the information in the handbook with your child. If you have any questions or concerns regarding the Meriwether County Schools, please contact the central office at 706-441-0601 or visit our website at [www.mcsga.org](http://www.mcsga.org). Your engagement in your child's education is appreciated. A collaborative effort among all the stakeholders in the educational process will help us realize our vision of preparing our students to be effective, responsible, and productive members of society.

Sincerely,

Robert A. Griffin, Ed.D  
Meriwether County Schools Superintendent

2100 Gaston Street, P.O. Box 70 | Greenville, GA 30222 | Phone 706.441.0601 | Fax 706.672.1618 | [www.mcsga.org](http://www.mcsga.org)

Meriwether County School System 2024-2025 Handbook  
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*Meriwether County Schools*  
**Board of Education**

Dr. Bob M. Patterson  
Mr. Christopher Owens  
Mr. Willie A. Hinton, Jr.  
Mr. Brad Smith  
Ms. Kay King

Chairperson  
Vice Chairperson  
Member  
Member  
Member

**Mission:** “The Meriwether County Schools is committed to empowering students to aim high, achieve, graduate and succeed.”

**Vision:** “The vision of the Meriwether County Schools is to prepare all students to be effective, responsible and productive members of society.”

**We value...**

- ❖ Quality Relationships: Building understanding and trust so that the school, home and community are all working together to meet the needs of the students.
- ❖ Involvement: Participating in all aspects of the student’s education.
- ❖ Active Learning: Engaging everyone in striving to create the best opportunities for learning.
- ❖ Rigor: Creating learning opportunities that equip every student to perform to their maximum potential.
- ❖ Relevance: Students can relate to and understand the concepts being learned.
- ❖ Citizenship: Learning responsibility to contribute to society.
- ❖ Character: Qualities that prepare students to become successful adults.

**2024 Board Meetings**

August 13, 2024  
September 10, 2024  
October 1, 2024  
November 12, 2024  
December 10, 2024

**Meriwether County Schools: *Every Student Matters, Every Moment Counts***

# MERIWETHER COUNTY SCHOOLS

## 2024 - 2025

### School Calendar Year

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

August 2024						
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September 2024						
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29	30					

October 2024						
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November 2024						
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December 2024						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- July 1-5 System Closed
- July 29-30 New Teacher Orientation
- Jul 31 - Aug 1 New Teacher CKH Training
- Aug 2-8 PrePlanning Teacher Work Days
- Aug 7 Open House
- Aug 9 First Day of School for Students
- Sept 2 Labor Day Holiday - System Closed
- Sept 6 1st Grading Period Progress Reports
- Oct 7-11 Fall Break
- Oct 15 End of 1st 9 Weeks
- Oct 18 1st Grading Period Report Cards
- Nov 13 2nd Grading Period Progress Reports
- Nov 25-29 Thanksgiving Break
- Dec 20 End of 1st Semester/Half Day
- Dec 23-Jan 6 Christmas Break

- Jan 6 Teachers Return/Professional Learning Day
- Jan 7 Students Return/1st day of 2nd Semester
- Jan 10 2nd Grading Period Report Cards
- Jan 20 Martin Luther King, Jr. Holiday
- Feb 4 3rd Grading Period Progress Reports
- Feb 17-19 Winter Break Students
- Feb 19 Professional Learning Day
- Mar 10 End of 3rd 9 Week Grading Period
- Mar 14 3rd Grading Period Report Cards
- Mar 31-Apr 4 Spring Break
- April 15 4th Grading Period Progress Reports
- May 16 4th Grading Period /Report Cards
- May 15 Greenville High School Graduation TBA
- May 16 Last Day of School/Half Day
- May 16 Manchester High School Graduation TBA
- May 19-22 Post Planning/Teacher Work Days
- May 26 Memorial Day Holiday - System Closed
- June 19 Juneteenth Holiday

Schools closed on Fridays during the summer

11-month calendar start and end dates



Board Approved 1.9.24

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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February 2025						
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March 2025						
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30	31					

April 2025						
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20	21	22	23	24	25	26
27	28	29	30			

May 2025						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Every Student Matters; Every Moment Counts!

# **MERIWETHER COUNTY BOARD OF EDUCATION SCHOOLS**

**2100 GASTON STREET  
GREENVILLE, GEORGIA 30222**

**PHONE: 706-441-0601 FAX: 706-672-1618**

**GREENVILLE HIGH SCHOOL: (9-12)**

17656 Roosevelt Hwy  
Greenville, Georgia 30222  
Principal: Mr. Thaddeus Jackson  
Asst. Principal: Ms. Gladys Birts  
Phone: (706) 672-4930  
Fax: (706) 672-1424

**MANCHESTER HIGH SCHOOL: ((9-12)**

405 Fifth Avenue  
Manchester, Georgia 31816  
Principal: Ms. Carrie Chambers  
Asst. Principal: Mr. Demonta Prather  
Phone: (706) 846-8445  
Fax: (706) 846-2082

**GREENVILLE MIDDLE SCHOOL: (6-8)**

17656 Roosevelt Hwy  
Greenville, Georgia 30222  
Principal: Mr. Michael Perry  
Asst. Principal: Ms. LaPorchia Grier  
Phone: (706) 672-4930  
Fax: (706) 672-1424

**MANCHESTER MIDDLE SCHOOL: (6-8)**

231 West Perry Street  
Manchester, Georgia 31816  
Principal: Ms. Erica Short  
Asst. Principal: Ms. Krystal Johnson  
Phone: (706) 846-2846  
Fax: (706) 846-8242

**UNITY ELEMENTARY SCHOOL: (PK - 5)**

172 North Main Street  
Luthersville, Georgia 30251  
Principal: Mr. Eric Alston  
Asst. Principal: Dr. Gina Bartlett  
Phone: (770) 927-6488  
Fax: (770) 927-1358

**MOUNTAIN VIEW ELEMENTARY SCHOOL: (PK - 5)**

2600 Judson Bulloch Road  
Manchester, Georgia 31816  
Principal: Mr. Wesley Wilson  
Asst. Principal: Ms. Kimberly Oberg  
Asst. Principal: Mr. Bert Toney  
Phone: (706) 655-3969  
Fax: (706) 655-3962

**ALTERNATIVE PROGRAMS:**

(OLD GMS Building)

Director: Mr. Lee Riley

Mobile: Mr. Lee Riley 706-977-8108

Direct Line: Mr. Lee Riley 706-441-0613

Direct Line: Mr. Lonnie Walls 706-441-0612

## MERIWETHER COUNTY SCHOOL SYSTEM HANDBOOK 2024-2025

### “MOMENT OF REFLECTION”

In compliance with Georgia law, each school will begin with a moment of silent reflection. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. The teachers and administrators shall not suggest or imply prayer, nor shall they deny any student the right to use it for a moment of quiet reflection for prayer. Students and/or staff may not under any circumstances use the moment of silent reflection to audibly pray or sing.

### PLEDGE OF ALLEGIANCE TO THE FLAG

The State of Georgia requires public educators to give students an opportunity to say the pledge to the flag. No student will be required to say the pledge, but at the same time, no student will be allowed to disrespect our flag or disturb others during the pledge.

### STUDENT/PARENT CONTACT INFORMATION

- A change in telephone number, e-mail address, mailing address, and/or street address must be reported to the school within **48 hours**. A working phone number **must** be on file for another adult who can be reached in case of an emergency.
- **All transportation changes need to be in writing and received at the school by 12:00 P.M.** Schools cannot accept a phone call to change a child’s transportation plans. Schools will accept a transportation change by fax. Please include a copy of the parent’s driver’s license with each request.
- The office telephones are for business use and may only be used by students in case of an emergency. No exceptions will be permitted.
- A copy of a **Court Order** must be provided to the school within **24** hours of issue. School administration will be in full compliance of the orders of the court.

### VISITORS’ POLICY

We welcome visitors and hope everyone will feel free to come and see all the great things happening in our schools. To ensure that we are doing all that we can to ensure the safety of each child and staff member, please be advised that **visitors are not allowed on school campus during school hours unless they have checked in at the main office and received a visitor’s pass to be on campus**. All teacher conferences **MUST** be scheduled through the office and/or guidance counselor. Exceptions must be approved by administration. No Parents/Guardians allowed in the classroom during instructional time without the principal's approval.

Students may not be called to the office to visit with a parent unless it is a disclosed emergency. Visitation **MUST** be approved by the school’s administration.

### LEAVING SCHOOL

Students are required to remain at school always during school hours unless permission to leave is granted by the principal or his/her designee. A school principal should not release any student to any individual without specific request of the parent or guardian. **Any individual checking a student out must provide a photo ID. No student can be checked out over the phone and/or through email.**

*Release of a student to an officer of the law will be made only pursuant to a warrant, an order of juvenile court, or when the officer states that a felony has been committed and makes an arrest of the student. The principal or designee will make a concerted effort to notify the parent or guardian of such release*

## **GENERAL STUDENT REGISTRATION/PARENT INFORMATION**

### REGISTRATION REQUIREMENTS

Georgia law requires that all students have a Georgia Certificate of Immunization and a Georgia Certificate of Eye, Ear and Dental Examination on file at school. These documents must be on file within 30 calendar days after registration, or the student may be withdrawn from school until the certificates are received.

*You will also be required to complete an “Affidavit of Residence,” the school’s secretary will notarize it free of charge. You must reside in the house you are listing as your place of residence.*

Acceptable documents for Proof of Residency:

- Driver’s license (with a current address)
- Vehicle Tag Receipt
- Income Tax Return (with financial information blackened out)
- Apartment or Home Lease indicating address
- Passport

*Please contact the school’s office for further information regarding registration.*



### **SCHOOL LUNCH PROGRAM**

A good school lunch is a vital phase of any successful program. The cafeteria program is planned with the welfare and health of each child in mind. Good food habits, as well as good manners are integral parts of our program. All students enrolled in our school will be allowed to eat both breakfast and lunch for free. Students are not allowed to carry food or drink out of the lunchroom. Adults must pay for items purchased for breakfast and lunch. These prices will be posted in the school cafeteria.

Students will be required to purchase additional items if they choose to do so. The costs are:

- Extra milk                     \$.60
- Extra Juice                   \$.50
- Adult Breakfast Price     \$2.00
- Adult Lunch Price         \$5.00

### **RETURNED CHECKS**

There will be a \$35 charge for any check returned to the school, due to insufficient funds.

### **FEES**

There will be a \$5.00 charge for a copy, \$2.00 for each additional copy, of a student's Birth Certificate, Social Security Number, Attendance Information, etc. This is to defray the cost of paper and ink for the copier.

### **PARENT/TEACHER ORGANIZATION (PTO)/SCHOOL COUNCIL**

Please join the school's Parent/Teacher Organization/School Council. We have an active program that supports the learning of students, serves the stakeholders at our schools, and links the school and home. Please contact your school for more information.

## MERIWETHER COUNTY SCHOOL SYSTEM ATTENDANCE PROTOCOL

### **Student Attendance Protocol**

#### **I. DEFINITIONS:**

**A. Tardy:** A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of the class period.

1) **Excused:** Late arrival to school or class because of reasons defined herein as excused absences or because of events physically out of one's control such as inclement weather, documented transportation delays, health related emergencies, power outage, compliance with a court order, etc.

2) **Unexcused:** Arriving late to school or class with or without the knowledge of parent/guardian, as a result of oversleeping, parent errands, etc., unless it is an excused tardy. Fifteen unexcused tardies result in a referral to the social worker.

**B. Truant:** Any child who is subject to the compulsory attendance law who has more than five days of unexcused absences during the calendar school year.

**C. Absent:** A student who is not in school on a scheduled school day.

1) **Excused:** Absences due to:

a. Personal illness of the student or attendance in school would endanger the health of the student or the health of others. Upon the student's return to school, a note to document the reason the student was absent must be sent within three days of the absence. Appropriate medical documentation is always preferred and may be required to validate excused absences when they exceed five days. Acceptance of excused absences is at the discretion of the principal.

b. Serious illness or death in student's immediate family necessitating the absence. In the case of serious illness, students are required to present medical documentation to validate the absences as an excused absence within three days of the student's return to school.

c. A student may be eligible for hospital/homebound instruction as outlined in State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services with proper verification of need. Parents should make this request.

c. Court order by a governmental agency mandating the student's absence from school.

d. Special or recognized religious holidays observed by the faith of the student.

e. Weather or environmental conditions rendering attendance impossible or hazardous to the student's health or safety.

f. An absence not to exceed one (1) day for registering to vote.

g. Other absences to be determined by, and at the discretion of, the local school. Contact the school principal for questions on specific circumstances.

2) **Unexcused:** Absences due to:

a. Failure to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences.

b. School days missed because of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy.

**D. Grades and Absences:** Final student course grades shall not be penalized because of absences if the following conditions are met:

1) Absences are justified and validated for excusable reasons. 2) Make-up work for excused absences is completed satisfactorily. 3) Local school boards are not required to provide make-up work for unexcused absences. 4) In the instances where the above conditions are not met, penalties and consequences are to be determined and imposed by the local school administration.

**E. Student Attendance Protocol:** There are procedures to be used in identifying, reporting, investigating, and prosecuting cases of alleged violations of O.C.G.A. § 20-2-690.1, relating to mandatory school attendance and appropriately addressing the issue with parents and guardians. The protocol shall also include recommendations for policies relating to tardiness. Student Attendance Protocol Committee – a committee established, pursuant to O.C.G.A. § 20-2-690.2, by the chief judge of the superior court of each county for ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues, to reduce the number of unexcused absences from school, and to increase the percentage of students present to take tests which are required to be administered under the laws of this state.

F. **Georgia Compulsory Attendance Law:** [GA Code § 20-2-690.1 \(2020\)](#) Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Mandatory attendance shall not be required until the child has successfully completed all requirements for a high school diploma.

## II. PARENT/STUDENT NOTIFICATIONS:

A. Meriwether County School System will provide each student and his/her parent, guardian, or other person who has control or charge of the student with the Georgia Compulsory Attendance Law and a written summary of the possible consequences and penalties for non-compliance at the beginning of each school year by way of the Student Handbook. These documents are also posted on the district website.

B. By September 1st of each school year or within 30 days of a student's enrollment in a school system, the parent, guardian, or other person having control or charge of such student must sign the statement form in the back of the Student Handbook indicating receipt of such written statement of possible consequences and penalties. 1) Students who are ten years or older by September 1st shall sign a statement indicating receipt of such written statement of possible consequences of non-compliance with the school system's policy.

C. When a student has reached three unexcused absences, the school employee (teacher, counselor, attendance clerk, administrator) will notify the parent, guardian, or other person who has control or charge of the student by a phone call, text message, email, or call out.

D. When a student has reached five or more unexcused absences, the school system will notify the parent, guardian, or other person who has control or charge of the student by mail. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense.

E. When a student has reached seven or more unexcused absences, communication will be made including, but not limited to: phone calls to the parent or guardian, letters to the parent or guardian, either through US mail or sent home with the child or both, home visits, etc. to notify the parent, guardian, or other person who has charge or control of the student. The school will request a personal or phone conference.

F. When a student has reached ten unexcused absences, the school shall send written notice via mail. The parent should call and schedule a meeting with the school and no more absences should occur. A referral shall be made to the school social worker using the school social worker referral form. If a referral is made, an administrator must sign the form and all relevant correspondence and documentation must be attached. The social worker will work with the student and family to address the attendance problems. The social worker shall:

1. Function as a child advocate to promote good school attendance for all students.
2. Consult with all school personnel to encourage early identification of students with a pattern of irregular or poor school attendance.
3. Conference with students at school to identify factors that may cause or contribute to poor school attendance.
4. Inform students and parents of their individual and collective responsibility regarding the Georgia Compulsory School Attendance Law.
5. Provide direct social services to students and families during home visits.
6. Collaborate with parents to identify problems at home and school level that may contribute to poor school attendance.
7. When appropriate, provide parents with a list of community resources that can provide a variety of services to families. (physical and mental health, financial, etc.)
8. Identify personnel and programs within the school that can provide additional support for students (psychological services, guidance, and counseling, etc.).
9. Monitor the student's attendance on a weekly basis. Provide ongoing written correspondence to parents regarding their student's school attendance (Pre-legal, First and Final legal notices.)
10. If interventions are unsuccessful, the school social worker shall refer the student and family to the Attendance Intervention Team for a resolution.

G. After the ten-day letter, if future unexcused absences occur, the parent will be sent a certified letter. The parent/ student will be requested to attend an Attendance Intervention Team Meeting at the Board of Education where resolutions and support will be offered, or a court order will be issued.

### **III. INTERVENTIONS AND CONSEQUENCES:**

**The Meriwether County School System will make every effort to provide and assist families with attendance problems and barriers.** If these efforts and supports are unsuccessful the following actions will occur under the Georgia Compulsory School Attendance Law (O.C.G.A. Section 20-2- 690.1).

#### **Court Involvement:**

##### **Juvenile Court Referral:**

1. The school social worker will file an unruly/truancy or educational neglect petition with the Meriwether County Juvenile Court, and if the case meets the necessary requirements, it will be assigned to a probation officer in the Truancy Intervention Unit. If the case does not meet unit requirements, it will be assigned to a probation officer outside the Truancy Intervention Unit and a public defender or other legal counsel will be appointed to represent the child. The matter will then be scheduled on the juvenile court's calendar.
2. If assigned to the TI Unit, the case will be assigned to a probation officer and scheduled on the juvenile court's calendar. A TI volunteer will be assigned to serve as a legal advocate or guardian ad litem for the student based on whether the case is a truancy or educational neglect case.
3. The case is then heard by a presiding or associate juvenile court judge.
4. If found truant and adjudicated unruly/ungovernable, the child may be placed on supervision with the court and subject to dispositions for unruly children pursuant to O.C.G.A. 15-11-67.
5. If deprivation is found based upon educational neglect, the juvenile court judge may issue a protective order against the parent/legal guardian or custodian pursuant to O.C.G.A. 15-11-11 and 15-11-55.
6. In either case, after the child has been placed on supervision or the court has issued a protective order against the parent/legal guardian, or custodian, the child's attendance will be monitored by the probation officer.
  - a. If the child fails to comply with the court's order, a violation of supervision charge shall be filed by the juvenile court probation officer.
  - b. In the case of an educational neglect case, if the child is still chronically absent from school, and the parent/guardian has failed to comply with conditions of the protective order, a rule order will be issued against the parent, legal guardian, or custodian to show cause why they should not be found in contempt of court and punished by incarceration, fine, or being required to participate in a community service program through either the Meriwether County Board of Education or with the said community service to be monitored by appropriate authorities.

The Juvenile Court, at its discretion, may order all the aforementioned punishments for contempt. The parents or guardian may be allowed to purge themselves of contempt by immediately complying with the protective order or ensuring that the child complies with the court ordered rules of supervision.

#### **State Court Referral:**

If after the protective order and the finding of contempt, the child continues to be truant or non-compliance continues, the juvenile court may proceed as a court of inquiry to bind the parents or guardian over to the state court under the Georgia Compulsory School Attendance Law (O.C.G.A. Section 20-2- 690.1). Any parent, guardian, or other person residing in this state who has control or charge of a child or children, and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of 5 (five) unexcused days of absence for a child shall constitute a separate offense. (O.C.G.A. 20-2-690.1 (b)).

