

**ELEMENTARY STUDENT and PARENT/GUARDIAN
SIGNATURE PAGE
2023-2024**

Please review the following statements before signing:

1. The signature of a student and parent/guardian on this page signifies that you have read the Code of Conduct, as well as have knowledge and an understanding of the Fayette County Public Schools policies and guidelines contained within.
 2. The signature of a parent/guardian on this page signifies you have received and reviewed the 2023-2024 School Health Services Information.
 3. The signature of a parent/guardian on this page gives your child your permission to access school-based, Internet-capable technology and online, digital learning resources at school. Also, you have read the Cybersafety Use Agreement and are aware of the school's and district's initiatives to maintain a cyber-safety learning environment, including your child's responsibilities. If any parent does NOT wish for his or her child to utilize the Internet while at school, please signify those wishes in the Comment section provided below and communicate this directly to your child's school.
 4. The signature of a student and parent/guardian on this page signifies that you have read and understand the consequences and penalties for failing to comply with the State of Georgia's laws regarding Compulsory Education and Student Attendance Protocol Committee.
 5. Within the provisions of O.C.G.A. § 20-2-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various clubs provided at each of their respective schools. (These notifications will specifically exclude interscholastic activities). This notification will be accomplished through each school's website. If any parent/guardian does NOT wish for his or her student to participate in a club or organization designated by him or her, please signify those clubs or organizations in the Comment section below. The signature of a parent/guardian on this page signifies that you understand and agree that you and your student, when engaged in athletics and/or extracurricular activities, may be responsible for getting your student to related activities (practice, game, competition, etc.) at the time designated by the coach/sponsor. You may be responsible for providing your student the necessary transportation or knowing how he/she will be transported. In the event parents/guardians or students provide their own transportation, the school nor school district are not responsible for any consequences arising during or as a result of this transportation.
- ☐ The Georgia Student Health Survey (GSHS) is an anonymous and statewide survey instrument that covers various topics such as school climate and safety, peer and adult social support, bullying, mental health, substance abuse, and suicidal ideation. The dates that the GSHS will be administered will be provided on the www.fcboe.org webpage. There is also a brief survey for **elementary students** that includes school safety and school climate questions only. Parents can view the questions and receive more information about this survey by going to the following webpage:
<https://www.gadoe.org/wholechild/GSHS-II/Pages/Georgia-Student-Health-Survey-II.aspx>.
Parents have the right to opt-out of their student taking this survey by checking the box to the left.

STUDENT NAME (Please print) _____

Student Signature (if 10 years old or older)

Date

Parent Signature

Date

Comments:

Please sign and return to your child's Homeroom Teacher during the first week of school.

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STUDENT CODE OF CONDUCT



Where Excellence and Creativity Merge

ELEMENTARY

2023-2024

STUDENT CODE OF CONDUCT
FAYETTE COUNTY SCHOOL SYSTEM
Elementary Level
2023-2024

Foreword

It is the purpose of the Fayette County School System to operate each school in a manner that will provide an orderly process of education that ensures 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 that requires all schools to provide codes of conduct. These standards of behavior require students to conduct themselves at all times in a manner that facilitates an optimum learning environment for themselves and others.

We expect students to:

- Respect each other
- Respect school district employees
- Obey student behavior policies adopted by the Board of Education
- Obey rules established by individual schools

The school'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 this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At bus stops
- At school or on school property at any time
- Off school property at any school activity, function or event and while traveling to and from such events
- On vehicles provided for student transportation by the school system
- While participating in on-line/virtual instruction

In addition, students may be disciplined for off-campus behavior which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Parents/guardians 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. We ask for your cooperation in sharing this responsibility for maintaining a proper learning environment. Copies of the Student Code of Conduct in both English and Spanish are available at www.fcboe.org webpage, under the Students and Families tab.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures, which he or she believes to be in the best interest of the student, and the school provided any such action does not violate school board policy or procedures.

Policies

FCBOE Board Policies can be found on the www.fcboe.org website, under the Board of Ed tab.

Students Should:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this Code, take care of books, Chromebooks and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of educational achievements and participation of others in curricular and extracurricular activities. Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and

protected. The Fayette County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans, (i.e., IEP, 504 and SST) will be reviewed for appropriate consequences.

STUDENT CODE OF CONDUCT

ACADEMIC DISHONESTY/PLAGIARISM

Plagiarism is the representation by a student of another's ideas or writing as his own. Basically, two types of plagiarism are common. The first, which is more serious, involves a deliberate attempt on the part of a student to pass off as his own the writing or ideas of another person (student, parent/guardian, published or unpublished author, et al.). This type of plagiarism generally consists of the straight copying or slight paraphrasing of a source that the student attempts to conceal. The second, which results from the student's lack of attention to proper procedures for source acknowledgements and use, involves one or more technical errors. The student in this case fails to acknowledge indebtedness to outside material. Both types of plagiarism are serious violations of the principles of academic integrity. Penalties, especially for those involved in deliberate plagiarism, may be quite severe. This also includes using generative artificial intelligence as a substitute for a student's own work.

CHRONIC DISCIPLINARY PROBLEM STUDENT ACT (O.C.G.A. § 20-2-764)

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur (repeat offender). Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent/guardian of the disciplinary problem, invite the parent/guardian to observe the student in a classroom situation, and request at least one parent/guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail, at least one parent/guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent/guardian to attend a school conference. If the court finds that the parent/guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent/guardian to participate in such programs and/or such treatment as the court deems appropriate to improve the student's behavior. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent/guardian who willfully disobeys an order of the court under this law.

