

2023-2024



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# LETTER FROM SUPERINTENDENT

Dear Students, Parents, and Guardians,

Welcome back for another exciting school year! As the newly appointed Superintendent of Gordon County Schools, it is with great pleasure that I extend my warmest greetings to each and every one of you. I am honored and excited to serve our community in this capacity, and I am committed to working collaboratively with you to ensure a positive and successful educational journey for our students.

First and foremost, I would like to express my gratitude for the trust you have placed in me to lead this school system. I am confident that together, we can build upon the outstanding achievements of the past and strive for even greater accomplishments in the future. Our shared goal is to create an educational environment that promotes the growth of all our students, individual empowerment, and the transformation of public education resulting in graduates ready for college, career, and life.

I firmly believe that education is a collaborative endeavor that involves the entire community. Parents and guardians play a crucial role in shaping the educational experience of their children, and I invite you to actively participate in our school community. I encourage you to engage with our teachers, administrators, and staff, as we value your input and believe that together, we can create the best possible learning opportunities for our students.

To our dedicated educators and staff, thank you for your unwavering commitment to the success of our students. Your passion, expertise, and dedication are invaluable assets to our district, and I am eager to continue working alongside you to provide exceptional educational experiences. I am committed to investing in you, supporting you in your professional growth and ensuring that you have the necessary resources, opportunities and support to excel in your roles.

As we embrace the challenges and opportunities that lie ahead, I want to assure you that open communication and transparency will be the cornerstones of my leadership. I am committed to actively listening to your concerns, ideas, and suggestions, and I will work diligently to keep you informed about important decisions, policies, and initiatives. Together, we will foster a culture of collaboration, respect, and continuous improvement.

I am genuinely excited about the journey we are embarking on together and the positive impact we can make on the lives of our students. As we begin this new school year, let us approach it with enthusiasm, determination, and a shared commitment to excellence.

Wishing you all a fantastic school year filled with joy, growth, and achievement!

Sincerely,

Alice Mashburn  
Superintendent

# OUR VISION

Gordon County Schools is a unified school system with strong community partnerships committed to the growth of all students individual empowerment, and the transformation of public education resulting in graduates ready for college, career, and life.

# OUR DAILY MISSION

Our mission is to build a collaborative culture that engages all students and staff in learning experiences leading to growth, empowerment, and transformation.

# OUR COLLECTIVE COMMITMENTS

- We are committed to providing a quality education to all students as individuals recognizing students learn in multiple ways and define success differently.
- We are committed to providing a safe, nurturing, and well-maintained learning environment.
- We are committed to hiring, developing, and supporting high quality, effective staff.
- We are committed to increased student success through continuous collaboration of faculty, staff, students, parents, and our community and by leveraging the expertise and talents of our staff.
- We are committed to effective, ongoing internal and external communication to build positive relationships with all stakeholders and address individual student progress.



**DAILY SCHOOL SCHEDULES**

- Elementary School: 7:35 am to 2:20 pm
- Middle School: 8:30 am to 3:25 pm
- High School: 8:30 am to 3:25 pm

**INFECTIOUS DISEASES**

We are no longer in a state of emergency for the pandemic; however, we stand ready to respond should our community health situation necessitate a change. When/if we identify the need to strengthen our health protocols at any school, we may:

- Reinstate additional safety measures
- Increase communication efforts (class and schoolwide notifications)
- Resume traditional mandated quarantine procedures for all close contacts (if required)

The continuation of regular, in-person school operations will be determined based on local health data and information which will be continuously monitored.

If school or community spread of illness warrants a change of school schedule, we will implement the options outlined and utilized during the 2023-24 school year.

Options for alternative school operations include:

- Normal operations at Elementary School with possible temporary classroom closures.
- A hybrid schedule may be implemented at individual or all Middle and High Schools.
- Based on first letter of last name, students attend in-person two days a week and virtually the rest of the week. Schools will send detailed information if needed.
- This could be temporary or long term.
- Total At Home Learning (virtual/online) may be implemented at all levels at any time based on the severity of illness in our area.

**ACCESSING THE STUDENT/PARENT HANDBOOK**

With eleven campuses - six elementary, two middle, two high schools, Gateway Virtual Learning Academy, and the College and Career Academy - Gordon County Schools is a unified school system with strong community partnerships committed to the growth of all students, individual empowerment, and the transformation of public education resulting in graduates ready for college, career, and life. The Gordon County Board of Education is pleased to provide this information for our students and parents. Every effort has been made to ensure that the following information is correct at the time of printing. The on-line student/parent handbook as well as the policies & procedures information supersede any paper version and can be found at [www.gcbce.org](http://www.gcbce.org).

**GENERAL NOTICES****STATEMENT OF NON-DISCRIMINATION**

It is the policy of the Gordon County Board of Education not to discriminate on the basis of age, race, color, national origin, religion, sex, or disability in educational programs, activities, or employment. If you believe you have been discriminated against in the child feeding programs, write immediately to the Secretary of Agriculture, Washington, DC 20250.

**PARENT'S RIGHT TO KNOW**

In compliance with the requirements of the Every Student Succeeds Act, parents may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

Whether the student's teacher—

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

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the principal at your child's school. Contact information is provided in the school directory of this handbook.

**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:

- A parent may review records relating to his or her minor child by contacting the office at his or her child's school. A mutually agreeable time for parent record review that will be scheduled during regular business hours.
- 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 ILT (instructional lead teacher) who will contact the county designee as a point of information. 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.
- 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 principal or the building level leader.

- 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.
- 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 GeorgiaCode 20-2-786 (f)*

Find more information about Parent's Bill of Rights at [www.gcbe.org/parentsbillofrights](http://www.gcbe.org/parentsbillofrights)

## **TITLE I**

Title I, Part A is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts to improve teaching and learning for students. Title I, Part A programs must be based on effective means of improving student achievement and include strategies to support parental involvement.

Belwood Elementary, Fairmount Elementary, Red Bud Elementary, Sonoraville Elementary, Tolbert Elementary, W.L. Swain Elementary, Ashworth Middle and Red Bud Middle are Title I Schoolwide Schools.

A Title I Schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title I school. The primary goal is to ensure that all students, particularly those who are low achieving, demonstrate proficient and advanced levels of achievement on state academic standards.

## **TITLE IX, PART A – MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN AND YOUTH**

The McKinney-Vento Education for Homeless Children and Youth program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.

Homeless children and youth must have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment.

States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.

### **Definition**

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including children who are:

- Sharing the housing of other persons due to loss of housing or economic hardship;
- Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Are abandoned in hospitals;
- Living in public or private places not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
- Migratory children living in conditions described in the previous examples; and
- Unaccompanied youth who are not in the physical custody of a parent or guardian.

### **Resolution of Disputes**

If a dispute arises over school selection or enrollment, the child/youth must be immediately provisionally enrolled in the school in which he/she is seeking enrollment, pending resolution of the dispute. In the event of a dispute, a dispute form is given to the parent of the HCY and the dispute form is reviewed by the superintendent or designee. Parents of HCY are notified within 10 days with a written decision of the dispute. If the dispute cannot be resolved locally, the parent may request a review of the dispute by the Georgia Department of Education HCY liaison. If the matter is not resolved in a timely manner the State Board of Education will review, hear and rule on grievances surrounding the dispute. The parent/guardian must be provided with a written explanation of the school's decision on the dispute, including the right to appeal. All complaints must be resolved within 60 days unless given a written extension. The decision of the State Board shall be final.

### **Federal Programs' Complaint Procedures Under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA).**

**A. Grounds for a Complaint**

Any individual, organization, or agency ("complainant") may file a complaint with the Gordon County School System if that individual, organization, or agency believes and alleges that the school system is violating a federal statute or regulation that applies to a program under Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA). 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.

**B. Federal Programs for Which Complaints Can Be Filed**

Title I, Part A; Title I, Part A – SIG 1003(a) and 1003(g); Title I, Part C; Title I, Part D; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; Title IX, Part A; Equitable Services; and Emergency Relief Funds CARES Act, CRRSA Act, and ARP Act.

**C. Complaints Originating at the Local Level**

As part of its Assurances within the ESEA program grant applications and pursuant to Section 9306 within the Title I, Part A of the Elementary and Secondary Education Act of 1965 (ESEA), an LEA accepting federal funds must have local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, a complaint should not be filed with the Georgia Department of Education until every effort has been made to resolve through local written complaint procedures. If the complainant has tried to file a complaint with the Gordon County School System to no avail, the complainant must provide the Georgia Department of Education written proof of their attempt to migrate the issue with the Gordon County School System.

**D. Filing a Complaint**

A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- a statement that the Gordon County School System has violated a requirement of a Federal statute or regulation that applies to an applicable program;
- the date on which the violation occurred;
- the facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
- a list of the names and telephone numbers of individuals who can provide additional information;
- whether a complaint has been filed with any other government agency, and if so, which agency;
- copies of all applicable documents supporting the complainant's position; and;
- the address of the complainant.

**E. The complaint must be addressed to:**

Gordon County Schools,  
Director of Federal Programs  
3700 Fairmount HWY SE  
Calhoun, GA 30701.

Once the complaint is received by the Director Federal Programs, it will be copied and forwarded to the Superintendent's office as documentation of complaint being received and investigated.

**F. Title IX complaint must be addressed to:**

Gordon County Schools  
Title IX Coordinator for Students  
ATTN: Mr. Michael Evelti ([mevelti@gcbe.org](mailto:mevelti@gcbe.org))  
3700 Fairmount HWY SE  
Calhoun GA 30701  
706-629-7366 extension 8124

Gordon County Schools  
Title IX Coordinator for Staff  
ATTN: Mr. Allen Bowen ([abowen@gcbe.org](mailto:abowen@gcbe.org))  
3700 Fairmount HWY SE  
Calhoun GA 30701

**G. Investigation of Complaint**

Within ten (10) days of receipt of the complaint, the Gordon County School System will issue a Letter of Acknowledgement to the complainant that contains the following information:

- the date the Gordon County School System received the complaint.
- how the complainant may provide additional information;
- a statement of the ways in which the Gordon County School System may investigate or address the complaint; and
- any other pertinent information.

If additional information or an investigation is necessary, school system will have sixty (60) days from receipt of the information to complete the investigation and issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, a timeline for corrective action will be included. The sixty (60) day timeline may be extended if exceptional circumstances occur. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

**H. Right of Appeal**

If an individual, organization, or agency is aggrieved by the final decision of the Gordon County School System, that individual, organization, or agency has the right to request review of the decision by the Georgia Department of Education. For complaints filed pursuant to Section 9503 (20 U.S.C. 7883, complaint process for participation of private school children), a complainant may appeal to the Georgia Department of Education no later than thirty (30) days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the Gordon County School System's decision and include a complete statement of the reasons supporting the appeal.