- a. If the parent/guardian fails to complete or declines to participate in pretrial intervention efforts, the Solicitor General may file formal charges against the defendant or take other appropriate action.
- b. If the parent, legal guardian, or custodian agrees to a plea bargain, or is found guilty of violating O.C.G.A. 20-2-690.1, he/she shall be guilty of a misdemeanor subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty days, community service, or any combination of such penalties, at the discretion of the State Court judge.
- c. Each day's absence from school in violation of this section shall constitute a separate offense.

### III. Student Withdrawals:

- 1) The Meriwether County School System is authorized to withdraw a student who:
  - a. Have missed more than 10 consecutive days of unexcused absences AND/OR
  - b. Is not subject to compulsory school attendance; and
  - c. Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA); or
  - d. Is no longer a resident of the local school system.
- 2) Withdrawal Notification:
  - a. The superintendent or the superintendent's designee shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.
  - b. The Meriwether County School System is authorized to withdraw a student subject to compulsory attendance only if the local superintendent or the superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.
  - c. The Meriwether County School System shall withdraw students retroactive to the first day of the consecutive absences.
  - d. Students under the age of 18 are subject to requirements of the Georgia Department of Drivers Services. Students are required to provide a Certificate of School Enrollment. Students missing more than 10 days, and they are over the age of 16, may be unenrolled for lack of attendance. These students may not be eligible for a driver's permit. The school system has the right to report lack of enrollment to the Georgia Department of Drivers Services.

### IV. School Check Out Procedures:

Our district strives to provide all its students with a safe and healthy learning environment. As one means of maintaining this goal, we have an official registration form for each student that is completed by the parent or guardian and specifically lists the individuals who are authorized to check out their student from school.

The purpose of this process is to ensure that unauthorized individuals are not allowed to enter our schools and check out any student. To make certain parents are aware of the importance of the registration procedure, please take a moment to review the registration form procedure found below.

- Our district will only release a student to an individual who is listed on the student's registration form.
- Only the individuals who are listed on a student's registration form will be permitted to check out any student from school. These forms are housed in the school office so that school officials can easily determine if the person requesting to check out a student is listed on the student's registration form as an authorized individual. The name of the individual(s) listed on the registration form will be entered into Infinite Campus. The individual who registered the student will be labeled as "primary."
- In addition, we will only change the student's regular dismissal routine with prior written authorization from the parent or guardian listed on the registration form. A telephone call or email to the school requesting a change from the regular dismissal routine will NOT result in a change to the regular dismissal routine. The written authorization must be completed, signed, and dated in person in the presence of the principal, or the principal's designee. If at any time during the year a primary guardian needs to update the authorized person(s) listed on the student's registration form, the primary guardian must visit the school office to request a new enrollment form. A telephone call, text, or email to the school requesting a change to the registration form will not result in a change to the student's official registration form. The primary guardian must come to the school in person to make the change or request/return an entirely new form.
- If a Court Order is received indicating a change of custody, please notify the principal. The principal will then notify Dr. Griffin and Captain Thompson. There should be no release of a student without permission of the Superintendent of Education.

- Please note that no students will be checked out through the office 30 minutes prior to dismissal time for the school. If you need to check your child out of school, please make arrangements to do so before the cutoff time for student check out.
- **Any individual checking a student out must provide a photo ID.**
- Release of a student to an officer of the law will be made only pursuant to a warrant, an order of juvenile court, or when the officer states that a felony has been committed and makes an arrest of the student. The principal or designee will make a concerted effort to notify the parent or guardian of such release

### **EARLY RELEASE FOR EMERGENCIES OR APPOINTMENTS**

*Illness/Appointments* – Students, who must leave school early due to a doctor or dentist appointment, or other valid reason, should use the following procedures for signing out:

1. In case of illness or emergency, students may be signed out without a note provided the parent/guardian grants permission and an approved person arrives at the school to sign the student out.
2. Students who are waiting to be picked up during the school day must wait in class.
3. School staff will call parents/guardians if a child becomes ill and needs to be picked up from school.

### **STUDENT HEALTH HISTORY INFORMATION/TELEHEALTH**

Medical/Contact Information Forms shall be completed every year at registration and any time a student enrolls in a school after an absence of more than three months. Parents will also be able to sign their student(s) up for Telehealth services (**See Pages 73-79**)

Emergency contact information should be updated any time TeleHealth information changes by sending the information to the school or calling the school office. Current, accurate information will enable the school to contact you.

### **PRESCRIPTION & NONPRESCRIPTION MEDICATION**

Students in Meriwether County Schools are not to carry medication on their person at school. All student medications will be kept in the school office, unless there is an authorized written request on file in the school office for special circumstances.

Medication time schedules should be set so that, when possible, medicine is taken at home rather than at school. However, if medication must be taken at school, the following procedures apply.

**Medication that must be administered during school hours will be given to students by school personnel only when prescribed and ordered by a physician for that student and/or according to the following guidelines:**

1. Parents/guardians must inform the school in writing requesting medication to be given to their child.
2. The name of the medication, dosage, and time to be administered must be clearly stated.
3. Medication forms may be picked up from the school nurse or school office.
4. All prescription medications must be brought to school in a labeled prescription bottle that includes the student's name, current date, and dosage, name of drug and name of physician. **(Ask your pharmacy to give you two separate bottles, one for home and one for school to prevent the transfer of medication daily.)**
5. Non-prescription medication will be given only for a short-term period (less than two weeks). Parents must put in writing this request along with the directions for administration. Medications must be in the original container with the student's name and direction for administration. **DO NOT** send any medication to school in baggies, foil or wrapped in paper. All medication must be in the original labeled container.
6. **We strongly discourage any medication being transported by students on the school buses.** (If there is no other option, please call your school nurse to discuss this matter.)
7. Emergency medications such as inhalers, insulin or epi pens may be carried by a student with authorized consents on file

in the office. Special consent forms are available from the school nurse or from the school office.

**NOTE: Parents will be contacted if your child brings medication to school that does not follow these guidelines.**

### **THE SAFETY AND WELL BEING OF EVERY CHILD IS OUR CONCERN.**

#### **STUDENT ILLNESS/INJURY**

Students who are contagious must not be sent to school. The school system and citizens are required to adhere to all local, state, and federal mandates.

When health advisories (i.e. Coronavirus) are in place affecting the school district area, extra precautions will be implemented to keep everyone safe. These precautions may include but are not limited to the following actions: temperature screenings before entering school busses, temperature screenings for non-bus riders upon entering the school building, temperature screenings for all campus visitors, wearing of face masks, and the implementation of other sanitation practices. Students or guests who fail to meet screening guidelines will not be permitted entry. Assistance will be provided to the student to contact parents/guardians for pick-up.

#### **CONCUSSIONS**

The Georgia High School Association offers this statement of concern:

*“Concussions at all levels of sports have received a great deal of attention in the past few years. Attention has increased even more over the past year, culminating with the NFL, NCAA and National Federation of State High School Associations testifying before the United States Congress about what each organization is doing to protect athletes from concussion. At least four states have enacted legislation dealing with the issue of head injuries sustained in athletic competitions.*

*Adolescent athletes are particularly vulnerable to the effects of concussion. Once considered little more than a minor “ding” on the head, it is now understood that a concussion has the potential to result in death, or short-and-long-term changes in brain function. A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull because of a blow to the head or body. Continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death. The well-being of the athlete is of paramount concern during any athletic contest. Officials, coaches and administrators are being asked to make all efforts to ensure that concussed athletes do not continue to participate. Thus, coaches, players, officials, and administrators should also be looking for signs of concussion in all athletes and should immediately remove any suspected concussed athlete from play.”*

#### **SCHOOL’S RESPONSIBILITIES REGARDING CONCUSSIONS**

1. An appropriate health-care professional should evaluate any athlete suspected of having a concussion that day.

*NOTE: An “appropriate health-care professional” includes individuals knowledgeable in the evaluation and management of sports-related concussions (MDs, DOs and certified athletic trainers).*

2. No athlete should return to play or practice on the same day after a concussion has been diagnosed.
3. Any athlete with a concussion should be medically cleared by an appropriate healthcare professional prior to resuming participation in any practice or competition. The formulation of a gradual return to play protocol should be a part of the medical clearance.

*NOTE: Athletes with continued concussion symptoms are at significant risk for recurrent, cumulative and even catastrophic consequences of a second concussive injury. Such risks are minimized if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other at-risk participation when symptoms of concussion are present, and recovery is ongoing.*

**Note: These guidelines apply to both practices and scrimmages.**

## **STAFF AND STUDENT TRAINING**

As a response to the new state concussion law in the 2013-2014 school year, a free, online concussion management course has become mandatory and must be taken every two years thereafter. The process for accessing this course is:

1. Go to [www.nfhslearn.com](http://www.nfhslearn.com)
2. Click on “Courses” at the top of the home page
3. Go to the column entitled “Free Courses”
4. Click on “Concussion in Sports – What You Need to Know”

Note: Be certain to **print out the completion form at the end** of the presentation so your school Athletic Director can track the compliance of all coaches.

## **CPR/AED**

All coaches and Principal designated staff members are trained in CPR/AED. All Meriwether County Schools’ bus drivers are certified in CPR/AED use. **All high school students enrolled in Health/Physical Education Courses, will be introduced to CPR (Cardiopulmonary Resuscitation) and the use of the AED (Automated External Defibrillator).**

## **EPINEPHRINE AUTO-INJECTORS**

Schools will designate an individual to be trained to administer epinephrine via auto-injectors. Training will be provided to individuals designated by the principals of each school. All individuals who are trained in CPR/AED use will also be trained in administration of epinephrine auto-injectors.

## ***STUDENT SUPPORT SERVICES***

### **Multi-tiered Systems of Support (MTSS)**

According to the Georgia Department of Education, Multi-tiered Systems of Support (MTSS) is at the core of school improvement, with a clear purpose to make sure that we reach all students, especially those whose are experiencing academic and behavioral challenges. The essential components of Georgia’s framework are aligned with the nationally vetted Multi-Tiered System of Supports (MTSS) including: Screening, Progress Monitoring, Multi-Level Prevention System, and Data-Based Decision Making. Georgia added Infrastructure as a fifth component to ensure schools can develop a systemic and preventive educational system that can easily be personalized for every child. The following are critical elements of Infrastructure: Leadership, Effective Teaming, Professional Learning, and Family & Community Engagement. Until now, Georgia was the only state to have a four-tiered pyramid. Now, Georgia operates within a three-tiered, multi-level prevention system. Students will receive services at all levels, depending on their needs. When all components are implemented, research shows strengthened Tier I instruction with 80% of students responding to core curriculum. Georgia's Tiered System of Supports for Students represents a cross-divisional effort among Teaching and Learning, School and District Effectiveness, Federal Programs, Positive Behavioral Interventions and Supports and Special Education.



## Wrap Around Meriwether

### **Purpose/Overview**

#### **Wraparound Services Centers**

The Meriwether County School System believes that children are most successful when the needs of the whole child are met. Wraparound is a school-based philosophy of care with a defined planning process used to build constructive relationships and support networks among students and youth and their families. The Centers are both school and community based, culturally relevant, individualized, strength-based, and family-centered.

Beginning in the 2020-2021 school year, the Meriwether County school system is opening the Wraparound Services Centers located within Manchester High School and Greenville Middle/High School. Care Closets will be located at Manchester Middle, Unity Elementary, and Mountain View Elementary Schools.

The Wraparound Services Center focuses on the student's voice. The one-stop-shop centers facilitate partnerships between students, schools, family, and community stakeholders to enhance students' socio-emotional well-being while assisting in their transition to post-secondary life.

### **Services**

Wraparound center services address multiple life domains across home, school, and community, including living environment, basic needs, safety, social needs, emotional needs, educational needs, and cultural needs. Services within the centers include, but are not limited to,

- Clothing Closet
- Laundry Services
- Food Pantry
- Counseling Services
- On-site Health Clinics
- Academic Support
- College and Career Guidance Center

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Notice to parents/guardians and eligible students, under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

- Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the principal or his designee a written request identifying the records they wish to inspect. The principal or his designee will decide for access and provide notice of such arrangements.
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedures will be provided with the notification of the right to a hearing.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A

school official has a legitimate educational interest if the official needs to review an educational record to fulfill his/her professional responsibility.

- File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by Meriwether County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland  
Avenue SW Washington, DC 20202-4605

### **REHABILITATION ACT OF 1973 (Section 504)**

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. Under 504, a person is considered to have a disability if that person:

- (1) has a physical or mental impairment which **substantially** limits one or more of such person's major life activities,
- (2) has a record of such impairment, or
- (3) is regarded as having such an impairment

Students eligible for protection under Section 504 may have accommodation plans written that specifically address their individual needs according to their handicapping conditions.

Examples of **potential** 504 handicapping conditions are: Caring for oneself, seeing, hearing, speaking, breathing, learning, tuberculosis, asthma, allergies, heart disease, temporary medical conditions due to illness or accident, ADD, ADHD, behavioral difficulties, drug/alcohol addiction.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact Meriwether County School District's Section 504 Coordinator at the following address:

Meriwether County Board of Education  
Attn: Tonya Waller, 504 Program Administrators  
2100 Gaston Street  
Greenville, Georgia 30222  
Phone: 706-441-0601

### **NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504**

*The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides 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. Meriwether County School District is committed to do whatever it takes for all students to aim high, achieve, graduate, and succeed.
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.

### **Section 504 Procedural Safeguards**

1. Overview: Any student or parent or guardian ("grievant") may request an impartial hearing due to Meriwether County School District's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present evidence and witnesses, respond to the grievant testimony, and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

### **HOSPITAL HOMEBOUND INSTRUCTION**

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

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by a licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented. The Meriwether County Board of Education shall provide hospital/homebound instructional services to students who meet the eligibility requirements as specified in the local policy. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 and students who are disabled within the definition of the Individuals with Disabilities Act are identified, evaluated, and provided with appropriate educational services.

#### Grievance Procedure for Students:

Students who believe that they are handicapped and who believe they have been discriminated against because of their handicap can file a grievance by contacting the 504 coordinators. An impartial committee will hear the grievance and the committee's findings can be appealed to the local Board of Education.

## **SYSTEM POLICY FOR HANDICAPPED/DISABLED STUDENTS**

The mission of the Program for Exceptional Students is to provide a quality educational program that prepares all students for success. We believe that through meaningful access to a quality education, all children can be challenged to achieve their best in school, and all children can be lifelong learners. At MCSS, students with disabilities are provided a free, appropriate education in schools where placement and service decisions are made based on the individual needs of the student, in the least restrictive environment and in accordance with the guiding principles of the applicable laws. Parents and children have many rights under the Individuals with Disabilities Education Act (IDEA). This law provides that eligible students should receive a free appropriate public education (FAPE). The term "appropriate" is based on the educational needs of the individual child. The Individuals with Disabilities Act provides that each public-school child who receives special education and related services must have an IEP. The IEP outlines the needs and strengths of the individual students and guides the delivery of special education supports and services for that student.

### **DISCRIMINATION NOTICE**

Federal law prohibits discrimination based on 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 1990); or disability (section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students and the public are hereby notified that the Meriwether County Board of Education does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the system's effort to implement this nondiscriminatory policy.

### **HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act was reauthorized in 2001 as Title X, Part C of the No Child Left Behind Act. The purpose of the Act is to provide immediate enrollment in school for children who lack required documents, a fixed, regular, or adequate nighttime residence.

Questions concerning enrollment of children in Meriwether County Schools should be addressed to:

#### **TITLE VI & TITLE IX**

##### **Ms. Dawn Woodard**

Federal Programs, CTAE Director  
Meriwether County Schools  
P.O. Box 70  
Greenville, Georgia 30222  
Telephone (706) 441-0601

#### **SECTION 504 AND ADA**

##### **Mrs. Tonya Waller, EdS**

Director of Special Education  
Meriwether County Schools  
P.O. Box 70  
Greenville, GA 30222  
Telephone (706) 441-0601

Inquiries concerning the application of the Perkins Act, Title VI, Title IX or Section 504 and ADA to the policies and practices of the system may be addressed to the persons listed above at the Meriwether County Board of Education, P.O. Box 70, 2100 Gaston Street, Greenville, GA 30222; or the Regional Office for Civil Rights, Atlanta, GA 30323; or to the Director, Office for Civil Rights, Education Department, Washington D.C.

### **INTERNET SAFETY**

The Board of Education believes that the use of the Internet in instructional program is an educational tool, which facilitates communication, innovation, resource sharing and access to information.

Due to the complex nature of accessible networks and the magnitude of potential information available to anyone utilizing the Internet, the Board believes comprehensive guidelines are warranted to serve the educational needs of students.

It shall be the policy of the Meriwether County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school system having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (I) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
  - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.
3. The school district WILL educate ALL students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.

#### INTERNET ACCEPTABLE USE POLICY

**Students in Grades 3 and above must have an Acceptable Use Policy on file in the Media Center, signed by a parent and the student before they are allowed independent use of the Internet.** A signed Acceptable Use Policy is valid if a student remains in our system unless revoked in writing by the parent. A student over eighteen years of age can sign his/her own AUP but still must abide by the rules outlined. A student's privilege to use technology equipment and/or the Internet may be revoked for the remainder of the school term upon the second infraction against any portion of the Acceptable Use Policy.

**Note:** The Meriwether County School Board requires each student to have a signed permission form on file at the school for Internet usage. The form must be completed annually and is required for a student to access the Internet for research. Students are not allowed to visit chat rooms, use electronic mail, or alter settings on school computers.

#### STUDENT PHOTOS

**PICTURES OF STUDENTS WITHOUT NAMES OR ANY OTHER IDENTIFYING INFORMATION MAY BE USED ON THE SCHOOL AND SYSTEM WEB SITES UNLESS PARENTS/GUARDIANS SEND A WRITTEN DENIAL OF PERMISSION TO THE SCHOOL OFFICE BY SEPTEMBER 15<sup>TH</sup>.**

#### BOOKS

All textbooks and media center books are the property of the Meriwether County School System. These books are bought with tax money collected from all citizens throughout the State of Georgia. When a student receives a textbook on loan, he/she is responsible for the care of that book. Any financial obligation for abuse beyond normal wear and tear, whether intentional or not, is the responsibility of the student and his/her parents.

#### MEDIA CENTER

Students are encouraged to use the media center. They may check out books and take them home, but students must return them by the due date. **Parents are responsible for the books that their children check out and will have to pay for any books that are lost, damaged, and/or stolen.**

### **VIDEO SURVEILLANCE**

Video surveillance may occur on any school property or on any transportation vehicle. Any concerns about busses should be directed to Director of Transportation at the Meriwether County Department of Transportation at (706) 441-0601. All other request for viewing of videos should be directed to the Chief School Resource Officer at 706-441-0601.

### **SEARCH & SEIZURE**

The principal, or his or her authorized representative, has the authority to search for and seize if applicable articles carried on your person, including book bags, based on reasonable suspicion of items that violate the law or school rules.

Handheld metal detectors may be used by school administration for the detection of weapons or items not allowed on school campus. The use of these detectors will be at the discretion of school administrators.

### **SOCIAL MEDIA COMMUNICATIONS**

We are proud to embrace the power of social media as a tool to communicate and engage with our parents, students and community. Negative behavior or attacks on any student or employee, by a student, employee, parent or any member of the public is disruptive to our positive learning environment and a violation of district policy. Use of social media for learning, informing and engaging students, parents, community members and employees in the educational process is embraced and encouraged. **Please review our system's Acceptable Usage Policy.**

For additional information, please see the School Board's Social Media Policy Statement and the Social Media Guidelines for District Employees.