DISCIPLINE PROCEDURES (PROGRESSIVE DISCIPLINE)

When it is necessary to impose disciplinary consequences to students, school administrators and teachers will follow an ***age appropriate progressive discipline process***. The degree of disciplinary consequences to be imposed by each school official will be in proportion to the severity of the behavior offense of a particular student and will take into account the student's discipline history, the age and developmental level 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 substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program. Restorative, reflective and instructional alternative discipline methods will be used, if appropriate. Major offenses including, but not limited to, drug and weapon offenses can lead to schools 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 and police will be notified in every instance where the law is violated.***

No student in preschool through third grade should be suspended more than five consecutive or cumulative days during a school year without first receiving access to multi-tiered systems of support. Exceptions included student possession of a weapon, illegal drugs, dangerous instrument or student's behavior endangers the physical safety of other students or school personnel. In addition, prior to assigning any student in preschool through third grade with an IEP or 504 to out-of-school suspension for more than five consecutive or cumulative days during a school year the school shall convene an IEP or 504 meeting to review appropriate supports. O.C.G.A. § 20-2-742

The local Board of Education shall observe Georgia Law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. § 20-2-751 through 20-2-759 including to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. § 20-2-751.2. Refer to FCBOE Policy JCEB for student disciplinary tribunal hearings.

Minor acts of misconduct are those that interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or the student's learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the school's administration. Consequences for minor acts of misconduct include, but are not limited to, the following:

- Warning
- Conference with student
- Alternative seating
- Loss of free-choice activity
- Time out in classroom or in another classroom
- Isolation during lunch
- Conference with parent/guardian, teacher and/or administrator
- Practice of desired behavior
- Development of an action plan or contract
- Time out in the administrator's office
- One day in-school suspension (ISS)
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Detention
- Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s)

Intermediate acts of misconduct require school-level administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety, or well-being of others. Consideration of necessary behavior support services should be given if not already provided. Consequences for intermediate acts of misconduct include but are not limited to the following:

- Student participation in conference with parent/guardian, teacher, and/or administrator
- Restriction from school programs or other activities
- Time out in administrator's office
- Up to three (3) days out-of-school suspension
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Development of an action plan or contract
- Detention
- Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s)

Serious acts of misconduct required school-level administrative intervention and may require use of outside agencies and/or law enforcement. These offenses include, but are not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or wellbeing of others, or property. Because serious acts of misconduct may result in placement in a separate alternative educational program or expulsion, students have benefit of due process, such as the Disciplinary Tribunal, the procedural safeguards and other requirement identified in the Federal Individuals with Disabilities Education Act and the Georgia Board of Education's Special Education Rules. Consequences for serious acts of misconduct include, but are not limited to, the following:

- Restriction from school programs and/or other activities
- Out-of-school suspension for up to ten (10) days
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Long Term Suspension over ten (10) days but less than a semester
- Expulsion

Offenses and Consequences (THIS LIST OF OFFENSES IS NOT ALL INCLUSIVE)

OFFENSE	CONSEQUENCE
<p>1. Absences and/or Truancy - Unexcused (O.C.G.A. § 20-2-690.1) Unexcused absences will be subject to attendance investigation and can result in penalty as imposed by the Compulsory Education Law (O.C.G.A. § 20-2-690.1) and Student Attendance Protocol Committee Law (O.C.G.A. 20-2-690.2)</p> <ol style="list-style-type: none"> Schools will notify by letter the parents/guardians of students ages 6-16 who have accumulated five (5) unexcused absences per semester and will include a copy of the summary of consequences. School Operations will notify by letter the parents/guardians of students ages 6-16 who have accumulated ten (10) unexcused absences per semester and will report violations to the Student Attendance Protocol Committee with the District Attorney's Office to determine if court action will be pursued for formal intervention. <p>With no proof of enrollment in another school, other school district, private school, or home study program, a student will be withdrawn from a school after ten (10) consecutive unexcused absences or when there is documentation validating the student no longer resides in the school's attendance zone. (FCBOE Policy JBC – Withdrawal for Lack of Attendance).</p>	<p>1. Penalty may range from a warning and/or conference with student to in-school suspension.</p>
<p>2. Academic Dishonesty/Plagiarism - Misrepresenting self or others, plagiarism, academic inappropriate behavior, stealing tests, altering records, cheating on assignments or exams, etc.</p>	<p>2. Penalty may range from the student receiving a zero on the assignment and a warning or conference with the student to one (1) to three (3) days out-of-school suspension.</p>
<p>3. Assault on Faculty or Staff Member - Threatening bodily harm to faculty or staff member. This includes threats that are verbal, written or implied</p>	<p>3. Penalty may range from up to ten (10) days out-of-school suspension. The student may also be reported to law enforcement.</p>
<p>4. Battery - Intentional touching or striking of another person to intentionally cause bodily harm.</p> <ol style="list-style-type: none"> A student shall not commit an act of physical violence against a teacher, school bus driver, or other school official or employee either by: <ol style="list-style-type: none"> Intentionally making physical contact of an insulting or provoking nature with the person of another, or Intentionally making physical contact which causes physical harm to another student or person unless such physical contacts or physical harms were in defense of himself or herself. (O.C.G.A. § 20-2-751.6). 	<p>4. Penalty may range from up to ten (10) days out-of-school suspension. The student may also be reported to law enforcement.</p> <p>Battery towards a school employee may result in a disciplinary tribunal hearing that could result in long-term suspension or expulsion.</p>
<p>5. Breaking and Entering/Burglary - Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).</p>	<p>5. Penalty may range from up to ten (10) days out-of-school suspension. The student may also be reported to law enforcement.</p>
<p>6. Bullying (O.C.G.A. § 20-2-751.4) (FCBOE Policy JCDAG) <i>For the definition, refer to page 30.</i></p>	<p>6. Discipline for any act of bullying shall be at the discretion of the principal. Penalty may range from up to ten (10) days out-of-school suspension. Third offense in a school year will result in ten days out-of-school suspension.</p>
<p>7. Bus Misbehavior</p>	<p>7. Penalty may range from a warning and/or conference with student and parents to suspension from riding the bus. The student and parents may be required to attend the School Bus Behavior Intervention Program before the student is allowed to ride the bus.</p>

