

**Creekside School
Parent/Student Handbook
2021-2022**



**Creekside School
8403 GA HWY 315
Cataula, GA 31804
706-596-1300**



Harris County School District Mission & Vision

Mission: Offering an excellent education for every child in Harris County.

Vision: One community, committed to educational excellence for every child.

ATTENDANCE

School attendance is a strong indicator of school success! Creekside places high importance on student attendance. It is very important that students attend every school day. Students are expected to make every effort to be present at school each day. In middle school, attendance is recorded for each period of the day. Absences, late arrivals and early check outs negatively impact instruction and learning.

- Upon returning to school after any absence, the student must bring a note to their homeroom teacher, signed by a parent or guardian or physician explaining the reason for the absence.
- A student who is absent from school will not be allowed to participate in any extra-curricular activities for that day.
- Students are considered late after 8:15 a.m.
- Students must sign in by 12:00 p.m. to be considered present for the day.
- Excuses more than 3 days old will not be excused.
- The state expectation is **no more than 6 days absent** for the school year. This includes excused and unexcused.
- Students who miss **16** or more days of school may be denied credit for the year. The faculty and administration of Creekside does not condone absences except for those reasons defined by Board policy. Family vacations and/or trips etc. are not acceptable excused absences from school.
- If a student has an extended illness, the parent should contact the school counselor to arrange make up of missed work.
- If a student is absent due to Out of School Suspension (OSS), work may be provided when suspension is **complete**. The work must be completed and turned in within 3 days of return to school.
- Perfect Attendance is recognized at the end of year Honors Day programs.
- Unannounced prizes or privileges may be available to students with positive or perfect attendance.
- See *Harris County BOE Student Behavior Code and Attendance Protocol* for full policies.

Hospital Homebound Services:

The Harris County School System offers Hospital Homebound Services for students who are too ill or injured to attend school. A student may qualify for regular or intermittent Hospital Homebound Services. Regular Hospital Homebound is where a student will be absent from school for at least 10 days or more consecutively. Intermittent Homebound is where a student has a chronic illness that may require frequent hospitalizations or will be absent throughout the school year because of a chronic illness. A licensed physician or psychologist must provide medical certification verifying the illness or injury. A student does not accumulate any absences while he or she is on Hospital Homebound status. You may contact your school counselor for an application. If you have questions, you may call the School Social Worker at 706-628-4206, Ext. 2301.

Truancy

Truancy is an unexcused absence. An excessive number of unexcused absences will be grounds for legal action in accordance with the attendance laws of Georgia. An excessive number of absences may result in the school requiring a doctor's excuse for every absence. Students with 16 or more days absent from school may be denied credit for the year. (See Board Policy regarding Compulsory Attendance & Absences and Excuses)

CHANGE OF ADDRESS/PHONE NUMBERS

If there is a change of address or phone number during the school year, contact the main office in order for all necessary files to be kept up to date. Two proofs of residency are required for any address changes.

EARLY ARRIVAL

Students arriving early are to report to the cafeteria for supervision until they are released to homeroom. Students should not arrive on campus before **7:15 a.m.**

ENROLLMENTS AND WITHDRAWALS

When a student enters or withdraws from school, a parent is required to come to the school to initiate the procedure. After school starts, no student will be enrolled without withdrawal forms from their previous school. When a student withdraws from Creekside, no records will be sent until all books, Chromebooks, & other school issued materials are returned and all debts are paid. Any student owing money from the previous year will not be issued until debts are cleared.

A new Certificate of Immunization (Form 3231) will serve as a means of documenting the immunization status for children who will be admitted to any facility or school in Georgia for the first time on or after August 1, 2001. The new Certificate of Immunization (Form 3231) will replace the current certificate for school (Form 3032). It may be accepted any time after February 1, 2000. It is not necessary to replace the certificate (Form 3032) for children currently enrolled.

As each child enrolls in school, the certificate will be checked to see whether it is marked "Complete for School Attendance" or has an expiration date noted. If a form has an expiration date, the child must submit a new certificate within 30 days after the expiration date to be excluded from attendance until an updated certificate is submitted. The Certificate must be marked one or the other in order for it to be valid. A "Date of Expiration" must be entered on all certificates issued to children.

1. Under four years of age;
2. Four years of age and older who are in the process of receiving the recommended doses of the required vaccines;
3. Children who have medical exemption for a vaccine that is due to be reviewed.

Dates of immunization are required on all certificates issued to children who are four years of age and older.

Immunization Requirement Highlights:

Georgia's immunization requirements for children attending 7th grade have been revised. Beginning on the 2014-2015 school year, 7th graders will be required to have Tdap and Meningococcal vaccines prior to entering school.

Effective July 1, 2014 children born on or after January 1, 2002 who are attending 7th grade and for new entrants into a Georgia school grades through 12th must have received one dose of Tdap (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine. "New Entrant" means any child entering any school in Georgia for the first time or entering after having been absent from a Georgia school for more than twelve months or one school year. A child entering any childcare facility or school in Georgia for the first time (at any age up to 19 years) must be age appropriately immunized with all of the required vaccines. (DTP, DtaP, DT, or Td; Hepatitis B; Hib; OPV or IPV; Measles, Mumps and Rubella or MMR; and Varicella). Varicella (chickenpox) vaccine has just been added to the list required for school attendance. Hepatitis B vaccine is now required for a child at the time of entry to school.

Previously it was a requirement for children born on or after January 1, 1992. Two doses of measles-containing vaccine, one dose of mumps vaccine and one dose of rubella vaccine is now required **at the time of entry** to school. Students not in compliance with state vaccination requirements may be subject to withdrawal from school.

OUT OF COUNTY STUDENTS

Eligibility: Only those students who reside in Harris County shall be entitled to attend Harris County schools. The Harris County Board of Education, however, will accept and allow students to reside in the State of Georgia outside of Harris County to enroll and attend Harris County schools upon the payment of tuition and compliance with its

policy. Out-of-state students shall not be accepted to attend Harris County schools except for children of teachers and employees.

Application: An out-of-county application must be completed prior to initial enrollment and must be approved by the Assistant Superintendent before enrollment is permitted. Enrollment is permitted at the beginning of a semester only. No mid-semester enrollments shall be permitted. Approval of this application is based upon the enrollment in the grade at that particular school if space is available. Harris County shall refuse admission to students if the class size will be overloaded so as to cause additional employees to be hired; and the admission also will be refused to students who have not paid the tuition due prior to the fifth school day.

School bus transportation from an existing bus stop within Harris County may be provided on a space available basis. Otherwise, the parents of out-of-county students shall be totally responsible for the transportation of the students from the place of residence to the school in which the student is enrolled.

Out-of-county applicants who return for an ensuing school year will be required to fill out a renewal application and pay the tuition as provided for herein. Returning out-of-county students do not have a right to continued enrollment, and are subject to enrollment upon space being available at their grade level.

Tuition: The tuition for an out-of-county student attending Harris County School shall be **\$4,700.00** per school year (\$2,350.00 per semester). The tuition shall be reviewed annually and set so as to reflect the average locally financial per student cost for the preceding school year, excluding the local fair share funds required pursuant to O.C.G.A. §20-2-164. This fee is effective at the beginning of the school year and is payable by the semester (50% each) prior to the fifth day of each semester. Checks shall be made payable to the Harris County Board of Education. Principals shall forward all checks with the approved application to the Central Office in a timely fashion. Such checks will be deposited in the general fund of the school system. Refunds of 50% of the amount paid will be given for students who withdraw during the first six weeks of either semester. After six weeks, no tuition refunds will be given upon withdrawal.

Failure To Pay Tuition: Any parents of a student residing out-of-county enrolled in the Harris County School System who are eligible to pay tuition shall be responsible to see that tuition is paid. If an out-of-county student is discovered by school officials to be attending Harris County schools without paying tuition, the student will be immediately withdrawn from school. The student shall be eligible for re-enrollment as an out-of-county student only upon the payment of all unpaid tuition plus a premium of fifty percent (50%) of the unpaid tuition. If the unpaid tuition and premium thereon is not paid within five (5) school days after the withdrawal, the student shall not be eligible to attend Harris County schools in the future as a non-resident student. If an out-of-county student is found to have not paid tuition and re-enrolls upon payment of the unpaid tuition and the premium thereon and then is found to not have paid tuition a second time, the student shall be withdrawn and shall not be allowed to return regardless of the circumstances.

Proof of Residency: Where the residency of a student is in question the following information shall be considered in determining the residency of a student. Parents are required to furnish the school principal or superintendent all of this available information in a timely fashion upon request.

- 1) Proof of Harris County Homestead Exemption.
- 2) Proof of purchase of Harris County automobile tag(s).
- 3) Proof of voter registration in Harris County.
- 4) Utility bills for one (1) year on both residences where parents own two (2) or claim two (2) separate residences and one (1) being outside Harris County.