### **CELL PHONE/ELECTRONIC DEVICES/ANY MOBILE DEVICE**

It is the policy of the Meriwether County Board of Education that cell phones and electronic devices/equipment are permitted to be within the student's possession; however, cell phones/electronic devices/equipment must not be in use and/or visible during school hours. During any time of testing, a student within the Meriwether County School System shall not have any electronic devices, be it a cell phone or any other electronic communication device within their possession. Violation of this rule shall result in punishment per the Meriwether County School System's Code of Conduct.

The Meriwether County School System is not responsible for lost, stolen and/or damaged cell phones or electronic devices/equipment. Confiscated cell phones and other electronic devices/equipment will be returned to the parent or guardian.

### **MCSS GRADING PROCEDURES**

#### OVERALL PURPOSE

The purpose of grading and reporting is to evaluate individual students' learning and performance and to communicate achievement status to students, parents, and other stakeholders. Best practices in grading student work and reporting student progress should be consistent across the district. The board of education sets forth the following beliefs as guidance for regulations, tools, and strategies for grading and reporting of student progress.

1. Evaluating student learning should be ongoing, formative, and summative in nature.
1. Grading and reporting should always be based solely on student academic performance against standards-based learning criteria.
1. A grade should be based upon evidence of content mastery. Priority should be given to the most recent evidence, the most comprehensive evidence, and evidence related to the essential learning goals and standards.
1. Grading and reporting methods should provide accurate and understandable descriptions of student learning.
2. Instructional effectiveness is critical to student performance and the thoughtful use of student learning data can improve the instructional program.
3. Content specific feedback can improve student performance.

The Director(s) of Curriculum and Instruction shall be responsible for maintaining developmentally appropriate methods and support for evaluating, documenting, and reporting student learning. In order to bring grading consistency across all schools, the following grading policies will be implemented in each school beginning Fall 2023:

### **Elementary Division**

#### **PreK**

- Teach/assess based on State PreK requirements.
- Use the Work Sampling System Developmental Checklist and the PreK Progress Report to document progress.
- Offer parent conferences two times a year.

Grading/Reporting system:

- A indicates Outstanding (90 – 100)
- B indicates Excellent (80 – 89)
- C indicates Satisfactory (70 – 79)
- F indicates Not Passing (Below 70)

#### **K**

- Teach/assess based on the required State standards.
- Use GKIDS as a formal reporting tool four times a year.
- Areas to be assessed/reported: academic contents, approaches to learning, personal/emotional development, fine and gross motor skills.

#### **1-5**

Teach/assess based on the required State standards.

Areas to be assessed/reported: academic content and special courses.

#### **Other**

Grades will not be given for district diagnostic assessments.

All assignments will have equal grading weight. Each nine-week grading period will include a minimum of 8 assignments to include at least 1 summative assessment.

### **Secondary Division**

The grading scale is as follows:

- 90 -100 = A
- 80 - 89 = B
- 70 - 79 = C
- Below 70 = F

#### **Grades 6-8 - Middle School**

The daily grading system consists of three types of learning categories and will be determined as follows:

1. Summative Assessments - 40% (may include: unit tests, mid unit tests, major projects, essays, performance tasks, labs, etc.)
2. Quizzes - 35% (may include: homework, quizzes, minor projects, minor writing assignments, vocabulary quizzes, etc.)
3. Daily - 25% (may include: homework, classwork, participation, etc.) Feedback includes commentary designed to improve Student performance.



Other

Grades will not be given for district diagnostic assessments.

Each nine-week grading period will include a minimum of 9 daily grades, 4 quiz grades, and 2 summative assessments.

Semester grades will be a continuous grade over an 18-week period (2 nine weeks).

**Grades 9 - 12 - High School**

Final grades are the sum of 80% of the average of grades earned in the Daily Grading System and 20% of the grade earned on the EOCT/Final Exam.

The daily grading system consists of three types of learning categories and will be determined as follows:

1. Summative Assessments - 50% (may include: unit tests, mid unit tests, benchmarks, major projects, essays, performance tasks, etc.)
2. Quizzes - Range 30% (may include: homework, quizzes, minor projects, minor writing assignments, vocabulary quizzes, etc.)
3. Daily - 20% (may include: homework, classwork, participation, etc.)

Other

Grades will not be given for district diagnostic assessments.

Each nine-week grading period will include a minimum of 9 daily grades, 4 quiz grades, and 2 summative assessments.

Semester grades will be a continuous grade over an 18-week period (2 nine weeks).

Final grades are calculated at the end of an 18-week block.

High School Advanced Placement classes - all work will be scored as per the teacher's syllabus submitted to the College Board.

## MERIWETHER COUNTY SCHOOL SYSTEM PROMOTION AND RETENTION GUIDELINES

### DEFINITIONS

- a) **Accelerated instruction** – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Education Accountability, to meet grade-level standards in the shortest possible time.
- b) **Additional instruction** – academic instruction beyond regularly scheduled academic classes that are designed to bring students not performing on grade level, as defined by the Office of Education Accountability, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.
- c) **Differentiated instruction** – instructional strategies designed to meet individual student learning needs
- d) **Grade level** – standard of performance, as defined by the Governor’s Office of Student Achievement, on the Georgia Milestones End-of-Grade Assessments.
- e) **Placement** – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.
- f) **Placement committee** – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet the standards established for academic achievement in the classroom. This committee shall be comprised of the principal or designee, the student’s parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve academically. The Student Support Team may function as the Placement Committee.
- g) **Promotion** – the assignment of a student to a higher-grade level based on the student’s achievement of established criteria in the current grade.
- h) **Retention** – the re-assignment of a student to the current grade level during the next school year.

It is the policy of the Meriwether County School System that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive the instruction and other services needed to succeed and progress to the next higher level of academic achievement.

Each school shall annually notify parents or guardians that placement will be based on the academic achievement of the student as determined by criterion and/or norm-referenced assessments and criteria established by the local board of education and principal of that school. Promotion of a student shall be determined as follows:

1. Those students who have mastered the appropriate skills will be promoted and those who have not will be retained. A student will be eligible for promotion when the teacher or teaching team determines that the student has made satisfactory progress relative to the academic goals and the student’s ability. Generally, students will be promoted at the end of the school year, but at the discretion of the Superintendent of Education and upon the recommendation of the teacher and the principal, promotions may be made during the year.
2. In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill attainment and content mastery of the basic curriculum at grade level, and teacher observation of student performance. The principal shall direct and aid the teachers in their evaluations and review grade assignments to ensure uniformity of evaluation standards.
3. The records and progress of any student being considered for retention must be referred to and monitored by the Student Support Team. The referring teacher will compile a record of the student’s progress and make a recommendation for promotion or retention.
4. Individualized Education Plans for disabled students shall establish standards for promotion at the elementary, middle, and high school levels.
5. The practice of retaining students for athletic purposes is prohibited in the public schools of Georgia.

### REQUIREMENTS FOR GRADES K - 8

1. Each school principal shall distribute student data from the Georgia Milestones Assessment System End-of-Grade test, or comparable assessments, to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performances in grades K-8.
2. Each school principal or designee shall establish a Placement Committee for each student who does not meet the standards established for academic achievement in the classroom and/or standardized test scores in grades other than 3,5, or 8. The Placement Committee shall:
  - a) Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student;
  - b) Develop an accelerated, differentiated, or additional instruction plan for each student who does not achieve at grade level and;
  - c) Develop a plan of continuous assessment during the subsequent school year to monitor the progress of the student.
3. Prior to the time that a student is retained, a parent conference must be scheduled for informing the parent of the review team and principal’s decision.

4. A student who fails two yearly courses in grades 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> will be retained. Students, based on the recommendation of their school's administration, shall be offered an opportunity to enroll in a course recovery program during the summer as a means of meeting promotion requirements
5. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.

#### **ADDITIONAL REQUIREMENTS FOR GRADES 3, 5, AND 8**

*Promotion of a student shall be determined as follows:*

1. No third-grade student shall be promoted to the fourth grade if the student does not receive a grade level reading determination of “On/Above Grade Level” on the Georgia Milestones End-of-Grade Assessments and meet promotion standards and criteria established in this policy for the school that the student attends.
2. No fifth-grade student shall be promoted to the sixth grade if the student does not receive a grade level reading determination of “On/Above Grade Level” on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of “Developing Learning,” “Proficient,” or “Distinguished Learner” on the mathematics section of the Georgia Milestones and meet promotion standards and criteria established in this policy for the school that the student attends.
3. No eighth-grade student shall be promoted to the ninth grade if the student does not receive a grade level reading determination of “On/Above Grade Level” on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of “Developing Learner,” “Proficient Learner,” or “Distinguished Learner” on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.
4. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones End-of-Grade Assessments but who does not meet promotion standards and criteria established in this policy.
5. When a student does not perform at grade level in grades 3, 5, or 8 on the Georgia Milestones End-of-Grade Assessments specified in section (a) above, then the following shall occur:
  - a. (a). Within ten calendar days, excluding weekends and holidays, of receipt of the Georgia Milestones End-of-Grade Assessments individual student scores, the school principal or designee shall notify in writing the parent or guardian of the student regarding the following:
    - The student’s below –grade level reading designation and/or the mathematics achievement level on the Georgia Milestones End-of-Grade Assessments;
    - The specific retest(s) to be given the student and testing date(s);
    - The opportunity for accelerated, differentiated, or additional instruction based on the student’s performance on the Georgia Milestones End-of-Grade Assessments; and
    - The possibility that the student might be retained at the same grade level for the next school year.
  - b. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and
  - c. The student shall be retested with appropriate section(s) of the Georgia Milestones End-of-Grade Assessments or an alternative assessment instrument that is appropriate for the student’s grade level as provided for by the State Board of Education and this board.
6. When a student does not perform at grade level on the Georgia Milestones End-of-Grade Assessments in grades 3, 5, and 8, and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:
  - d. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
  - e. The school principal or designee shall notify in writing the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.
    - (i) The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;

- (ii) The notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting (note that this is sample verbiage and is not mandated for inclusion in the policy); and
- (iii) The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the parent or guardian, teacher(s), and principal or designee.

f. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

- (i) The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument on which the student failed to perform at grade level.
- (ii) The principal or designee shall notify in writing the parent or guardian and teacher(s) of the time and place for convening the placement committee.
- (iii) The placement committee shall review the overall academic achievement of the student considering the performance on the Georgia Milestones End-of-Grade Assessments or the alternative assessment instrument and promotion standards and criteria established in this policy for the school that the student attends, and make a determination to promote or retain.
- (iv) The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
- (v) The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
- (vi) The placement committee shall provide for a plan of continuous assessment during the subsequent school year to monitor the progress of the student.

7. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the Georgia Milestones End-of-Grade Assessments specified in the sections above whether the student is retained, placed, or promoted for the subsequent year.
8. A student who is absent or otherwise unable to take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the first administration or its designated make-up day(s) shall take the Georgia Milestones End-of-Grade Assessments in language arts and/or mathematics on the retest administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
9. A student's failure to take the Georgia Milestones End-of-Grade Assessments in grades 3, 5, and 8 in language arts and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and this board shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.
  - a. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

## **REQUIREMENTS FOR GRADES 9 - 12**

Graduation requirements are determined by the year the student enters ninth grade for the first time. The graduation Policy IHF (6) outlines the required courses and/or core courses to be taken and the number of units required to receive a diploma from the Meriwether County School System.

Grade level classification is determined by the number of units earned. The Meriwether County School System graduation is based on 28 units. **Students** will be promoted from grade to grade as follows:

- 9<sup>th</sup> grade: promotion from 8<sup>th</sup> grade
- 10<sup>th</sup> grade: one year in high school and 5 units
- 11<sup>th</sup> grade: two years in high school and 13 units
- 12<sup>th</sup> grade: three years in high school and 20 units

Adjustments may be made by the administration about students who enter from a school not under “block scheduling”, but never below the state requirements.

### **THE APPEAL PROCESS**

*After the parent or guardian has exhausted all means of coming to an agreement with the placement committee, they may appeal to the Superintendent or his designee. This appeal must be made, in writing, within five (5) school days of the final decision made by the principal. Supporting documentation, if any, should accompany the letter of appeal.*

### **QUEST PROGRAM FOR GIFTED STUDENTS**

Students in grades kindergarten through grade twelve, in the Meriwether County School System who demonstrates a high degree of intellectual, academic and/or creative ability are provided with special instructional services by the Quest Program for Gifted Students. The State Board of Education determines eligibility criteria for placement in this program. Teachers, counselors, administrators, parents/ guardians, peers, self, and other individuals with knowledge of the student’s abilities may make referrals for consideration for eligibility. A summary of eligibility criteria and further information about the Quest Program can be found on the Internet at <http://meriwetherquest.weebly.com/>. You may also contact the counselor at your local school or Ms. Daffanee Ledbetter at (706)-441-0601 or [daffanee.ledbetter@mcssga.org](mailto:daffanee.ledbetter@mcssga.org)

### **GRADUATION REQUIREMENTS**

This policy specifies graduation requirements for students enrolling in the ninth grade for the **first time** - Policy IHF (6).

The Meriwether County Board of Education (“the Board”) shall provide secondary school curriculum and instructional and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

To be eligible for graduation with a secondary school credential as defined in the State Board of Education (SBOE) Rule 160-4-2-.48, High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2016-2017 School Year and Subsequent Years, students must successfully complete selected courses specified in the SBOE rule and satisfy additional requirements specified in this policy.

To be eligible for participation in graduation ceremonies, students must have completed all requirements for a diploma, all state assessments and IEP requirements. Students who earn a high school certificate are not allowed to participate in graduation ceremonies.

Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment.

Students who enroll in the ninth grade for the first time and then withdraw, must meet the graduation requirements specified in this policy and the assessment requirements specified in State Board Rule 160-3-1-.07, Testing Programs - Student Assessment.

The Board shall make available to all students the required areas of study.

A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart that aligns with the year of entry into 9<sup>th</sup> Grade:

## High School Graduation Requirements

Area of Study	Units Required
I. English Language Arts*	4
II. Mathematics*	4
III. Science*	4
<i>NOTE: The 4<sup>th</sup> Science unit may be used to meet both the science and elective requirement.</i>	
IV. Social Science*	4
V. CTAE Pathway	3
IV. Health & Physical Education	1
IIV. Electives	8
<b>Total Units</b>	<b>28</b>

**NOTE: In order to qualify for a Meriwether County School System diploma, must earn a minimum of one Career Pathway.**

*\*Required Courses and/or Core Courses*

*\*\*Students planning to enter a four-year institution of higher education are generally required to have completed 2 units in one foreign language.*

*\*Valedictorian and Salutatorian - students with the highest and second highest weighted 4-year high school cumulative grade point average according to Board Policy IHDA.*

*\*Distinguished Honor Graduates - students who have a weighted 4-year high school cumulative grade point average of 95 or higher.*

*\*Honor Graduates - students who have a weighted 4-year high school cumulative grade point average of 90 or higher.*

### COURSE CREDIT

1. Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Standards of Excellence (GSE) for grades 9-12 or those approved by the SBOE. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 GSE requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.
2. No course credit may be awarded for courses in which instruction is based on the GSE curriculum for grades K-8.
3. Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

### STUDENTS WITH SIGNIFICANT COGNITIVE DISABILITIES

Students with significant cognitive disabilities may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:

- (a) Completed an integrated curriculum based on the GSE that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 28 units of instruction, and
- (b) Participated in the GAA during middle school and high school and earned a proficient score on the high school GAA test, and
- (c) Reached the 22<sup>nd</sup> birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system

### GRADUATION SUPPORT SERVICES

The Board shall provide instructional, support and delivery services that include, but are not limited to, the following:

1. A continuous guidance component beginning with the eighth grade. The purposes of the guidance component are to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of work studies they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.

2. Record keeping and reporting services that document student progress toward graduation and include information for the school, parents and students.
3. Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.
4. Instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.
5. Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

**Meriwether County School System**  
Credit Recovery/Credit Repair Policy

*In accordance with the new guidelines of the Meriwether County School System, Meriwether County School System's high schools will offer students who have received failing grades in courses that are required for graduation an opportunity to repair/recover the lost credit through a standards-based approach that will target specific knowledge and skill deficits instead of requiring students to repeat the entire course. Students who qualify may apply to their school counselors to enroll in the Credit Repair/Recovery program. If accepted into the program, students may complete Credit Repair/Credit Recovery courses aligned to the Georgia Performance of Excellence Standards using approved computer software.*

**Student Eligibility (Credit Repair)**

To be accepted into the **Credit Repair Program**, students will

- ◆ Have an overall average of 60 or higher in the course they seek to repair credit.
  - ◆ Not have lost credit due to violation of the non-compliance policy (*excessive unexcused absences*).
  - ◆ Complete a consent form signed by both students and parents/guardians.
  - ◆ Provide their own transportation to credit repair classes when attending the after school or summer sessions.
  - ◆ The student must complete the credit repair within the next available scheduled time (next semester or summer school).
- Note: Extensions can be granted at the Principal's discretion. Documentation of extension must be documented in Infinite Campus.**
- ◆ The student must achieve at least 70% on the assigned course work to repair the credit.
  - ◆ The student's grade will only be brought up to the passing mark (*70% minimum*).
  - ◆ Georgia Milestones Assessment End Of course Requirements Apply (*20 percent of second semester grade*)

**Student Eligibility (Credit Recovery)**

To be accepted into the **Credit Recovery Program**, students will

- ◆ Have an overall average of 59 or lower in the course they seek to recover credit.
  - ◆ Not have lost credit due to violation of the non-compliance policy (*excessive unexcused absences*).
  - ◆ Complete a consent form signed by both students and parents/guardians.
  - ◆ Provide their own transportation to credit recovery classes when attending the after school or summer sessions.
  - ◆ Pay course fee for credit recovery outside the regular school day (*when applicable*).
  - ◆ The student must complete the credit recovery within the next available scheduled time (*next semester or summer school*).
- Note: Extensions can be granted at the Principal's discretion. Documentation of extension must be documented in Infinite Campus.**
- ◆ The student must achieve at least 70% on the assigned course work to recover the credit.
  - ◆ The student's grade will only be brought up to the passing mark (*70% minimum*).
  - ◆ Georgia Milestones Assessment End Of Course Requirements Apply (*20 percent of second semester grade*)

**Location and Availability**

- ◆ Credit Recovery programs will be held as best fits schools' schedules, which may include before or after school, during the school day, and during the summer.
- ◆ Credit Recovery program offerings may be limited by the availability of space, personnel, or appropriate computer-based content for specific courses. A credit recovery program may not serve all courses required for graduation.

## Requirements for Earning Credit

To receive credit, students will:

- ◆ Successfully pass the mastery level assessment. Students must complete work on lessons and take assessments on school campus, with a proctor. Any considerations, due to extenuating circumstances, require principal and superintendent approval.
- ◆ Attend the Credit Repair/Credit Recovery program 90% of the required time before the mastery assessment is passed to receive credit.
- ◆ Complete credit repair/credit recovery work within the prescribed time frame.
- ◆ Complete 100% of the assigned modules.
- ◆ Follow zero tolerance policies regarding student behavior in the Credit Repair/Credit Recovery program.