OFFENSE	CONSEQUENCE
8. Classroom Disturbance - When not a serious disruption of learning opportunities for other members of the class).	8. Penalty may range from a warning and/or conference with student to short-term out-of-school suspension.
9. Computer Trespass - Unauthorized use of a computer or computer network including deleting, obstructing, interrupting, altering, damaging or in any way causing the malfunction of the computer network, program(s), or data as well as visiting inappropriate websites.	9. Penalty may range from a warning, short-term suspension, to ten (10) days out-of-school suspension. Student may be restricted from the use of computers for a period of time.
10. Destruction of Property/Arson - Willful or malicious damage or and/or threats to destroy or damage school, public or private property which may include such actions as the use or threat of bombs, explosive devices, setting fires, firecrackers, homemade bombs, and the deliberate and serious destruction or defacement of school property.	10. Penalty may range from short-term suspension to a recommendation of a disciplinary tribunal hearing that could result in long-term suspension or expulsion. Arrangements for restitution of damages may be required. The student may also be reported to law enforcement.
11. Disorderly Conduct - No student shall substantially disrupt the orderly conduct of a school function, the orderly learning environment, or pose a threat to the health, safety, and/or welfare of students, staff or others. Inciting, advising, or counseling of others to engage in prohibited acts.	11. Penalty may range from up to ten (10) days out-of-school suspension. The student may also be reported to law enforcement.
12. Dress Code Violation - <i>See page 11-12 for a list of inappropriate school dress.</i>	12. Penalty may range from a warning and/or conference with student to in-school suspension.
13.a. Drug Sale/Transmission/Solicitation - No student shall sell/buy, attempt to sell/buy, intend to sell, transmit, receive or distribute any legal or illegal drug in any form whatsoever, including, but not limited to any narcotic drug, inhalant, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, cannabinoid, other controlled substance, alcoholic beverage, anabolic steroid, intoxicant of any kind, vitamin, herbal supplement, any over-the-counter pill, medication or similar substance, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. This rule shall be in effect at school or on school property at any time, off the school grounds at a school-sponsored activity, function, or event, and enroute to and from school.	13.a. Penalty may range from up to ten (10) days out-of-school suspension. The student may also be reported to law enforcement.
13.b. Drug Possession/Use/Under the Influence - No student shall possess, use or be under the influence of any legal or illegal drug in any form whatsoever, including, but not limited to, any narcotic drug, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, cannabinoid, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, vitamins, herbal supplements, over-the-counter pills, medications or similar substances, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. This rule shall be in effect at school or on school property at any time, off the school property at a school-sponsored activity, function, or event and enroute to and from school. Possession and use of over-the-counter medications or medications prescribed to the student by a doctor will not be considered a violation of this rule, provided that all school and school district rules and procedures are followed.	13.b. Penalty may range from in-school suspension to ten (10) days out-of-school suspension.
13.c. Drug-Related Paraphernalia - A student may not possess or use any drug-related paraphernalia.	13.c. Penalty may range from in-school suspension to ten (10) days out-of-school suspension.
14. Electronic Communication Devices - Students are permitted to bring electronic devices onto school board property. Students are permitted to use any electronic	14. Penalty may range from administrative warning to short-term suspension. Devices may be confiscated

OFFENSE	CONSEQUENCE
communication devices during the school day only with the permission and knowledge of a staff member or administrator. The school day begins when the student enters the building and ends when school is dismissed. Examples: cell phones, electronic game devices, tablets, smart watches, etc.	when in violation of the guidelines and returned to parents/guardians.
15. Failure to Accept Administrative Disciplinary Action	15. Penalty may range from a warning and/or conference with student to in-school suspension to short-term suspension.
16. False Reporting and Statements - Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.	16. Penalty may range from a warning, short term suspension to ten (10) days out-of-school suspension.
17. Fighting - Mutual participation in a fight involving physical violence.	17. Penalty may range from short-term suspension to ten (10) days out-of-school suspension.
18. Gambling - Playing any game of skill or chance for money or anything of value on school property, at a school function or on property used by the school with permission of the owner.	18. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to in-school suspension to short-term suspension.
19. Gang-related Activity - A gang member is a person who is part of an association of people which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence.	19. Penalty may range from restriction from school programs and/or other activities to ten (10) days out-of-school suspension. The student may also be reported to law enforcement.
20. Harassment - Any act of harassment based upon race, color, religion, national origin, disability and gender. This includes, but is not limited to, sexual harassment as used in connection with Title IX of the education amendments of 1972.	20. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to one (1) to ten (10) days out-of-school suspension
21. Inappropriate Behavior/Horseplay	21. Penalty may range from a warning and/or conference with student to in-school suspension to short-term suspension.
22. Inappropriate Items (Examples: pepper spray, mace, toy weapons, etc.)	22. Penalty may range from a warning and/or conference with student to five (5) days in-school suspension
23. Off Campus Misconduct and Criminal Law Violations - Any off-campus behavior of a student which could result in the student being criminally charged with a felony, and which makes the student's continued presence at school a potential danger to persons or property at the school which disrupts the educational process. <i>This includes such conduct on school property and school-related activities.</i>	23. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to ten (10) days out-of-school suspension. The principal may recommend a disciplinary tribunal hearing that could result in long-term suspension or expulsion.
24. Physical Aggression (Altercation) - Exhibiting any behavior that may lead to any physical harm to another.	24. Penalty may range from a warning and/or conference with student to in-school suspension and up to ten (10) days out-of-school suspension.
25. Profanity - Use of vulgar, or obscene words, gestures, or other actions, which disrupt school system operations or show disrespect to school personnel during and after school hours or show disrespectful conduct toward persons attending school-related functions.	25. Penalty may range from a warning and/or conference with student to three days in-school suspension.
26. Repeated Violations/Misbehavior/Chronic Offender	26. A disciplinary or behavioral correction plan will be developed once the student is identified with repeated