Determination of Residency: Using the foregoing information, the place of residence of the child will be:

- 1) The bona fide residence of both parents of the child; or if one parent is deceased, the residence of the surviving parent; or if the parents are divorced or living separately, the residence of the parent having actual custody of the child pursuant to an appropriate order of a Superior Court or similar court of another state having jurisdiction of the parties at the time such order is rendered; provided that the provisions of this paragraph shall not apply if the right of a parent or parents to custody and possession of a child has been terminated as authorized by law, by a court, or state agency having jurisdiction.

The term parent or parents as used herein means natural parents and shall also include adoptive parents by virtue or legal adoption pursuant to law.

- 2) In the instance of a student who in good faith resides full time in Harris County with another family member other than his parent or parents who is in **loco parentis**, the residence of such family member may be the residence of such student if the Superintendent in each instance shall find and determine (a) that such student does in fact reside full time with such relative and (b) the parents of the child cannot be located or their whereabouts are unknown (c) that such residency is not attempt to circumvent the provisions of this policy. A transfer of guardianship to a Harris County family member shall not be the sole determining factor in deciding whether a student resides with the family member in compliance with this policy.

Appeals: Appeals of this issue shall follow the school system Student Complaint Policy. During the appeals process the student shall not remain enrolled at the school he is attending unless he pays the tuition. If as a result of the appeal, it is determined that the student is a resident of Harris County, the tuition will be refunded.

SOCIAL SECURITY NUMBERS

According to Georgia Law, all students enrolling in Georgia Schools must present an official copy of their social security number. This means that a school official needs to see the social security card or an official document that verifies the number. Creekside staff will make a copy to place in the student's folder. If a parent objects to a student's social security number from being incorporated into the student's record, the parent must sign a statement (waiver) to that effect.

NUTRITION

BREAKFAST/LUNCH (Prices subject to change)

Full Price Breakfast: \$1.50 Full Price Lunch: \$3.00 Employee Lunch: \$4.00
Reduced Price Breakfast: \$.30 Reduced Price Lunch: \$.40 Visitor Lunch: \$4.50
*subject to change

Thanks to the COVID-19 Nationwide Waiver, breakfast and lunch is free for all students for the 2021-2022 school year.

Students who choose not to eat a school lunch may bring a lunch from home; however, carbonated drinks, candy, and glass containers are not allowed. Strawberry, chocolate and low fat milk choices are available with school lunches. Soft drinks are not allowed. Please keep this in mind when packing lunches to keep our school in compliance with nutrition program regulations. Students are encouraged to prepay for the week/month. During homeroom students are allowed to go to the cafeteria to prepay. Parents can now pay for nutrition accounts online at <https://www.myschoolbucks.com/index.jsp>.

In an emergency situation students may charge a school lunch. Repayment of the charge is expected the next school day. If a student has 3 charges an alternative lunch will be provided upon request. Meals after mid-April will no longer be available for charges to any account and an alternate lunch will be provided.

Free and reduced applications for meals are sent home on the first day of school. After applications are returned and processed, parents are notified if their child qualifies for free or reduced meals. Free and reduced applications must be resubmitted each year. Applications may be completed online at myschoolapps.com

LUNCHROOM

1. A well-balanced meal is served for all students each day.
2. All students are required to go to the lunchroom whether they bring lunch or purchase school lunch.
3. Students are asked to leave the cafeteria tables free from food and debris.
4. All food including fruits must be consumed in the lunchroom.
5. No carbonated or energy drinks allowed.

Procedures

1. Students must sit at tables designated by the master lunch schedule.
2. Students may talk quietly and must confine their talking to people at their own table.

3. Students will be allowed to go out of the lunchroom only in an emergency situation after they obtain permission by their teachers or a monitor to leave the lunchroom for any reason.
4. Students need to enter the lunchroom quietly and in an orderly manner.
5. Students must go through the serving line in a single file.
6. Students will leave the lunchroom with their classroom teachers to return to scheduled classes.

CONDUCT/DISCIPLINE POLICY

School Rules are as follows:

1. **RESPECT** yourself, others and school property.
 - a. Offer positive comments only.
 - b. Keep hands and feet to one's self.
2. Dress appropriate for the school setting.
3. Follow directions the first time they are given.
4. Take care of and keep clean the school grounds and property.
5. Walk to the right of the sidewalks and in the hallways.
6. Have a pass when in the hallway during class time.
7. Be in the classroom on time.

Progressive Discipline Procedures

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 each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them choose appropriate behaviors which are consistent with the character traits from Georgia's Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling
- Loss of Privileges
- Administrative Isolation
- Administrative Detention
- ISS (In School Suspension)
- OSS (Out of School Suspension)
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Temporary Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- 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 when school officials determine such referral to be necessary or appropriate.

The maximum punishment for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Harris County of Education policies. *Major offenses, including, but not limited to, drug and weapon offenses can lead to a school being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8.16 Unsafe School Choice Option.*

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such case, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents shall be notified. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported. There is no appeal process for disciplinary suspensions less than 10 days OSS.

School officials have the authority to search a student if there is suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus; student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, locker or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities, which occur outside normal school hours, or off the school campus at the discretion of administrators.

The following offenses may result in the assignment of In School Suspension (ISS) or Out of School Suspension (OSS) or a combination of the ISS and OSS or a Disciplinary Tribunal which may lead to assignment at the Educational Opportunity Center (EOC) for an alternate school setting: *(or other offenses as deemed by admin per JCDA code)*

Theft
Profanity
Fighting
Chronic Misbehaviors
Blatant Disrespect of Authority
Smoking, Tobacco Products
Vandalizing

Drug/Alcohol Possession/Use (Tribunal offense)
Sexual Harassment
Threatening Behavior
Disruption of Instruction
Weapons (Tribunal Offense)

BULLYING POLICY

Creekside does not tolerate or condone bullying behaviors. Once a student is alleged to be exhibiting these behaviors (comments, and/or threats to include cyber bullying that are considered objectionable, unwelcome, and threatening by another student(s)) or adult in the Harris County School System), they should be reported to the counselor and grade level administrator. The situation is investigated and evaluated. Confirmed incidents of bullying will result in disciplinary action. **Please see the Harris County Board of Education Student Behavior Code and Attendance Protocol.**

BUS RULES /BEHAVIOR

Riding the bus is a privilege. Students who ride the bus have responsibilities for the comfort and safety of other students as well as for themselves. It is very important that students conduct themselves in an orderly manner at the bus stop and on the bus. The bus driver has authority over any circumstance arising on the bus.

Suspension of bus privileges will not exceed one school year (180 days); however bus suspensions may include parts of two consecutive school years. For more information on the rules for the bus, please see the Harris County Board of Education Student Behavior Code and Attendance Protocol.

Students should not ride a bus they are not registered to for their official route to and from school.

Any change in transportation (change of bus stop on assigned route or riding home with another student/parent by car) must be submitted to grade level office prior to noon in order to ensure changes are approved.

CODE OF CONDUCT

It is the purpose of the Harris School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy, which requires students to conduct themselves appropriately at all times in order to facilitate a positive learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The Harris County School District's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct. The Code of Conduct is available online at www.harris.k12.ga.us. Also, students may be disciplined for conduct off campus, which is felonious, or which may pose a threat to the school's learning environment or the safety of students and employees. Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

Places and Times of Enforcement

The following rules are designed to protect all members of the educational community in the exercise of their rights and duties. These rules are effective during the following times and in the following places:

1. On the school grounds during and immediately before or immediately after school hours or off school grounds while in route to or from school.
2. On the school grounds at any other time outside of school hours.

3. Off the school grounds at a school activity, function, or event.
4. In route to and from school on a school bus or other school vehicle or while waiting off school grounds for a school bus to transport a student to or from school or a school activity.
5. Off school grounds when the prohibited conduct is directed, because of a school-related connection, against the person, family, property, privacy or tranquility of an employee of the Harris County Board of Education.
6. Apply to conduct by student whether directed to or committed upon another student or a teacher, administrator, or other school personnel or toward persons attending school related functions.

DRESS CODE

The dress code for Creekside is designed for safety and decorum. Students at Creekside School are expected to dress in a manner that reflects modesty, neatness and self-respect. Therefore, **EXTREMES IN DRESS OR GROOMING THAT MAY CAUSE A DISTRACTION IN THE CLASSROOM WILL NOT BE ALLOWED AT SCHOOL.** With this in mind, we will try to address all dress code violations during homeroom. As it is with a speeding motorist, not all dress code violations are caught every time. As a staff, we will be as consistent as possible in enforcing the dress code. We ask that parents check what their children are wearing before they leave for school. Students not dressed according to the code will be sent to their grade level office to call home for the parent to bring appropriate clothing. If the parent is unable to bring appropriate clothing or is unable to be reached, the student will spend the remainder of the day in ISS. Students will not remain in the regular classroom environment if they are found in violation of the dress code.

The administration recognizes the inconvenience involved for parents to bring corrective clothing to school during the day; however this is required for the dress code to be applied and enforced consistently.

Students may enjoy current fashion, but the school reserves the right to inform individuals when their attire does not meet the spirit of the dress standards for Creekside.

- It is the responsibility of each **student** to be knowledgeable of and comply with Creekside dress code policy.
- It is the responsibility of the **parent** to ensure that the dress code is observed.
- It is the duty of each **teacher** to ensure that the dress code is enforced.
- It is the final decision of the **administration** to deem what meets or does not meet dress code.