## Grades and Credits

Students who successfully pass the mastery level assessment for a course will receive a numerical grade of 70% and earn one Carnegie unit of credit.

### Meriwether County School System's Dress Code

*Meriwether County Schools developed the dress code policy. The following policy allows students to dress for success while attending Meriwether County Schools:*

***The Meriwether County School System's dress code will consist of the following for Pre-K through 12<sup>th</sup> grade:***

- Shorts, skirts, and dresses must be to the length of the mid-thigh or longer.
- All tops need to have a neckline no lower than the armpit.
  - No halter-tops, tank tops, tube tops, strapless shirts, or spaghetti straps, etc.
  - Shirts cannot be see-through.
- No bra straps showing at any time.
- No leggings, leggings, yoga pants, or joggers may be worn without adequate coverage for the lower portion of the body in the middle and high schools.
- No undergarments may be showing.
- No pajamas
- No body cleavage or midriff may be showing.
- No holes in jeans, shirts, dresses, or garments worn on the body that exposes bare skin above the knee.
- No hats and caps may be worn in the building.
- Sweatshirts, light sweaters, and light jackets are highly encouraged during the colder months. No bulky jackets or jackets with more than two pockets will be allowed. This includes the inside and outside the jacket.
- The hood portion of any garment (jackets, sweaters, sweatshirts, etc.) may not be worn on any part of the head inside any school facility.
- No ski masks
- Clear book bags are required
- Any clothing with inappropriate (profane, vulgar, sexual, racial, ethical, alcohol, drug-related, tobacco -related, or gang-related signs, words, sayings, slogans or graphics will not be allowed.
- **No SAGGING.** Pants must be worn up on the waist.
- No solid colors can be worn for an entire outfit. For example, students will not be able to wear all red, blue, white, or black. Students cannot wear red shirts, red pants, and red shoes. This could be considered gang affiliation.
- Appropriate footwear must be always worn that includes sandals, athletic shoes, and dress shoes (heels must be 3 inches or less)
- No blankets



Meriwether County School System's Board of Education reserves the right to add to the policy when clothing trends bring about additional concerns. Furthermore, the principal has the authority to add to the policy if an item causes a disruption.

### **Consequences for Dress Code Violations**

#### **Elementary Schools**

*First Violation* – student will be asked to change clothes or call parents for a change of clothing. Parents will be notified by administration. Infraction will be recorded in Infinite Campus as student conference.

#### **Middle/High Schools**

*First Violation* – student will be asked to change clothes or call parents for a change of clothing. Parents will be notified by administration. Infraction will be recorded in Infinite Campus as student conference. Students will remain in ISS or alternate holding area until clothing is bought. If clothing is not bought for a student, the student will remain in ISS the remainder of the day. The student's work will be provided. If student remains in ISS the remainder of the day due to a lack of clothing provided, student will be issued a second violation to be administered by administration.

#### **Elementary/Middle/High Schools**

*Second Violation* - student will be asked to change clothes or call parents for a change of clothing. Parents will be notified by administration. Infraction will be recorded in Infinite Campus as a discipline letter will be sent to parent. Students will serve two days of structured lunch time.

#### **Elementary Schools**

*Third Violation* - student will be asked to change clothes or call parents for a change of clothing. Parents will be notified by administration. Infraction will be recorded in Infinite Campus and a discipline letter will be sent to parent. Students will serve three days of a structured lunch times. A required parent conference with administration will be scheduled.

#### **Middle/High Schools**

*Third Violation* - student will be asked to change clothes or call parents for a change of clothing. Parents will be notified by administration. Infraction will be recorded in Infinite Campus and a discipline letter will be sent to parent. Students will serve one day of ISS (In School Suspension). A required parent conference with administration will be scheduled.

#### **Elementary Schools**

*Fourth Violation* - student will be asked to change clothes or call parents for a change of clothing. Parents will be notified by administration. Infraction will be recorded in Infinite Campus and a discipline letter will be sent to parent. Students will serve five days of a structured lunch times. A required parent conference with administration will be scheduled. A Behavioral Contract will be put in place at parent conference.

#### **Middle/High Schools**

*Fourth Violation* - student will be asked to change clothes or call parents for a change of clothing. Parents will be notified by administration. Infraction will be recorded in Infinite Campus and a discipline letter will be sent to parent. Students will serve three days of ISS. A required parent conference with administration will be scheduled. A Behavioral Contract will be put in place at parent conference.

#### **Elementary Schools**

*Fifth Violation* - student will be asked to change clothes or call parents for a change of clothing. Parents will be notified by administration. Infraction will be recorded in Infinite Campus and a discipline letter will be sent to parent. Students will serve an out of school suspension. A required parent conference with administration will be scheduled. A Behavioral Contract will be put in place and/or revised at parent conference.

### **Middle/High Schools**

*Fifth Violation* - student will be asked to change clothes or call parents for a change of clothing. Parents will be notified by administration. Infraction will be recorded in Infinite Campus and a discipline letter will be sent to parent. Students will serve 5 days of ISS. A required parent conference with administration will be scheduled. A Behavioral Contract will be put in place and/or revised at parent conference.

*Additional violations will result in additional consequences deemed appropriate by administration.*

*If at any point, the student refuses to change clothing as required by administration, additional consequences may be given if needed.*

### **TRANSPORTATION SERVICES/BUS CONDUCT**

Under the laws of our State, the Meriwether County School System has the authority to make reasonable regulations governing bus conduct. The walking distance to schools shall be one and one-half miles. The walking distance to a bus stop shall not exceed one-half mile. To provide for a safe and comfortable trip to and from school, students are required to observe the following rules: (*See Bus Handbook for more guidance.*)

1. Parents are responsible for getting their children to and from the bus stop. Buses run on schedule and CANNOT WAIT for passengers.
2. Misbehavior at the bus stop could result in refusal of transportation by the principal.
3. The driver has the right to assign students to certain seats to promote order on the bus. ALL STUDENTS WILL REMAIN SEATED WHILE BUS IS IN MOTION.
4. Drivers will not let pupils off the bus under any circumstances while traveling to and from school.
5. Students are expected to sit two to a seat. A standing load of 20% over the seated capacity is permitted, per state mandate.
6. Do not use profane or vulgar language while waiting for the bus.
7. Stand off the roadway while awaiting the bus.
8. Keep arms and head inside windows.
9. Be quiet and orderly on the bus; talk in low tone; ABSOLUTE SILENCE is required at railroad crossings.
10. Tobacco, drugs, and alcohol are prohibited.
11. No eating or drinking allowed on the bus.
12. Objectionable or dangerous objects are not permitted on the bus.
13. Fighting or physical play is prohibited.
14. No knives or other weapons allowed on the bus.
15. When crossing the street is necessary, students will immediately cross in front of the bus in full view of the driver.
16. Students may transport band instruments on the bus if space is available.
17. The driver is in full charge of bus and students.
18. Riding the bus is a privilege. It is not to be abused.
19. Cameras will monitor some buses.
20. Students shall be prohibited from using mirrors, lasers, cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation of the school bus.
21. No throwing or discarding items from the bus windows.
22. Rear exit doors are to only be used in the event of an emergency.

**If problems arise, parents are not to confront the bus driver at the bus stop. Make an appointment with the Director of the Transportation Department at 706-441-0610 to discuss the matter.**

Behavior of students on school buses is considered an extension of classroom behavior. Students who fail to respond to the direction of the bus driver shall be reported to the school principal who may deny the student bus transportation. Any bus driver who feels that the principal's failure to deny bus transportation to a student will imperil other students in the driver's charge may appeal through his supervisor. Improper bus conduct may result in suspension or expulsion from school.

**First offense** - a parent conference for the development of a Student Bus Behavior Contract and suspension from the bus for one day.

**Second offense** - a parent conference for the development and/or revisions of a Student Bus Behavior Contract and suspension from the bus for three (3) days based on the discretion of the principal.

**Third offense** - a parent conference to modify the contract and expulsion from the bus for offenses that will lead to a tribunal hearing; otherwise, a five-school day suspension from the bus. Any student who feels that expulsion was inappropriate may appeal to the superintendent within ten (10) days of expulsion.

**Fourth offense** – Parent Conference to modify contract and expulsion from the bus for seven school days.

**Fifth offense** – Expulsion from the bus for ten school days.

**Sixth offense** – Principal has the discretion to expel the student from the bus for the remainder of the semester.

### **Emergency Evacuation of School Buses**

The Meriwether County School System has established emergency evacuation procedures for all students within the school district. These procedures are designed to protect the student in case of an emergency while being transported, i.e., fire, danger of life, danger of collision, inclement weather, mechanical failure or other unsafe conditions. The drivers, who are responsible for safety aboard school buses, as well as the students, will practice bus evacuation periodically. Evacuation procedures are as follows:

#### **Front Door Evacuation**

The evacuation will be conducted with the same procedure as loading or unloading, one side at a time or staggered seats, as explained by the driver.

To ensure a safe exit hands should be kept free. All lunch boxes, books and other personal belongings should be left on the bus.

Disembark the bus in a safe and orderly manner, as quickly as possible, and go to a safe point at least one hundred feet from the bus. Remain there until further instructions are given.

#### **Rear Door Evacuation**

The bus driver should walk through the bus to the rear exit and direct the pre-assigned leader and helpers to take their positions.

The leader will open the rear emergency door, exit and stand clear, ready to lead exiting passengers to a safe location pointed out by the driver.

The helpers will exit and take their positions, one on each side of the rear emergency exit, and assist passengers in exiting the bus in a safe and orderly manner.

Passengers should remain in their seats until directed by the driver to leave the bus. The driver may choose whether to evacuate the bus one side at a time on a staggered seat basis.

The driver will also advise students to leave all personal items on the bus, to keep their hands free, and to button all coats and sweaters. All tall passengers should be reminded to duck their head to exit safely. Disembarking should occur as quickly and as orderly as possible to a safe point, at least one hundred feet from the bus. Further instructions should be given.

#### **Front and Rear Exit Evacuation**

The bus will be divided, and the front portion will evacuate the same as the front door evacuation

procedure. The rear portion of the bus will evacuate by the same procedure as the rear door evacuation.

As in any emergency, evacuate the bus quickly and in an orderly manner. Go to a point at least one hundred feet from the bus and wait for further instructions. For more information on Meriwether County School Bus Rules and the Bus Code of Conduct, contact the Transportation Department at 706-441-0610.

## OFF CAMPUS AND/OR EXTRA-CURRICULAR CONDUCT CODE OF CONDUCT

### A. Procedures

#### 1. *Time in Effect:*

Except as specifically provided, the following behavioral expectations and prohibitions apply 365 days a year, 24 hours a day, in and out of the specific extracurricular season, on or off school grounds, and by school or outside technology resources.

#### 2. *Parental/Self Reporting of Law Enforcement:*

Parents/guardians and/or students must report any charges against or arrest of a student or student behavior in which law enforcement is involved, to their high school administration or coach within two weeks (14 calendar days) of the arrest or behavior. The two-week time frame includes weekends, school holidays and summer vacation. Failure to report arrest, charges or behavior may result in additional consequences, which may include, but is not limited to, doubling of the student's consequences for the behavior in question.

#### 3. *Provisions:*

Sponsors/Coaches should investigate policy violations and report to the school administration. The Principal or designee should make all determinations of penalties, in consultation with the coaches, sponsors and the District Athletic Director, as appropriate.

- a. Unless otherwise specified, periods of suspension from activities does not include preseason workouts and other preseason activities. Such student's ability to participate in preseason activities will be determined by the Principal or designee in consultation with the coach. During the student's period of suspension, the student cannot have contact with the team during any team activities.
- b. Students cannot attempt to evade the intent of the Rule by joining a new sport specifically to allow their suspension days to run their course. If a student athlete participates in a sport that he/she had not been previously involved with, he/she must complete the season of the new sport in good standing for the suspension days to count.
- c. Transferring from one District school to another does not relieve the student from the consequences for a violation of this Rule. Should a student choose to transfer outside of the District, the designated school administrator or the school athletic director will contact the new school to inform them of the violation and the resulting penalty. The District may also honor the activity consequences from other private or public-school systems.

#### 4. *Notification:*

- a. Elementary/Middle Schools:
  - i. In addition to providing students with copies of the appropriate Student Code of Conduct (Administrative Rules JCDA-R [Elementary], JCDA-R [Middle]), elementary and middle schools should make participants in extracurricular activities aware of this Administrative Rule.
- b. High Schools:
  - i. In addition to providing students with copies of the appropriate Student Code of Conduct (Administrative Rule JCDA-R [High]), each high school should provide written notification of this Administrative Rule to all participants in extracurricular activities.

### B. Alcohol/Illegal drugs/Inhalants:

The District believes very strongly that use, possession, selling or buying over the counter drugs or products to get high; alcohol; illegal drugs; or prescription drugs in an unauthorized manner at any time is an offense. Such use, possession or distribution by extracurricular participants is banned. **All misdemeanors driving under the influence (DUI) offenses will be dealt with according to this section. All felony DUI offenses will be dealt with under Section D, below. Offenses are cumulative at the high school level.**

#### a. *1st Offense:*

- a. Suspension from extracurricular activities, including practice and regular season, a minimum twenty-five (25) calendar days; plus
- b. Suspension from a minimum of 30% of the regular season contests/performances; plus
- c. Student must complete a court ordered intervention program which consists of one four-hour Saturday session attended by the student and the parent, or another comparable program. If the student cannot attend the program until after the suspension is lifted, they must still attend the program to be eligible to compete in their next extracurricular/athletic season. Failure to attend or complete the program as required may result in continued extracurricular/athletic ineligibility beyond the initial suspension.
- d. If offense is during the off-season, the first offense suspension will begin on the GHSA start date for the next season with which the recognized athlete is affiliated.
- e. If the student has not completed his suspension at the end of the season, the remaining days will be completed at the beginning of the next affiliated GHSA activity.

**b. 2nd Offense:**

- a. Suspension from extracurricular activities for a minimum of one calendar year. The student will not be permitted to participate in preseason activities or practice.

**c. 3rd Offense:**

- a. Permanent suspension from extracurricular activities, including preseason activities and practices.

**C. Tobacco [IN-SEASON USE]:**

**a. 1st Offense:**

- a. Suspension from all extracurricular activities for two (2) school days

**b. 2nd Offense:**

- a. Suspension from all extracurricular activities for five (5) school days and must sit out 10% of games/matches/performances/competitions.

**c. 3rd Offense:**

- a. Suspension from all extracurricular activities for ten (10) school days and must sit out 20% of games/matches/performances/competitions.

**d. 4th Offense and Subsequent Offense:**

- a. Suspension from all extracurricular activities for ninety (90) calendar days.

**D. Felony:**

**a. Guidelines:**

- a. A student who is arrested for, indicted for, convicted of, or charged with a felony or act that would constitute a felony if committed by an adult shall be automatically suspended from interscholastic/extracurricular activities;

- b. Students will not be permitted to participate in preseason activities;

**c. DUI:**

1. All felony DUI offenses will be dealt with according to this section.

**d. Duration:**

1. The student shall remain suspended from extracurricular activities until:

- a. The charges are completely dismissed;

- b. The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined in Section E, below, or Section B, for alcohol offenses;

- c. The student is found not guilty; or

- d. The student serves his/her consequences as outlined below.

- b. Once the student successfully completes the consequences assigned by the judge or agreed to by the student, including probation or diversion, the student may be permitted to participate in extracurricular activities. Evidence that the probation period has expired, fines have been paid and/or community service has been completed is required.

- c. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, treated as a "first offender" action, or the behavior has not been prosecuted (nolle prosequi), that student may present or obtain documentation as required by the school to determine the circumstances of the matter and appropriate eligibility consequences, as determined at the discretion of school administration. Such incidents will be reviewed on an individualized basis and a legal determination in the matter may not be sufficient to change the student's consequences.

**E. Misdemeanors:**

- a. A student who is arrested for, charged with, or found guilty of a misdemeanor shall receive consequences as outlined below. However, minor offenses that result in fines alone may be dealt with as a violation of Section F (7) below.

**a. 1st and Subsequent Offenses:**

1. Minimum suspension from extracurricular activities for one (1) school day up to a maximum of permanent suspension from extracurricular activities.

**b. Drug/Alcohol/DUI:**

- a. Any student who is accused of a misdemeanor alcohol/drug offense or a misdemeanor DUI will receive consequences as outlined in Section B above.

1. If the student produces proof that the charges are completely dismissed or the student is found not guilty, these consequences may be lifted. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, treated as a "first offender" action, or the behavior has not been prosecuted (nolle prosequi), that student may present or obtain documentation as required by the school to determine the circumstances of the matter and appropriate eligibility consequences, as determined at the discretion of school administration. Such incidents will be reviewed on an individualized basis and a legal determination in the matter may not be sufficient to change the student's consequences.

**F. Other Offenses:**

- a. A student who commits the following offenses may be suspended or permanently dismissed from the team or activity. The head coach in conjunction with the school administration will determine consequences for the following:
  - a. Hazing: School clubs and organizations shall not permit hazing or degradation of individual dignity.
  - b. Acting in an unsportsmanlike manner when representing the school;
  - c. Administrative Rule JHC-R [School Clubs/Organizations and Student Organizations];
  - d. Missing practice, rehearsal or activities (unless excused by the coach, teacher, or sponsor);
  - e. Violating curfew as established by the coach;
  - f. Any act at school or away from school, which results in any discipline by school administration; or
  - g. Any act at school or away from school, which, in the opinion of the Principal reflects in a negative manner on the school, athletic program, or activity.

## **BULLY /CYBER-BULLYING PROTOCOL**

The District expressly prohibits the bullying/harassment/hazing of any student, by any means or method, at school, on school property, or at school-related functions; while traveling to or from school on a school bus; off-campus when the behavior results in a disruption to the school environment; or by use of data or software that is accessed through a District computer, computer system, computer network, or other electronic technology of the District.

### **A. Definitions**

*Bullying – Unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.*

*Harassment – Unwelcome conduct based on real or perceived race, color, national origin, sex, religion, disability, and sexual orientation, gender identity or gender expression. It may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unlike bullying, harassment does not always involve a real or perceived power imbalance. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.*

*Hazing – Bullying and intimidation in association with rituals to join an extracurricular group/activity or to raise a student's rank/status within the organization.*

### **B. Prohibited Behaviors**

Examples of prohibited behaviors include, but are not limited to:

- Verbal assaults such as unwanted teasing or name-calling;
- Rumors or spreading of falsehoods;
- Threats, taunts and intimidation through words and/or gestures;
- Public humiliation;
- Social isolation;
- Harassment Stalking;
- Direct physical contact such as hitting or shoving;
- Physical violence and/or attacks;
- Theft of money and/or personal possessions for bullying, harassing, or intimidating;
- Extortion or manipulation, including incitement and/or coercion;
- Destruction of school or personal property;
- Any form of electronic bullying or cyber bullying using school equipment, school networks, or e-mail systems or committed at school;
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online;
- Sending abusive or threatening text messages or instant messages; and
- Using websites to circulate gossip and rumors to other students;
- Cyber bullying or the willful, hostile and repeated harassment and intimidation of a person using digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., Facebook, Snap chat, Twitter, Instagram, Kik, etc.), chat rooms, texts, and instant messaging;

***The District expressly prohibits the bullying/harassing/hazing of any student, by any means or method, at school, on school property, on school vehicles, at designated school bus, or at school-related functions or activities; stops; or off-campus when the behavior results in a disruption to the school environment; or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of the District.***

Pursuant to state law, this policy also applies to acts of cyber bullying which occur using electronic communication, whether such electronic act originated on school property or with school equipment, if the electronic communication:

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

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

- Cyber stalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or with electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim;

All staff, students, and parents or guardians will receive a verbatim copy of this policy prohibiting bullying/harassment/hazing at the beginning of the school year as part of the Code of Student Conduct.