OFFENSE	CONSEQUENCE
	violations as a chronic offender. Penalty may range from restriction from school programs and/or other activities to ten (10) days out-of-school suspension and change in placement.
27. Rude and/or Disrespectful Behavior and/or Refusal to Carry Out Instructions of Faculty or Staff (Insubordination)	27. Penalty may range from a warning and/or conference with student to short-term suspension.
28. School Disturbance - Acts which cause substantial disruption of learning opportunities and/or threatens the safety or wellbeing of other students which may include pulling fire alarms, inciting disturbances, threats, or actual violence during a period of disruption.	28. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to ten (10) days out-of-school suspension. The student may also be reported to law enforcement.
29. Severe Bodily Injury - Acts that cause bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.	29. Penalty may range from up to ten (10) days of out-of-school suspension. The principal may recommend a disciplinary tribunal hearing that could result in long-term suspension or expulsion. The student may also be reported to law enforcement.
30. Sexual Improprieties - Inappropriate Bodily Contact Commission of an act of sexual contact or of indecent exposure, inappropriate public displays of affection and possession of pornography. Includes the more serious offenses of sexual battery and sexual offenses.	30. Penalty may range from a warning and/or conference with student to one (1) to ten (10) days out-of-school suspension. First offense - Penalty may include out-of-school suspension for five (5) days and completion of an on-line diversion program, at the discretion of the principal.
31. Skipping School, Class or Required Activities	31. Penalty may range from referral to the school counselor to three (3) days in-school suspension.
32. Tardiness – Chronic	32. Penalty may range from a warning and/or conference with student and parents to three (3) days in –school suspension.
33. Terroristic Threat/Bomb Threat - Threats to commit any crime of violence or to burn property with the purpose of terrorizing others.	33. Penalty may range from warning and/or conference with student to ten (10) days out-of-school suspension. The principal may recommend a disciplinary tribunal hearing that could result in long-term suspension or expulsion. The student may also be reported to law enforcement.
34. Theft/Larceny - Unlawful taking, carrying, leading, possession of stolen property, or riding away with property of another person.	34. Penalty may range from student participation in a conference with parent/guardian, teacher, and/or administrator to one (1) to ten (10) days out-of-school suspension. The student may also be reported to law enforcement.
35. Threats or Intimidation of Another Student(s) or School Employee - Written, verbal or implied, but not involving actual physical contact.	35. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to ten (10) days out-of-school suspension.
36. Tobacco, E-cigarettes and/or Paraphernalia - Possession, use or sale (includes smoking tobacco, chewing tobacco or snuff, e-cigarettes, vapes, hookahs, and any other product which produces vapor or smoke, or which contains cannabidiol (CBD) or hemp) is prohibited.	36. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to in-school suspension to short-term suspension. Complete an on-line remediation program.
37. Trespassing/Off Limits Area - Entering or remaining on school property in a restricted area without authorization or invitation and with no lawful purpose	37. Penalty may range from a warning and/or conference with student and parent/guardian to three (3) days in-school suspension.
38. Vandalism and Misuse of Equipment - Destruction, or defacement of public or private property located on school premises or at a school function or on property used by the school with the permission of the owner, or inciting, advising or counseling of others to engage in prohibited acts such as marking, defacing or destroying school property	38. Penalty may range from a warning and/or conference with student to one (1) to ten (10) days out-of-school suspension. Financial restitution for the repair of any damage caused to the school-related environment.
39. Verbal Aggression/Harassment - Of employees, students, or other persons, including threatened violence	39. Penalty may range from student participation in a conference with parent/guardian, teacher and/or

OFFENSE	CONSEQUENCE
	administrator to in-school suspension to short-term suspension.
40. Violation of a Behavior Plan - Any serious or repeated behaviors by a student which violates a written student behavior plan that has been put in place to guide the student's behavior. (See Glossary - Disciplinary Probation)	40. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to one (1) to ten (10) days out-of-school suspension.
41. Violations of the Medication Policy	41. Penalty may range from student participation in a conference with parents/guardians, teachers and/or administrator to one (1) to ten (10) days out-of-school suspension.
42. Weapons (FCBOE Policy JCDAE) - A student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to: <ul style="list-style-type: none"> a. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar or hand grenade. b. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instruction consisting of two or more rigid parts connected in a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun, taser or any object used in a threatening manner. <p>Such terms shall not include any of these instruments used for classroom work authorized by the teacher.</p>	42. Penalty may range from principal's discretion to referral to the school resource officer and ten (10) days out-of-school suspension. <p>Students who possess any weapon described in Paragraph a. will be subject to a minimum of ten (10) days out-of-school suspension.</p> <p>Students who possess any weapon described in Paragraph b. will be subject to a penalty which may range from a warning, in-school suspension, or a ten (10) days out-of-school suspension.</p> <p>Students who brandish, make threats with or transmit to another person any weapon described in Paragraph b, including any size knife, will be subject to a penalty which may range from a warning, in-school suspension, up to a ten (10) day out-of-school suspension.</p> <p>The principal may recommend a disciplinary tribunal hearing that could result in long-term suspension or expulsion.</p> <p>The student may also be reported to law enforcement.</p>

POST INCARCERATION SCHOOL PLACEMENT

Upon notification by the Department of Juvenile Justice (DJJ) that a student will be coming or returning from youth detention centers, incarceration, or similar facilities, the student shall be enrolled in his/her home school as opposed to an alternative educational setting unless the Case Management Consultation Team, consisting of the school's case manager, the student and his parent/guardian/foster parent/other person, a DJJ counselor, or a local DJJ Community Service Officer and respective DJJ Juvenile Parole and Probation Specialist, concludes that the best placement for the child would be the alternative setting. Any placement made pursuant to an IEP team shall take precedence. The case manager shall consult the Case Management Consultation Team within five (5) days to determine whether transition or other services are necessary for the student. (GADOE rule 160-4-8.17). This meeting will take place at the student's home school.