***I. The complaint appeal must be addressed to:***

Georgia Department of Education,  
Federal Programs Director  
205 Jesse Hill Jr. Drive SE  
1854 Twin Tower East  
Atlanta, Georgia 30334

**TECHNOLOGY**

Gordon County Schools (GCS) believes that the integration of technology in classrooms enhances the quality and delivery of education and is an important part of preparing children for life in the 21st century. The GCS community of technology users must understand that the Internet is a global, fluid community that is largely unregulated. While it is an extremely valuable educational tool, there are sections that are not commensurate with community, school, or family standards. GCS believes that the Internet's advantages far outweigh its disadvantages and will provide an Internet filtering device which shall be used to block or filter access to inappropriate information and material on the Internet, in electronic mail, or other forms of electronic communications. It should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. Additionally, GCS considers access to the Internet and technology resources a privilege-not a right. Therefore, users violating the GCS Internet Acceptable Use Guidelines may be subject to revocation of these privileges, potential disciplinary action, and possible referral to any appropriate authority, including law enforcement. Users should have no expectation of privacy regarding their use of GCS technology, and the superintendent or designee may record or monitor User's use of GCS technology.

**INTERNET ACCEPTABLE USE**

Students must adhere to and support all Internet and technology guidelines issued by Gordon County Schools. School technology cannot be used for other than school related purposes. Students who violate GCS guidelines, rules, or regulations governing the use of technology and network resources may have their network privileges suspended or revoked and will be subject to GCS Administrative Rules in the Student Code of Conduct.

Ethical use of GCS technology prohibits the following activities by all users:

- Accessing, sending, creating, distributing, displaying, or posting material or communication that is: damaging; abusive; obscene, lewd, profane, offensive, indecent, sexually explicit, or pornographic; threatening or demeaning to another person; advocates illegal or dangerous acts; advocates violence; causes disruption to Gordon County Schools, its employees or students; contains knowingly false, recklessly false, or defamatory information; is otherwise harmful to minors as defined by CIPA; or contrary to the Gordon County Schools' rules on harassment and/or bullying
- Posting anonymously or forging electronic communications
- Using the network for financial gain, advertising, engaging in any other selling activities in support of non-school related fundraising or private business enterprises or political lobbying to include student elections
- Engaging in any activity that wastes, monopolizes, or compromises GCS technology or other resources
- Illegal activity, including but not limited to copying or downloading copyrighted software, music or images, or violations of copyright laws
- Using the GCS network for downloading music or video files or any other files that are not for an educational purpose or a teacher-directed assignment
- Copying computer programs, software, or other technology provided by GCS for personal use
- Using non-educational Internet games, whether individual or multi-user
- Participating in any online communication that is not for educational purposes and/or not specifically assigned by a teacher
- Using voice over IP, internet telephony, video and/or audio communication devices without teacher supervision
- Using GCS technology resources to gain unauthorized access to GCS technology resources or another computer system by destroying, altering, or otherwise modifying technology whether on or off school property (e.g., "hacking")
- Attempting to or disrupting GCS technology resources by destroying, altering, or otherwise modifying technology, including but not limited to, files, data, passwords, creating or spreading computer viruses, worms, or Trojan horses; engaging in DOS attacks; or participating in other disruptive activities
- Searching for security problems as such action may be considered an unauthorized attempt to gain access to school technology resources
- Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data
- Attempting/threatening to damage, destroy, vandalize, or steal private/school property while using school technology resources
- Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies
- Using or attempting to use the password or account of another person, utilizing a computer while logged on under another user's account, or any attempt to gain unauthorized access to accounts on the network
- Use of teacher-issued devices by students
- Connecting to or installing any personal technology computing device or software without prior approval of GCS Technology Services



- Disclosing or failing to secure account password(s)
- Leaving an unsecured workstation without logging out of the network to include all computers, laptops and/or mobile devices
- Exploring the configuration of the computer operating system or network, running programs not approved for use, or attempting to do anything not specifically authorized by GCS Technology personnel, rules, or regulations
- Executing or installing software or applications not approved by the GCS Technology Services
- Failing to notify appropriate GCS Technology Services personnel of potential security incidents

## **PERSONALLY OWNED STUDENT DEVICES**

When any student or staff member connects to the GCS Networks, all network traffic is monitored and subject to GCS Internet Acceptable Use Guidelines, and could be subject to disciplinary action. Gordon County Schools is not responsible for loss or damages to personally owned student or staff devices.

## **MICROSOFT 365**

Microsoft 365 is a service that gives all Gordon County students several benefits, including an e-mail account in Microsoft Outlook and online access to productivity tools used in instruction such as Microsoft Word, PowerPoint, OneNote, and Excel. Gordon County Schools provides all students with a Microsoft 365 account. Students also receive 1 terabyte (TB) of cloud storage with OneDrive that gives them "anywhere access" to their files and documents. Students have the option to install selected Microsoft apps on their iPads. Student e-mail accounts are protected and are prohibited from sending and receiving e-mail outside Gordon County Schools with the exception of certifications, dual enrollment accounts, and other classroom related services.

Parents and guardians may choose to opt out of Microsoft 365 access for their child by signing and returning the Microsoft 365 Opt-Out form to their local school principal. A signed opt-out form will remain valid until a parent or guardian provides a updated written request for their child's access to Microsoft 365 to the school principal.

## **TECHNOLOGY CONSENT**

As part of any classroom in Gordon County Schools your child will be using a variety of online applications as a support for their educational experience. GCS believes, when used as a supplement by high-quality teachers, online applications enhance student learning and engagement. For students to use these tools, certain personal information must be provided to the application. Under the Children's Online Privacy Protection Act (COPPA), these applications must provide notification and obtain consent before collecting personal information from children under the age of 13. Gordon County Schools is providing you with this notice that our staff can provide consent to allow an account to be created for your child, and to allow information about your child to be shared with certain software, application ("app"), or online providers.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and GCS Technology Services. Many of these applications are commonly used in education today, but new applications are created every day.

Common online application tools that your child may encounter and use include, but are not limited to (almost all of which require an e-mail account to use):

- **Networks:** A networking site is a place where teachers and students can communicate, collaborate, and share content. Examples include e-mail and cloud file storage and sharing.
- **Blogs:** A blog is a website where student work can be published online.
- **Podcasts:** A podcast is a digital audio file that is distributed over the Internet for playback.
- **Videos:** A video is a recording displaying moving images and audio. Digital video files can incorporate photos, voiceovers, and music.
- **Social Bookmarking:** Social Bookmarking is a way for Internet users to save, classify, and share websites.

As these applications are instrumental in the development of the curriculum, we are asking that you and your child review the student and parent information below. If you wish for your child NOT to participate in online activities, you must notify your child's school principal in writing. If you indicate that you do not give your child permission to use these Web application and technology tools, an alternative assignment will be provided. If you consent to your child's use of these tools, no further action is required.

### **Student Information**

- Students are responsible for good behavior/character online just as in our school building.
- Students are not permitted to use obscene, profane, threatening, or disrespectful language.
- Students should notify the teacher of anything inappropriate. Bullying will not be tolerated.
- Copyright infringement occurs when an individual reproduces a work that is protected by a copyright without permission from the creator. If the user is unsure whether they can use the material, they should request permission from the copyright owner.

All use of online applications must be in accordance with the Internet Acceptable Use Guidelines of Gordon County Schools

### **Parent Information**

These are the laws and policies that help to protect our students online:

**Children's Internet Protection Act (CIPA):** The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained within inappropriate sites will be blocked. More information on CIPA may be found here:

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

**Children's Online Privacy Protection Act (COPPA):**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13 years of age. No personal student information is collected for commercial purposes. More information on COPPA may be found here: <https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions>

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

FERPA protects the privacy of student directory education records and gives parents the right to review records. Under FERPA, schools may disclose information in certain circumstances. More information regarding FERPA may be found here:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

**Objection Procedure**

If, after reading the information provided regarding the use of Web tools and applications in your child's school, you do not consent to your child's use of Web application and tools, please notify the principal of the school in writing by September 22, 2023, or within 10 days of enrollment.

**STUDENT IPAD GUIDELINES**

All Gordon County Schools (GCS) students in Grades K-5 will be issued individual iPads with a case, and these devices will remain at school for use in the classroom. All GCS students in Grades 6-12 will be issued individual iPads with a case, USB-C charging block, and USB-C cable. These students will be allowed to take their iPads home and will assume full responsibility for the use and care of the device and its accessories, both on and off campus and while using school transportation.

**STUDENT PERSONAL RESPONSIBILITY FOR IPAD**

- iPad must always be kept in the school-issued case.
- iPad may only be used by the student to whom it is assigned. Students must not lend the assigned iPad to other students and must not borrow an iPad from another student. Students should never use iPads issued to teachers or other school staff.
- Students must use only their assigned school Apple ID on the iPad.
- Students should keep iPad on a flat, stable surface when in use.
- iPads must be carried appropriately, making sure the case is closed and carefully carried in two hands or securely stored.
- Students must maintain possession of the iPad and refrain from leaving the device unattended at any time unless it is secured in a locked classroom or on a charging cart/station.
- Students in Grades 6-12 should bring fully charged iPad to school each day.

- Students in Grades 6-12 must transport iPad appropriately off campus. If carrying iPad in bookbag or backpack, students should use caution and avoid throwing the bag or piling items on top of it.
- Students are entirely responsible for backing up their own data and files. Lost or damaged data and files are not the responsibility of GCS.
- Students must accept accountability for negligent behavior that results in damages.

**REPLACEMENT COSTS FOR MISSING OR DAMAGED ITEMS****Damaged iPad**

Any time an iPad is damaged, a report must be made by the student to school administration. If the damage is found to be intentional or caused by misuse, then the student may be responsible for the cost of repairs up to the total amount of replacing the device and any peripheral equipment. School administration must make a damage report to Technology Services, and Technology Services will provide an assessment of repair costs.

**Lost or Stolen iPad**

A lost or stolen iPad must be reported to school personnel as soon as possible after the loss. If an iPad is stolen, a police report must be filed by the student and/or family and submitted to the local school within 5 days of the device missing. Upon receiving a report of a lost or stolen iPad, local school personnel will immediately make a report to Technology Services who will use mobile management to locate, disable, and lock the iPad.

**Catastrophic Damage**

If an iPad is subject to non-intentional, severe damage such a fire, flood, natural disaster, power surge, accident, or due to theft, a report must be made by the student to local school officials and Technology Services as soon as possible. These reports will be evaluated on a case-by-case basis by local school administration and Technology Services to determine whether the iPad and all peripheral equipment qualifies for replacement under the vendor warranty care program.

**iPad Case**

iPad cases and keyboards are under a limited manufacturer warranty- only for manufacturer defects- for three school years. Accidental or malicious damage at any time will result in an assessment of the iPad case's full current replacement cost.

**iPad USB-C Charging Blocks and USB-C Cables**

Lost and damaged iPad USB-C charging blocks and USB-C cables are the responsibility of the student. Certified Apple replacement iPad charging blocks and cables will be available for purchase at the local school at current cost.

**STUDENT WITHDRAWALS**

When a student in grades 6-12 withdraws from Gordon County Schools, he or she will surrender the iPad, iPad case, USB-C charging block, and USB-C cable to the front office at the local school. If the iPad and/or peripheral equipment is not returned, GCS will contact law enforcement for assistance in recovery.