### **C. Reporting Incidents of Bullying/Harassment/Hazing**

Bullying/Harassment/Hazing may be reported by a student, parent, guardian, or other stakeholder to an administrator, teacher, counselor, or other staff member at the student's school. At the option of the person reporting the incident, the report may be made either by name or anonymously and either verbally or in writing. Reporting forms may be found in the Code of Student Conduct, on the District's website, and at each District school. Reports of bullying/harassment/hazing also may be made by using the District's Alert Line at 1-888-475-0482 or by calling the Georgia Department of Education's School Safety Hotline at 1-877 SAY-STOP (1-877-729-7867).

Any employee to whom bullying/harassment/hazing is reported must promptly document the report and forward it to the principal or designee. Any employee who witnesses an incident of bullying/harassment/hazing or who otherwise learns that a student is being bullied/harassed/hazed must promptly, but no later than one (1) day following the receipt of a concern, submit a written report to the principal or designee. The principal or designee shall ensure that proper documentation is maintained throughout the investigation and resolution of the matter. If the report is made by the alleged target/victim, the principal or designee will contact the parent or guardian immediately upon receipt of the report. If the reporting student or the parent or guardian of the student feels that the school is not taking appropriate steps to investigate or address the problem even after consulting the school principal, the student or the parent or guardian should contact the Superintendent or his or her designee.

Students who believe that another student at their school is being bullied/harassed/hazed are urged to inform a teacher, counselor, administrator or other staff member.

The District strictly prohibits retaliation against any person who reports bullying/harassment/hazing or participates in an investigation of bullying/harassment/hazing. Incidents of retaliation should be reported using the same process as used for the original complaint and will be investigated and resolved by school or district personnel.

Where complainants request confidentiality, schools shall share details of reports of bullying/harassment/hazing with only those individuals who need to know consistent with the District's obligation to respond promptly and appropriately to reports of misconduct.

An employee who fails to comply with the requirements of Board Policy JCDAG and this accompanying regulation may be subject to disciplinary action, up to including termination of employment.



## D. Responding to Incidents of Bullying/Harassment/Hazing

*Pursuant to state law, students in grades six through twelve found to have committed the offense of bullying/harassment/hazing for the third time in a school year shall at a minimum be assigned to an alternative school through appropriate due process by disciplinary hearing officers, panels, or tribunals.*

- **Teasing:** (name-calling, insulting, or other behavior that would hurt someone's feelings)
- **Gesturing/Rumors:** (eye-rolling, faces, hand movements intended to intimidate or hurt feelings, spreading rumors, and/or gossiping).
- **Hitting:** (pushing, slapping, grabbing)
- **Harassment:** (racial, ethnic, or sexual name calling or other severe harassment)
- **Severe Physical Contact:** (behavior that may injure others)

School officials are expected to intervene immediately when they see a bullying/harassment/hazing incident occur or upon receipt of any report of bullying/harassment/hazing. The following actions will be taken when bullying/harassment/hazing is reported.

1. Investigation – Upon receipt of any report of bullying/harassment/hazing, the principal or designee will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s), victim(s), identified witnesses, teacher(s), and staff members and reviewing video surveillance, if available. School counselors, school social workers, and other support staff should be utilized for their expertise as determined by the circumstances of the matter. The school shall keep confidential the results of the investigation, except with respect to the District's notification and reporting obligations.
2. Notification –
  - a. At an appropriate time during or after the investigation of a report, the parent or guardian of both the accused and the victim must be notified, but no later than three (3) days after completion of the investigation. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent or guardian should be notified immediately.
  - b. After the investigation, both the victim and the offending student must be notified of the results of the investigation. Victims may request information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly relates to the victim. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period or transferred to other classes. Schools will not disclose any other information in the offending student's "education record," including information about sanctions that do not relate to the harassed student.
3. Interim Measures – The school will take steps to protect the complainant as necessary, including taking interim steps before the outcome of the investigation.
4. Disciplinary Action – Upon a finding of guilt, a student who has committed the offense of bullying/harassment/hazing will be given an age-appropriate consequence which shall include, at minimum and without limitation, counseling, disciplinary action or other consequence as appropriate under the circumstances. Disciplinary action after the first incident of bullying/harassment/hazing may include but is not limited to the following:
  - Loss of a privilege;
  - Reassignment of seats in the classroom, cafeteria, or school bus;
  - Reassignment of classes;
  - Detention;
  - In-school suspension;
  - Out-of-school suspension (through appropriate due process hearing);
  - Expulsion (through appropriate due process hearing);
  - Assignment to an alternative school (through appropriate due process hearing).
5. Follow Up and Aftercare – Follow up is important to the accused, the victim, and in some circumstances, the

broader school community. Each school must provide after-care and follow up to individuals and groups affected by the bullying/harassment/hazing. Where necessary, counseling and other interventions should be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying/harassment/hazing and students who commit an offense of bullying/harassment/hazing. Schools must also assess school climate to determine whether additional staff training or student instruction is needed. Where appropriate, the school should also reiterate the prohibition on retaliation and how to report such misconduct.

### **GANG AFFILIATION POLICY**

Gangs are herein described as clubs, groups, or organizations of limited membership, which are known to the Meriwether County School System through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate unlawful acts such as intimidation, violence, or destruction to property. Gangs shall not be permitted on school premises or in school facilities, or to conduct any activities, meetings, or gatherings on or about school facilities, premises, or property at any time. The presence of such gangs is a threat to the safety and well-being of the students and faculties of the Meriwether County School System, and disruptive to the education process.

1. Membership in or affirmation with gangs as defined above shall not be permitted. Membership will be determined, by whatever means, from the existence of objective criteria. While not intended to be an all-inclusive list, and in addition to those items set forth in subpart (2) immediately below, criteria which can serve to indicate membership or affiliation with gangs include the following:
  - (a) Direct admission of gang affiliation
  - (b) Documented information on gang membership
  - (c) Information from known gang affiliate
  - (d) Admission of former membership, with continued associations
  - (e) Photographs indicating gang association, etc.
  - (f) Association with gang members
  - (g) Evidence on social media (Facebook, Snap Chat, Kik, Instagram, etc.)
2. Wearing of any insignia, and/or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted.
3. Any attempt to gather or commingle on school premises, facilities, or property for any purpose by gang members shall be prohibited.
4. No student shall use, employ, or rely upon his or her gang membership or affiliation to threaten, to intimidate, or to harass verbally or physically other students or employees of the Meriwether County School System.
5. All the above prohibitions concerning gangs apply as well to any school functions or events conducted away from school facilities, property, or premises.

Any student who violates this policy or any subpart thereof shall be subject to discipline under the Meriwether County School System Behavior Code and Discipline Policy, including the sanction of expulsion, if warranted under the circumstances of a violation.

*See attached Discipline Code of Conduct*

### **PROFESSIONAL SCHOOL COUNSELORS**

Professional school counselors are certified/licensed educators with a minimum of a master's degree in school counseling making them uniquely qualified to address all students' academic, personal/social and career development needs by designing, implementing, evaluating and enhancing a comprehensive school counseling program that promotes and enhances student success. Professional school counselors are employed in elementary, middle/junior high and high schools. The school counselor works with individual students, small groups and classes. A parent, teacher, or administrator may refer a student to the counselor. Parents or guardians wishing to have your child talk with the counselor will need to send a note to the teacher or call the school to speak with the counselor.

*Permission is not required to see the counselor or to participate in classroom guidance activities.*

## CODE OF CONDUCT MATRIX, PROGRESSIVE DISCIPLINE, AND DISCIPLINE TECHNIQUES

The Meriwether County School System Code of Conduct Matrix is designed to provide administrators and teachers a guideline for implementing interventions and consequences for student behavior that does not align with the school system's behavioral expectations. Meriwether County's Multi-tiered System of Supports assigns interventions to specific tiers that become more intensive as the misconduct continues or as the behaviors become more serious.

The matrix is built on a progressive discipline philosophy and is designed to create the expectation that the degree of consequences imposed by each school will be in proportion to the severity of the behavior of the student, the previous discipline history of the student, and other relevant factors while ensuring that each student receives the due process mandated by law.

### Teacher Managed (Minor)

#### **Tier 1**

Minor behaviors are discipline incidents that can be handled by staff members and usually do not warrant a discipline referral to the office.

- Teachers provide re-teaching and modeling of appropriate behaviors.
- Students are recognized for following behavioral expectations.
- Positive Behavioral Intervention and Support (*e.g. four positive reinforcement statements for every one corrective statement*)
- Misconduct is tracked by teachers to monitor situational factors of behavior.
- Parent contact initiated and continued by teacher.
- Classroom interventions and consequences are implemented by teacher
- Classroom level cost response discipline is issued when needed (*e.g. silent lunch, time out, etc.*)

### Administrator Managed (Major)

#### **Tier 2**

Major behaviors are discipline incidents that result in a discipline referral and must be handled by the administration.

- In addition to administrator managed discipline, staff members work together to implement positive behavioral supports for students experiencing behavioral difficulties.

### Check In- Check Out

#### Tier 2 Intervention

- A program designed to help students eventually monitor their own behavior.
- Students are first assigned a mentor who a student checks-in and out with at the beginning and end of each day. The system ensures that the student begins and ends the day with a positive adult interaction and is provided constructive feedback regarding their progress toward meeting behavior goals.
- Students are provided a behavior progress report that is completed by each teacher and then provided to their mentor. The mentor then provides feedback on their behavior progress for the day.

### Behavior Intervention Groups

#### Tier 2 Intervention

- Students experiencing similar behavioral challenges meet with a guidance counselor or other school staff to address the common challenges, provide alternative replacement behaviors, and additional support specific to the problem behaviors.

### Student Support Team (SST)

#### Tier 3 Intervention

- The SST is an interdisciplinary group that uses a systematic process to address learning and/or behavioral challenges.
- The SST consists of the academic teachers, counselor, school administrator, parents, and any other relevant support personnel.
- The SST is responsible for creating and monitoring a Behavior Intervention Plan using assessment data from the Functional Behavior Assessment.

## Functional Behavior Assessment (FBA)

### Tier 3 Intervention

- A process for gathering information to understand the function and purpose of behavior in order to write an effective intervention plan. Assumptions underlying an FBA include:
  - Behavior is learned and serves a specific purpose.
  - Behavior is related to the context within which it occurs.
- A Functional Behavior Assessment is implemented once data demonstrates that Tier 1 and Tier 2 interventions are not effectively decreasing a student's problematic behaviors.

## Behavior Intervention Plan

### Tier 3 Intervention

- The Behavior Intervention Plan is created by the Student Support Team. The team considers the observations made in a Functional Behavioral Assessment to create a specific plan of action to develop appropriate replacement behaviors.

## **Preventative Discipline Techniques**

**Establishing and discussing rules and consequences in a way that students understand**

**Modeling expected behavior**

**Student Engagement**

**Positive Reinforcement of student growth and effort**

**Consistent Verbal & Non-Verbal Communication**

**Positive Classroom Environment**

**Positive Relationships**

## **Supportive Discipline Techniques**

Classroom Interventions (proximity seating, assigned seating, time out, etc.)

Replacement or Payment for any damaged property

Reflective essay or other reflective activity

Written apology

Role-Playing/Teaching of Expectations and Skills

Participation in a School-Service Project

Confiscation of Devices

Conference with School Resource Officer

Saturday School

After School Assignment

Creation or review of a Tier II/Tier III academic/behavior plan

Refer to Counselor/Social Worker/Psychologist for risk protocol

Suspension from the bus (*students must attend school and parent(s) must provide transportation*).

Modification of FBA/BIP/IEP/504 (if applicable)

Refer to community agency/provider

Lunch Detention

## Meriwether County School System Code of Conduct

- **Disciplinary Infraction: ACADEMIC DISHONESTY** – Receiving or providing unauthorized assistance on classroom projects, assignments, or exams.

**LEVEL 1 – DEFINITION OF INFRACTION** – Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments. May include but is not limited to failure to cite sources.

**Level 2 – DEFINITION OF INFRACTION** – Intentional plagiarisms or cheating on a minor classroom assignment or project. Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.

**Level 3 – DEFINITION OF INFRACTION** – Intentional plagiarisms or cheating on a major exam, statewide assessment or project or the falsification of school records. Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Include the falsification of school records; forgery; Level 3 may be used for students who violate the school policy on academic dishonesty three or more times during the same school year.

	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
LEVELS	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year

1	1	1-2	2	3	2-3											
2		1		2	3											
3						1	2									

- **Disciplinary Infraction: ACCESSORY** – Causes someone else to commit a violation, helps in commission of violation; or advises, encourages, hires, or procures acts in concert with another commit violation.

**CONSEQUENCE:** Subject to the same interventions and consequences as the students who are actively involved in committing the infraction.

- **Disciplinary Infraction: ALCOHOL** – Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Students under the influence of alcohol may be included if it results in disciplinary action.

**LEVEL 1 – DEFINITION OF INFRACTION** – Unintentional possession of alcohol.

**LEVEL 2 – DEFINITION OF INFRACTION** – Under the influence of alcohol **without possession**.

**LEVEL 3 – DEFINITION OF INFRACTION** – Violation of laws or ordinances prohibiting the manufacturing, sale, purchase, transportation, possession, or consumption of alcohol beverages or substances represented as alcohol.

	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
LEVELS	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year

1																
2															1	1
3															1	1

- **Disciplinary Infraction: Arson** – Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices.

**LEVEL 2 – DEFINITION OF INFRACTION** – Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks and trash can fires without damage to school property.

**LEVEL 3 – DEFINITION OF INFRACTION** – Intentional damage as a result of arson-related activity or the use of an incendiary device and includes but not limited to setting fires to school property.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2										Tier 3	Administrative Managed	
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
2						1					1	1-2	1-2			2
3													1			1

- **Disciplinary Infraction: BATTERY** – Intentional touching of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)

**LEVEL 1 – DEFINITION OF INFRACTION:** Intentional physical attack with the intent to cause bodily harm resulting in **no bodily injuries**. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations.

**LEVEL 2 – DEFINITION OF INFRACTION:** Intentional physical attack with the intent to **cause bodily harm resulting in mild or moderate bodily injuries**. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries.

**LEVEL 3 – DEFINITION OF INFRACTION:** Intentional physical attack with the intent to cause bodily harm resulting in **severe injuries or any physical attack on school personnel**. Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2										Tier 3	Administrative Managed	
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1					1-2	1-2	3	3	3		3					
2						1				1			1			
3											1		1		1	1

- **Disciplinary Infraction: BULLYING** – A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or a school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student’s education, threatening the educational environment or causing substantial physical harm or visible bodily harm. **REFER TO BULLY/CYBER-BULLING PROTOCOL IN PAGES 39-42 OF STUDENT HANDBOOK.**
- **Disciplinary Infraction: BREAKING/ENTERING AND BURGLARY** – Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking and Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

**LEVEL 3 – DEFINITION OF INFRACTION** – Intentional damage as a result of trespassing or entering without permission to school property.

	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
LEVELS	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
3												1	1		1	1

- **Disciplinary Infraction: BUS CONDUCT** – REFER TO BUS CONDUCT/PROTOCOL ON PAGES 34-35 OF STUDENT HANDBOOK
- **Disciplinary Infraction: SCHOOL DISRUPTION – Outside (Student Incivility)**

**LEVEL 1 – DEFINITION OF INFRACTION** – Minor disruption that includes not following hallway, restroom, cafeteria, and other school area behavior rules.

**LEVEL 2 – DEFINITION OF INFRACTION** – Major disruptions outside of classroom that requires administrative intervention.

**LEVEL 3 – DEFINITION OF INFRACTION** – Pattern of major disruption during the same school year. Documentation of Tier 1-3 Interventions implemented and effectiveness.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2									Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1	1-2			3	3-4	3-4	4	5	5					5		
2					1	1-2	3	3	3	3	3					
3													1		1	1

- Disciplinary Infraction: CLASSROOM DISRUPTION – (Student Incivility)**

**LEVEL 1 – DEFINITION OF INFRACTION** – Minor disruption that includes not following classroom behavior rules.

**LEVEL 2 – DEFINITION OF INFRACTION** – Major disruptions inside of classroom that requires administrative intervention.

**LEVEL 3 – DEFINITION OF INFRACTION** – Pattern of major disruption during the same school year. Documentation of Tier 1-3 Interventions implemented and effectiveness

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2									Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1	1-2			3	3-4	3-4	4	5	5					5		
2					1	1-2	3	3	3	3	3					
3													1		1	1



- **Disciplinary Infraction: COMPUTER/INTERENT MISUSE** – Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data. **REFER TO THE ACCEPTABLE USE POLICY ON PAGES 88-89 OF STUDENT HANDBOOK.**

**LEVEL 2 – DEFINITION OF INFRACTION** – Unauthorized use of school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy.

**LEVEL 3 – DEFINITION OF INFRACTION** – Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.)

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2									Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
2					1	1	2							1-3		
3													1		1	1

- **Disciplinary Infraction: DEFIANCE/WILLFUL REFUSAL, (Student Incivility)**

**LEVEL 1 – DEFINITION OF INFRACTION** – Failure to comply instructions.

**LEVEL 2 – DEFINITION OF INFRACTION** – Blatant insubordination: willfully and defiantly refuses to immediately follow school staff directives.

**LEVEL 3 – DEFINITION OF INFRACTION** – Pattern of blatant insubordination. Documentation of Tier 1-3 interventions.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2									Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1	1			2	2-4	2	3-4	4	4	3	4					
2					1	1	2	3	3		3					
3													1		1	1

- **Disciplinary Infraction: DISORDERLY CONDUCT** – Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses.)

**LEVEL 1 – DEFINITION OF INFRACTION** – Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn’t pose a threat to the health or safety of others.

**LEVEL 2 – DEFINITION OF INFRACTION** – Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn’t pose a threat to the health or safety of others; may represent a repeat action.

**LEVEL 3 – DEFINITION OF INFRACTION** – Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2										Tier 3	Administrative Managed	
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year

1						1	1			1						
2										1	1					
3													1		1	1

- **Disciplinary Infraction: DISRESPECT TO TEACHER/STAFF** (Student Incivility)

**LEVEL 1 – DEFINITION OF INFRACTION** – Disrespect to school personnel that is generally considered disrespectful actions.

**LEVEL 2 – DEFINITION OF INFRACTION** – Inappropriate language used toward school personnel.

**LEVEL 3 – DEFINITION OF INFRACTION** – Pattern of major disruptions during the same school year. Documentation of Tier 1-3 interventions implemented and effectiveness.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2										Tier 3	Administrative Managed	
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year

1	1			2	2-3	2-3		3	3	3						
2						1-2	3	3	3	3	3					
3													1		1	1

- **Disciplinary Infraction: DRESS CODE** – REFER TO DRESS CODE POLICY ON PAGES 32-34 OF STUDENT HANDBOOK.

- **Disciplinary Infraction: DRUG POSSESSION** – Unlawful use, Under the Influence of, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival at school.