DRESS CODE FOR STUDENTS

Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, modesty, cleanliness, and respect for your school. Students must ensure that their dress does not distract or potentially cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code

violations. The principal may interpret these provisions as he/she deems to be in the best interest of the school, students, or the educational process.

The following are the standards for school dress:

1. Students must wear clothing that includes both a shirt with pants or a skirt or the equivalent (ex. dresses, leggings, shorts) and footwear. Undergarments must not be exposed.
2. Garments will cover the waist, shoulders, back, torso, and chest in all situations. No skin may show at the waist.
3. Pants, shorts, slacks, shirts, dresses, and skirts will be of appropriate size and fit. Holes in the pants or shorts must be below the fingertips. Pants, shorts, and skirts must always be worn on the waist. The entire buttocks and upper thigh must be covered.
4. Clothing must not symbolize, suggest, display or reference: tobacco, cannabis, alcohol, drugs, drug paraphernalia, profanity, hate, promotion of violence, illegal activities, and/or pornography. Clothing should respect the intent to sustain a positive learning environment.
5. Sleepwear may not be worn.
6. Footwear must be worn at all times. Footwear that may cause damage to floors (ex.: cleats, skates, etc.) are not allowed.
7. Sunglasses may not be worn inside the buildings.
8. Wallet chains or other types of chains, or any jewelry that may be potentially dangerous or disruptive are not allowed.
9. Hats, caps, non-religious head coverings, visors, or hoods may not be worn inside the building.
10. Gang-related clothing, bandannas, signs, flags, symbols, and tattoos are not allowed.

SCHOOL SAFETY

Disruption of Public Schools (O.C.G.A. § 20-2-1181)

It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Emergency Preparedness: Plans/Emergency Drills/Security Systems

The Georgia Emergency Management Agency and local law enforcement agencies review and approve the school system's comprehensive School Safety Plan and each school's Emergency Preparedness Plan. These plans are coordinated with county, state, and federal emergency plans. Fire/evacuation drills will be held on a monthly basis. Also, drills for severe weather, lockdown of the school, parent-student reunification and bus evacuation will be held at least once each semester during the school year. In the event that a school must be evacuated, students will be reunified with their parents/guardians at an off-campus site. Parents/guardians will be notified by the Infinite Campus Messenger of the time and place of that reunification event. Parents/guardians should remind their children that during an emergency drill, students must respond quietly and quickly and must follow the direction given by their teachers and administrators. All of our schools have security cameras and access control systems installed and these systems are monitored.

Student Relocation

In the event of a student emergency/crisis in a classroom, it may be necessary to temporarily relocate the student(s) to another location to ensure continued learning.

Failure to Leave Campus (O.C.G.A. § 16-11-35)

Any person who fails to leave the premises when requested to leave any school property and/or returns to any school property after instructed by school staff or law enforcement to leave the property, is considered trespassing and faces criminal prosecution of a misdemeanor of a high and aggravated nature.

Loitering on School Property (O.C.G.A. § 20-2-1180)

It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school building on weekends or after school hours without authorization or permission.

School Resource Officer (SRO)

The Fayette County Board of Education and enforcement agencies within the county employ school resource officers jointly. Their main purpose is to assist in providing a safe and secure learning environment for students, teachers and staff. They are an excellent resource for teachers, parents/guardians and students in dealing with individual problems or questions with respect to delinquency prevention and the law. Consistent with board policy and legal requirements, school resources officers also provide law enforcement support when needed. School crossing guards are also jointly employed by the Fayette County Board of Education and enforcement agencies within the county.

As mandated by state law in Georgia, **students may be charged and arrested for possession of weapons**, as defined in O.C.G.A. § 16-11-127.1, **for possession of drugs**, as defined in O.C.G.A. § 16-13-24 through O.C.G.A. § 16-13-32, **for any felony or designated felony**, as described in Title 16 of the Criminal Code of Georgia Annotated, and **for causing bodily injury to others, damage to public or private property, and/or causing a major school disturbance, including but not limited to making terrorist threats**. The final decision for arresting a student is made by law enforcement. In all cases involving a School Resource Officer (SRO) or a law enforcement officer, as in all other serious situations at the school, the parents/guardians are notified in a timely manner.

Student Emergency Safety Information

It is critical for the school to be able to contact parents/guardians at any time students are at school. The school must have the parents'/guardians' current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent/guardian cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents'/guardians' address, telephone or emergency contact information.

Ride Sharing

Ride sharing drivers (i.e., Uber, Lyft, taxi) are not permitted to checkout students from school unless they are on the student's emergency contact list.

Security Recordings

Students, parents/guardians and visitors are informed that networked security cameras are used in all facilities, in both interior and exterior locations and on school buses. Video recordings are maintained temporarily on local servers and DVRs.

Tobacco-Free Schools

School policy prohibits the use of all tobacco products including e-cigarettes, vapes and similar items, anywhere, by everyone, 24 hours per day, seven (7) days per week on any school property.

Visitor Sign-In Procedures (O.C.G.A. § 20-2-1180)

Georgia law requires that visitors, with the exception of students, school system employees, law enforcement officers or other public safety officials in the performance of an emergency call, shall sign in at the designated location, as stated on posted signs of any school building, between the official starting and dismissal times, and provide a reason for their presence at the school.

The school administrator or designee shall have the authority to ask any visitor to explain his or her presence in the school at any time when the school is in official session. Any person who does not have legitimate need or cause to be on the premises or on school property and/or who fails to sign-in at the designated location may be in violation of Georgia law and upon investigation may face criminal prosecution of a misdemeanor of a high and aggravated nature.