STUDENTS SHOULD OBSERVE THE FOLLOWING GUIDELINES:

General Topics

- A. Loose fitting, oversized clothing is not allowed at school.
- B. Clothes deemed too tight or revealing are prohibited.
- C. Clothing with suggestive lettering, pictures, symbols, and vulgarity, alcohol or drug depictions will not be allowed. Clothing depicting extreme political and social viewpoints considered detrimental to school morale are not appropriate for school.
- D. Any written lettering, clothing, etc. related to gangs is inappropriate and should not appear on students or their belongings. Pornographic materials and articles are prohibited.
- E. Students should not write on their clothes or bodies.
- F. Body cleanliness is required at all times.
- G. Proper undergarments should be worn at all times. They should not draw attention through clothing.
- H. Pajamas and swimwear should not be worn to school.

Tops/Shirts

- I. Low cut or shirts revealing cleavage are not appropriate for the school day. The back and mid-section of the body are to be covered at all times.
- J. Sleeveless shirts cut low under the arms should be worn with a T-shirt underneath.
- K. Sleeveless clothing is allowed if at least **2 inches in width** covering the shoulders, completely covers the back, and is fitted enough under the arms so the undergarments do not show. The back, shoulders, and

mid-section of the body are to be covered at all times. No racer-back and/or t-back shirts/tops may be worn at school. Low-cut tops, spaghetti straps, halter tops, or bralettes are NOT allowed.

- L. Mesh/see-through clothing should not be worn at school without dress code appropriate shirts underneath.
- M. Shirt hems should fall approximately at the hip/pockets or lower.
- N. Plain white undershirts or T-shirts may not be worn as an outer garment.

Pants/Leggings/Skirts

- O. **NEW:** Students wearing pants with holes or frays may do so as long as the holes/frays are not of an excessive size and NO skin is showing above the knee.
- P. Sagging pants are not allowed. Oversized pants that will not stay up at the waist/hips should not be worn to school or to a school function. Pant legs must be of equal length and may not touch the floor.
- Q. Shorts/skirts/dresses/jumpers must be modest and at an appropriate length and not distract from the educational process or activity. Must reach at least past fingertip length to the longest finger all the way around the body and remain there throughout the day.
- R. All shorts, skirts, dresses, and jumpers with uneven hemlines must conform to the dress code at the shortest point in the hemline.
- S. Solid/opaque leggings may be worn with tops that cover the hips/buttocks.

Shoes/Head Gear/Accessories

- T. Appropriate shoes, with a substantial sole, are to be worn at all times. Shoes may be sandals, dress or athletic. They must be worn as designed with laces tied, fasteners fastened, etc. Heels and soles may not be more than 2 inches high or thick for safety reasons. **Stacks, beach-type flip-flops, and house shoes are considered inappropriate at school and are not allowed.** Matching shoes should be worn. Shoes worn to school should match in style and size.
- U. Hats, stocking caps, wave caps, full head coverings, and sunglasses are not to be worn at school at any time unless deemed appropriate by administration for school sanctioned activities. Combs, picks, and pencils may not be worn in hair.
- V. Bandanas of any color are not to be used as accessories unless deemed appropriate by administration for school sanctioned activities.
- W. Heavy chains, dog collars, or metal studded bracelets, etc., may not be worn in school. Chains attached to wallets should not be worn.
- X. Gloves will not be worn in the school during the school day except for medically related reasons.
- Y. Blankets should not be brought to school.
- Z. Bulky outerwear (coats, jackets, sweatshirts, etc.) may not be worn while inside the building.

APPROPRIATE (throughout the school day)

(LIGHT WEIGHT OUTERWEAR)

Fitted hoodies
wind suits w/matching jackets
lightweight jackets
sweaters
vests

INAPPROPRIATE (during the school day)

(HEAVY WINTER OUTERWEAR)

trench coats
oversized hoodies
overstuffed fleece jackets
heavy coats
ski/flight jackets

Procedures for Dress Code violations:

Students, who are reported as violating the dress code, will be sent to an administrator to determine if the student is able to correct their clothing. If it is not possible to correct a dress code violation, students may be placed in ISS for the remainder of the school day or contact a parent for alternate clothing. On subsequent occasions students may receive in school or out of school suspension or a combination of both.

IN-SCHOOL SUSPENSION

Students assigned to ISS will report to the ISS room. Class work is sent directly to the ISS teacher from each classroom and connection teacher for the duration of the time to be served. Appropriate accommodations will be provided for the duration of ISS. The ISS teacher will make sure each student in ISS gets the work assigned to them while they are in ISS, and the ISS teacher will see that all assignments and tests are returned to the classroom or connection teachers who sent the work to ISS. If students assigned to ISS, fail to complete their assigned work, or if behavior is not satisfactory, students may be assigned an additional day of ISS. Continued misbehavior in ISS may result in Out-of-School Suspension (OSS). If a student assigned to ISS checks out of school before 12:00 p.m., that student may be required to serve another day in ISS. Students assigned to ISS may not participate in extracurricular activities (ex: concerts, performances, field trips, athletic events to include tryouts) the same day of suspension.

LEAVING CLASS/SCHOOL GROUNDS/OUT OF AREA

Once students board a bus and/or arrive on campus, they are not to leave the school grounds for any reason without permission from the Principal or Assistant Principal. Leaving school grounds without permission is considered skipping school and warrants an immediate referral. Students should report to assigned classes. Failure to report to class in a timely manner is considered truant/out of area and is subject to disciplinary action that may include suspension. Students should not be outside of their assigned class without a faculty/staff signed, dated and timed pass indicating purpose for being in the hallway.

STUDENT SUSPENSION/EXPULSION/DUE PROCESS (Revised 6/12/98)

The board policy defines and provides the requirements for short-term suspension, long-term suspension and expulsion. Also provided for are the hearing procedures for the imposition of disciplinary actions against students that involve short-term or long-term suspension and expulsion.

STUDENT INFORMATION

BOOK BAGS

Students will use bookbags to carry necessary school supplies throughout the school day. Rolling bookbags are not allowed due to safety of students during hallway transitions.

CLUBS

Club day is held monthly during the school day. Some clubs meet after school as well. Students have the opportunity to select a club of interest. All students are encouraged to participate in a club to develop rapport with students and staff.

DELIVERIES

Any delivery of flowers or balloons to students is not permitted. Any other items that might disrupt or interrupt classes unnecessarily should not be delivered to students at school. Deliveries cannot be transported by bus due to space constraints.

EXTRACURRICULAR/ATHLETIC ACTIVITIES (*See Current Athletic Handbook*)

Creekside athletes participate as members of Harris County Carver Middle School teams. HCCMS policies apply.

Athletic Eligibility

- 1) The student has not attained his/her 15th birthday prior to August 1st of the current school year.
- 2) The official transcript is the only means of determining academic eligibility.
 - a. Students must pass 70% of the subjects during the previous semester. Students participating in sports that cover two semesters (begins during the first semester and continues into the second semester), must maintain a passing score in 70% of the subjects during the first semester in order to continue participation in that sport.
 - b. Transfer students must meet the academic eligibility requirements of Harris County Carver Middle School.
- 3) The student is not playing on a school team and some other team during the same period of time.

- 4) A student at Harris County Carver Middle School has three (3) years of eligibility. The student's eligibility period begins the first year a student is enrolled in the sixth grade and terminates at the end of the third year.
- 5) Students assigned to EOC may not participate in HCCMS extracurricular activities/athletics.
- 6) A student who returns from the Educational Opportunity Center and wants to participate in athletics must have passed 4 out of 6 of his/her courses in the previous semester at the EOC.
- 7) Students that participate in the Muscogee County School District Middle School Sports League are restricted to middle school athletic participation only. Students may only participate in the 9th grade or junior varsity team if the sport is not offered at the middle school level and/or is not within the same season. Students in middle school that play on a 9th grade or junior varsity team may not participate in the middle school league in that particular sport.

Harris County Board of Education shall ensure that no student, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered in the school district.

If a student is suspended or is assigned in-school suspension during the time of an extra-curricular activity or athletic contest/ tryouts, he/she will not be allowed to participate. If absent the day of a game or athletic event, or a school-sponsored after school activity, the student may not participate. If a student is absent for more that ½ of the school day, they are considered absent. Non-participation in athletics does not allow one to refuse to participate in regular P.E.

Only students involved in extra-curricular activities are to remain after school. Any student on campus after 3:00 p.m. must report directly to a supervising faculty member. Those students being picked up by parents must wait at the front of the building. Parents should pick up students promptly when after school activities are over. Proper behavior is expected at all times.

Transportation for Extra Curricular Events/Games

All students who participate in extracurricular events must ride to the event on the bus with the team coach or group sponsor.

1. Students may be allowed to ride home from off campus extra-curricular/athletic events with a parent or designated adult upon written authorization from the parent/guardian of petitioning student. The request must be turned into the sponsor or coach and approved by an administrator, if at all possible, no later than the morning of the day that the event is to take place. The coach/sponsor will be responsible for collecting the written requests and maintaining a file for one year.
2. Students may be dismissed from the bus at their homes on a direct route from extra-curricular/athletic activities.
3. In emergency situations the coach/sponsor should use professional judgment and discretion. A written report of these emergencies should be made to the principal within five days of the emergency.