**LEVEL 1 – DEFINITION OF INFRACTION – Unintentional** possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

**LEVEL 2 – DEFINITION OF INFRACTION** – Any medication prescribed to a student or purchased over the counter and not brought to the office upon arrival to school, including under the influence without possession. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

**LEVEL 3 – DEFINITION OF INFRACTION** – Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2										Tier 3	Administrative Managed	
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year

1						1											
2																	1
3													1				1

- **Disciplinary Infraction: FIGHTING** – Mutual participation in a fight involving physical violence where there is on one main offender and an intent to harm. (Note: the key difference between fighting and battery is that fighting involves mutual participation.)

**LEVEL 1 – DEFINITION OF INFRACTION** – Physical confrontation between two or more students with the intent to harm resulting in on bodily injuries, **no injuries**.

**LEVEL 2 – DEFINITION OF INFRACTION** – A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. **Mild or moderate injuries** may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body.

**LEVEL 3 – DEFINITION OF INFRACTION** – A physical confrontation between two or more students with the intent to harm resulting in **severe bodily injuries**. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Repeated physical confrontations resulting in severe injuries that require medical attention.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)

1						1	2	2	1-2	2		1-2	2	2-3	2-3
2							2	2			1	1-2	2	2	2-3
3												1		1	1

- **Disciplinary Infraction: GAMBLING** – Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

**LEVEL 3 – DEFINITION OF INFRACTION** – Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)

3						1-4	1-4			1	1	1-4	1	1	1
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- **Disciplinary Infraction: GANG RELATED ACTIVITIES** – Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior – **SEE GANG POLICY ON PAGE 42.**
- **Disciplinary Infraction: HOMICIDE** – Killing of one human being by another.

**LEVEL 3 – DEFINITION OF INFRACTION** – Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)

3												1		
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- **Disciplinary Infraction: INAPPROPRIATE LANGUAGE – (Student Incivility Level 1)**

**LEVEL 1 – DEFINITION OF INFRACTION** – Use of vulgar or inappropriate language towards another student and/or teacher.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)

1				1-2	3	3	3	3	3	3	3	3			
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- **Disciplinary Infraction: KIDNAPPING** – The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

**LEVEL 3 – DEFINITION OF INFRACTION** – The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)

3												1		
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- Disciplinary Infraction: OFF CAMPUS AND/OR EXTRA CURRICULAR CONDUCT – REFER PAGES 36-38 OF STUDENT HANDBOOK.**

**Disciplinary Infraction: SCHOOL DISRUPTION – Outside (Student Incivility)**

**LEVEL 1 – DEFINITION OF INFRACTION** – Minor disruptions outside of the classroom and/or off school grounds that impact daily campus operations and require administrative intervention.

**LEVEL 2 – DEFINITION OF INFRACTION** – Major disruptions outside of the classroom and/or off school grounds that impact daily campus operations and require administrative intervention.

**LEVEL 3 – DEFINITION OF INFRACTION** – Pattern of major disruptions outside of the classroom and/or off school grounds that impact daily campus operations and require administrative intervention during the same school year.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)

1	1-2			3	3-4	3-4	4	5	5					5		
2					1	1-2	3	3	3	3	3					
3													1		1	1

- Disciplinary Infraction: OTHER: ATTENDANCE RELATED (SKIPPING)** – Repeated or excessive unexcused absences or tardies, including failure to report to class, leaving school without authorization, or failure to comply with disciplinary sanctions.

**LEVEL 1 – DEFINITION OF INFRACTION** – Repeated or excessive unexcused absences or tardies, including failure to report to class, skipping class (beyond 10 minutes), leaving school without authorization, or failure to comply with disciplinary sanctions. Examples include but not limited to repeated or excessive unexcused absences or tardies, including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)

1					1-3	1-3	1-3			1-3	1-3		1-3			4
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- **Disciplinary Infraction: POSSESSION OF UNAPPROVED ITEMS** – The use or possession of any unauthorized item disruptive to the school environment. (Note: the use of fireworks or incendiary devices must be coded as Arson). (Includes CBD Oil).

**LEVEL 1 – DEFINITION OF INFRACTION** – The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, gadgets, persona items, etc. Includes possession of pepper spray.

**LEVEL 2 – DEFINITION OF INFRACTION** – The use of any unauthorized item (i.e. toys, **mobile devices, cell phones,** or gadgets). Does not include the possession of fireworks, matches, toy weapons or other items that can be construed as dangerous. Includes but is not limited to use of toys, gadgets, personal items, etc.

**LEVEL 3 – DEFINITION OF INFRACTION** – The use and possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; includes the possession of fireworks but the use of fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the policy related to unapproved items. Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges, includes the use of pepper spray for injury.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2										Tier 3	Administrative Managed	
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1	1			2	3	4		4	4							
2		1			1-2	1-2	1-3			1-3	1-3					
3												1-3	1-3		1-3	1-3

- **Disciplinary Infraction: PROVIDING FALSE INFORMATION – Student Incivility**

**LEVEL 1 – DEFINITION OF INFRACTION** – Issuing false reports on other students.

**LEVEL 2 – DEFINITION OF INFRACTION** – Issuing false reports to school personnel.

**LEVEL 3 – DEFINITION OF INFRACTION** – Includes but is not limited to issuing false reports on school staff. Examples include but not limited to false reports of ethics violations.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2										Tier 3	Administrative Managed	
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1	1			2	3	2	3	3	3	2	3					
2				1	2	2	2	3	3	2	3					
3													1		1	1

- **Disciplinary Infraction: REPEATED OFFENSES** – Collection of state reportable offenses occurring within a single academic year. Students provided Tier 1-3 interventions with no evidence of progress.

**LEVEL 3 – DEFINITION OF INFRACTION** – Collection of major offenses

	Teacher Managed & Tier 1			Administrator Managed & Tier 2									Tier 3	Administrative Managed		
LEVELS	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
3													1		1	1

- **Disciplinary Infraction: ROBBERY** – The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.)

**LEVEL 2 – DEFINITION OF INFRACTION** – Robbery without the use of a weapon; taking something by force or threat of force.

**LEVEL 3 – DEFINITION OF INFRACTION** – Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.

	Teacher Managed & Tier 1			Administrator Managed & Tier 2									Tier 3	Administrative Managed		
LEVELS	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
2													1	1	1	1
3													1	1		1



- **Disciplinary Infraction: SERIOUS BODILY INJURY** – The term “serious bodily injury” means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of a function of a bodily member, organ or mental capability.

**LEVEL 3 – DEFINITION OF INFRACTION** – Infliction of “bodily harm” that dismembers, disfigures, causes permanent loss of limb or function of an organ and causes substantial risk of death. Includes but not limited to any behavior that dismembers, disfigures, causes permanent loss or function of an organ and causes substantial risk of death.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)
3	1													1	

- **Disciplinary Infraction: SEXUAL BATTERY** –

**LEVEL 3 – DEFINITION OF INFRACTION** – Oral, anal, or vaginal penetration against the person’s will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person’s will or where the victim did not or is incapable of giving consent. Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)
3	1													1	

- **Disciplinary Infraction: SEXUAL HARRASSMENT** – Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature, requests for sexual favors; possession of sexually explicit images, gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

**LEVEL 1 – DEFINITION OF INFRACTION** – Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes.

**LEVEL 2 – DEFINITION OF INFRACTION** – Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes; leering.

**LEVEL 3 – DEFINITION OF INFRACTION** – Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1				1-2	1-2	1-2	1-2	1-2	1-2	1-3	1-3	1-3				
2				1-2	1-2	1-2	1-2	1-2	1-2	1-2	1-2	1		1		
3												1		1	1	

- **Disciplinary Infraction: SEXUAL OFFENSE** – Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

**LEVEL 1 – DEFINITION OF INFRACTION** – Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Examples include but not limited to public groping or inappropriate bodily contact.

**LEVEL 2 – DEFINITION OF INFRACTION** – **Inappropriate sexually based behaviors** including but not limited to sexting, lewd behavior, possession of pornographic materials, simulated sex acts. Examples include but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.

**LEVEL 3 – DEFINITION OF INFRACTION** – Engaging in sexual activities on school grounds or during school activities. Examples include but not limited to oral, anal, or vaginal penetration; pimping; prostitution; indecent exposure of private body parts.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1					1-3	1-2	2-3			1-3	2-3					
2													1		1	1
3													1			1

- **Disciplinary Infraction: TAUNTING – Student Incivility Level 1** – Teasing, taunting, demeaning others, picking, emotional stress (not on a repeated basis)

**LEVEL 1 – DEFINITION OF INFRACTION** – Teasing, taunting, demeaning others, picking, emotional stress (not on a repeated basis)

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1	1			1	1-2	1-3	1-3			1-3	1-3					

- **Disciplinary Infraction: THEFT/LARCENY** – The unlawful taking of property belonging to another person or entity (e.g. school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the treat of physical harm or actual physical harm is involved in robbery.)

**LEVEL 1 – DEFINITION OF INFRACTION** – The unlawful taking of property belonging to another person or entity that does not belong to the student with a value up to **\$100**. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

**LEVEL 2 – DEFINITION OF INFRACTION** – The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between **\$100 to \$200**. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

**LEVEL 3 – DEFINITION OF INFRACTION** – The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding **\$200**. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1						1	2		2	3		1-3	1-3	3	4	4
2							1		2	2		1-3	1-3	3	3	3
3						1			2	1	1	1-3	1-3	2	2	2

- **Disciplinary Infraction: THREAT/INTIMIDATION** – any threat through written or verbal language or act which creates fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

**LEVEL 2 – DEFINITION OF INFRACTION** – Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack. Examples include but not limited to physical, verbal or electronic threats.

**LEVEL 3 – DEFINITION OF INFRACTION** – School-wide physical, verbal, or electronic threats which create fear of harm without displaying a weapon or subjecting victims to physical attack. (Note: Students who display behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student’s education, threatening the educational environment, and/or school staff).

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
2						1	1	1	2	2				2	2	
3													1		1	1

- **Disciplinary Infraction: TOBACCO POSSESSION** – Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to and from school (vapes, e-cigarettes, pipes, etc.).

**LEVEL 1 – DEFINITION OF INFRACTION** – Unintentional possession of tobacco products.

**LEVEL 2 – DEFINITION OF INFRACTION** – Use of or knowledgeable possession of tobacco products.

**LEVEL 3 – DEFINITION OF INFRACTION** – Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school’s policy on tobacco three or more times during the same school year.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1		1				1-2	3		1-2							
2		1				1	2		1-2							
3		1							1-2	1	2		1			

- **Disciplinary Infraction: TRESPASSING** – Entering or remaining on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: the key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

**LEVEL 2 – DEFINITION OF INFRACTION** – Entering or remaining on school grounds without authorization and with no lawful purpose.

**LEVEL 3 – DEFINITION OF INFRACTION** – Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel/ Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
2						1	1			2	2		1-2			
3											1		1-2		1	

- **Disciplinary Infraction: VANDALISM** – The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

**LEVEL 2 – DEFINITION OF INFRACTION** – Participating in the minor destruction, damage or defacement of school property or private without permission.

**LEVEL 3 – DEFINITION OF INFRACTION** – Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
2				1	1	1-2	1-2			2	2	1-2	1-2			
3												1	1		1	1

- **Disciplinary Infraction: WEAPONS/KNIFE** – The possession, use, or intention to use any type of knife.

**LEVEL 1 – DEFINITION OF INFRACTION** – Unintentional possession of a knife or knife-like item without intent to harm or intimidate.

**LEVEL 2 – DEFINITION OF INFRACTION** – Intentional possession of a knife or knife-like item without intent to harm or intimidate.

**LEVEL 3 – DEFINITION OF INFRACTION** – Intentional possession, use or intention to use a knife or knife-like item without intent to harm or intimidate.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
1						1				1						
2													1		1	1
3													1		1	1

- **Disciplinary Infraction: WEAPONS/HANDGUNS**– Possession of a firearm that has a short stock and is designated to be held and fired by the use of a single hand; and any combination of parts from which a firearm describes above and be assembled. (Note: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet guns) [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141].

**LEVEL 3 – DEFINITION OF INFRACTION** – Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
3													1			1

- **Disciplinary Infraction: WEAPONS/OTHER** – The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).

**LEVEL 2 – DEFINITION OF INFRACTION** – **Unintentional** possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

**LEVEL 3 – DEFINITION OF INFRACTION** – **Intentional** possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
2														1		1
3														1		1

- Disciplinary Infraction: WEAPONS/RIFLE** – The term “rifle” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term “shotgun” means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. ) [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141].

**LEVEL 3 – DEFINITION OF INFRACTION** – Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm.

	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed		
LEVELS	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	<b>FBA and BIP</b>	Expulsion beyond the current school semester or year

3													1		1
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- **Disciplinary Infraction: WEAPONS/OTHER FIREARMS** – Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile have an explosive or incendiary charge of more ¼ ounce, explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (Note: this does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141].

**LEVEL 3 – DEFINITION OF INFRACTION** – Intentional or unintentional possession or use of any firearms other than rifles, shotguns, or handguns (Including starter pistols) and any other destructive device, which includes explosives. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon describe above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, or incendiary or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for us in converting any device into a destructive device describe above, and from which a destructive device may be readily assembled. (Note: this does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act – Public Law 107-110, Section 4141].

LEVELS	Teacher Managed & Tier 1			Administrator Managed & Tier 2								Tier 3	Administrative Managed			
	Teacher Managed and/or Consequences	Redo Assignment	Confiscation	Administrative Detention	Saturday School (1-5 days) *If applicable	In-School Suspension (1-5)	In-School Suspension (6-10)	Check-in/Check-out	Behavior Intervention Group	Out of School Suspension (1-5)	Out of School Suspension (6-10)	Restitution	Report to Law Enforcement	FBA and BIP	Long-Term Suspension (more than 10 days)	Expulsion beyond the current school semester or year
3													1			1

**NOTE:**

**The Meriwether County Board of Education, Superintendent, Principals and Administrators or Designee do reserve the right to deviate from the above discipline procedures and the following classification of offenses and punishments. All referrals are cumulative, so any discipline disposition will apply to the level of the offense, followed by the referral number.**



## **Meriwether County School System Complaint Procedures**

### **Grounds for a Complaint:**

Any individual, organization, or agency ("complainant") may file a complaint with the Meriwether County School System (MCSS) if that individual, organization or agency believes and alleges that MCSS is violating a Federal statute or regulation that applies to a program under the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA). The complaint must allege a violation that occurred not more than one (1) year prior to the date the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

### **Federal Programs for Which Complaints Can Be Filed:**

- Title I, Part A - Improving Basic Programs Operated by Local Educational Agencies
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- Title II, Part A - Teacher and Principal Training and Recruiting Fund
- Title II, Part D - Enhancing Education Through Technology
- Title III, Part A - English Language Acquisition, Language Enhancement, and Academic Achievement
- Title IV, Part B - 21<sup>st</sup> Century Community Learning Centers
- Title VI, Part A, Subpart 1: Section 6111: State Assessment Program
- Title VI, Part A, Subpart 1, Section 6112: Enhanced Assessment Instruments Competitive Grant Program
- Title VI, Part B, Subpart 2: Rural and Low-Income Schools
- Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

### **Complaints:**

For complaints originating at the local level, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve the issue through local written complaint procedures.

If the complainant has tried to file a complaint with MCSS to no avail, the complainant must provide the Georgia Department of Education with written proof of their attempt to resolve the issue with MCSS.

For procedures and forms for filing out a complaint, please visit our district website [www.mcsga.org](http://www.mcsga.org).



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

In compliance with the requirements of the elementary and Secondary Education Act the Meriwether County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission's requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact Superintendent Dr. Al Griffin, PO Box 70, Greenville, GA 30222, (706) 441-0601.



### **Parents Bill of Rights**

A parent of a minor child at any school within the district may exercise his or her parental rights using the following procedures:

1. A parent may review records relating to his or her minor child by contacting the office at his or her child's school and requesting the same. A mutually agreeable time for parent record review will be scheduled during regular business hours.
2. A parent may learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the child's classroom, by contacting the instructional leader at the school and requesting the same. Such instructional materials will be made available for parental review during the first two weeks of each grading period, either online or on site upon a parent's request made during the review period.
3. A parent may object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher by contacting the instructional leader at the school.
4. A parent may withdraw his or her minor child from the school's prescribed course of study in sex education if the parent provides a written objection to his or her child's participation. Parents will be notified in advance of the sex education course content and parents will be given the opportunity to opt his or her minor child out of participation by notifying the minor child's teacher in writing.
5. A parent may provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions, by notifying the minor child's school in writing upon the child's enrollment.

\* Pursuant to Georgia Code 20-2-786 (f)



Dear Parents/Guardians,

The journey of learning to read and write stands as one of life's most foundational achievements. Literacy mastery fosters a passion for learning and bolsters proficiency across all subject areas, laying a solid foundation for future success. At Meriwether County Schools, we are dedicated to providing a high-quality curriculum, fostering supportive relationships, and implementing differentiated instruction to ensure that every child realizes their full potential in literacy.

**Senate Bill 48** mandates that local school systems commence screening all students from kindergarten through third grade for characteristics of dyslexia. Dyslexia encompasses a specific set of learning challenges that can impede the acquisition of reading and spelling skills. Individuals with dyslexia often encounter difficulty associating the letters they see on a page with the sounds those letters and combinations of letters represent.

Furthermore, **House Bill 538**, known as the "Georgia Early Literacy Act," underscores the importance of early intervention by requiring local school systems to employ a universal screener to identify students performing below grade level in reading. This bill mandates the adoption of consistent standards for measuring literacy, utilizing high-quality instructional materials, providing teacher training, and implementing intervention plans for students reading below grade-level expectations.

In alignment with these legislative directives, students in grades K-3 will take the I-Ready Diagnostic and other assessments to evaluate their fundamental reading skills. This process aims to assess students' readiness for the current grade level and determine appropriate instructional pathways. Early intervention may be warranted to support students' learning journeys. Our objective is to identify students exhibiting characteristics of dyslexia or other reading difficulties and to furnish them with the requisite support at the earliest juncture to ensure they attain and sustain grade-level proficiency.

Following the results of these screenings, your child may qualify for further assessment of their reading abilities and potential risk for dyslexia. It's imperative to note that these assessments/screenings are not intended or designed to diagnose dyslexia; rather, they aim to pinpoint children experiencing reading difficulties that may necessitate additional support, enabling us to tailor interventions to address each student's specific needs.

If you have any questions or require further information, please do not hesitate to reach out to:  
Daffanee Ledbetter, MTSS Coordinator - 706-441-0601 Ext 1010  
April Underwood, RTI Specialist - 706-441-0601 Ext 1014

Warm regards,

Meriwether County School System Literacy Team



Meriwether County School System  
**Parent/Guardian ~ OPT-IN / OPT-OUT for Technology Use**

**Student Legal Name (please print):** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Internet Access:**

\_\_\_\_ **I DO** give permission for my student to have Internet access at school for instructional purposes.

\_\_\_\_ **I DO NOT** give permission for my student to have Internet access at school for instructional purposes.

\_\_\_\_\_  
**Parent/Legal Guardian's Signature**

\_\_\_\_\_  
**Date**

**Student Photography / Videotaping:**

\_\_\_\_ **I DO** give permission for my student to be photographed/videotaped and photos/videos or voice recordings used for editorial /recognition purposes

\_\_\_\_ **I DO NOT** give permission for my student to be photographed/videotaped and photos/videos or voice recordings used for editorial/recognition purposes.