Visitors will be asked to show a photo ID card and will be asked to use the Visitor Management System to sign in and out of the school building. Visitors must wear a Visitors Badge issued by the front office while present in the school.

SEARCH AND SEIZURE

Searches will be conducted using the following guidelines:

1. Searches may be conducted by school employees when there is reason to suspect that school rules have been violated or that the health, safety or welfare of students may be in danger. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal hours or off the school campus at the discretion of administrators. Searches of individual students may be conducted at any time when school employees have a reasonable suspicion that the student may have violated a law or school rule. A search of personal items may be made without the student being present. A student who refuses to submit to a lawful individual person search may be charged with insubordination.

2. Illegal items (firearms, weapons, and drugs) or other possessions reasonably determined to be a threat to the safety and security of others, or that might possibly interfere with school purposes, may be seized by school employees. **Students are advised not to pick up or handle any illegal items.** Touching or handling any contraband constitutes possession, even though the student does not own the item and did not bring it on school property.
3. Items that are used to disrupt or interfere with the educational process may be removed from a student's person.
4. Student book bags and school lockers, desks and other school property may be subject to search without further notice to students or parents/guardians. Such searches may be conducted using "drug-sniffing" dogs or metal detectors. **Students are responsible for all items found in their book bags, lockers and desks. Students may not share lockers unless directed to do so by an administrator.** Where applicable, students are required to submit to the school office a key or combination for locks on their lockers.
5. **A student is responsible for all items found in his/her vehicle.** Student vehicles are subject to be searched without notice and may be conducted using "drug-sniffing" dogs.
6. Breathalyzers or passive alcohol sensors may be used to determine if a student is under the influence of alcohol when reasonable suspicion exists.

STUDENT HANDBOOK



Where Excellence and Creativity Merge

ELEMENTARY

2023-2024

ADMISSION REQUIREMENTS

Age Requirements

- Students who are five years of age on or before September 1 are eligible for entrance to kindergarten.
- Students who are six years of age on or before September 1 are eligible for entrance to first grade.

Attendance Areas

Students must attend the school which lies within the attendance area where their parents/guardians reside. Students may not attend other schools in the system except with the permission of the Fayette County Board of Education. If the parent/guardian moves to another attendance area within the county after the start of the school year, the parents/guardians have the option of allowing their children to remain at their current school for the remainder of the school year. In such cases, the parents/guardians must receive written approval from School Operations for their children to attend school out of their assigned area. Acceptable behavior and attendance, to include on time arrival and pick up, and academic achievement are required in order for this permission to remain valid. Bus transportation will not be provided. At the beginning of the next school year, the parents/guardians are required to enroll their children in the school they are assigned to attend based on the location of their residence. For information on your school attendance zone go to the School Zone Search tab on the www.fcboe.org website.

School Reassignment/Student Transfers

Parents/guardians may choose for their child to attend another school within the Fayette County School System if the request meets certain criteria (curriculum difference, family relocation, medical, emotional, social or family adjustment) and the school has classroom space available. The reassignment request window deadline for the coming year (SY2024-2025) is tentative February 29, 2024. Check the www.fcboe.org website Announcements for exact dates and on-line request forms. Additionally, transfers under Georgia Public School Choice Laws allow all students to transfer to non-overcrowded schools. This transfer window tentatively opens June 3, 2024 and is open for two (2) weeks. Your child may be eligible for a Georgia Special Needs Scholarship/Intra-school Transfer Option to attend a private school or another public school if your child has an Individualized Education Plan (IEP). More information about this program can be found at www.fcboe.org website: Programs, Exceptional Children's Services, SB10 Georgia Special Needs School Choice/Scholarships. On-line applications for School Choice and Georgia Special Needs Scholarship (GSNS) Program will be available on the www.fcboe.org website and at the Operations Department, School Safety, Discipline and Athletics office located at the Fayette Intermediate Building, 440 Hood Avenue, Fayetteville, GA 30214. Phone: 770-460-3535, Ext 1133.

Student Enrollment/Proof of Residency

To enroll in Fayette County Public Schools, a student must reside within the boundaries of Fayette County. A student must reside with a natural parent or a person who has been granted legal guardianship, a grandparent, a kinship caregiver with an affidavit, a person with a military power of attorney or the student must be under the care of a state agency with placement in Fayette County.

Proof of residence is required when a student initially enrolls in a school and whenever a change of residence occurs. The Enrollment & Records Center will accept the following records as proof of residency:

1. **"Homeowner"**: A current residential property tax statement (If there is not a tax bill, the purchasing/closing information for the residence can be used.) The record must include the name of the parent/guardian, a current electric bill or initiation of utility service, with the name and service location, and your Photo ID.
2. **"Renters"**: A current signed lease or rental agreement, which includes terms, dates, and a listing of all occupants. No month-to-month leases are accepted. The record must include the name of the parent/guardian, a current electric bill or initiation of utility service, with the name and service location, and your Photo ID.

To enroll students in the Fayette County School System in Fayette County, Georgia, on-line registration must be completed. Go to www.fcboe.org to start the enrollment process. Once the enrollment form is submitted, copies of required documents (above) need to be taken to the Enrollment & Records Center, located at 205 LaFayette Avenue, Building B, Fayetteville, GA 30214, 770-460-3535, Ext 1106. At that time the Enrollment & Records Center will verify the documents and issue a receipt to be taken to the school for placement. Enrollment is NOT complete until the parent or legal guardian goes to the Enrollment & Records Center and gets the receipt needed for school.

Proof of residence is subject to verification and investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fine and/or imprisonment (O.C.G.A. § 16-10-20).