**IPAD USAGE GUIDELINES****RESPECT (SELF, PROPERTY, OTHERS)**

- The iPad is school property. Do not remove the inventory tag and barcode.
- Keep iPad screen clean with a soft, clean cloth.
- Keep iPad free of any decorative items. The iPad and/or case is not to be written on, have stickers applied to them, or to be defaced in any way. Nothing should be inserted in the case window. Keep iPad from being exposed to extreme temperatures.
- Keep iPad away from water and/or wet surfaces.
- Keep iPad away from food and beverages. iPads may not be used in cafeterias during meals.
- iPads may not be taken or stored outside during recess.
- The airdrop feature should not be used, unless requested by a teacher or other staff member.
- Use the camera feature only when instructed to do so by school staff and obtain permission before taking photos/videos of others.
- Camera use in restrooms and locker rooms is strictly prohibited.
- Do not access or store inappropriate images/videos on the iPad. Use of inappropriate pictures on the iPad will result in disciplinary actions per GCS Student Code of Conduct, and law enforcement agencies will be notified should such action be warranted.
- Do not load social media, texting, and/or gaming apps on the iPad.
- Sound must always be muted, or student should use ear buds/headphones provided by the school/student unless allowed by the teacher for instructional purposes.
- The sharing of music (including music sharing services) over the school network is strictly prohibited and is subject to appropriate consequences.
- Watching movies and videos is not permitted on campus unless assigned by a teacher.
- The viewing and/or playing of electronic games is not permitted during the school day except as part of an assigned, in-class activity. No games that are "played" over the school network are allowed.
- Students and/or family members should not attempt to repair or modify the school-issued iPad. It should not be taken to any repair service. GCS Technology Services must complete all repairs.
- Students are not allowed to create any administrative passwords on any school-issued device.
- Keep personal information about yourself and others off the iPad. This includes personal Apple IDs, photos, and videos.

**INDIVIDUAL READINESS**

- The school reserves the right to remove any game/app from a school iPad that is considered inappropriate or impedes the educational purpose.
- Organize and back up files on your iPad regularly to your school assigned iCloud or OneDrive account.
- GCS will provide all required school-purchased apps. Individual teachers may require additional apps, which will be provided by Technology Services.

**EFFECTIVE BEHAVIORS**

- For students in Grades 6-12, adding wireless networks on the iPad is allowed to have Wi-Fi access outside of school.
- iPad must be surrendered respectfully at any GCS staff member's request to ensure required apps are present, no inappropriate content has been added, and no settings altered.
- The iPad and any assigned peripheral equipment will be turned in at the end of each school year.
- Do not bypass the filtering system. This includes any VPN apps or websites that can be used in any way to bypass the filter to unlock/unblock websites and apps. Students with hotspots should utilize hotspots for school-related activities only.

**TELEPHONE CONSUMER PROTECTION ACT (TCPA)**

In accordance with the Telephone Consumer Protection Act, schools may make robocalls or send automated texts to student family wireless phones regarding the health and safety of students and faculty, including unexcused absences, weather closures, and incidents of threats or imminent danger to the school, pursuant to the "emergency purpose" exception to the TCPA's consent requirement. Schools may also make robocalls when a parent, guardian, or student provides his or her wireless number as a contact and the call closely relates to the educational mission of the school or to official school activities.

By providing a wireless number for student information, individuals are providing consent to receiving these calls. Families who wish to opt out of non-emergency calls may do so following the prompts of the automated calling system. To remove a number from the student information system to avoid receiving any calls, even those designated emergency, individuals should contact the Gordon County Schools' Central Office at 706-629-7366.

**GORDON COUNTY SCHOOLS TEST SECURITY**

Gordon County Schools understands the importance of having a high-quality student testing program. Each School Test Coordinator provides regular training for school test examiners according to the system procedures and the Georgia Department of Education regulations. When not in use for testing, all testing materials are stored in a secured, locked room and only school administrators have keyed access. Principals and School Test Coordinators carefully monitor all state testing to ensure procedures are followed.

All testing procedures are designed to be consistent with guidance provided in the Georgia Department of Education Student Assessment Handbook and in strict adherence to the Code of Ethics for Educators established by the Georgia Professional Standards Commission.

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) FOR ELEMENTARY & SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

### **Directory Information**

The Gordon County School District has designated the following information as directory information:

- Student's name, address and telephone number;
- Student's participation in official school clubs and sports;
- Dates of attendance at the School System schools;
- Student's date and place of birth;
- Weight & height of student if he/she is a member of an athletic team; and
- Awards received during the time enrolled in GCSS.

### **NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h affords parents certain rights regarding our conducting surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - Political affiliations or beliefs of the student or student's parent;
  - Mental or psychological problems of the student or student's family;
  - Sex behavior or attitudes;
  - Illegal, anti-social, self-incriminating, or demeaning behavior;
  - Critical appraisals of others with whom respondents have close family relationships;
  - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - Religious practices, affiliations, or beliefs of the student or parents; or
  - Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity to opt a student out of:
  - Any other protected information survey, regardless of funding;

- o Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- o Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
  - o Protected information surveys of students;
  - o Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - o Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Gordon County has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Gordon County will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Gordon County will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Gordon County will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.
- Georgia Student Health Survey (Grades 6-12)

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202- 5901

## **STUDENT SERVICES**

### **STUDENT BEHAVIOR CODE (GCBE POLICY JCDA)**

It is the policy of the Gordon Board of Education that each school within this school district shall develop and implement age- appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15. Each code of conduct shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district;
2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.

### **Bus Conduct**

Each student code of conduct shall include the following specific provisions prescribing and governing student conduct and safety rules on all school buses:

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



communications equipment or the school bus driver's operation of the school bus; and

- Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code section.

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

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

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

The consequences for physical violence against a teacher, school bus driver, or other school personnel may include expulsion for the remainder of the student's eligibility to attend public schools.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the board for approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

#### **Teacher Reporting Requirement**

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's

I classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. § 20-2-737-738.

The Superintendent and/or his designee shall develop procedures as necessary for implementation of this policy and this state of law.

#### **Student Behavior: Bullying**

This policy shall apply to all students.

In 2015, HB 131 modified the definition of bullying to include acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment. Bullying, harassment, or intimidation are serious and will not be tolerated.

It shall be the policy of the Gordon County Board of Education that bullying of a student by another student is prohibited. In accordance with Georgia law (O.C.G.A. § 20-2-741.4), bullying is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

Discipline for any act of bullying shall be within the discretion of the principal or his designee, which may range from a reprimand to out-of-school suspension. However, upon a finding by a disciplinary tribunal or hearing officer that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program.

Students and parents of students shall be notified of this prohibition against bullying and the penalties for



violating the prohibition by ensuring the posting of such information at the middle and high school and by ensuring inclusion of such information in student and parent handbooks.

### **Gordon County Elementary Schools Code of Conduct**

It is expected that all students will be on their best behavior at all times and demonstrate respect for self, others, and the school. All students must recognize the consequences of their conduct. The rights of all individuals to learn, to be safe, and to have security of their possessions will be protected at all times as well as the authority of all faculty and staff members. A disregard of and failure to respect these rights will result in minor disciplinary actions. Habitual disregard for rules and regulations will result in major disciplinary action.

The Gordon County Elementary Schools' conduct and discipline policies are designed to notify students regarding the types and ranges of behavior that are unacceptable. Nevertheless, every specific variation of prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is so obviously inappropriate, particularly in the light of societal expectations and the scope of these rules that a specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school. The Elementary Schools of Gordon County have these five rules which each student is expected to follow:

#### **Gordon County Elementary School Rules:**

1. Be prepared
2. Do assignments
3. Follow directions
4. Respect yourself and others
5. Use appropriate manners in all areas of the school

Certain behaviors are "Minor" offenses, requiring the use of the teacher's/grade level's classroom management plan, and the administrator's discretion.

#### **"Minor" offenses are:**

1. Inappropriate school behaviors
2. Inappropriate cafeteria behaviors

*Most "Minor" offenses will be dealt with by the teacher and documentation filed with administration.*

Certain behaviors are "Major" offenses, which may require immediate referral to the administration.

#### **"Major" offenses are:**

- Hurting self or others
- Student is out of control
- Repeated obscene language
- Willful destruction of property
- Sexual harassment
- Continuous disruptive behavior
- Stealing

- Repeated defiance
- Racial/ethnic slurs
- Threatening
- Other serious offenses

Certain behaviors are "Severe" offenses, requiring immediate referral to the administration. "Severe" offenses will result in Short- term Suspension. Through the tribunal hearing process, severe offenses may result in long-term suspension.

#### **"Severe" offenses are:**

1. Drugs/alcohol
2. Weapons
3. Assault/battery
4. Deliberately striking an employee
5. Criminal law violations

### **Gordon County Elementary Schools Norms**

A norm is the behavior and attitudes that are expected by people. Along with the rules of the school, each student is expected to follow, and support the norms of Gordon County Elementary Schools.

- GCES students will follow and support all school rules. (Responsibility, Loyalty)
- GCES students will show respect for self, others, equipment, and property. (Respect)
- GCES students will assume personal responsibility for themselves. (Responsibility)
- GCES students will support the larger group. (Be a Team Player) (Loyalty)
- GCES students will be honest, trustworthy, courteous, and caring. (Honesty, Trustworthiness, Courteousness, Compassion)
- GCES students will be well prepared and do their best. (Responsibility, Perseverance, Initiative)
- GCES students will respond appropriately to others, to situations, and to difficulties. (Compassion, Contemplation, Adaptability, Courage)
- GCES students will focus on solutions rather than problems. (Optimism, Contemplation)
- GCES students will have a positive attitude. (Optimism)

### **Progressive Disciplinary Procedures for Gordon County Elementary Schools**

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

The following disciplinary actions may be imposed for any violation of this code of conduct:

- Warning and/or counseling with a school administrator
- Loss of privileges
- Time out
- Temporary removal from class or activity
- Reassignment
- Notification of parents
- Parent conference
- In-school suspension/isolation
- **Short-term suspension (see Progressive Discipline p.10)**
- Suspension or expulsion from the school bus
- Referral to law enforcement or juvenile court officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials determine such referral to be necessary or appropriate.

### **Gordon County Middle & High Schools Code of Conduct Philosophy:**

It is the belief of the Gordon County School System that our mission- educating the next generation of Gordon County Residents - can be accomplished in an environment that is conducive to learning. Maintaining safe and orderly schools is essential to the success of students. School authorities reserve the right and have the responsibility to punish students for any behavior that may interfere with the orderly and safe operation of the school, even if this code of conduct does not specifically address such behavior.

**Parental Involvement:** Administration of the school seeks and welcomes parental involvement in all matters involving students. This is particularly true when students are being disciplined for violating the Code of Conduct. *When a student violates the Code of Conduct, the administration has the final decision concerning punishment not to exceed 10 days out-of-school suspension.*

### **Progressive Discipline:**

In administering punishment, the school's goal is to correct the behavior, not to get even with a student who has broken a rule. In keeping with this principle, students who break a rule repeatedly are dealt with much more harshly than a student who is a first-time offender of the same rule. Likewise, more serious offenses, even for first-time offenders, yield more severe punishment than a lesser violation. For most offenses, punishment ranges from a warning to in-school or out-of-school suspension. For more serious infractions, long-term suspension or expulsion is possible through the tribunal process.