GUIDANCE AND COUNSELING

The guidance counselors at Creekside School are trained professionals who are committed to meeting the ever-changing needs of the middle school child. They conduct classroom guidance and small-group activities to teach students the social and academic resource skills they need to become confident and successful learners. They are also available for individual counseling sessions and parent/teacher consultations to help students deal with personal or school-related problems.

The counselors are experienced in helping students recognize their abilities, assess their needs, cope with academic, social, and emotional challenges, and assist students in achieving their potential. The counselors also work with standardized testing, SST/504 plans, orientation, registration, and many other school activities.

LOST AND FOUND

Items that are found that do not belong to you should be turned in to a school office. Check grade level offices and the lost and found rack beside the bus ramp door if an item is lost or misplaced. **All personal items should have**

first and last name attached. Label all clothing, book bags, purses, etc. If the items are not claimed within five (5) days they are subject to be donated to charity organizations.

PERSONAL PROPERTY/MONEY AT SCHOOL

All items brought to school, of a personal nature, should be clearly marked with the student's name. **Cell phones, e-readers, smartwatches, earbuds, etc. are brought to school at your own risk.** Lost or theft of personal electronic devices that are brought to school is the sole responsibility of the student. Students should not bring excessive amounts of money to school. Bring only the amount of money needed for a particular day. Keep any valuables with you at all times.

STUDENT PLANNERS/HALL PASS/AGENDAS

Agendas are issued to students at the beginning of the school year. The agenda is to be used to record homework and any other important information. It is also an excellent communication tool between teachers and parents.

- The agenda serves as a hall pass for the student when it is filled out and signed by a teacher.
- The agenda is not to be altered in any manner, and it is not to be shared with other students.
- Students must have their agenda every day and in every class.
- Should the agenda get lost, stolen, or destroyed, replacement is at the expense of the student.

TELEPHONE USAGE/ELECTRONIC DEVICES

Technology Devices-Acceptable Use (Policy update pending and subject to change*)

To maintain our safe and respectful environment, school members agree to use all technology devices; including school-issued computer hardware, software, and Internet access, in a safe, respectful and appropriate manner for academic purposes only during any school activities and within the established Acceptable Use Policy of The Harris County Board of Education. Personal computers and electronic devices are not to be used during the school day. They should be off and out of sight.

The school and its staff are not responsible for loss, theft, or damage to any electronic devices a student brings to school. Parents realize that any device brought to school is done at the sole responsibility of the student and at their own risk. Parents should be aware of these policies and understand that their child's device may be confiscated by school administration due to policy violation. If a student's device is confiscated, the parent must retrieve it from the school administrator.

During the school day, students may use available technology resources; school electronic equipment or personal electronic devices, **ONLY** under the direct supervision of their teacher. Students who use technology resources for non-academic purposes without the permission of their teacher will face consequences set by Creekside policies.

The use of Creekside's electronic equipment is a privilege, which may be revoked at any time. Abusive or inappropriate behavior will be addressed based on consequences that may include revocation of this privilege. Although it is impossible for Creekside to make a guarantee of absolute security, we depend on faculty and students to monitor its access and use of all technology devices.

The use of social networking websites, personal student email accounts, instant messaging, texting, web journals, peer-to-peer networks, blogs, and chat rooms must be specifically permitted by a faculty member for academic purposes only. Use of these electronic resources is never permitted on school grounds for non-academic use. This policy applies to all student electronic devices such as smart phones, cell phones, laptops, tablet PC's, eBook readers, etc. that allow personal communication with others while in school.

Additionally, students are not allowed to use any electronic device to transmit or engage in any activities that are in violation of any local, state, or federal law or regulation, including piracy, tracking, extortion, blackmail, unauthorized access to computers on the Internet, or purchase, sale, or distribution of contraband materials. Deleting or tampering with someone else's files, as well as any unauthorized, deliberate action that damages or disrupts school equipment is prohibited.

In all of our relationships, we encourage honesty, civil communication, and respect for others. All school members are expected to act with consideration toward others and to behave in a responsible manner at all times. Bullying behavior through the use of student electronic communication (cyber-bullying), including communications sent from off-campus devices, to or about any member of the school community, maybe treated as if the behavior had occurred at school if it is deemed the instructional school climate is affected and dealt with according to Board Policy. **Please refer to the Harris County Board of Education Student Behavior Code and Attendance Protocol.**

During the academic day, students shall not use personal electronic communication devices of any kind, except reasons which have been approved by the Harris County Board of Education or by permission of a school administrator. The definition for electronic devices includes but is not limited to cell phones, pagers, PDAs, smart watches, and iPods. **Loss or theft of personal electronic devices that are brought to school is the sole responsibility of the student.** Electronic devices should be turned off and not visible. If these devices are turned on or visible, they will be confiscated from the student, turned into the office, returned to the student at the end of the day for the first 4 violations. After 4 violations, parents may be called to retrieve the device. Unauthorized phone use (texting, taking pictures, etc.) may result in suspension.

Wearing earbuds/headphones during class is not allowed unless permission is given by the teacher. **Earbuds/headphones should not be worn or be visible in the hallway during the hours of 7:40 am and 3:00 pm, to include class change as this may be a safety hazard in the event of an emergency.**

Student Chromebook Use: It is expected that students will:

1. Use the equipment in a careful and responsible manner.
2. Use the software in the way the vendor/manufacturer/teacher intended.
3. Honor copyright guidelines and laws.
4. Use digital cameras, scanners, and other peripheral equipment properly and with care.
5. Stay on task doing instructional assignments and projects.
6. Conserve paper and ink resources.
7. Bring chromebooks, fully charged, to school daily.

Students are further expected to follow the guidelines and procedures located in the Harris County School District Chromebook Policy, Procedures, and Information Handbook. The handbook can be found on the district website.

BUS BEHAVIOR AND RULES

Students who ride the bus have responsibilities for the comfort and safety of other students as well as for themselves. It is very important that students conduct themselves in an orderly manner at the bus stop and on the bus. The bus driver has authority over any circumstance arising on the bus. Students may ride ONLY their assigned bus.

BUS RULES

1. The bus driver is in full charge of the bus and passengers at all times.
2. The bus driver has the authority to assign seats to students and require that the student sit properly in that seat.
When boarding, take seat immediately and remain seated until you depart the bus.
3. Students are transported only to the school they attend and back to their point of pick-up.
4. Students are not allowed to change buses without written permission from the parent and the principal's approval.
The student will ride only the regular assigned bus.
5. Students should be ready for the bus a few minutes immediately before it usually arrives.
6. Students should not stand in traffic lanes while waiting for the bus; stand back until the bus completely stops.
7. When loading and unloading, the students must pass at least 10 feet in front of the bus; never go behind the bus.
8. Cooperation with the driver can insure everyone's safety and not jeopardize your privilege to ride the bus.
9. Commit no act that jeopardizes the safety of any passenger.
10. Unauthorized personnel shall not board any school bus. Trespassing warrants may be filed for violations.

OFFENSES

- A. Keep all parts of your body inside the bus.

- B. Students are not allowed to tamper with emergency doors, exits, or any of the controls or devices on the bus.
 - C. Threats, intimidation, or violence will not be tolerated on the bus or at the bus stop.
 - D. Throw nothing out of the windows. Be sure to take all belongings with you when you leave the bus.
 - E. No pushing or shoving when loading or unloading the bus.
 - F. Profane or vulgar language is not permitted on the bus or while waiting for the bus.
 - G. Students must stay in the seats. Moving from one seat to another is permitted only with permission of the driver.
 - H. Do not damage bus property. Parent/pupil is required to pay for any damage to the bus, and appropriate disciplinary action will be taken with student.
 - I. Excessive noise and loud talking is not permitted.
 - J. No selling of any item on the bus or before loading.
 - K. No animals allowed on the bus or at the bus stop.
 - L. Students who are not at the stop or progressing appropriately to board the bus when the bus arrives will be referred to the Assistant principal.
 - M. Perfume, hair spray, or nail polish, etc. may not be used on the bus.
- N. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones; 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 the school bus.
- O. 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.
- P. Students shall be prohibited from acts of physical violence as defined by Code Section 20-3-751.6, bullying as defined by subsection (a) of Code Section 20-3-751.4, physical assault or battery of other persons on the, school bus, verbal assault 5 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.