AFTER SCHOOL PROGRAM (ASP)

The policies of the Fayette County After School Program are designed and created to comply with the progressive discipline processes set forth in O.C.G.A. § 20-2-735 which states that discipline will be in proportion to the severity of the behavior leading to the discipline, that previous discipline history of the student in ASP during the current school year and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed. Each student attending the After School Program is expected to:

- Behave in a responsible manner.
- Demonstrate courtesy and respect for others.
- Obey all District rules and cooperate with the ASP staff in maintaining safety, order and discipline.

Parents and students should carefully review ALL information contained in the Code of Conduct as well as the ASP Family Handbook.

ATTENDANCE INFORMATION

School Attendance

Compulsory Education Law (O.C.G.A. § 20-2-690.1) requires that every parent/guardian or other person who has control of any child between the ages of 6 and 16 shall enroll and send such child to school. All children enrolled for 20 calendar days or more in the public schools of this state prior to the seventh birthday shall become subject to the provisions of the compulsory school attendance law. State Board of Education policy defines the school year as 180 attendance days or its instructional equivalent.

Full Day Attendance

Students are expected to be in attendance for the full school day. Students who check-in late or check-out early should submit a written note from their parent/guardian explaining their absence. Disciplinary action may be taken against students not in attendance for the full school day for reasons that cannot be excused.

Student Absences

Whenever students are absent, for any reason, their parent/guardian must send a signed and dated written explanation for the absence to their child's teacher no later than the **third day** following the student's return to school after their absence. After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences. Academic work missed due to an absence should be made up when a student returns to school.

Excused Absences

As permitted under the state law and State Board of Education policies, students may be excused lawfully for the following reasons (GABOE Rule 160-5-1-.10):

1. Personal illness or when attendance in school endangers the student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observation of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety as determined by the Fayette County School System.
6. Registering to vote or voting in a public election, not to exceed one (1) day.
7. A student whose parent/legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent/legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent/legal guardian prior to such parent's/legal guardian's leave. A student whose parent/legal guardian is currently or previously served on active duty in the U. S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two (2) school years to participate in military affairs sponsored events, provided the student provides documentation prior to the absence. (O.C.G.A. § 20-2-692.1)
8. Any other absence not explicitly defined herein but deemed by the Fayette County Board of Education to have merit based on circumstances.

Local boards of education shall count students present when they:

1. Are serving as pages of the Georgia General Assembly.

2. A foster care student who attends court proceedings relating to the student's foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.
3. A student who successfully participates in the Student Teen Election Participant (STEP) program shall be counted as present and given full credit for the school day during which he or she served in the STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year.
4. Participates in a 4-H sponsored activity or program.

Pre-Arranged Absence

A written request made by the parents/legal guardians to the principal requesting permission for their child to be absent from school in order to take an educational related trip. A Pre-Arranged Absence Form must be completed and approved three (3) days prior to being absent. Approval does not make the absence Excused, but does give the student the opportunity to make up missed work.

Reporting Students with Unexcused Absences

Consequences for Unexcused Absences

1. Any parent/guardian, or other person who has control of any child who on the tenth unexcused day of absence per semester, and after the child's school system has notified the parent/guardian, or other person who has control of any child, of each day's absence from school, shall be guilty of a misdemeanor, and court action may be pursued for formal intervention.
2. Penalties:
 - a. Fine – not less than \$25.00 and not greater than \$100.00
 - b. Imprisonment – not to exceed thirty (30) days
 - c. Community Service or any combination of such penalties, at the discretion of the court.

Tardiness

Students are expected to arrive at school on time. Students are considered tardy if they are not in their classroom/homeroom when the tardy bell/tone sounds. Students who are tardy for school must go to the office to sign-in before going to class. Schools will notify by letter parents/guardians of students ages 6-16 who have accumulated five (5) unexcused tardies per semester.

Release of a Student

Prior to the end of the school day, students shall be released only to the parents/legal guardians, or to persons properly identified to school office personnel by the parents/legal guardians, or upon written request by the parents/legal guardians confirmed by telephone or in person.

CIVILITY POLICY

Members of the Fayette County School District staff should treat parents/guardians and other members of the public with respect and expect the same in return. The District is committed to keeping schools and administrative offices free from disruptions and to preventing unauthorized persons from entering schools or school board property.

Accordingly, employees are expected to follow practices that promote mutual respect, civility and orderly conduct among district employees, parents/guardians, and the public in an effort to maintain a safe, harassment free workplace for our students and staff. It is not intended to deprive any person of his or her right to freedom of expression. In the interest of presenting teachers, other employees, parents/guardians, and other adults as positive role models, the school system encourages positive communication and discourages volatile, hostile, or aggressive actions. The school district seeks public cooperation with this endeavor. (FCBOE Policy KD: Staff-Community Relations)

Disruptive Individuals Must Leave School Property.

Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property, should be directed to leave school or school district property promptly by the school's principal or other chief administrative officer.

Directions to Staff in Dealing with Abusive Individuals.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed should calmly and politely warn the speaker to communicate civilly and, where appropriate, remind the speaker of the presence of students. If the abusive individual does not stop the behavior, the district

employee may verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly. If necessary, the assistance of administrators or school resource officers should be sought. School administrators may issue a Civility Warning Letter to any member of the public who violates this policy. The employee may be asked to provide a written report of the incident.

This policy is based on Georgia Laws (O.C.G.A. § 20-2-1181 – Disrupting Public School)

CLUBS AND ORGANIZATIONS FOR STUDENTS

All student clubs and organizations must follow guidelines and procedures governing the creation and operation of such clubs, organizations, and groups in accordance with the policies of Fayette County Board of Education. State law requires that parents/guardians receive information regarding school clubs and organizations, such information must include the name of the club or organization, mission or purpose, name of the club's faculty advisor, and a description of past or planned activities. Your child's school will provide this information through the school's website. On the parent/guardian signature page, the parent/guardian will have an opportunity to decline permission for his or her student to participate in a club or organization designated by him or her. This notification should also be communicated directly to the school.