- **"Short-term suspension"** means the suspension of a student from a public school for not more than ten school days. Students who are suspended are banned from any campus of the Gordon County School System during the period of suspension. Suspended students are not permitted to attend any extracurricular event even if held at a non-campus facility.
- **"Long-term suspension"** means the suspension of a student from a public school for more than ten school days but not beyond the current school quarter or semester. Students who are suspended are banned from any campus of the Gordon County School System during the period of suspension. Suspended students are not permitted to attend any extracurricular event even if held at a non-campus facility.
- **"Expulsion"** means expulsion of a student from a public school beyond the current school quarter or semester. Students who are expelled are banned from any campus of the Gordon County School System during the period of expulsion. Expelled students are not permitted to attend any extracurricular event even if held at a non-campus facility.

### **Off-Campus Misconduct**

Students shall be disciplined for engaging in off-campus conduct that affects the safety and welfare of the school, staff, and/or students or that has a direct effect on the discipline or educational environment of the school. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that 1) is prohibited by the Georgia or United States criminal codes; 2) is punishable as a felony or would be punishable as a felony if committed by an adult; and 3) is conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted. [OCGA § 20-2-751.5(c)]

### **Vaping**

Gordon County Schools will test confiscated vapes and items now commonly known to contain marijuana for the presence of this illegal substance. Marijuana is broadly defined to include any product that contains cannabidiol (CBD), whether hemp or cannabis. A positive test, regardless of the amount of THC in a confiscated product or the extent to which it is legal or illegal under state law, will result in a violation of the school system code of conduct as a drug violation.

### **Tribunal Hearings**

School administrators are authorized to prescribe out-of-school suspension that does not exceed ten school days without any hearing or due process. If the punishment for an offense is greater than a ten-day suspension or placement in alternative school, a tribunal hearing will be offered to establish the facts of the case and determine the appropriate punishment. Also, school employees who believe that they have been the victim of assault or battery by a student have the right to request a tribunal hearing.

The decisions of tribunals are based on evidence presented and consider the rights of the individual student and the well-being of the rest of the student population. It is the policy of the school system that it is preferable to reassign disruptive students to alternative educational settings rather than to suspend or expel such students from school.

**Legal terms:** Certain misbehavior is not only a violation of school rules, but it may also constitute a violation of criminal law. Legal terms including, but not limited to, felony, assault, battery, aggravated battery, disorderly conduct, terroristic threats, and sexual harassment are used in describing misbehavior when charges are filed by, or in consultation with, a sworn, certified peace officer.

As an addendum to this Code of Conduct, all middle and high schools will publish a list of school sanctioned clubs and organizations with a synopsis of each club or organization's mission, activities, and the name(s) of its faculty advisor(s). Parents and guardians will be given the opportunity to decline permission for their student's participation in any such club or organization. This rule excludes all competitive interscholastic activities or events. Parental permission for student participation must be given in advance for any new club or organization formed during the school year (O.C.G.A. § 20-2-705).

This code (Table 1, page 12-13) is divided into categories of offenses to facilitate understanding.

**Department Title IX Final Rule effective August 14, 2020 includes an updated definition of sexual harassment which includes: (See page 4, letter F. for additional Title IX information).**

- "Quid Pro Quo" harassment
- Unwelcome conduct determined by a reasonable person to be severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- "Sexual assault", "dating violence", "domestic violence", or "stalking" as those terms are defined under other Federal laws called the Clery Act and the Violence Against Women Act.

Table 1: Gordon County Schools Discipline Matrix

CODE	OFFENSE	LEVELS
01	Alcohol	Alcohol 1- Unintentional Possession
		Alcohol 2-Under Influence without possession
		Alcohol 3- Sale, purchase, transportation, possession, consumption of alcohol
02	Arson	Arson 1- NA
		Arson 2-Arson without property damage
		Arson 3-Arson with property damage
03	Battery	Battery 1-Battery with no injuries
		Battery 2-Battery with mild or moderate injuries
		Battery 3-Battery with severe injuries; 3 or more offenses in the same school year
04	Breaking and Entering/Burglary	B&E/Burglary 1-NA
		B&E/Burglary 2-NA
		B&E/Burglary 3-Any incident involving breaking and entering/burglary
05	Computer Trespass	Computer Trespass 1- NA
		Computer Trespass 2- Computer misuse
		Computer Trespass 3-Unlawful use of computer or altering records
06	Disorderly Conduct	Disorderly Conduct 1-Minor disturbance
		Disorderly Conduct 2-Moderate disturbance; 3 or more minor disturbances in the same school year
		Disorderly Conduct 3-Severe disruption; 3 or more moderate disturbances in the same school year
07	Drugs	Drugs 1-Unintentional possession
		Drugs 2-Failure to report medication to school authorities
		Drugs 3-Possession or distribution of unlawful drugs
08	Fighting	Fighting 1-Fighting with no injuries
		Fighting 2-Fighting with minor or moderate injuries
		Fighting 3-Fighting with severe injuries; 3 or more fights in the same school year
09	Homicide	Homicide 1-NA
		Homicide 2-NA
		Homicide 3-Any incident involving homicide
10	Kidnapping	Kidnapping 1-NA
		Kidnapping 2-NA
		Kidnapping 3-Any incident involving kidnapping
11	Larceny/Theft	Larceny/Theft 1-Unlawful taking of property with a value between \$25 and \$100
		Larceny/Theft 2-Unlawful taking of property with a value between \$100 and \$250
		Larceny/Theft 3-Unlawful taking of property with a value exceeding \$250; 3 of more offenses in the same school year
12	Motor Vehicle Theft	Motor Vehicle Theft 1-NA
		Motor Vehicle Theft 2-NA
		Motor Vehicle Theft 3-Any incident involving Motor Vehicle Theft
13	Robbery	Robbery 1-NA
		Robbery 2-Robbery without a weapon
		Robbery 3-Robbery with a weapon
14	Sexual Battery	Sexual Battery 1-NA
		Sexual Battery 2-NA
		Sexual Battery 3-Any incident involving Sexual Battery
15	Sexual Harassment	Sexual Harassment 1-Unwelcome comments not directed towards an individual
		Sexual Harassment 2-Unwelcome comments directed towards individuals
		Sexual Harassment 3-Violation of sexual harassment policy; 3 of more offenses in the same school year
16	Sex Offenses	Sex Offenses 1-Inappropriate sexually-based physical contact
		Sex Offenses 2-Inappropriate sexually-based behavior
		Sex Offenses 3-Consensual sexual activities; three or more offenses in the same year
17	Threat/Intimidation	Threat/Intimidation 1-NA
		Threat/Intimidation 2-Individual threat or intimidation
		Threat/Intimidation 3-School-wide threat or intimidation
18	Tobacco	Tobacco 1-Unintentional possession of tobacco products
		Tobacco 2-Intentional use or possession of tobacco products
		Tobacco 3-Distribution or sale of tobacco products; 3 or more offenses in the same school year

Table I: Gordon County Schools Discipline Matrix

CODE	OFFENSE	LEVELS
19	Trespassing	Trespassing 1-NA
		Trespassing 2- Unauthorized presence on school property
		Trespassing 3-Refusing to leave school property; 3 or more offenses in the school year
20	Vandalism	Vandalism 1-NA
		Vandalism 2-Minor damage or defacement of property
		Vandalism 3-Malicious destruction or damage to property; 3 or more offenses in the same school year
22	Weapons/Knife	Weapons/Knife 1-Unintentional possession of a knife with no intent to harm or intimidate
		Weapons/Knife 2-Intentional possession of a knife with no intent to harm or intimidate
		Weapons/Knife 1-Intentional possession of a knife with intent to harm or intimidate
23	Weapons/Other	Weapons/Other 1-NA
		Weapons/Other 2-Unintentional possession of a weapon (not including a knife or firearm)
		Weapons/Other 3- Intentional possession or use of a weapon (not including a knife or firearm)
24	Other Discipline Incident	Other Discipline Incident 1-Other minor incidents resulting in disciplinary actions
		Other Discipline Incident 2-Three or more offenses in the same year
		Other Discipline Incident 3-NA
25	Weapons/Handgun	Weapons/Handgun 1-NA
		Weapons/Handgun 2-NA
		Weapons/Handgun 3-Any incident involving a handgun
26	Weapon/Rifle/Shotgun	Weapon/Rifle/Shotgun 1-NA
		Weapon/Rifle/Shotgun 2-NA
		Weapon/Rifle/Shotgun 3-Any incident involving a rifle/shotgun
27	Serious Bodily Injury	Serious Bodily Injury 1-NA
		Serious Bodily Injury 2-NA
		Serious Bodily Injury 3-Any incident involving serious bodily injury
28	Weapons/Other Firearms	Weapons/Other Firearms 1-NA
		Weapons/Other Firearms 2-NA
		Weapons/Other Firearms 3-Any incident involving other firearms
29	Bullying	Bullying 1-First incident of bullying
		Bullying 2-Second incident of bullying
		Bullying 3-Three or more incidents of bullying in the same school year
30	Other-Attendance Related	Attendance Related 1-Any incident involving attendance
		Attendance Related 2-NA
		Attendance Related 3-NA
31	Other-Dress Code Violation	Dress Code Violation 1-Non-invasive or non-suggestive clothing
		Dress Code Violation 2-Invasive or suggestive clothing
		Dress Code Violation 3-Three or more offenses in the same school year
32	Academic Dishonesty	Academic Dishonesty 1-Unauthorized assistance on classroom assignments or projects
		Academic Dishonesty 2- Plagiarism or cheating on classroom assignments or projects
		Academic Dishonesty 3- Plagiarism or cheating on major exams or statewide assessments; three or more offenses in the same school year
33	Other-Student Incivility	Student Incivility 1-General disrespect or failure to follow instructions
		Student Incivility 2-Blatant insubordination; profanity directed toward school staff
		Student Incivility 3-Issuing false reports on school staff; three or more offenses in the same school year
34	Other-Possession of Unapproved Items	Possession of Unapproved Items 1-Possession of unauthorized items
		Possession of Unapproved Items 2-Use of unauthorized items
		Possession of Unapproved Items 3-Possession or use of items construed to be dangerous or harmful; three or more offenses in the same school year
35	Gang Related	Gang Related 1-NA
		Gang Related 2-Wearing or possession of gang-related apparel; conveying personal membership or affiliation with a gang
		Gang Related 3-Gang-related solicitation, violence, threats, defacement of property
36	Repeated Offenses	Repeated Offenses 1-Collection of minor incidents
		Repeated Offenses 2-Collection of moderate incidents
		Repeated Offenses 1-Collection of severe incidents
42	Vaping/E-Cigarettes	Vaping 1-Unintentional possession of vaping products
		Vaping 2-Intentional use of possession of vaping products
		Vaping 3-Distribution or sale of vaping products; three or more offenses in the same year

**Teacher Authority to Remove Students from Classrooms**

A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and/or repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his designee. Each school principal shall fully support the authority of every teacher in his or her school to remove a student from the classroom under this Code section. Each school principal shall implement the policies and procedures of the superintendent and local board of education relating to the authority of the teacher to remove a student from the classroom and shall disseminate such policies and procedures to faculty, staff, and parents or guardians of students. The principal and teacher shall thereafter follow the procedures set forth in the Official Code of Georgia Annotated §20-2-737 and §20-2-738.