THE FOLLOWING ITEMS ARE NOT ALLOWED ON THE BUS:

- Food, candy, gum, drinks
- Delivery items: flowers, candy, balloons
- The possession, sale, or use as well as being under the influence of alcohol or drugs on the bus
- Knives, guns or other weapons are not allowed on the bus. This also includes ammunition, explosives, including flammable materials, dangerous chemicals or any device by which any materials may be projected or propelled.
- Use of perfume, hair spray, nail polish or any other items with fumes/chemicals
- Baseball, softball bats
- Radios, electronic games, cell phones, pagers, CD players (devices not allowed without headphones)
- Items for sale on the bus: glitter, candy/gift wrap sale items
- Any item which is harmful or disruptive
- Laser pointers, laser-type items
- Any other item as identified in the Student Behavior Code

SCHOOL PHONE USE

School phones are for school business and emergency use only. Urgent messages by parents can be left with a school secretary and will be delivered to students, if necessary. **Phone messages must be received no later than 2:20 p.m.**

VIDEO SURVEILLANCE

Having carefully weighed and balanced the rights of privacy of student and staff against the District's duty to maintain order and discipline, the Board of Education has authorized the use of video camera surveillance in its transportation vehicles and on school grounds. The use of video recordings from surveillance equipment shall be subject to the other policies of the District including policies concerning the confidentiality of student and personnel

records. Video surveillance shall only be used to promote the order, safety, and security of students, staff and property.

To provide a safe environment closed-circuit video cameras may be used on campus. Video may be reviewed by administration for safety infractions randomly on a need or random basis. If the video footage identifies individuals and/or groups committing some major rule or safety infraction that has been otherwise unreported, the administration may use professional judgment and discretion in determining appropriate consequences.

MEDIA CENTER

The Creekside Media Center is open Monday through Friday from 8:00 a.m. until 3:00 p.m. Books may be checked out for a definite period of time with fees charged for lost or damaged books. Students who owe media fees may continue to have **access** to the media center materials but will **not** be allowed to check out additional materials. Three times a year report cards will be held until students clear up their library media transactions, that is, until overdue materials are returned and/or the fines paid. Late charges are \$.05 (five cents) per each school day. The last day of circulation during the school year is two weeks before the last day of school. No books/materials may be checked out over summer vacation. Students are encouraged to visit the public library and continue reading during the summer months. The lists emphasize a variety of books to encourage the joy of reading and life-long learning.

If you lose or damage media center books, you must pay the replacement cost. The same policy applies to any other media center materials checked out which are lost.

STUDENT HEALTH/SAFETY

EMERGENCY EVACUATION

In the event of an emergency evacuation of the school building, students will follow the direction given by their teachers. Students will leave their classroom in an orderly fashion and move quickly to their designated areas under the supervision of their teachers.

SAFETY DRILLS

The school will conduct several fire, dangerous intruder, tornado and other safety drills during the school year. Students should assume that there is the possibility of danger whenever directions are issued. Students should remain calm and follow the directions of their teacher to ensure the safety of everyone in the school.

FOOD ALLERGIES

Students with food allergies must have written documentation from their physician in order to omit a food item from their lunch tray. Documentation must be in the student's permanent folder. Students who are not drinking milk with their meal due to a documented allergy may bring a school appropriate beverage from home, or in some cases a juice can be provided. These students and those who bring a lunch from home may bring what they are going to drink in a thermos or unbreakable container.

**Breakable containers and soft drinks in their original containers are not allowed.

HEAD LICE

*Subject to changed based on district policies.

Definition: Infestation of the hair, with adult lice, larvae, or nits (eggs).

Etiology

1. *Pediculus humanus capitus* – the head louse.
2. Head lice in school-aged children and public lice infestations in adolescents and young adults occur in epidemic proportions in the United States and other countries. Head lice occur in all socio-economic groups.
3. Under optimum conditions, the eggs of lice hatch in a week, and sexual maturity is reached approximately two (2) weeks. The female louse lays 5-10 eggs a day and has a life span of approximately 30 days.
4. Transmission occurs by direct contact with infested individuals or indirectly by contact with their personal belongings, combs, brushes, headgear and clothing.

Subjective

Intense itching of the scalp, skin or trunk which may lead to complications such as impetigo, furuncles, and enlarged cervical lymph nodes.

Due to the impossible and very probable epidemic infestation of pediculosis in the school environment the Board of Education deems it necessary to immediately isolate someone exhibiting pediculosis. The student with pediculosis will be advised to see his/her physician or public health nurse for treatment.

Contact

The school principal is the contact for each school for questions regarding the presence of head lice at school.

Notice

When a case of head lice is discovered in a particular classroom a letter will be sent home to the child's parents outlining the procedures to be followed.

If the student has a second infestation, the parents must present a certificate of treatment from the Health Department, a physician, or a Harris County School Nurse before the student can be readmitted to school. Another letter will be sent home to all other members of the class advising the parents that a case of head lice was discovered in the classroom.

HEALTH RECORDS

All health records of the student, including immunization records, will be kept in the student's permanent folder in the main office. Law requires the immunization certificate issued by the Georgia Department of Human Resources for all students. Updated immunizations are required for students entering 7th grade. Failure to comply with state requirements may result in withdrawal from enrollment. Parents of 6th grade students are responsible for sending updated immunization records to Harris County Carver Middle School prior to the start of 7th grade.

INSURANCE

The Harris County Board of Education makes available an insurance program for students at a minimal cost. Primary insurance is provided through a school authorized insurance company for students who would like the coverage. The two choices of this insurance are:

1. School day coverage – from the time the bus picks you up until you arrive at home.
2. 24 hour coverage – 12 months.

Cheerleaders, football, basketball, soccer, track, and volleyball and other sport athletes must provide signed evidence that they are covered by adequate insurance or parent/guardian must sign a waiver stating they are solely responsible for any costs.

MEDICATION INFORMATION

If a student must receive medicine at school, certain procedures will be followed. ***Before any medication can be administered, the proper form must be completed.*** These forms are located in the administrator's offices, on the website and the back to school packet of forms.

Oral Medication in Schools

If exceptional circumstances exist wherein a child is required to take prescription medication during school hours and the parent cannot be at school to administer the medication, only the principal or his designee may administer medication in compliance with the following regulations:

1. Written instructions signed by the parent shall always be required and shall include:
 - a. students' name
 - b. name of medication
 - c. time medication is to be administered

- d. required dosage
 - e. list of possible side effects of medication
 - f. termination date for administering the medication, and
 - g. other information which may be requested of the parent by the principal or the principal's designee.
2. The principal or his/her designee shall:
 - a. inform appropriate school personnel to the use of medication
 - b. keep a written record of the administering of medication
 - c. keep the medication in a locked cabinet or drawer at all times when not being administered; and
 - d. return any unused medication directly to the parent.
 3. The parent(s) of the student must assume responsibility for informing the principal's designee of any change in the child's health or change in medication.
 4. The school district retains the right and discretion to reject requests for the administering of medication for any good and sufficient cause.
 5. No medication shall be administered at school unless a current Medical Authorization and Release form has been completed and signed by the student's parent or guardian.
 6. The principal or his/her designee shall follow the instructions provided on the Medical Authorization and Release form, a copy of which is (JGCD-E) incorporated by reference to this policy.
 7. A copy of this policy will be provided to parent(s) upon their request.

Students With Asthma

If a student has been diagnosed with asthma and has been prescribed asthma medication, the student may self-administer the prescription asthma medication if all of the provisions listed below are met:

1. Completion of the Medical Authorization and Release Form;
2. Completion of the Physician's Student Statement Form which includes:
 - a. name and purpose of medication
 - b. the prescribed dosage
 - c. the time(s) or special circumstances for administration of the medication
 - d. written authorization from the parent(s) or guardian(s) for the school to seek emergency medical treatment for the student when necessary and appropriate.

Over the Counter Medication

Students cannot be in possession of over the counter medication. **ALL** medication **MUST** be administered through the nurse's office. Students in possession of over the counter medications at school will face disciplinary consequences. A signed permission form must be on file in the nurse's office giving permission for the student to take **any** over the counter medication.

Students should register required medication with the clinic. Students possessing over the counter or prescription medication may be subject to disciplinary action.

CURRICULUM/ASSESSMENT

CURRICULUM

Course offerings include academic core subjects and Connections classes. Academics are taught by a team of teachers and include language arts/reading, mathematics, science, and social studies. Academic and connection classes are 65 minutes.

Connection courses last one semester and or up to a full year. Connection courses rotate weekly as in elementary school. Students participate in 5 connection classes per week, one per day. They introduce students to a variety of topics and other interests. Connection courses include art, band, chorus, drama, math lab, ELA lab, STEAM lab and various other courses. During the school year, students are required to take one nine weeks course in health and one semester of physical education per Harris County Board of Education policy.

Connection Classes, except Band are NOT assigned by request.

Classes are assigned as available according to the school master schedule.

ELT

ELT stands for Extended Learning Time. This is the extra time added to the school day for Middle Schools as required by the state of Georgia to provide enrichment and remediation as needed during the course of the academic school day. Students may receive enrichment/remedial reading, SRA reading, writing or math skills instruction depending on their test scores and/or teacher recommendation. A student's ELT teacher or class may be re-assigned if necessary, depending on his/her needs.

FIELD TRIPS

Field trips are an educational opportunity for students to experience activities outside of the classroom and away from campus. They are arranged by team teachers and developed around the grade level curriculum. Permission slips are required to be signed by a parent or guardian. If the trip requires a fee, it is the responsibility of the parents to cover their child's expense or seek a scholarship/sponsorship. *If a student is assigned to ISS/OSS or suspended from the school bus, they are not allowed to attend field trips.