\_\_\_\_\_  
**Parent/Legal Guardian's Signature**

\_\_\_\_\_  
**Date**



**Student Organization OPT-OUT Form**

Meriwether County School System’s mission is to provide all students with the ability to have many different experiences through our student organizations. Below is a list of the organizations offered in most of our schools. If you do not want your student to participate in any of the organizations listed below, please indicate with an “X.” Sign the form at the bottom and have your student return it to the Guidance Counselor at the assigned school.

Name of Organization	School	Sponsor(s)	OPT OUT
KEY CLUB	MHS	Mr. Craig Logan	
Fellowship of Christian Athletes (FCA)	MHS	TBD	
Future Farmers of America (FFA)	MHS	Dr. Jimmy Black	
Yearbook	MHS	Mr. Zach Kelley	
HOSA- Future Health Professionals	MHS	Mrs. Lynn Arndt	
Morehouse Educational Talent Search	MHS	Ms. Tiffany Kendrick & Dr. Karon Michael	
National Honor Society (NHS)	MHS	Mrs. Kaylee Evans & Ms. Carrie Chambers	
Beta Club	MHS	Ms. Conner Bell	
Student Ambassadors	MHS	Mrs. Jennifer Kite	
Art Club	MHS	Mrs. Holly Corin	
Dungeon and Dragons	MHS	Mr. Zach Kelley	
Gaming Club	MHS	Mr. Zach Kelley	
Rotary Interact	MHS	TBD	
Chorus	MVES	TBD	
Art Club	MVES	Noelle Friend-Schilke	
Hiking Club	MVES	TBD	
Auxiliary Club	MVES	April Underwood / Misty Hancock	
Academic Team	MVES	TBD	
Beta Club	GHS	Shemika Jones	
Academic Team	GHS	TBD	
Distinguished Ladies	GHS	Danita Welch	
Distinguished Gentlemen	GHS	Eric Poythress	

FBLA	GHS	Keith Kempson	
School Council	GHS	Gladys Birts	
Art	GHS	Noelle Friend-Schilke	
Leo Club	GHS	Fonda Campbell	
My Brother's Keeper	GHS	Thaddeus Jackson	
Morehouse Educational Talent Search Program	GHS	TBD	
Academic Team Coach	UES	Tracy Skinner / Shanna Palmer	
Student Council	UES	Tykaunda Colton	
Math Team	UES	Shanna Palmer	
Breakfast Club (Reading)*	UES	Kimberly Boyd	
Patriot News Club	UES	Tara Felts	
Art Club	UES	Cara Fields	
Academic Team	GMS	TBD	
Jr. Beta	GMS	Dr. Shemika Jones	
School Council	GMS	Mrs. Tabatha Barnes	
Morehouse Talent Search	GMS	Ms. Tracy Hardaway	
Academic Team	MMS	Janice Porter	
Jr. Beta	MMS	Janice Porter	
Student Council	MMS	Erica Short	
FBLA	MMS	Shaccora Edmonds	
Morehouse Educational Talent Search Program	MMS	Chaz Cannon	
Rotary Interact	MMS	Jessica Juhan	
Ladies in Blue	MMS	Erica Short	

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Parent/Guardian's Signature

Date



# Meriwether County School-Based TeleHealth



## TeleHealth Services

We would like to remind you of the TeleHealth Services that are available to our students. This is a unique opportunity to bring healthcare to your child while he/she is at school.

The TeleHealth clinics are open Monday-Friday from 8:00 AM to 2 PM and are closed during school holidays. All appointments are done on site at the school. Your child must be at school on the day of the appointment in order to participate in the TeleHealth services.

The process is simple. If your child is seen by the school nurse or counselor and is identified as needing a doctor's appointment, we will then contact you for permission for your child to be seen via the TeleHealth Clinic. You may also request an appointment for your child by contacting the school nurse. Follow-up ADHD/ADD appointments are also available from providers located across the state if your physician is not listed. **Patients do not have to change providers or see their assigned provider with TeleHealth. They can keep their Primary Care Provider and use TeleHealth to connect with other providers like they would for an urgent care or walk-in clinic.**

No student will be treated without parental consent. Except for specialty care appointments, parents do not have to be present for students to receive services; however, parents are welcome to be present. TeleHealth staff will call parents before and after all appointments.

For your child to participate in any Meriwether County School-Based TeleHealth services, you must complete an Enrollment Packet. This packet includes medical insurance coverage information, health history information, and consent forms. For billing purposes, the student's insurance on file will be used for any appointments. Usual and customary charges will apply. The school will not be responsible for any fees incurred during the TeleHealth appointment.

If your child was enrolled in the TeleHealth program during the previous school year, he/she will automatically be enrolled in the TeleHealth Program for the next school year; however, you will be required to complete a "Medical Update Form" to verify correct information on file from the previous year.

***Consults with Specialists are available***

Child's Name \_\_\_\_\_

Teacher \_\_\_\_\_

\_\_\_\_ My child is already enrolled please send me an update form.



# Telehealth Update Packet

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*(For Previous Enrolled Students Only)*  
*Please Complete Pages 75-76*

Please be sure to fill out all information in the packet, signing and dating all required areas. This enrollment update packet is only required to be filled for students that was previously enrolled. If the student is enrolling in Telehealth for the first time, please fill out pages 78-82.

**Meriwether County Health Services**

## MEDICAL UPDATE FORM

*For your child to receive services at from Meriwether County Schools, this consent form must be completed annually.*

Date \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_ Homeroom \_\_\_\_\_ School year \_\_\_\_\_

### **Student Information**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Student Resides With \_\_\_\_\_

### **Guardian's Information**

Name \_\_\_\_\_

Address (If different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Employer \_\_\_\_\_ Work Number/Extension \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Other \_\_\_\_\_

### **Medical Information**

Primary Physician \_\_\_\_\_

Pharmacy \_\_\_\_\_

List Medication Allergies \_\_\_\_\_

List all current Medications/Dosages/Times \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all Medical Problems \_\_\_\_\_

\_\_\_\_\_

List all Previous Surgeries \_\_\_\_\_

### **Insurance Information**

Name of Insurance \_\_\_\_\_ Group # \_\_\_\_\_ Policy # \_\_\_\_\_

**AN UPDATED COPY OF YOUR INSURANCE CARD IS REQUIRED**

**\*\*Form Continued on Next Page\*\***

## TELEHEALTH CONSENT

I hereby voluntarily give my consent for my child listed below to receive telehealth services through Meriwether County Schools for the purpose of healthcare service(s) and/or procedure(s). I authorize any physician or designated health/mental health professional working with Meriwether County Schools

to provide care. I understand that additional consent will be obtained prior to each appointment. I understand that during the telehealth consult, details of my child's medical history, examinations, x-rays, and tests will be discussed with other health professionals through the use of interactive video, audio, and telecommunication technology. I understand that a physical examination may take place. I understand that a non-medical technician may be present in the telemedicine studio to aid in the video transmission. I understand that video, audio and/or photo recordings may be taken of the patient during the procedure(s) or service(s). I understand that all existing laws regarding access to my child's medical records apply to these telehealth consultations. Not all telecommunications are recorded and stored. Additionally, dissemination of any patient identifiable images or information for telemedicine interactions to researchers or other entities shall not occur without my consent. Reasonable and appropriate efforts have been made to eliminate any confidentiality risks associated with the telemedicine consultation, and all existing confidentiality protections under federal and Georgia state law apply to information disclosed during a telemedicine consultation. It is my right to withhold or withdraw consent to the telemedicine consultation at any time without effecting my child's right to future care or treatment or risking the loss or withdrawal of any program benefits to which my child would otherwise be entitled. I agree that any dispute arising from a telemedicine consult will be resolved in Georgia, and that Georgia law shall apply to all disputes. I have been advised and understand all potential risks, benefits, and consequences of telemedicine. My child's healthcare provider has discussed with me the information provided above. I have had the opportunity to ask questions about the information presented in this consent and about the telemedicine consultation. All my questions have been answered, and I understand the written information provided above.

I agree for my child to participate in telemedicine consultations for the procedure(s) and/or service(s) described above.

**Patient Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Telehealth Enrollment Packet

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*(New Students Only)*

*Please Complete All Pages*

Please be sure to fill out all information in the packet, signing and dating all required areas.

This enrollment packet is only required to be filled out once. Each school year, you will receive a short information update form to complete and return. If you wish to withdraw your child from the Telehealth Service, please provide written notice of such request. Thank you for your interest in this program.

**Meriwether County Health Services**

**Meriwether County Schools**

**STUDENT INFORMATION PACKET**

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_ School year: \_\_\_\_\_

**Patient Information**

Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Sex: M / F

Street Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Primary Language: \_\_\_\_\_

Race:

African American/Black Asian Caucasian/White Hispanic/Latino Other \_\_\_\_\_

Student Resides With:

Both Parents Mother Father Stepparent Grandparent(s) Other: \_\_\_\_\_

**Mother's/Guardian's Information**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Number/Ext: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Father's /Guardian's Information**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Number/Ext: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Person to Notify in Case of Emergency (other than parent/guardian)**

Name: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

## TELEHEALTH CONSENT

I hereby voluntarily give my consent for my child listed below to receive telehealth services through Meriwether County School System for the purpose of healthcare service(s) and/or procedure(s). I authorize any physician or designated health/mental health professional working with MCSS to provide care. I understand that additional consent will be obtained prior to each appointment. I understand that during the telehealth consult, details of my child's medical history, examinations, x-rays, and tests will be discussed with other health professionals through the use of interactive video, audio, and telecommunication technology. I understand that a physical examination may take place. I understand that a non-medical technician may be present in the telemedicine studio to aid in the video transmission. I understand that video, audio and/or photo recordings may be taken of the patient during the procedure(s) or service(s). I understand that all existing laws regarding access to my child's medical records apply to these telehealth consultations. Not all telecommunications are recorded and stored. Additionally, dissemination of any patient identifiable images or information for telemedicine interactions to researchers or other entities shall not occur without your consent. Reasonable and appropriate efforts have been made to eliminate any confidentiality risks associated with the telemedicine consultation, and all existing confidentiality protections under federal and Georgia state law apply to information disclosed during a telemedicine consultation. It is my right to withhold or withdraw consent to the telemedicine consultation at any time without affecting my right to future care or treatment or risking the loss or withdrawal of any program benefits to which I would otherwise be entitled. I agree that any dispute arising from a telemedicine consult will be resolved in Georgia, and that Georgia law shall apply to all disputes. I have been advised and understand all potential risks, benefits, and consequences of telemedicine. My healthcare provider has discussed with me the information provided above. I have had the opportunity to ask questions about the information presented in this consent and about the telemedicine consultation. All my questions have been answered, and I understand the written information provided above.

**Patient Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please list any adult(s), other than parents/ guardians, over the age of 18 who has permission to give consent for your child to participate in a telehealth visit if parents/guardians cannot be reached.**

1. Name: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_  
Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Other: \_\_\_\_\_
2. Name: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_  
Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Other: \_\_\_\_\_
3. Name: \_\_\_\_\_ Relationship to Patient: \_\_\_\_\_  
Home Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Other: \_\_\_\_\_

**I hereby voluntarily give my consent for the above listed person(s) to approve a school-based telehealth visit in the event that I cannot be reached. I understand that I may withdraw my consent for any of the above persons at any time by submitting a written statement to the school nurse or telehealth coordinator. I understand that any person(s) listed above will continue to have my consent to approve a telehealth visit until such signed and dated written statement is received.**

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**MEDICAL HISTORY**

**Name of Primary Care Physician** \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Name of Dentist** \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Name of any other Health Care Provider** \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Name of Pharmacy** \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**List Medication Allergies**

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

**List All Medical Problems** (Ex: Asthma, ADD/ADHD, Autism, Hypertension, etc.)

- 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_
- 4) \_\_\_\_\_ 5) \_\_\_\_\_ 6) \_\_\_\_\_

**List all Previous Surgeries**

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

**Current Medication List** (Include dosage and time)

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_
- 5) \_\_\_\_\_ 6) \_\_\_\_\_

**Family History** (Ex: Hypertension, Cancer, etc.)

**Mother** \_\_\_\_\_

**Father** \_\_\_\_\_

Please list any religious/personal beliefs that may affect your care:

\_\_\_\_\_



**PLEASE MARK ALL THAT  
APPLY TO THE PATIENT**

**ENDOCRINE**

- \_\_\_ Swelling under arms or neck
- \_\_\_ Weakness and tiredness
- \_\_\_ Always hungry
- \_\_\_ Increased thirst
- \_\_\_ Increased urination
- \_\_\_ Tends to be too hot
- \_\_\_ Tends to be too cold
- \_\_\_ Frequent fever and chills
- \_\_\_ Night sweats
- \_\_\_ Problems going to sleep
- \_\_\_ Problems waking up after falling asleep

- \_\_\_ Recent weight gain
- \_\_\_ Recent weight loss
- \_\_\_ Diabetes
- \_\_\_ Other \_\_\_\_\_

**INFECTIONS**

- \_\_\_ Chicken pox
- \_\_\_ Hepatitis B
- \_\_\_ Hepatitis C
- \_\_\_ HIV/AIDS
- \_\_\_ Strep Throat
- \_\_\_ Jaundice
- \_\_\_ Other \_\_\_\_\_

**PULMONARY**

- \_\_\_ Chronic snoring
- \_\_\_ Persistent cough
- \_\_\_ Coughing up blood
- \_\_\_ TB (or exposure to)
- \_\_\_ Sleep apnea
- \_\_\_ COPD, emphysema or chronic bronchitis
- \_\_\_ Asthma
- \_\_\_ Other \_\_\_\_\_

**EARS, NOSE & THROAT**

- \_\_\_ Wears glasses or contacts
- \_\_\_ Eye drainage
- \_\_\_ Blurry vision
- \_\_\_ Recent changes in vision
- \_\_\_ Decreased hearing
- \_\_\_ Earache or drainage
- \_\_\_ Ringing in ears
- \_\_\_ Allergies (Seasonal)
- \_\_\_ Sinus problems
- \_\_\_ Frequent nose bleeds
- \_\_\_ Frequent sore throat
- \_\_\_ Tongue/mouth sores

- \_\_\_ Goiter/thyroid problems
- \_\_\_ Neck pain or lumps
- \_\_\_ Any change in voice
- \_\_\_ Dental problems
- \_\_\_ Other \_\_\_\_\_

**HEMATOLOGY**

- \_\_\_ Anemia/low blood count
- \_\_\_ Sickle cell disease
- \_\_\_ Bleeding/bruising easily
- \_\_\_ Cancer (Please list \_\_\_\_\_)
- \_\_\_ Chemo/Radiation exposure
- \_\_\_ Other \_\_\_\_\_

**MUSCULOSKELETAL**

- \_\_\_ Frequent pain in fingers or hands
- \_\_\_ Muscle or joint pain
- \_\_\_ Leg cramps with exercise
- \_\_\_ Leg cramps at night
- \_\_\_ Arthritis
- \_\_\_ Other \_\_\_\_\_

**CARDIOVASCULAR**

- \_\_\_ Chest pain
- \_\_\_ Heart palpitations
- \_\_\_ Dizziness upon standing
- \_\_\_ Swelling in feet/hands
- \_\_\_ High blood pressure
- \_\_\_ High cholesterol
- \_\_\_ Fainting spells
- \_\_\_ Shortness of breath with exercise
- \_\_\_ Heart murmur
- \_\_\_ Other \_\_\_\_\_

**GASTROINTESTINAL**

- \_\_\_ Frequent heartburn
- \_\_\_ Decreased appetite
- \_\_\_ Frequent nausea or vomiting
- \_\_\_ Liver disease
- \_\_\_ Jaundice or hepatitis
- \_\_\_ Difficulty swallowing
- \_\_\_ Stomach pain
- \_\_\_ Recent change in bowel habits
- \_\_\_ Frequent diarrhea

- \_\_\_ Frequent constipation
- \_\_\_ Incontinence
- \_\_\_ Bloody stools
- \_\_\_ Rectal pain
- \_\_\_ Hemorrhoids

- \_\_\_ Rectal fissure
- \_\_\_ Parasites or worms
- \_\_\_ Pancreatitis
- \_\_\_ Other \_\_\_\_\_

**BEHAVIORAL / MENTAL**

- \_\_\_ Nightmares
- \_\_\_ Bedwetting
- \_\_\_ Eating problems
- \_\_\_ Thumb sucking
- \_\_\_ Discipline problems

**NEUROLOGY**

- Frequent headaches
- Migraines
- Seizures
- Stroke or paralysis
- Memory problems
- Meningitis
- Nerve damage to feet/hands
- Other \_\_\_\_\_

**GENITOURINARY**

- Frequent urination
- Burning on urination
- Difficulty starting urination
- Incontinence
- Kidney stones
- Kidney disease
- Other \_\_\_\_\_

- Overactive/hyperactive
- Shyness/social avoidance
- Sleeping problems
- Developmental delays
- Learning disabilities
- Depression
- Anxiety
- Cries often
- Feels sad
- Hear voices
- Anger
- Diagnosed behavioral/mental disorder  
(Please list \_\_\_\_\_)
- Drug Use
- Mental Disorder – explain

Explain any checked above:

---



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**MALE ONLY**

- Weak urine stream
- Prostrate problems
- Lump on testicle
- Sexual difficulty
- STD – Explain below

**FEMALE ONLY**

- Pregnancies (# )
- Miscarriages (# )
- Cesarean Section
- Hysterectomy
- High blood pressure while pregnant
- Gestational diabetes
- Lump in breast
- Menstrual problems
- Sexual difficulty
- STD – Explain below

**OTHERS**

Please explain any other conditions that may not have been listed:

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**ALL MEDICAL HISTORY PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

My signature indicates that all medical history is true and accurate to the best of my knowledge.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**AUTHORIZATION TO BILL INSURANCE**

**Please note that Meriwether County School System is not responsible for billing or for the collection of any associated fees for the services provided. Your insurance will be billed by the physician’s office, and you will be responsible for copays, deductibles, or any other charges not covered by your insurance.**

Patient’s Name \_\_\_\_\_

Patient’s Date of Birth \_\_\_\_\_ Patient’s Social Security Number \_\_\_\_\_

**Primary Insurance Company**

Insurance Company \_\_\_\_\_ Person Insured \_\_\_\_\_

Insured’s Date of Birth \_\_\_\_\_ Insured’s Social Security Number \_\_\_\_\_

Policy or Member Number \_\_\_\_\_ Group Number \_\_\_\_\_

**Secondary Insurance Company** (if applicable)

Insurance Company \_\_\_\_\_ Person Insured \_\_\_\_\_

Insured’s Date of Birth \_\_\_\_\_ Insured’s Social Security Number \_\_\_\_\_

Policy or Member Number \_\_\_\_\_ Group Number \_\_\_\_\_

**Responsible Party**

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Employer \_\_\_\_\_

**A COPY OF YOUR INSURANCE CARD IS REQUIRED**

Information on this form is protected health information (PHI) and is to be treated as confidential under HIPPA rules, privacy & security. All services are charged directly to the patient or the patient’s representative and/or insurance company by the provider. Acknowledgement: I consent to the use of PHI for purposes of treatment, payment and operations. I authorize the entity to use the PHI as needed. I authorize that payment of benefits be made on my behalf directly to the provider. I understand that I am financially responsible for all charges not covered by insurance.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HIPAA AND OUR PATIENTS**

The HIPAA (Health Insurance Portability and Accountability Act) Privacy Rule became law in 1996. The Office for Civil Rights enforces the HIPAA Privacy Rule, which protects the privacy of identifiable health information. This rule essentially controls the use and disclosure of what is known as Protected Health Information. We are required to provide you with the attached notice. We encourage you to read the information concerning our privacy practices. It is your copy to keep.