**Student Dress Code**

Modesty, neatness, and good taste are stressed in all Gordon County Schools. Attire that distracts from the learning environment is not permitted. The school administration will provide students and parents a copy of the dress code policy and regulations each year through the school handbook and system-wide calendar. The school administration has the authority to make the final judgment as to what is neat, appropriate, and in good taste. Further the administration has the authority to take any action necessary to remedy the situation, including but not limited to, sending the student home. The Gordon County Board of Education believes there is a direct relationship between dress, grooming, conduct, and success in school.

**Grades Pre-K-5**

Students are expected to dress appropriately. Appropriate shall be defined as neat and in good taste. Clothing that is distracting to the learning environment will be dealt with by the school administrator. As the elementary students mature, the building administrator will discuss appropriate dress with students. Beach flip-flops are not permitted for safety reasons.

**Grade 6-12**

Student's attire should be neat and in good taste and should not be distracting to the learning environment.

**Girls**

- Skirt/Dresses/Tops/Pants/Shorts SKIRTS and DRESSES must be not shorter than 5 inches above the knee. Backless or strapless dresses or shirts are not permitted.
- TOPS may have sleeves or be sleeveless. Regardless of the type of top, the area from the neck to the shoulder must be covered. No tank tops or low cut necklines are permitted. Collared shirts and blouses or t-shirts with appropriate writing may be worn. See-through clothing that exposes under garments is not permitted. Mid-drifts must be covered while standing, walking, or sitting.
- PANTS, jeans, slacks, capris are appropriate. No sleepwear, loungewear type garments are permitted.
- Leggings, yoga pants, and similar clothing must have an outer garment that covers their posterior.
- SHORTS must be not shorter than 5 inches above the knee.
- SHOES must be worn. No house/bedroom shoes or beach flip-flops are permitted.
- Athletic jerseys, cheerleading uniforms with warm-up pants are appropriate.
- Garments with holes or tears 5 inches above the knee which expose skin are not permitted.

**Boys**

- SHORTS no shorter than 5 inches above the knee. PANTS must be on the natural waistline with no sagging.
- SHIRTS must have sleeves. No tank tops.
- Garments with holes or tears are not permitted. (see above)
- Sleepwear or pajama bottoms are not permitted.

**All Students**

- HEADGEAR: No head coverings, hats, caps, sweatbands, do-rags, or bandannas are permitted.
- JEWELRY such as heavy chains and spikes are not allowed.
- Apparel with any reference to alcohol, drugs, tobacco, sexual or vulgar remarks, racist, or any kind of gang affiliation is not permitted.

**CONSEQUENCES FOR VIOLATING THE DRESS CODE ARE OUTLINED FOR THE MIDDLE AND HIGH SCHOOLS AND EXPLAINED IN THE SYSTEM STUDENT HANDBOOK AND INDIVIDUAL SCHOOL HANDBOOKS.**



## **DRUG TESTING POLICY**

### **Drug Testing Policy for Students in Competitive Activities & Students Who Request Parking Permits**

- **Statement of Need**

- Coaches/sponsors, the administration of the Gordon County Schools and the school district recognize that the unlawful use of drugs and alcohol seriously impairs the health, safety, education, and future success of Gordon County students engaged in that use. They also recognize that, while the unlawful use of drugs and alcohol is a potential problem for all of Gordon County Schools' students; students engaged in competitive activities often are viewed by fellow students as holding or enjoying positions of notoriety and are confronted by unique pressures and risks which make them particularly vulnerable to the harms presented by that use. Because of the potential notoriety derived from participation in competitive events, students also potentially impact or influence the attitudes and actions of other members of the student body. Students who drive to school and have parking permits present a significant health and safety concern if they drive to school impaired by drugs or alcohol. Finally, in order to deal effectively with these special pressures and risks, they believe it is advantageous to adopt a Mandatory Drug Testing Program for students governing the unlawful use of drugs and alcohol by students involved in these activities in the Gordon County Schools.

- **Statement of Purpose**

- This policy is intended to support the comprehensive educational policies and programs of the Gordon County Schools in educating students and their parents or legal guardians as to the dangers inherent in the unlawful use of drugs, tobacco and alcohol. This program is further intended to provide incentives to students to avoid such use and to strive for effective rehabilitation when such use has occurred. Administrators shall not utilize information obtained in the course of administering the procedures for disciplinary purposes other than those set forth in this program. This program is not designed to be used in any manner, voluntarily or involuntarily, to provide a source of information for law enforcement agencies or for the prosecution of the student. The principal shall not release test results of any student to any person other than those described within this policy or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this program establishes a referral to the School Counselor to deter the unlawful use of drugs and provides for suspension and termination of participation in competitive activities and/or a suspension of driving privileges. To determine compliance with the program, it provides testing procedures to identify student participants who are unlawfully using drugs and alcohol. For these students, this program provides incentives for rehabilitation through possible reinstatement to the specific competitive activity or privilege involved. Consistent with its purposes, this program also seeks to achieve the following specific objectives:

### **OBJECTIVES OF DRUG TESTING Policy**

1. To protect students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs.
2. To protect students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and other drugs.
3. To protect students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs.
4. To protect students by monitoring student driving in an attempt to discourage students from driving to school while impaired by drugs or alcohol.
5. To assure students, parents, teachers, and the community that the health, safety, education and future success of students are the primary concerns of the Gordon County Schools.
6. To recognize and support students who have made the choice to be alcohol and drug free.
7. To provide incentives for these students to remain alcohol and drug free.
8. To provide information on available community resources that will help these students continue to be alcohol and drug free.
9. To promote an atmosphere of "Saying No to Drugs and Alcohol" throughout Gordon County Schools.

- **Implementation, Review and Evaluation**

- All students participating in competitive activities and/or all students requesting driving permits and their parents or legal guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing".

- **Applicability**

- This program applies to all students on any Gordon County Schools competitive teams in grades 6-12, which are all voluntary extracurricular activities, and includes players at the varsity or sub varsity level for athletic participation at all Gordon County Schools' middle schools and high schools. The procedure also applies to all students who apply for and obtain a parking permit, which are both voluntary and a privilege.

- **Testing Program**
  - Testing shall be accomplished by the analysis of urine specimens obtained from the students. Collection and testing procedures shall be established, maintained and administered to ensure (a) randomness of selection procedures, (b) proper student identification, (c) that each specimen is identified to indicate the appropriate student, (d) maintenance of the unadulterated integrity of the specimen, and (e) the integrity of the collection and test process as well as the confidentiality of test results.
- **Substances Tested**
  - Student's urine specimens shall be tested for including but not limited to the following: (a) amphetamines, (b) marijuana (THC), (c) cocaine and its derivatives, (d) opiates, (e) phencyclidine (PCP), (f) benzodiazepine, (g) barbiturates, (h) Methadone, (i) methaqualone, (j) LSD, (k) alcohol.
- **Sanctions for Students Involved in Competitive Activities**
- **First Violation**
  - Any student testing positive for the first time will be required to attend a conference with the principal and/or principal's designee, the coach/sponsor, and athletic director. The legal parent or guardian will also be required to attend. A student testing positive will be suspended from participation in competitive events (games, meets, matches); however, he or she will be allowed to remain a member of the team during the suspension and will be expected to fully participate in all practice and conditioning sessions and in other activities the coach/sponsor may choose to require of the student participant on his or her team. For a first violation, the student shall be suspended for a number of competitive events equal to ten percent (10%) of the number of events comprising the regular season. If necessary, the suspension shall carry over to the student's subsequent participation on another competitive activity and/or to the following season. Before reinstatement to the competitive event after a first violation, the student will be required to be re-tested in thirty days at the student's and/or legal parent or guardian's expense. The consequences for the re-test results shall be:
    - A negative test result will place the student's name back into the random testing pool.
    - A positive test result shall be treated as a second positive drug test result and added to the student's cumulative total and the consequences for a second positive drug test shall be imposed.
  - If a student is reinstated to full participation in competitive events following a first violation, the student's participation on another competitive activity shall not be restricted solely because of the existence of the first violation, as long as the student has...
- ..completed the period of suspension and was appropriately reinstated to the prior competitive event. If the student elects not to seek reinstatement to a competitive activity after a first violation either because of the student's own election or because the season concluded prior to the expiration of the student's period of suspension) the student is still required to serve the unexpired portion of the suspension before the student can be eligible for participation with any other competitive activity. A student serving a suspension for one competitive activity may try out for a second activity if the student provides a negative drug test result from the testing laboratory currently under contract at the student's expense. If the student was chosen for the competitive...

- o ...event, prior to participation, the student must serve the unexpired portion of the previous suspension. The student must complete all forms required for participation in another competitive activity and the student must continue to participate in the random drug testing process. A positive result shall be treated as a third violation.

- **Third Violation**

- o The student's driving permit will be suspended for the remainder of his or her enrollment in Gordon County Schools. Parking fees will not be reimbursed. Violations shall be deemed to accumulate throughout the student's enrollment in Gordon County Schools.

- **H. Sanctions for Students with Driving Permits**

- o First Violation
  - Any student testing positive will be required to attend a conference with the principal and/or principal's designee. That student's driving permit will be suspended for the remainder of the school year. Parking fees will not be reimbursed. The student must provide documentation of a negative test at the expense of the legal parent or guardian prior to receiving a parking permit for the next school year.
- o Second Violation
  - A student testing positive for a second violation will have his or her driving permit suspended for one full calendar year. Parking fees will not be reimbursed. The School Counselor will refer the student and family to an alcohol and drug education program facilitated by appropriately qualified Gordon County Schools' staff and/or contracted professionals. Before reinstatement of a parking permit after a second violation, the student participant must successfully complete the alcohol and drug education program. As a condition of reinstatement the student will be subject to drug and alcohol screenings at any time deemed appropriate by the school administration.
- o Third Violation
  - The student's driving permit will be suspended for the remainder of his or her enrollment in Gordon County Schools. Parking fees will not be reimbursed. Violations shall be deemed to accumulate throughout the student's enrollment in Gordon County Schools.

**Drug Testing Procedures**

- Prior to attending tryouts for an competitive activity or receiving a parking permit, the student and a parent or legal guardian of the student must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form which stipulates that the student and parent or legal guardian have

- received, read, and understand the Student Drug Testing Policy.
- Testing shall be done at the following times: All students participating in the testing shall be subject to random testing at any time during the school year.
- The testing laboratory approved by the Gordon County Board of Education shall determine the student participants to be tested by using a random selection procedure from among all student participants involved in extracurricular activities and/or possessing a driving permit.
- Collection procedures for urine specimens shall be developed, maintained and administered by the testing laboratory in an effort to minimize any intrusion or embarrassment for each student, ensure the proper identification of students and the student's specimen, minimize the likelihood of the adulteration of a urine specimen and maintain complete confidentiality of test results. To that end, the procedures must require:
  - o The presence of a coach or the athletic director, the school principal or assistant principal immediately prior to the collection process to ensure proper student identification;
  - o The presence of one or more representatives of the testing laboratory when the specimen is taken;
  - o The testing laboratory shall provide each student present for the collection process a receptacle for the collection of urine.
  - o The student shall be permitted absolute privacy during the collection process;
- Immediately prior to entering the secured bathroom facility utilized for the collection process, the student shall be required to leave all personal belongings (including jackets, purses, book bags, pocket contents, etc.) in the custody of the school representatives present for student identification.
- Prior to entering the secured bathroom facility utilized for the collection process, the testing laboratory shall treat the water in the private bathroom facility with a coloring substance (frequently referred to by testing laboratories as "bluing the water") to prevent a student from attempting to dilute or otherwise adulterate the urine specimen.
- Failure to provide a sample, after reasonable time is given, shall constitute a "refusal".
- The professional testing laboratory shall conduct all scientific analyses of the collected specimens.
- A portion of each urine specimen that tests positive for alcohol or drugs shall be preserved by the testing laboratory for at least six (6) months.
- Written confirmation of all test results shall be forwarded by the testing laboratory to the Director of Student Services and the principal.