GRADING SYSTEM

The following is the grading scale used by Harris County Schools:

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

Incomplete: Students receiving an incomplete on their report card must make up the work within fourteen (14) calendar days after the close of each semester.

HONORS PROGRAMS

Creekside School is committed to recognizing students who excel in all areas including academics and extracurricular activities.

Tribes celebrate student success at Awards Days to recognize Principal's List or Honor Roll students during the first semester and at the end of the year.

Principal's List: All A's (90-100) in every subject (no Bs, Cs or Fs)

Honor Roll: All A's and B's in every subject (not all Bs, no Cs or Fs)

Any student who meets the Scholar or Honor Roll criteria for the first, second, and third nine week periods will be honored at an Honors Day Program at the end of the year.

Teacher sponsored or coached extracurricular, athletic and fine arts programs may hold awards programs for achievements. Students enrolled for less than twenty days will not receive a progress report/report card.

Multi-tiered System of Support (MTSS)

The MTSS team is an interdisciplinary group of professionals, which may include teachers, administrators, counselors, special education teachers, and/or school psychologist. MTSS is a part of all Harris County schools and its purpose is to help students who are experiencing academic, behavioral, or emotional difficulties in school. The team meets to identify, plan, evaluate, and recommend alternative instructional strategies in an attempt to provide the most effective learning experience for each child. The team may evaluate the student's academic records, conduct observations, and administer standardized achievement or ability tests if needed. Parents will be notified in writing that their child has been referred to the MTSS team. They will be invited to attend all MTSS meetings concerning their child, and parental permission must be granted before any testing is done.

PROGRESS REPORTS and REPORT CARDS

A progress report is sent home with the student at the midpoint of each nine weeks. Report cards are issued each nine weeks. The school will publish the dates for progress report and report card issue. A student must be enrolled for a period of at least 20 school days within a grading period in order to receive a report. Parents are encouraged to enroll in Parent Portal for immediate information regarding student performance and/or attendance.

PROMOTION REQUIREMENTS

Students in grades five and six must pass Language Arts/Reading and Math **AND** three out of the four remaining subjects (Language Arts/English, Science, Social Studies and Health) in order to be promoted to the next grade. Students in the 5th grade will also be required to pass the Reading and Math portions of the GA Milestones in order to be promoted to high school. Students who are absent from school 16 or more days may be retained in his/her present grade. If a student meets all Board approved promotion criteria and exceeds the maximum allowed absences from school due to hardship and/or extenuating circumstances, an appeal may be filed. (Please see Board Policies: IHE and JBD. All Harris County BOE policies are available on-line at www.harris.k12.ga.us or in the Media Center at the school.)

TESTING

All standardized testing, both group and individual, is coordinated through the guidance office. A copy of each student's test results will be sent home. The counselors are available to answer any questions regarding standardized tests.

TESTING SECURITY PLAN

District and School Test Security Plans may be accessed through the school and district web site. If students or parents have questions or concerns regarding the security of testing, please contact the school testing coordinator.

TEXTBOOKS or SCHOOL ISSUED RESOURCES

Textbooks/Resources may be issued to the students at the beginning of the school year. Fines will be charged for any book that shows unnecessary wear or for books that are lost. Students may be required to cover the books 5 DAYS AFTER ISSUE to protect them. Upon receiving a book, students should make a list of all damages that are visible so that they will not be charged for existing damages.

Students will be charged a fee of \$5.00 for minor damage and \$10.00 for major damage to textbooks.

Students will be charged the full cost of those textbooks/resource that are lost or damaged beyond repair.

PARENT PORTAL

Parent Portal is a convenient home-to-school collaboration tool which allows parents to enhance their involvement by keeping track of their children's progress-online-via an easy to use Web site customized for your school. Parents can register for the Parent Portal after contacting the school data clerk, in the main office, 706-628-4951.

PARENT NOTIFICATIONS

In accordance with the Elementary Secondary Education Assistance Act of 1965 (ESEA), parents have the right to know the following:

- **Qualifications of Teachers and Paraprofessionals**
One hundred percent (100%) of the teachers and paraprofessionals employed by the Harris County School District meet the standards to be highly qualified.
- **Status for Meeting State Standards**
This academic school year, no schools in the Harris County School District were identified as Alert, Focus, or Priority. This means that all Harris County Schools met the State of Georgia standards for academic progress.
- **Training and Credentials of Teachers and Paraprofessionals**
Parents have the right to know the following regarding training and credentials of their child's teacher:
 - 1) Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction.
 - 2) Whether the teacher is teaching under an emergency or other conditional status through which Georgia qualifications or certification criteria have been waived.

- 3) The college major and any graduate certification or degree held by the teacher.
- 4) If your child receives assistance from a paraprofessional, you have the right to know the paraprofessional's qualifications.

If you have questions or concerns about the parental rights outlined in this handbook, please contact the school's principal.

PARTNERS IN EDUCATION

Creekside School works hand-in-hand with its partners to: provide for enriching experiences for students, improve academic performance, grow career opportunities and provide for faculty development. If your business would like to become a Partner in Education, please call the Principal.

SCHOOL COUNCIL

Georgia H.B. 1187 – THE A+ REFORM ACT OF 2000 mandates the establishment of School Councils in Georgia public schools. The stated purpose for the creation of School Councils is to significantly impact the improvement of student achievement. Each local School Council will be charged with the role to provide advice and recommendations, and to assist and represent the community of parents and businesses. School Councils at each school will also have the opportunity to influence and promote community support and involvement.

Members will be comprised of two teachers employed at the school, two local business members, and two parents who *must have a student(s) enrolled in the school*.

Council meetings shall be called and conducted in accordance with law. A secretary shall be selected and written minutes produced. Copies of the minutes shall be forwarded to the Superintendent. The Superintendent will make them available to the Harris County Board of Education.

STUDENT PORTAL

Student Portal is a convenient collaboration tool which allows students to enhance their involvement by keeping track of their progress-online-via an easy to use Web site customized for your school. Students can register for the Parent Portal after contacting the school registrar in the main office.

POLICIES

Policy information included in this handbook is based on Harris County Board Policy at the time this book was printed and is provided as information only. Official Board Policy is published on the District website at www.harris.k12.ga.us, and may be found by clicking on School Board at the top of the district web page, then School Board Home Page, then Policy. You may also click on the Search function at the top of School Board Home Page and search policies by key word.

Attendance

*See *Harris County BOE Student Behavior Code and Attendance Protocol* for full policies. The procedures for addressing student attendance are as follows:

- a. Students with more than 5 days of unexcused absence will be considered truant.
- b. Three days total unexcused absences for year: the attendance clerk will send a letter to the student's parents informing them of the student's attendance status.
- c. Five days total absences for year: the attendance clerk will send a letter to the student's parents informing them to address attendance concerns.
- d. Ten days absent for year: the attendance clerk will send a letter to the student's parents informing them of the student's attendance status.

- e. Sixteen days absent for year: the attendance clerk will send a letter to the parents informing them of possible retention and loss of credit due to excessive absences. Parents are also informed of the appeals process.
- f. During post-planning, the grade level counselor may compile the documentation of the student's attendance history. This documentation includes:
 - a) Attendance history as documented on Infinite Campus
 - b) Excuses from the homeroom teacher
 - c) Report card for the school year
 - d) Additional information pertinent to the student's history. This can include Student Support team information, documentation of medical illness, referral to school social worker, anecdotal records from teacher, counselor and/or assistant principal.
- g. The grade level counselor may hold an attendance appeals hearing with one or more of the core academic teachers. The committee may make a decision for retention based on the documentation. The decision will be reviewed with the assistant principal and principal for final determination.
- h. The grade level counselor will finalize the student's report card to address the committee's decision.
- i. Documentation of the appeals hearing will be kept for one academic year after the date of the hearing.

TITLE IX: NON-DISCRIMINATION POLICY STATEMENT

It is the objective of the Harris County Board of Education to provide its employees and students with an environment which encourages efficient, productive, and creative work.

The Harris County School District (HCSD) adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. HCSD does not discriminate on the basis of race, color, national origin, sex, disability, military status, or age in its programs, activities, or employment practices.

HCSD also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution.

HCSD provides reasonable accommodations to persons with disabilities and religious accommodations in the implementation of this and all other policies and procedures. Retaliation towards individuals who report or who are witnesses is strictly prohibited and will not be tolerated.

Any person may report sex discrimination by a student (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator. A report may be made at any time (including during non-business hours) by mail, telephone or email via the following:

Title IX Compliance Officer
 132 Barnes Mill Road
 Hamilton, Georgia 31811
 Email: titleIX@harris.k12.ga.us
 706-628-4206 ext. 1216

Equity

TITLE 20. EDUCATION
 CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION
 ARTICLE 6. QUALITY BASIC EDUCATION
 PART 14. OTHER EDUCATIONAL PROGRAMS
 O.C.G.A. § 20-2-315 (2009)

§ 20-2-315. Gender discrimination prohibited; authorized separate gender teams; equal athletic opportunity; physical education classes; employee designated to monitor compliance; grievance procedures; reporting requirements

(a) No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics

offered by a local school system, and no local school system shall provide any such athletics separately on such basis.