I acknowledge receipt of the HIPAA Notice of Privacy Practices from Meriwether County Schools.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## NOTICE OF INFORMATION PRACTICES

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This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

### Understand your Health Record/Information

Each time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- ◆ Basis for planning your care and treatment
- ◆ Means of communication among the many health professionals who contribute to your care
- ◆ Legal document describing the care you received
- ◆ Means by which you or a third-party payer can verify that services billed were actually provided
- ◆ A tool in education health professionals
- ◆ A source of data for medical research
- ◆ A source of information for public health officials charged with improving the health of the nation
- ◆ A source of data for facility planning and marketing
- ◆ A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Understand what is in your record and how your health information is used helps you to:

- ◆ Ensure its accuracy
- ◆ Better understand who, what when, where, and why other may access your health information
- ◆ Make more informed decisions when authorizing disclosure to others

### Your Health Information Rights

Although your health record is the physical property of the healthcare practitioner or facility that compiled it the information belongs to you. You have the right to:

- ◆ Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
- ◆ Obtain a paper copy of the notice of information practices upon request
- ◆ Inspect and copy your health record as provided in 45 CF 164.528
- ◆ Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528
- ◆ Request communications of your health information by alternative means or at alternative locations
- ◆ Revoke your authorization to use or disclosed health information except to the extent that action has already been taken.

### Our Responsibilities

This organization is required to:

- ◆ maintain the privacy of your health information
- ◆ Provide you with a notice to our legal duties and privacy practices with respect to information we collect and maintain about you
- ◆ abide by the terms of this notice
- ◆ notify you if we are unable to agree to a requested restriction
- ◆ accommodate reasonable request you may have to communicate health information by alternative means or at alternative locations

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you've supplied us.

We will not use or disclose your health information without your authorization except as described in this notice.

### For More Information or to report a Problem

If you have questions and would like additional information, you may contact the director of health information managed at **367-9841 extension 1530**

If you believe your privacy rights have been violated, you can file a complaint with the director of health information management or with the health and Human Services. There will be no retaliation for filing a complaint.

### Examples of Disclosures for Treatment, Payment and Health Operations

*We will use your health information for treatment.*

**For example: Information** obtained by a nurse, physician, or other member of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectations of the members of your healthcare team. Members of your healthcare team will then record the actions they took and their observations. In that way, the physician will know how you are responding to treatment.

*We will use our health information for payment.*

**For example:** A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

*We will use your health information for regular health operations.*

**For Example: Members** of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record

to assess the outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service to provide.

*Business associates:* There are some services provided in our organization through contracts with business associates. Examples include physician services in the emergency department and radiology, certain laboratory tests, and anesthesiology services. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we've asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriate safeguard your information.

*Patient Satisfaction Survey:* We may disclose minimal information in order to complete patient satisfaction surveys, which are conducted to improve services provided by the system.

*Directory:* Unless you notify us that you object, we will use your name, location in the facility, general condition, and religious affiliation for directory purposes. This information may be provided to members of the clergy and, except for religious affiliation, to other people who ask for you by name.

*Notification:* We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location and general condition.

*Communication with family:* Health professionals, using their best judgement, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

*Research:* We may disclose information to researchers when their research has been approved

by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

*Coroner, medical examiners, and funeral directors:* We may disclose health information for the purpose of identifying a deceased person, determining a cause of death, or duties as authorized by law.

*Appointments:* We may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual.

*Organ procurement organizations:* consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of cadaveric organs, eyes, or tissue for the purpose of facilitating donation and transplantation.

*Marketing:* We may contact you to provide appointment reminders or information about treatment alternative or other health-related benefits and services that may be of interest to you.

*Fund raising:* We may contact you as part of a fund-raising effort.

*Food and Drug Administration (FDA):* We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

*Workers Compensation:* We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

*Public Health:* As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, disability, or recording vital events such as birth or death.

**For example:** Information may be disclosed for use in reports of abuse, neglect, or domestic violence or as required by laws that require the reporting of certain types of wounds or other physical injuries. Furthermore, we may disclose information in compliance with requirements of a valid court order, warrant, subpoena, or summons, as well as in response to a law enforcement official's request for such information for the purpose of identifying or locating a suspect, fugitive, material witness, or missing person or about an individual who is or is suspected to a victim of crime.

*Correctional institution:* Should you be an inmate of a correctional institution; we may disclose to the institution or agents thereof health information necessary for your health and the health and safety of other individuals.

*Law enforcement:* We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

Effective Date: 04 14 03



**Has your school asked for permission to bill Georgia Medicaid for services provided in your child's IEP?**

*Children's Intervention School Services (CISS) is a program of Georgia Medicaid. Its purpose is to provide reimbursement for medically necessary services that are received in schools and provided by a school system for Medicaid-eligible students with an Individualized Education Program (IEP). School systems must obtain written consent from parents of Medicaid-eligible students prior to billing Medicaid. The consent form must be fully explained to the parent. Consent must be obtained at least annually and/or when IEP services are changed. Parents can withdraw consent at any time by informing the school system, in writing, that they no longer wish to allow Medicaid to be billed.*

**Will my child's IEP services be affected if I refuse to give consent?**

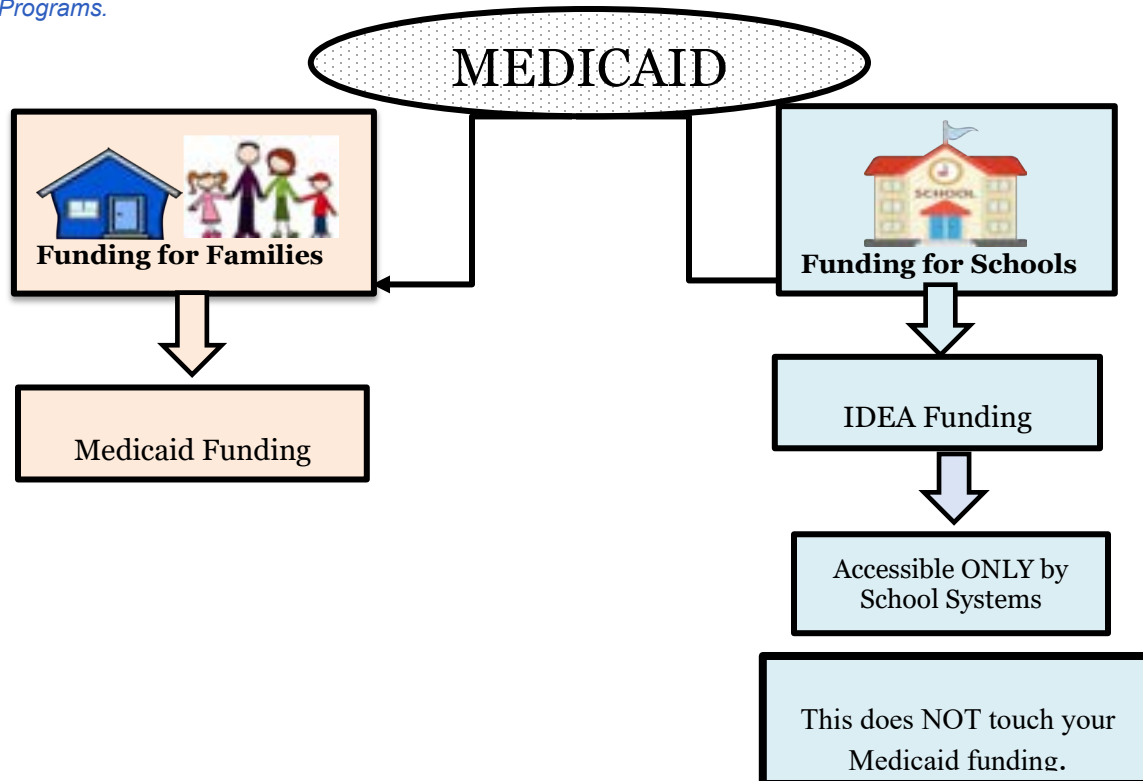
*Schools are required under federal law to provide a free appropriate public education to all children who are eligible to receive services. Special education and related services that are written in an IEP are to be provided at no cost to the parent. The parent's refusal to allow access to Medicaid funds does not relieve the school system of its responsibility to ensure that all IEP services are provided at no cost to the parent.*

**Will giving consent affect outside-of-school, Medicaid covered services my child receives?** *No. The CISS program is separated from the Children Intervention Service Program (CIS). CIS is the program that out-of-school services such as physical, occupational and speech therapy are billed under. As of April 1, 2003, students can receive medical services in both programs without impacting service limitations. (See CISS Manual).*

**My child has private insurance as the primary provider. Will the school bill private insurance thereby affecting service limitations and lifetime caps?**

*No, the school system will only bill Medicaid. Medicaid is the payor of first resort for IEP related health services (603.15/CISS Manual). Liable third party insurers will be pursued for reimbursement by Medicaid. This may affect the service limitations and lifetime caps provided through a private insurer.*

*Parent to Parent of Georgia provides a wide array of services to help parents advocate for their children with disabilities. If you have questions about your child's special education services, call us at 800-229-2038 or visit us at: [www.parenttoparentofga.org](http://www.parenttoparentofga.org)- Parent to Parent of Georgia is the Parent Training and Information Center (PTI) for Georgia, funded by the U.S. Department of Education's Office of Special Education Programs.*



◆ PLEASE PRINT  
ALL FIELDS ◆

MERIWETHER COUNTY SCHOOL SYSTEM  
SPECIAL EDUCATION DEPARTMENT  
PARENTAL/GUARDIAN  
MEDICAID AND OR PEACHCARE CONSENT FORM

STUDENT: \_\_\_\_\_ DOB: \_\_\_\_\_

SSN: \_\_\_\_\_ IEP DATE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DR. NAME (student's physician): \_\_\_\_\_  
DR. PHONE NUMBER: \_\_\_\_\_  
DR. ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

Reimbursement for services does require that your child's physician complete a form. Once you provide the contact information requested on this consent form, a document will be sent to the physician for completion. Your selection and signature gives or denies your permission for the School System to provide pertinent information pertaining to services provided in the student's IEP to their physician as required by Medicaid.

The School System is providing the health-related services to your child in accordance with his/her Individual Education Program or Individual Family Service Plan. Medicaid and/or PeachCare is required to cover some of the cost of certain services.

The School System cannot bill Medicaid/PeachCare without your consent. If you allow the school system to bill Medicaid or PeachCare for the health-related services that your child is receiving in accordance with his/her Individual Education Program or Individual Family Service Plan, check the "Yes" box and sign below.

**YES** I authorize the School System to bill Medicaid and/or PeachCare for the health related services listed in my child's IEP or IFSP.  
 **NO** I do not want Medicaid and/or PeachCare billed for health related services my child is receiving.  
 My child does not currently receive Medicaid, however, if they were in the future, I give The MERIWETHER COUNTY SCHOOL SYSTEM permission to bill for services.

◆ CONSENT TO BILL MEDICAID ◆

During the COVID-19 medical emergency, the school system may utilize Telemedicine/Teletherapy to deliver services to your student for any services/therapies in their IEP/IFSP and you understand the following:

1. During the teletherapy session:
  - a. Details of your therapy and/or services provided will be discussed through the use of interactive video, audio, and telecommunication technology.
  - b. Video, audio and/or photo recordings may be taken of you during the procedure(s) or service(s).
2. Reasonable and appropriate efforts have been made to eliminate any confidentiality risks associated with the teletherapy session, and all existing confidentiality protections under federal and Georgia state law apply to information disclosed during the teletherapy sessions.
3. You have been advised of all the potential risks, consequences and benefits of teletherapy. Your health care practitioner has discussed with you the information provided above. You have had the opportunity to ask questions about the information presented on this form and the teletherapy sessions. All your questions have been answered, and you understand the written information provided above.

**YES** I agree to participate in teletherapy for the purpose of evaluating and/or delivery of my child's services in their IEP or IFSP. *I agree to maintain the privacy of my child's sessions and, in the case of group therapy sessions, the privacy of other students' therapy and information that I may gain during the process.*  
 **NO** I do not agree to participate in teletherapy.

◆ CONSENT FOR TELETHERAPY ◆

Parent/Guardian Name (PLEASE PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

It is my responsibility as a parent to notify the school system's Special Education Department in writing if I ever decide to withdraw this consent allowing the school to seek reimbursement from Medicaid/PeachCare.

**NOTE: As of April 1, 2003, the Children Intervention Services Program (CIS) and the Children Intervention Schools Service Program (CISS) have been separated. Students can receive medical services in both programs without impacting service limitations.**

If you have any questions, please call: TONYA WALLER @ (706) 441-0601

Name \_\_\_\_\_ Grade \_\_\_\_\_



## Meriwether County School System

### Technology/Telecommunication Fair Use Contract/Acceptable Use Policy

Internet access is available to qualifying students and staff. The Meriwether County School System strongly believes in the educational value of our technology resources and recognizes their potential to support our curriculum and student learning by facilitating resources, sharing, innovation, and communication. Users have the responsibility to treat the equipment with respect and to practice internationally accepted telecommunication etiquette and safety precautions.

The Meriwether County School System will make every effort to protect students and staff from objectionable materials through supervision and internet filtering. However, the Internet is constantly changing and students can be extremely inventive. It must be understood by staff, students, and parents that the possibility of exposure to inappropriate material exists but we believe the benefits of the Internet resources far outweigh the risks. Parents should discuss the items below with their students.

Please read the provision of this contract carefully. If any user violates these provisions, Internet privileges will be revoked and the user may be subject to other disciplinary action. We must have the parent and student initials where indicated and the student's signature and, if the student is under 18, the signature of their parent/guardian before we can provide technology device use and Internet access. Staff members need only to print and sign their name at the end of this document.

#### Terms and Conditions

1. **Personal Responsibility.** As a representative of this school, I will accept personal responsibility of inappropriate use of all resources, assist in keeping equipment free of damaging dust, take reasonable precautions against stolen, lost, damage and/or negligence, and I will report any misuse of technology hardware, software, network and Internet resources to a school administrator. I understand I am responsible for the replacement cost of stolen, lost, or damaged equipment as a result of negligence.
2. **ACCEPTABLE USE OF THE INTERNET AND OTHER INFORMATION SERVICES.** Use of resources must be in support of the educational goals and objectives of the Meriwether County School System. Misuse may come in many forms and is commonly viewed as any message(s) sent or received that indicate or suggest:
  - a. Inappropriate language, racism, sexism, pornography
  - b. Unethical or illegal activities of any kind
  - c. Commercial, purchasing, or for-profit activities.
  - d. Transmission of copyrighted, trade secret, threatening, and/or obscene material, etc.
  - e. I understand that I am not permitted (unless informed otherwise) to install any software and the only software permitted on the device or equipment is that which is pre-loaded by the MCSS technology Department and software/applications which has been permitted to be added by staff. If I have a need for additional software/applications, I will contact the MCSS Technology Department.
3. **INTERNET GUIDELINES.** Remember that you are a representative of your school, state, and country on a worldwide network! You may be alone at the computer or technology device, but anything you input may be read by millions of technology devices anywhere on the planet. You are expected to abide by generally accepted guidelines which include, but are not limited to, the following:
  - a. Be a receiver of information long before you become a sender of information. Out of the millions of people using the Internet, a few just might know more about a subject than you do. The freedom of exchange of opinions is a primary objective of the Internet, but read the opinions of others before you give your own.
  - b. Do not type messages in all capital letters. This is considered "Shouting" in telecommunication. Remember that humor and satire are often misinterpreted through the visual and auditory clues of face to face communication. Use "emotions" to convey your meaning: :-> <:- (read sideways). You will see many more.



- c. Use your best grammar and spelling in messages so that your ideas are evaluated on their content rather than on their manner of presentation but be forgiving of the errors of others.
- d. When you find a particularly interesting site on the Internet, tell your media specialist and/or teacher.  
I have read and understand this provision. S. Initials \_\_\_ P Initials \_\_\_
4. **PRIVACY.** NEVER give your name, home address, phone number or any other personal information on the Internet or any other information service!!! Never give out this type of information for any other person. NEVER use or share anyone else's name, password, or account.  
I have read and understand this provision. S. Initials \_\_\_ P Initials \_\_\_
5. **SECURITY.** On all networks, security is of the highest priority. If you identify a security problem, notify a school administrator immediately. Never demonstrate a security flaw to other users.  
I have read and understand this provision. S. Initials \_\_\_ P Initials \_\_\_
6. **VANDALISM.** Causing damage to any equipment or the data of another person or agency, including uploading or creating a computer virus, will result in the loss of technology privileges, disciplinary action, and/or legal referral.  
I have read and understand this provision. S. Initials \_\_\_ P Initials \_\_\_
7. **DISCLAIMER.** The Meriwether County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Meriwether County School System will not be responsible for any damages suffered while using this system. These damages include loss of data, mis-deliveries, service interruptions, and /or exposure to offensive material. The Meriwether County School System specifically denies any responsibility for the accuracy of information obtained through these services.  
I have read and understand this provision. S. Initials \_\_\_ P Initials \_\_\_
8. **REVOCAION OF TECHNOLOGY PRIVELEDGES.** For the first offense, revocation of technology privileges lasts for the remainder of the current school year. At the beginning of the next school year, a new Technology/Telecommunication Fair Use Contract/Acceptable Use Policy must be signed by student and parent/guardian. After the second offense, the revocation of privileges may last for the remainder of the time that the student is at that school level-elementary, middle grades, high school.  
I have read and understand this provision. S. Initials \_\_\_ P Initials \_\_\_

*I understand and will abide by the provisions and conditions of this contract. I understand that any violations may result in disciplinary and /or legal actions. I also agree to immediately report any misuse of technology resources to a school administrator.*

**Print Name (Print)** \_\_\_\_\_  
**Signature of User** \_\_\_\_\_ **Date** \_\_\_\_\_

*Students under age eighteen must have the signature of the parent/guardian below. This signature is valid as long as or whenever this student is enrolled in the Meriwether County School System unless revoked in writing by the parent/guardian. As the parent/guardian of this student, I have read this contract and understand that the Meriwether County School System is providing advanced technology resources and INTERNET information services for educational purposes. I understand that reasonable precautions will be taken but the complete prevention of exposure of offensive materials may not be possible. I will not hold the Meriwether County School System responsible for materials acquired on the Internet.*

**Parent/Guardian (Print)** \_\_\_\_\_  
**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_



**After reviewing and discussing the information in this handbook with your child, please take a moment to complete the form below and return it to school.**

I have received a copy of the student handbook. My Parent(s)/Guardian(s) and I have taken the opportunity to review, discuss, and understand the information in the student handbook.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**Please note:** *Signing this form serves as acknowledgement it is the parent's responsibility to review the Student Handbook with his or her child. Parents, further acknowledge, they can request a hard copy in the front office of their child's school or the handbook can be accessed on the Meriwether County Schools website ([mcsga.org](http://mcsga.org)).*