- In the event that a student participant's urine specimen produces a positive result, the principal and/or principal's designee(s) shall meet with the student and the student's parent(s) or legal guardian(s) to disclose and discuss the test results. At this meeting, the principal and/or principal's designee shall advise the student and the student's parent(s) or legal guardian(s) of further rights under this procedure.
- Any student who has tested positive or the student's parents or legal guardians, may contest the test result by informing the principal, in writing, of their wish to have a hearing within forty-eight (48) hours of receipt of notice of the positive test result. The Director of Student Services shall conduct the hearing as soon as possible but in no case more than five (5) business days after the request for hearing is received. Sanctions will not become effective until the hearing is conducted before the Director of Student Services and a written decision is provided to the student and parents/guardians. The student and parent shall be entitled to present any evidence they desire to defend the charge of violation of this procedure prior to implementation of sanctions. The Director of Student Services may require written documentation (such as doctor's statement) of any evidence the student may wish to present. Failure to present written documentation to support the student's defense of the case shall result in the student being subject to the sanctions provided in this procedure for a positive test result. Any further laboratory analysis shall be conducted with the student's remaining urine specimen preserved by the testing laboratory and shall be conducted at the student's expense. The decision of the Director of Student Services shall be made as soon as possible but in no case more than two (2) business days after the hearing. If an appeal of the decision of the Director of Student Services is requested, sanctions will become effective on the determination of the Director of Student Services and will remain in effect until the appeals process is completed.
- If the student chooses to appeal the decision of the Director of Student Services, the student may appeal to the Superintendent, in writing, within two (2) business days of the decision of the Director of Student Services. The Superintendent or Superintendent's designee will render a decision within five (5) business days of the filing of the notice of appeal. Sanctions will remain in effect during this stage of the appeals process.
- If a student participant is 18 years of age or will turn 18 years of age during the school year, the student participant must agree to release all test results to the student's parents or legal guardians.
- One (1) year after the student turns 18 years old or one (1) year after the student's graduation, whichever is later; all records in regard to this procedure concerning each student participant shall be destroyed.

- At no time shall these results be placed in the student's academic file or be voluntarily turned over to any law enforcement agency, or used for any purpose other than those listed herein.

***Extracurricular activities subject to the random drug testing program include, but are not necessarily limited to:***

Baseball, Basketball, Cheerleading, Cross-country, Football, Golf, Soccer, Softball, Tennis, Wrestling, Volleyball, Track & Field, & Parking Permit Purchase

## **STUDENT ATTENDANCE POLICY**

The Gordon County Board of Education considers regular school attendance to be essential for educational progress. Students age six (6) to sixteen (16) as of September 1 shall be in attendance in the Gordon County Schools in accordance with the requirements of the compulsory school attendance laws of Georgia for 180 full-length school days or its instructional equivalent each school year unless there is a legitimate, verifiable reason for their absence. Children younger than six years of age who have been enrolled 20 or more days are also subject to the compulsory attendance laws of the state. Furthermore, high school students whose academic schedule is set for the accrual of units may be subject to the loss of credit due to excessive absenteeism. The high school administration shall have in place published rule and procedures governing the enforcement of these academic sanctions resulting from excessive absenteeism. A record of attendance for each student enrolled in Gordon County Schools shall be kept in accordance with state regulations.

In keeping with the regulations set forth in State Board rule JB.3 legitimate reasons include:

- When the student is personally ill to the extent that school attendance would endanger their health or the health of others;
- When there is a serious illness or death in the student's immediate family (limited to the student's father, mother, sister, brother, child, spouse, grandparent, legal guardian, or other relative living in the residence of the student) which would reasonably necessitate absence from school (not to exceed three days);
- When a special and recognized religious holiday is observed by the student's faith, upon written verification by their church leader to the principal of the local school prior to the religious holiday;
- When the student is mandated by order of governmental agencies; i.e., pre-induction physical examination for service in the armed forces, court order, detention by law enforcement officials;
- When the student is prevented from attendance as a result of conditions rendering school attendance impossible or hazardous due to health or safety concerns;
- When a student registers to vote (not to exceed one day); OR



- When a student is serving as a page in the Georgia General Assembly (to be considered as present by the school in which he/she is enrolled for the days missed from school for this purpose).
- When a student is visiting with a parent who is in the military and is on leave from deployment or whose deployment is imminent (not to exceed five days).

Students in foster care shall be counted as present when they attend court proceedings related to their foster care.

Students participating in the Student Teen Elections Participant (STEP) program, as developed by the school system in collaboration with the elections superintendent, shall be counted as present.

All other absences shall be considered unexcused. Teachers will carefully document excused and unexcused absences. Tardies and early dismissal from school will result in absences. Any student missing one third or more of a class period will be counted absent for that class period.

Any student who has been absent from school shall present a satisfactory written excuse to the principal or a designee within three (3) school days of returning to school. After three (3) school days, absences not accounted for with a legitimate excuse will be on record as unexcused. At the discretion of the principal, assistant principal or attendance officer, a student who is absent for three or more consecutive days due to personal illness or serious illness in the immediate family may be required to present a physician's statement, a statement from the Gordon County Health Department or a statement from the School Social Worker of Gordon County Schools in order for the absences to be excused. Written excuses from physicians or other healthcare providers shall document the date of the absence(s) and verify the medical necessity of the absence.

After seven (7) cumulative absences or five (5) unexcused absences, justification for absences shall be documented via a valid medical excuse bearing the date of the absence(s) and specifically stating that such absence was medically necessary. The school attendance officer, social worker, or designee has the authority to waive this requirement on a case-by-case basis. Each parent, guardian, and student shall be informed of this provision at the beginning of each school year or upon enrollment.

Students who have excused absences will be allowed to make up all work missed during such absence. It is each student's responsibility and obligation to obtain the assignments within 3 school days and complete the work as directed by each teacher. Completion of make-up work must not exceed a reasonable time from the date of the missed work. Students who have been suspended from school will be allowed to make up only nine weeks or semester final exams.

student may be allowed to make up any work missed during an unexcused absence if the student appeals to the principal, assistant principal, or attendance officer and is determined that the absence in question is a justifiable unexcused absence which warrants such consideration.

Tardies and Early Dismissals: Legitimate reasons for tardies and early dismissals are the same as those for absences. Since tardies and early dismissals represent a loss of instructional time for students, five tardies and/or early dismissals shall be considered one absence for the purposes of invoking sanctions for non-attendance as provided for in this policy and related procedures.

A student who has no full day absence recorded during the school year may be considered for a perfect attendance awards if the student has 10 or fewer tardies or early dismissal during the same school year.

In order to be included in the daily count, students must be present at school for a portion of the school day equal to or greater than one-half of the school day as measured from the morning tardy time to the first dismissal time. When there is cause necessitating an individual student to be dismissed from school for a portion of the school day, the student shall be released from school only to the parent(s), legal guardian, or to other persons properly identified and authorized by the parents by written notice unless such advanced notice is impossible due to an emergency situation. In such an emergency, the school shall use due diligence to verify authenticity of the request.

### **CALHOUN/GORDON COUNTY ATTENDANCE PROTOCOL COMMITTEE NOTICE**

Now more than ever, it is important for your child to be at school. Children who are frequently absent without an excuse not only miss important instruction, they and their parents are subject to serious consequences. Since unexcused absences are the issue, it is important to understand what an excused absence is. Acceptable excuses for being absent from school may be found in Georgia Code

O.C.G.A. § 20-2-690.1; Georgia Department of Education Rule 160-5-1-1; or local School Board Policy.

A written note explaining the reason for the absence must be given to the school within a specified time period upon the student's return to school or the excuse is considered invalid. Medical excuses may be required by the school consistent with the school's policy. Arriving to school late or checking out early from school is considered being tardy. Please review the school's policy on how unexcused tardies accumulate into unexcused absences. After five unexcused days in a school year, any unexcused absence is considered a violation of the compulsory school attendance law O.C.G.A. § 20-2-690.1.

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

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

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

- Protective Order with possible consequences to include fines, jail time; a combination of both; and/or a referral to the Department of Family and Children Services.

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

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

Sincerely,  
Members of the Attendance Protocol Committee  
Revised May 19, 2023

### **SB42 (DEXTER MOSLEY ACT)**

Provides an opportunity for eligible home study students in grades six through 12 to participate in extracurricular and interscholastic activities in the student's resident public school system. Participation is only available at the public school in which a home school student would be enrolled based on residence. Eligibility will be submitted through transfer eligibility Form HS and the form will require the following:

- One course facilitated by the school must be taken by the home school student during the semester in which the student participates. The approved course may be face to face, virtual or dual enrollment. The student must be enrolled 30 days before the first day of the semester prior to participation.
- The student must meet the same eligibility requirements as the public school students (accumulated units, units passed the previous semester, etc.)
- The student must live in the service area in which he/she participates, and residence information must be provided.
- The student's annual progress assessment report and written verification of academic progress in the home study program must be provided.
- Beginning and ending dates attended beginning with the 9th grade.

Additionally, the bill specifies that a student that withdraws from a public school to home school will be ineligible for one calendar year. Home school students must meet all requirements public school students meet in order for enrollment including a current physical examination. This includes trying out, paying participation fees and meeting any other requirements all students must meet.

\*Eligibility will be determined by the school's Athletic Director.

### **CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION (CTAE) - DUAL ENROLLMENT PROGRAM**

#### **What is Dual Enrollment?**

- Georgia's Dual Enrollment program allows high school students (10th – 12th grade) to earn college credits while working on their high school diploma. Dual Enrollment is designed to make it easier for students to take advantage of all the options to enroll in college courses while still in high school.

#### **Grade Level Eligibility**

Who is eligible to participate in the Dual Enrollment Program?

- Any student enrolled in and physically attending a public or private high school in Georgia or an eligible home study program.
- 11th and 12th graders may take any approved Dual Enrollment courses listed on the Course Directory, at an eligible participating postsecondary institution (USG, TCSG or private).
- 10th graders may enroll in approved Career, Technical and Agricultural Education (CTAE) courses listed on the Course Directory at a participating TCSG institution only.
- 10th graders who have a minimum SAT score of 1200 or minimum ACT composite score of 26 on a single national test administration, may enroll in any approved courses listed on the Course Directory at a TCSG, USG or private eligible participating postsecondary institution. Note: The student's qualifying test score must be in GSFC's system prior to the student's Dual Enrollment funding Application being approved by the high school or home study.
- Dual Enrollment funding is only available for a maximum of 15 semester hours or 12 quarter hours per term.
- Admission requirements at the chosen postsecondary institution(s) must be met.
- Students that complete high school graduation requirements prior to officially graduating may continue participation in Dual Enrollment until high school graduation.