(b) Notwithstanding the requirements of subsection (a) of this Code section, a local school system may operate or sponsor separate teams for members of each gender where selection for such teams is based upon competitive skill or the activity involved is a contact sport. However, where a local school system operates or sponsors a team in a particular sport for members of one gender but operates or sponsors no such team for members of the other gender, and athletic opportunities for members of that gender in that particular sport have previously been limited, members of the excluded gender must be allowed to try out for the team offered unless the sport involved is a contact sport. Nothing in this subsection shall be construed to limit the authority of a local school system to operate or sponsor a single team for a contact sport that includes members of both genders. As used in this subsection, the term "contact sport" includes boxing, wrestling, rugby, ice hockey, football, basketball, and any other sport the purpose or major activity of which involves bodily contact.

(c) A local school system which operates or sponsors interscholastic or intramural athletics shall undertake all reasonable efforts to provide equal athletic opportunity for members of both genders. In determining whether equal opportunities are available the following factors shall be considered:

(1) Whether the selection of sports and levels of competition effectively accommodate the interests and abilities of members of both genders;

(2) The provision of equipment and supplies;

(3) Scheduling of games and practice time;

(4) Travel allowance;

(5) Opportunity to receive coaching and academic tutoring;

(6) Assignment and compensation of coaches and tutors;

(7) Provision of locker rooms and practice and competitive facilities;

(8) Provision of medical and training facilities and services; and

(9) Publicity. Unequal aggregate expenditures for members of each gender or unequal expenditures for male and female teams if a local school system operates or sponsors separate teams will not constitute noncompliance with this subsection, but the failure to provide essential funds for the basic operations of teams for one gender may be considered in assessing equality of opportunity for members of each gender. Nothing in Code Section 20-2-411 shall be construed to limit the authority of a local school system to expend school tax funds as authorized by Article VIII, Section VI, Paragraph I(b) of the Constitution in order to comply with the requirements of this Code section.

(d) A local school system may provide separate toilet, locker room, and shower facilities on the basis of gender, but such facilities shall be comparable to such facilities provided for students of the other gender.

(e) This Code section does not prohibit the grouping of students in physical education classes by gender.

(f)(1) Subject to the provisions of paragraph (3) of this subsection, if a local school system sponsors an athletic activity or sport at a particular school that is similar to a sport for which an institution in the University System of Georgia offers an athletic scholarship, it must sponsor the athletic activity or sport for which a scholarship is offered at that school. This paragraph does not affect academic requirements for participation nor prevent the local school system from sponsoring activities in addition to those for which scholarships are provided.

(2) Two athletic activities or sports that are similar may be offered simultaneously.

(3) If a local school system demonstrates by a bona fide survey of eligible students at the school, which is approved by the Department of Education for compliance with generally accepted opinion survey principles regarding neutral wording and other matters, that there is insufficient interest among students at the school to field a team described in paragraph (1) of this subsection, then the local school system shall not be required to sponsor such athletic activity or sport at that school. The exemption provided for by this paragraph shall be valid for 24 months following the date when the most recent bona fide student survey demonstrating a lack of student interest was completed, unless a new bona fide student survey is conducted within the 24 month period that demonstrates sufficient interest to field a team. If such a new bona fide student survey demonstrates such sufficient interest, then the local school system must comply with paragraph (1) of this subsection during the local school system's next fiscal year and until such time as a new bona fide student survey demonstrates insufficient interest to field a team described in paragraph (1) of this subsection. A local school system shall conduct the bona fide student survey described in this paragraph regarding interest in a team described in paragraph (1) of this subsection upon the request of nine students at the school, but no more frequently than once every 12 months.

(4) Nothing in this subsection shall be construed to preclude the application of generally applicable policies or rules regarding the cancellation of an athletic activity or sport due to lack of student participation in scheduled practices or contests.

(g) Each local school system shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this Code section, including the investigation of any complaint communicated to such local school system alleging its noncompliance with this Code section. The employee designated under this subsection may be the same person required to be designated under 34 C.F.R. Section 106.8. The local school system annually shall notify all its students of the name, office address, and office telephone number of the employee or employees appointed pursuant to this subsection. Such notification may be included in a student **handbook** distributed pursuant to Code Section 20-2-736.

Compliance Officer; Assistant Superintendent of Human Resources
Stacey Carlisle
132 Barnes Mill Rd.
Hamilton, GA 31811
706-628-4206 ext. 1217

(h) Each local school system shall adopt and publish grievance procedures providing for prompt and equitable resolution of written student complaints, including complaints brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of this Code section. Such procedures shall require that:

(1) The employee designated under subsection (g) of this Code section shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;

(2) A copy of such decision shall be provided to the complainant within five days of the date of the decision; and

(3) A complainant shall have a right to appeal such decision to the local board within 35 days of the date of the decision.

(i)(1) A complainant may appeal a decision of a local board that is rendered under subsection (h) of this Code section in accordance with the procedures specified in Code Section 20-2-1160. If the State Board of Education determines that a local school system has failed to comply with this Code section, then the state board shall provide the local school system with opportunities to prepare a corrective plan. If the state board determines that a corrective plan of the local school system adequately plans and provides for future compliance with this Code section, then the state board shall approve the plan and direct the local school system to implement such plan.

(2) If, upon a complaint filed pursuant to subsection (h) of this Code section after one year following the date of a state board order directing implementation of a corrective plan pursuant to paragraph (1) of this subsection but within four years of the date of such order, the state board determines that the local school system which was subject to such order has willfully failed to comply with this Code section, the state board may, after consideration of the local school system's efforts to implement the corrective plan approved in the earlier proceeding and of any other corrective plan that may be submitted by the local school system, transmit a certification of such determination to the Department of Community Affairs. If the state board's determination of noncompliance is later reversed or vacated upon appeal, the state board shall immediately notify the Department of Community Affairs of such action.

(3) If, upon a complaint filed pursuant to subsection (h) of this Code section after one year following the date of a state board certification to the Department of Community Affairs pursuant to paragraph (2) of this subsection but within four years of the date of such order, the state board determines that the local school system which was subject to such order has willfully failed to comply with this Code section, the state board may, after consideration of the local school system's efforts to implement a corrective plan approved in an earlier proceeding and of any other corrective plan that may be submitted by the local school system, order that a team or teams within the local school system or school within the local school system shall not participate in interscholastic postseason athletic contests and that participation in violation of such an order may result in withholding of state funds allotted pursuant to Code Section 20-2-186. An order of the state board barring participation in interscholastic postseason athletic contests shall be made and announced before the beginning of a school year.

(4) If, upon a complaint filed pursuant to subsection (h) of this Code section after one year following the date of a state board order prohibiting participation in interscholastic postseason athletic contests pursuant to paragraph (3) of this subsection but within four years of the date of such order, the state board determines that the local school system which was subject to such order has willfully failed to comply with this Code section, the state board may, after consideration of the local school system's efforts to implement a corrective plan approved in an earlier proceeding

and of any other corrective plan that may be submitted by the local school system, withhold state funds that are allotted pursuant to Code Section 20-2-186 in an amount that the state board determines is sufficient to secure the local school system's compliance with this Code section. In the event that state funds are withheld pursuant to this paragraph, such funds shall later be allotted to the local school system at such time as the state board determines that the local school system is in compliance with this Code section.

(j) No later than October 1, 2003, and every year thereafter, the Department of Education shall submit a report to the General Assembly regarding the compliance of local school systems with the requirements of this Code section. Such report shall include information regarding expenditures and participation rates for each gender and such other information as the state board and department deem relevant. Each report shall cover the time period beginning on July 1 of the previous year and ending on June 30 of the year in which the report is due.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

- 1) Inspect and review the education records of a student who is your child, or in the case of a student who is eighteen years of age (18) or older, your own education records. Educational records maintained for your child are:

<u>Type of Record(s)</u>	<u>Location(s)</u>	<u>Contact Person(s)</u>
Special Education (Back-up File)	HC Board Office	Special Education Director
Special Education Due Process File	HC Board Office	School Building Principal
Cumulative File	School	School Building Principal
Regular Education File	School	School Building Principal

- 2) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
- 3) Consent to disclosures or personally identifiable information contained in the student’s education records, except to the extent that the Act authorizes disclosure without co sent;
- 4) File with the United States Department of Education a complaint under 20 C.F.R. 99.64, concerning the alleged failures by the Harris County Board of Education to comply with the requirements of the Act or the regulations promulgated hereunder; and
- 5) Obtain a copy of the policy which the board of Education has adopted regarding access to student records.