\*Program requirements and eligibility are subject to change\*



### Dual Enrollment Funding

The specific Dual Enrollment award amount will vary based on the postsecondary institution and the number of credit hours in which a student is enrolled. Complete Dual Enrollment award amounts are available on [GAfutures.org](http://GAfutures.org). In most cases, the program covers all required standard tuition, mandatory fees and required book expenses. Students are responsible for lost or damaged books, books that are considered optional or specific course-related fees, such as a lab fee.

Funding Cap Eligibility

- The Dual Enrollment Funding Cap is 30 semester or 45 quarter hours.
- The Funding Cap is a hard cap based on hours paid by the Dual Enrollment funding program for terms of enrollment (as invoiced by the postsecondary institutions).
- The Funding Cap does not include dual credit coursework attempted and paid by other sources.
- All first-time students, as of Summer term 2021 and beyond, are subject to the Dual Enrollment Funding Cap.
- Students who received Dual Enrollment funding for 18 semester/28 quarter or less hours, through Spring term 2021, are subject to the Funding Cap.
- Students who received Dual Enrollment funding for 19 semester/29 quarter or more hours through Spring term 2021, have a Funding Cap of an additional 12 semester hours or 18 quarter hours of funding.

### Course Options

Students must select eligible approved courses from the Dual Enrollment Course Directory on [GAfutures.org](http://GAfutures.org). The Course Directory includes comparable required courses such as degree and non-degree level core courses (English, math, science, social studies, foreign language), and Career, Technical and Agricultural Education courses. Course selections must be approved for high school credit by the student's high school counselor. Dual Enrollment courses are available for fall, spring and summer semesters and fall, winter, spring and summer quarters.

### Application Process

- The annual online application is completed through [GAfutures.org](http://GAfutures.org).
- Application deadlines may vary. Students should check with their high school and postsecondary institution for the application deadline for each term.
- Students attending a Georgia eligible participating public or private high school must complete the annual online Dual Enrollment funding application.

- Students attending a home study program must complete the annual online Dual Enrollment funding application
  - § First, the Georgia home study parent/guardian official must create a GAfutures Education Professional account for the name of the home study program. The Georgia Home Study Program parent/guardian will receive an assigned HSP# to provide to the student prior to completing the annual online Dual Enrollment funding application.
- Once the student has completed their portion of the application, the parent/guardian must electronically complete the Parent Participation Agreement section of the student's application.
  - § Provide parent/guardian's email address.
  - § Parent receives an email to complete the online acknowledgment.
- The student's eligible participating high school counselor must approve the student's Dual Enrollment courses and funding application.
- The student must be accepted by the college. The eligible participating college must approve the student's Dual Enrollment courses and funding application.

### Benefits of Dual Enrollment for Students

- Earning college credits while still in high school may enable students to graduate early and/or possibly even earn an associate degree, diploma or certificate.
- Dual enrollment can help students adjust to certain aspects of the college experience (e.g., classes, coursework, instruction, being on a college campus) so the transition from high school to college may be easier.
- Students who participate in a dual enrollment program are more likely to go to college and earn a degree.
- Students may be able to take classes that are not offered at their high school, especially in subject areas they are interested in for a potential career.
- Taking college-level classes while still in high school may build confidence and encourage those students who may not be thinking about college to reconsider

## **PUBLIC SCHOOL CHOICE OPTIONS/ SPECIAL NEEDS SCHOLARSHIP**

A parent can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing individualized education program. If the parent chooses this option, then the parent is responsible for transportation to and from the school.

The parent may request a transfer to a school in another school system if there is available space and the system and school has a program with the services agreed to in the student's existing individualized education program. However, the school system must agree to accept the student. If the parent chooses this option and the school system accepts the child, then the parent is responsible for transportation to and from a school in that system.

The parent may also request a transfer to one of the state schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a state school will depend on whether that setting is appropriate for the student's needs. If the parent chooses this option, then the parent is responsible for transportation to and from the state school. Please contact the Director of Exceptional Student Services for more information about transferring to a State School.

## **PRIVATE SCHOOL CHOICE OPTION**

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. The scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. If a parent chooses this option, then the parent is responsible for transportation to and from the private school.

For more information on the Georgia Special Needs Scholarship and the parent application process; please visit our website [here](#) or visit the Georgia Department of Education's web page [here](#).

The following students are ineligible for the GSNS program:

- Pre-school students
- Home school students
- Students privately placed in residential treatment facilities
- Students attending DJJ
- Students in EIP
- Student with a 504 plan in certain disability categories

## **THE BRIDGE ACT (HB 400)**

The BRIDGE (Building Resourceful Individuals to Develop Georgia's Economy) Act, House Bill 400, was signed into law May 2010 to create an atmosphere motivating middle and high school students to learn because they see the relevance of education to their dreams and future plans. The implementation of the BRIDGE Act provides middle and high school students with career counseling and regularly- scheduled advisement to choose a focused plan of study.

### **What Are the Critical Parts of the BRIDGE Act?**

The most critical parts of the BRIDGE Act mandates all students in middle and high school receive counseling and regularly-scheduled advisement. The second mandate is that students choose a career area, create an Individual Graduation Plan, and graduate high school prepared to go on to college or enter the workforce. The third mandate requires regularly-scheduled advisement for all middle and high school students. The new rigorous performance standards and graduation requirements found in Georgia secondary schools better prepare our students and ensure they are prepared to move on successfully from one phase of their educational life to the next, and eventually to become a productive citizen of Georgia's workforce. The BRIDGE Act when coupled with Georgia's economic and workforce development model creates qualified workers to attract strong, stable companies and industries.

### **What Are the Requirements of the BRIDGE Act?**

Beginning in the 2010-2011 academic year, local school systems must provide to sixth, seventh, and eighth grade students the following:

- Counseling
- Regularly-scheduled advisement
- Career awareness
- Career interest inventories
- Information to assist students in evaluating their academic skills and career interests.

### **What is the Individual Graduation Plan?**

Another part of the BRIDGE Act is the requirement that all 8th grade students during their spring semester create an Individual Graduation Plan (IGP). This graduation plan helps "map out" the rigorous academic core subjects and focused work in mathematics, science, or humanities, fine arts, world languages or sequenced career pathway coursework. The IGP is based on the student's selected academic and career area to prepare them for their chosen career. This plan must be developed in consultation with parents/guardians, students, school counselor or teacher as advisor. Additional parts of the IGP can include career-oriented and work-based learning experiences, and postsecondary studies through Georgia's multiple College Credit Now programs.

- *Can Students Change Their Individual Graduation Plan?*

Students are allowed changes to their IGP but need to keep it sufficiently structured to meet graduation requirements and qualify the student for admission to postsecondary education. It is advisable that any changes to the plan be based on career data gathered from career interest inventories. These changes can be made during the high school ongoing review of the Individual Graduation Plan. During the IGP review, courses completed, schedules, career pathway, postsecondary plans, and related topics can be reviewed and revised, if appropriate, upon approval by the student and the student's parent or guardian with guidance from the student's school counselor or teacher-advisor.

## **ERIN'S LAW**

### **What is Senate Bill 401? Erin's Law?**

Effective July 1, 2018, Senate Bill 401 requires:

- Annual age-appropriate sexual abuse and assault awareness and prevention education in kindergarten through grades 9 (O.C.G.A. § 20-2-143).
- The provision that professional learning may include participating in or presenting at in-service training on sexual abuse and assault awareness and prevention (O.C.G.A. § 20-2-200).
- In-service training programs on sexual abuse and assault awareness and prevention for professional personnel that will be providing instruction in annual age-appropriate sexual abuse and assault awareness and prevention education in K through grade 9 (O.C.G.A. § 20-2-201).

### **Curriculum**

How will Gordon County schools implement SB 401?

The Gordon County School district has adopted the Safer, Smarter Kids abuse prevention and personal safety curriculum program. This curriculum was created by lifelong classroom educators, developmental psychologists, and experts in abuse prevention to teach personal safety from a place of fun – not fear, without being explicit or scary in any way.

Parents and caregivers want to protect children from those who might harm them, but no child can be supervised 24 hours a day. The Safer, Smarter Kids curriculum will arm your child with protective principles and the knowledge needed to identify and avoid unsafe situations, people and behaviors – and how to access help – so that they may become the first line of defense against any potential abuse.

If you would like to learn more about the curriculum and see sample lessons, please visit <http://www.safersmarterkids.org/>

For more information on ways to keep your child safe, teach personal safety lessons at home, and how to identify grooming behaviors of unsafe adults, visit <http://www.safersmarterkids.org/>

## **NOTIFICATION OF ONLINE COURSE DESCRIPTIONS (SENATE BILL 289)**

### **NOTIFICATION OF ONLINE COURSE OPTIONS**

In July 2012, Senate Bill 289 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate but provides an online learning option should your student or you choose this option. In addition, House Bill 175 passed establishing a clearinghouse for stakeholders to find online courses and online providers in the State of Georgia. Below is information about key components of each piece of legislation and how to find online learning opportunities for your student.

### **Senate Bill 289**

Districts must notify students and parents of online options beginning in the 2013-2014 school year. Districts must allow students to take an online course even if the course is not offered in the local district. Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools.

If the online course is taken in lieu of any of the regular 6 periods, then the school will pay for the course. If an online course is chosen in addition to the regular 6 periods, the parent will pay for the course.

### **House Bill 175**

This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online providers, and guidelines for what constitutes high quality online courses.

### **Accessing Georgia's Online Clearinghouse**

The Georgia Online Clearinghouse provides students and parents with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers.

To access the information found in the clearinghouse go to:

[https://www.gadoe.org/\\_layouts/GADOEPublic.SPApp/ClearingHouse.aspx](https://www.gadoe.org/_layouts/GADOEPublic.SPApp/ClearingHouse.aspx)

1. Step One: Type in the course you need (for example 9th grade Literature)
2. Step Two: Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program providers' names have been linked for users to access their site for registration information.
3. Step Three: Utilize the provider's site to register the student in the selected online course.

## SCHOOL NUTRITION

### School Nutrition: Meal Pricing 2023-2024

	Breakfast	Lunch	Second Breakfast	Second Lunch
Elementary (Pre-K to 5th)	\$0.00	\$2.50 \$12.50 weekly	\$1.75	\$2.50
Secondary (Grades 6-12)	\$0.00	\$2.65 \$13.25 weekly	\$1.75	\$2.65
Adults	\$2.50 Milk Choice included	\$4.00 Tea or Lemonade included		

### Breakdown of Student Pricing:

FREE	\$0.00
REDUCED	\$0.00
FULL PAY	\$2.50 (Elem) \$2.65 (MS/HS)

### Payment Responsibility for Meals:

It is the parent's/guardian's responsibility to provide the means for their student to be properly fed and ready to learn. In order to do this, parents have three options:

1. Provide money for the student or students to purchase a school meal
2. Complete the free/reduced application to determine eligibility of meal benefits
3. Send a lunch from home

All Gordon County students are eligible to apply for free or reduced meal benefits. Federal guidelines allow school systems a maximum of ten (10) days to approve a new free and reduced-price meal application; upon dated receipt at the School Nutrition Office.

**No student is allowed a free and reduced-price meal without a current approved application (for this School year 2023-2024) on file in the School Nutrition Department.**

All Parents/guardians who apply or do not for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted or the grace period expires (9/18/23) and no status is granted.

Once approval is granted, parents will receive a notification letter (via paper letter sent home with the child and via email on file) of a student's eligibility showing the effective date. If a notification letter is not received within ten (10) days, parents should check with the School Nutrition Central Office to see if the free and reduced application has been received.

### Free & Reduced Applications:

Free & Reduced Applications will be necessary again in 2023-2024! Gordon County School Nutrition is asking all families (1 per HOUSEHOLD, please do not submit duplicates) to submit a Free and Reduced Meal Application by September 18, 2023, to see if your child(ren) qualify. Applications will be available starting July 5, 2023. Families can complete a paper application, or online application at [www.schoolcafe.com](http://www.schoolcafe.com) or on the School Café mobile app, which can be downloaded from Google Play or the App Store.

If you have any Questions? Please call the School Nutrition Office at 706-625-0786, ask for Lisa McKinney or Nicole Head for help.

### Student Meal Charge Procedure:

- Elementary, (Grades PreK-5) = \$25.00 in total charges.
- Secondary (Grades 6-12) = \$12.00 in total charges.
- A La Carte Items = No charges

### Excessive Charges/ Alternate Meal:

Due to excessive need to collect charges in School Year 2022-2023, this will be enforced for School year 2023-2024.

It is the desire of the SNP that all students receive a healthy meal. Parents and/or guardians are responsible to provide the means for their child (ren) to be properly fed and ready to learn.

In the event any student has reached the maximum charge limit; the household will be contacted via telephone, email, account balance letters or in any combination of the 3.

All attempts of contact will indicate the balance owed on the student's account. If a child has reached the charge limit, the SNP cashier will record the student's meal at the POS using the alternate meal key. The meal should also be tracked in the production record at the school by the manager. If a student has received the alternate meal 3 consecutive times, they must be referred to the school level administrator. At that time, the administrator will need to decide whether to contact the student's parents or the district's social worker.

Manager Responsibility:

It is the goal of the SNP to communicate the charges with the School Administration. As a result, at the end of each month, the manager will give the School Administration a copy of the negative balance list. The Principal will sign the list and return a copy to the manager, to verify receipt. Student's meal benefit status should remain confidential at all times.

Managers should make every effort to identify these students and contact the parents prior to them reaching the point of sale. Managers are also responsible to ensure all school nutrition personnel including cashiers are trained to consistently enforce the school's charge policy.

School Administration Responsibility

Parents/Guardians who do not pay their meal charges will be referred to the School Administration for assistance in collecting payment. School Administration will assist Managers and cashiers in collecting outstanding meal charges. School Administration will work with withdrawing, transferring and/or graduating students to collect all negative balances prior to the students last day in school.

To view the entire charge-policy, please visit the [Gordon County Schools Nutrition webpage](#).

Prepayment Options:

School breakfast and lunch accounts can be funded through multiple methods:

- Cash or check payments to the cafeteria
- Please note that the Gordon County School Nutrition Program uses Checkredi Payment Services™ as our check guarantee program for returned checks.
  - After the second returned check due to insufficient funds, checks are no longer an acceptable form of payment.
- [www.schoolcafe.com](http://www.schoolcafe.com) using a debit or credit card in any amount

All monies paid will be deposited into the student's account. Any/all monies given to the cafeteria will first be applied towards all outstanding charge balances. Students with meal charges will be denied other purchases, such as a la carte, extra milk and etc. Parents can view their student's meal account balance at [www.schoolcafe.com](http://www.schoolcafe.com).

SchoolCafe Account

To complete a free and reduced application, view weekly menu's, and view meal payment information, please create a SchoolCafe account. For more information on how to setup your SchoolCafe Account, please visit: <https://www.gcbe.org/page/schoolcafe>

AFTER SCHOOL PROGRAM (ASP)Registration Fees

There is a minimum \$25.00 annual registration fee for each family who participates in the After School Program and is due at the time of registration. If more than one child in a family attends, an additional \$12.50 will be charged for each child up to a maximum registration fee of \$50.00 per family.

Upon a 2nd stay in After School Care for a drop-in student, the registration fee will be assessed, and families will be billed. This includes children who are returned to after school care from bus routes when no one is available at home for pick up, as well as those who are not picked up in the car rider line in a timely manner. Upon pick up from first drop in, a parent will be asked to provide a future method of payment, including setting up an online payment account.

Attendance Fees

The cost for attendance for the first child in a family is \$5/day. For each additional child, fees will be \$4/day. Families will be invoiced on Friday of each week. Payments not made by the due date on the invoice will incur a late fee. Families who have authorized an automatic withdrawal through an electronic payment method on file in the system will be automatically charged and will not be subject to the additional fees for late payments.

Late Fees

Late fees will be assessed for children who are left past 6:00 p.m. Beginning at 6:01 p.m., \$1 per minute will be charged per child.

Payment Deadline

Payments not made by the due date on the invoice may incur a late fee. Outstanding balances may prevent students from being allowed entry into the After School Program and could be referred to small claims court for collection. Excessive non-paid attendance due to students being left at school or being returned from a bus route where no one is available to meet the child may be reported to DFACS for appropriate investigation.

Activity Fees

Additional costs may be required for special optional lessons, events, or activities to offset instructor or material expenses. Students will not be mandated to participate in these special sessions and will have access to all other activities in the After School Program during that time.

### **Payment Options**

Families are encouraged to set up an online account for tracking student attendance, activities, and payments via e-check or credit card. Families may also pay onsite with cash or check.

### **ASP Site Contacts**

- Belwood Elementary - 706-629-9547 Ext. 2717
- Fairmount Elementary - 706-337-5321 Ext. 2161
- Red Bud Elementary - 706-625-2111 Ext. 4021
- Sonoraville Elementary - 706-879-5302 Ext. 6019
- Tolbert Elementary - 706-629-4404 Ext. 3405
- W.L. Swain Elementary - 706- 629-0141 Ext. 3708

### **Transfer of Overdue Charges**

**Overdue charges will transfer to the student and will follow him/her throughout their school career. Students with remaining ASP overdue charges will be prohibited from participating in graduation services.**



**SCHOOL DIRECTORY**

SCHOOL	PRINCIPAL	PHONE NUMBER	FAX NUMBER
Belwood Elementary	Mrs. Monica Holt	706-629-9547	706-879-5213
Fairmount Elementary	Mrs. Rebecca Champion	706-879-5380	706-337-4481
Gateway Academy	Mr. Scott McClanahan	706-879-5106	706-879-5122
Red Bud Elementary	Mrs. Debra Brock	706-625-2111	706-879-5340
Sonoraville Elementary	Mrs. Kelly Rampy	706-879-5302	706-879-5303
Tolbert Elementary	Mrs. Shelley Allen	706-629-4404	706-879-5258
W.L. Swain Elementary	Mrs. Tara Green	706-629-0141	706-879-5291
Ashworth Middle	Mr. Danny Lowrance	706-625-9545	706-879-5073
Red Bud Middle	Mr. Chad Moore	706-879-5261	706-879-5270
College and Career Academy	Mrs. Leah Newsom	706-879-5370	706-879-5371
Gordon Central HS	Mr. Brian Hall	706-629-7391	706-879-5399
Sonoraville HS	Mrs. Amy Stewart	706-602-0320	706-879-5165

**2023-24 ACADEMIC CALENDAR****REVISED**  
**2023-2024****Gordon County Schools**

Calhoun, Georgia

706-629-7366

[www.gcbe.org](http://www.gcbe.org)**Calendar Legend**

Schools Closed/School Holiday

Teacher PL/Planning (Student Holiday)

Beginning of Semester

Early Student Release/Conferences

Student Holiday/Potential Flex PL Day

10-Month Employees Must Work Four (4)

Student At Home Learning Day/PL Day for Teachers

Teacher PL/Planning (Student Holiday) July 31- August 2

First Day of School August 3

Labor Day September 4

End 6 week grading period September 15

Early Student Release/Conferences September 13-14

Student At Home Learning Day/PL Day for Teachers September 15

End 9 week grading period October 6

Fall Break October 9-13

End 12 week grading period November 3

Student At Home Learning Day/PL Day for Teachers November 6

Thanksgiving Break November 20-24

End of 18 week grading Period/End Semester 1 December 15

December 18-

Winter Holidays/Christmas Break January 4

Teacher PL/Planning (Student Holiday) January 4

First Day of 2nd Semester January 5

MLK, Jr. Holiday January 15

End of 24 week grading period February 16

Winter Break February 19-23

Early Student Release/Conferences March 13-14

End of 27 week grading period March 15

Student At Home Learning Day/PL Day for Teachers March 15

End of 30 week grading period April 5

Spring Break April 8-12

Student At Home Learning Day/PL Day for Teachers May 3

Last day of school May 24

Early Student Release May 24

Memorial Day May 27

Post Planning May 28-29

1st Semester- 86 student days

2nd semester- 90 student days

176 Total Student Days

*Early Student Release Day Times:*  
*Elementary Schools will release at 11:30 AM*  
*Middle & High Schools will release at 12:30 PM*

**BOE APPROVED ON 5/8/2023**

July '23						
Su	M	Tu	W	Th	F	Sa
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30	31					

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October '23						
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November '23						
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December '23						
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January '24						
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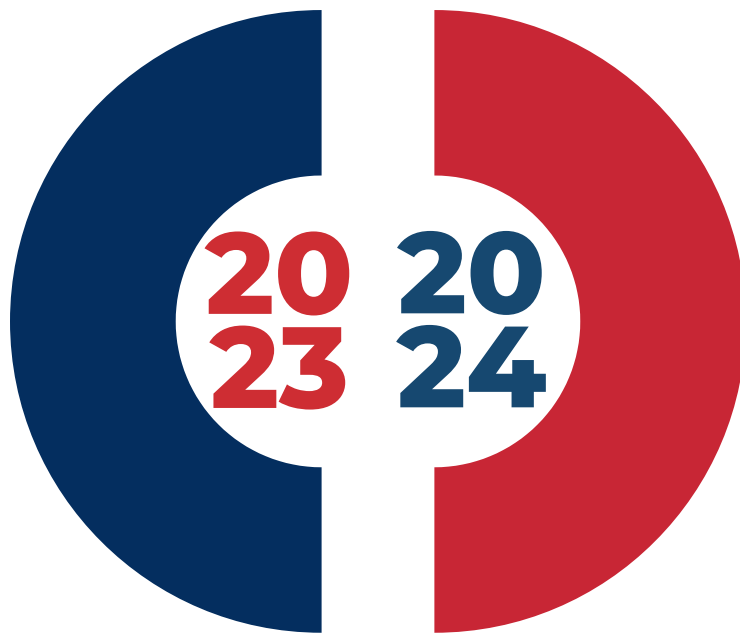
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March '24						
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April '24						
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28	29	30				

May '24						
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June '24						
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30						



## CONTACT US



706-639-7366



[www.gcbe.org](http://www.gcbe.org)

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