Copies of this policy may be obtained by contacting the central office of the Board of Education at P.O. Box 388, Hamilton, Georgia 31811 or on-line. (www.harris.k12.ga.us)

TITLE I

We have been notified that our school **may** qualify to receive federal funds under the Elementary and Secondary Education Act (ESEA) – previously reauthorized as No Child Left Behind Act of 2001, during a particular school year. **If** we qualify, our school becomes eligible for the following: **Schoolwide Title I Program**. Under this program, schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

SPECIAL EDUCATION – IDEA

The Special Education Program is designed to meet the needs of individual students with special needs. Referrals to special agencies concerning physical, academic, emotional needs can be handled through the Student Support Team. The SEP is also designed to meet the needs of the academically advanced student (The Gifted Program). The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay. Harris County Schools serves children ages 3 through 21 with identified special education needs. Please contact the Office of Federal Programs if you have any questions or if you know of a child with a disability at (706) 628-4206.

504 Procedural Rights and Safeguards

Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for

an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

GIFTED EDUCATION

Gifted Program

The Harris County Board of Education recognizes the need to provide gifted education services for students who have the potential for exceptional academic achievement in grades K-12.

A gifted student is one who demonstrates a high degree of intellectual, and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and /or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

The Harris County Board of Education provides a differentiated curriculum for gifted students which consist of courses of study in which the content, teaching strategies and expectations of student mastery have been adjusted to be appropriate for gifted students. Elementary gifted students are provided differentiated instruction in a resource classroom one day per week through integrated-curriculum units that are developed around topics of high interest. Common Core Georgia Performance Standards/Georgia Performance Standards are addressed through student tasks and activities that are specifically designed to meet the needs and academic level of each gifted learner. The needs of the middle school gifted students are met through differentiated instruction and curriculum in content classes using either the Advanced Content or the Cluster Model. The identified needs of gifted high school students are met through being served in one or more of the following: advanced content class, Advanced Placement (College Board AP), gifted internship placement, and/or dual enrollment in a post-secondary institution.

A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents or guardians, peers, self and other individuals with knowledge of the student's abilities. Students who score at specified levels established by the Harris County Board of Education on a norm referenced test shall be automatically referred for determination of eligibility for gifted services (IDDD.1).

The Georgia Board of Education has set two (2) standards of eligibility (GA SBOE Rule 160-4-2-.38).

- A student may qualify by meeting mental ability (composite) and achievement criteria.
- A student may also qualify by meeting three (3) of the four (4) criteria: mental ability (component), achievement, creativity and motivation.

Parents and guardians will be notified and afforded an opportunity for a conference to discuss student eligibility requirements. Any test score approved by Harris County Schools used to establish eligibility shall be applicable for two (2) calendar years.

Any student who has met the state eligibility criteria for gifted education services in another Georgia public school system shall be considered eligible to receive gifted education services by Harris County Schools. A student transferring from a Georgia public school system to Harris County Schools shall meet the criteria for continuation of gifted services established by the Harris County Board of Education. Gifted eligibility established in another state shall not be recognized by Harris County Schools.

Students must meet specific criteria established by the board of education to continue to receive gifted services. By not meeting the continuation criteria, students may be placed on probation and removed from the program.

Written consent for testing shall be obtained from parents or guardians of students being considered for gifted education services. Parents or guardians also must provide written consent before students determined to be eligible for gifted education services can receive these services.

STUDENT COMPLAINTS

The Harris County Board of Education realizes that there may be conditions in the school system that need improvement and that student should have some means to effectively express their concerns, which will be considered and handled with fairness. Students' complaints shall be resolved through orderly processes and at the lowest possible level. However, the board shall provide channels for eventual hearing should circumstance dictate.

METHOD OF COMPLAINTS

Complaints shall be approached in the following manner:

- A. The opportunity shall be provided to any student or his/her parents to discuss with his/her teacher a decision or situation which he/she considers unjust or unfair;
- B. If the matter remains unresolved, the student or his/her parents, or the teacher, may bring the matter to the principal's attention for her consideration;
- C. If the matter remains unresolved, it may be brought to the Superintendent or a designee for his consideration;
- D. Complaints that remain unresolved following any action by the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

COMPLAINT PROCEDURES

A. General

This procedure is established in order to provide a formal method for the resolution of any complaint concerning the treatment of students by system personnel who are alleged to violate either system policy or student legal rights. These formal procedures should not be used unless informal conferences with the appropriate teacher(s) and principal do not resolve the matter to the satisfaction of the complainant.

Any student or the parents of such student may bring a complaint, whose rights under any system policy or applicable law have allegedly been violated. However, when a complaint is brought by a minor student, the parent(s) or guardian(s) must be a party to the proceedings.

Complaints should be settled as close as possible to their point of origin. It is important that complaints be settled quickly. The number of days specified on each level should be considered a maximum, but may be extended by mutual agreement. Student suspension and expulsion shall be addressed under policy JC as outlined and not as a part of this process.

All hearings should be as informal as possible, but must be conducted in accordance with due process. A complainant may be represented by counsel and shall be allowed to introduce all relevant evidence and to cross-examine adverse witnesses. A complainant who chooses to be represented by counsel must give sufficient advance notice to enable the school system to likewise be represented. All decisions shall be in writing, shall be confined to matters brought forth in the hearing, and shall state the facts and reasoning upon which they are based.

If mutual agreement cannot be reached, the complainant shall be given reasonable notice of the time and place for the hearing. All such hearings shall be private unless the complainant declares the subject matter to be public and the Board chooses not to go into executive session. The system's Title IX Coordinator shall be consulted whenever sex discrimination is alleged in a formal complaint.

B. Level One – Principal

Complainants who cannot resolve a matter informally may submit a complaint in writing to the principal of the school in which the complaint arose. All complaints must be submitted within ten school days after the date on which the action complained of has occurred. It must clearly state the system policies or student legal rights, which are alleged to have been violated.

A hearing may not be necessary at this level because the principal may have become aware of all pertinent information through previous informal conferences. However, a hearing will be held at the request of either the principal or the complainant. Such hearing shall be held within five school days after the complaint is submitted unless a later date is mutually agreeable.

The principal shall render a decision within three school days after submission of the complaint or holding of a hearing as appropriate. If the complainant is not satisfied with the decision or if no decision is given within the allotted time, the complaint may be taken to level two provided that notice of appeal is made within five school days.

C. Level Two – Superintendent

Complaints may be initiated at this level by the filing of timely notice of appeal with the Superintendent within five school days. Such notice must be in writing and accompanied by copies of the original complaint and the decision if any, made at level one.

If the notice of appeal contains a request for a hearing, or the Superintendent believes one to be necessary, a hearing shall be held within ten school days of such notice unless a later date is agreeable to both parties. The Superintendent shall render a decision within five school days of the notice of appeal or hearing as appropriate. If the complainant is not satisfied with the decision or if no decision is given within the allotted time, the complaint may be taken to level three provided that notice of appeal is made within ten school days.

D. Level Three – Board of Education

The complainant may request a hearing before the Board by submitting timely notice of appeal with the Superintendent within ten school days. Such notice shall be accompanied by a copy of the original grievance and the decisions, if any, made at Levels One and Two. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable. If the Board chooses not to hear the appeal, the complainant will be so notified. If the Board chooses to hear the appeal the complainant will be given reasonable notice of the time and place of the hearing. The Board will render a written decision within reasonable time after such hearing.

E. Miscellaneous

This complaint procedure may be used for students under the gender discrimination provisions to Title IX, 20 USCA 1681 et seq., in accordance with the regulations, 34 CFR 106.8 (b).

This complaint procedure may be used for students and parents in compliance with Steward B. McKinney Homeless Assistance Act of 1987 (P. O. 100-77), and Harris County board policy JBCD.2.

Any complaints regarding grades and changes thereof shall be handled and processed under Policy IHAAA, Grade Changing.

Students Reporting Acts of Sexual Abuse or Sexual Misconduct

Students wishing to report instances of alleged inappropriate behavior by teachers, administrators or other school employees towards a student shall do so utilizing the process listed below established by the Georgia Professional Standards Commission and implemented by the Harris County Board of Education. This shall not prohibit students from reporting the incident to law enforcement authorities. **Students are prohibited by Georgia law and Harris County Board of Education policy from falsifying, misrepresenting, or erroneously reporting incidents of alleged inappropriate behavior by school personnel and may be disciplined for doing so.**

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

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. *If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.*

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney. Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

Bullying

TITLE 20. EDUCATION
CHAPTER 2. ELEMENTARY AND SECONDARY EDUCATION
ARTICLE 16. STUDENTS
PART 2. DISCIPLINE
SUBPART 2. PUBLIC SCHOOL DISCIPLINARY TRIBUNALS

O.C.G.A. § 20-2-751.4 (2009)

§ 20-2-751.4. Policies prohibiting bullying; assignment to alternative school; notice

(a) As used in this Code section, the term "bullying" means:

(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

(b) Each local board of education shall adopt policies, applicable to students in grades six through 12, that prohibit bullying of a student by another student and shall require such prohibition to be included in the student code of conduct for middle and high schools in that school system. Local board policies shall require that, upon a finding that a student has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school. Each local board of education shall ensure that students and parents of students are notified of the prohibition against bullying, and the penalties for violating the prohibition, by posting such information at each middle and high school and by including such information in student and parent handbooks.

(c) Any school system which is not in compliance with the requirements of this Code section shall be ineligible to receive state funding pursuant to Code Sections 20-2-161 and 20-2-260.*O.C.G.A.*