COMPLAINTS OF DISCRIMINATION/HARASSMENT

The Fayette County School District does not discriminate based on race, color, religion, national origin, age, disability or sex in employment decisions or educational programs and activities, including its athletic programs (FCBOE Policies GAAA and JAA). Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors previously listed should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

Allegations of inappropriate behavior by teacher or other school personnel: (a) The Professional Standards Commission has established a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Our school system has implemented and followed this state mandated process. (b) If it is determined through the state mandated process that a complaint against a teacher, administrator, or other school employee is unsubstantiated and without merit, the school system shall, at the request of the aggrieved party, submit a written statement to that effect to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee (O.C.G.A. § 20-2-751.7).

Title VI Coordinator – Assistant Superintendent of Operations, Steve Cole – 770-460-3535, Ext 1030

Title IX Coordinator for student complaints – Executive Director of Student Services – Audrey Toney, 770-460-3535, Ext 1109

Title IX Coordinator for employee complaints – Executive Director of Human Resources – Erin Roberson, 770-460-3535, Ext 1021

Section 504 and Americans with Disabilities Act Coordinator – Executive Director of Student Services, Audrey Toney, 770-460-3535, Ext 1109

Sports Equity Coordinator – Director for Athletics, Oatha Mann – 770-460-3535, Ext 1134

Exceptional Children's Services – Rosie Gwin, Executive Director – 770-460-3990, Ext 1224

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Fayette County Board of Education Policy JAA/GAAA (Equal Opportunity/Discriminatory Complaints Procedure) or under Policy IDFA (Gender Equity in Sports) is located on the Fayette County Board of Education Website at www.fcboe.org

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age or an emancipated minor under State Law ("eligible students") certain rights with the respect to the student's education records. These rights are:

1. The right to inspect and review, within 45 days of a request, the educational records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own educational records.
2. Procedures for Obtaining Access to Student Records: Parents/guardians or eligible students should submit to the principal a written request identifying the record(s) they wish to inspect. Generally, a parent will be permitted to obtain a copy of the

education records of his or her child upon reasonable notice and payment of reasonable copying costs. The principal will make arrangements for access and provide notice of such arrangements. Refer to FCBOE Policy JR – Student Records.

3. The right to request the amendment of the student’s educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents/guardians or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents/guardians or eligible student of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right of the hearing.
4. The right to file a complaint with the United States Department of Education concerning the alleged failures by the Fayette County Board of Education to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.
5. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including school nurses and school resource officers; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, volunteer or to the party to whom the district has outsourced services, such as electronic data storage); or a parent/guardian or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll. In addition, attendance and disciplinary information will be shared with the Georgia Department of Driver Services, pursuant to O.C.G.A. § 40-5-22.
6. At times the school system is served subpoenas for student’s records, including academic, attendance and behavior records. Parents will receive written notification of such requests.

Release of Student Directory Information

1. The Fayette County School District has designated the following student-based information as “directory information” under the provisions of the Family Educational Rights and Privacy Act (FERPA) and may disclose that information upon request by appropriate institutions/agencies:
 - a. Student’s name, address and telephone number;
 - b. Student’s photo;
 - c. Student’s date and place of birth;
 - d. Student’s participation in official school clubs and sports;
 - e. Weight and height of student if he/she is a member of an athletic team;
 - f. Dates of attendance at the Fayette County School System;
 - g. Awards received during the time enrolled in Fayette County School System;
 - h. Grade Level; and
 - i. E-mail address.
2. Unless, you as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and not be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within five (5) days after enrolling in school.
3. You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or at some school activity. If you as a parent/guardian object to your student being photographed, videotaped, or interviewed, you must notify your student’s principal, in writing, of your objection within five (5) days after enrolling in school. For more information, refer to FCBOE Policy JR – Student Records, which is available on the www.fcboe.org website.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) PROCEDURAL SAFEGUARDS

The Individuals with Disabilities Education Act, 34 C.F.R. § 300 et seq. (IDEA), the federal law concerning the education of students with disabilities, requires schools to provide parents of a child with a disability with notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations. These procedural safeguards can be accessed via the following link: [Parent Rights/Procedural Safeguards](#)

In accordance with the Individuals with Disabilities Education Improvement Act (IDEA) regulations, the Fayette County School System seeks to ensure that all students with disabilities (ages 3 - 21) who are in need of special education within its jurisdiction are identified, located, and evaluated. The “child find” process may include provision of appropriate interventions, referral for a comprehensive evaluation, and determination of eligibility for special education and related services. Parents and educational providers play key roles in this process. If you are concerned that your child may have a disability and should be considered for eligibility for special education and related services, you can contact the Assistant Principal at your child’s school, the Exceptional Children’s Services (ECS) Department Lead Teacher at your child’s school, or the Exceptional Children’s Services (ECS) Department for more information.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

1. Parents/guardians and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph (1). In accordance with Board policies, prior written consent must be obtained from parents/guardians before students are required to submit to any survey that contains questions about one (1) or more of the areas listed in subparagraph (1)(a). You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(a) and (1)(b) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent. (FCBOE Policy JR – Student Records).
 - a. The administration of any survey containing one (1) or more of the following items:
 - Political affiliations or beliefs of the student or the student’s parent;
 - Mental or psychological problems of the student or the student’s family;
 - Sex behavior or attitudes;
 - Illegal, antisocial, self-incriminating, or demeaning behavior;
 - Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student’s parent/guardian; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 - b. Activities involving the collection, disclosure, or use of personal information collected from students for marketing or for selling that information (or otherwise providing that information to others for that purpose).
 - c. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students, but not including hearing, vision or scoliosis screening.
2. You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
3. The school system is required by federal law to give this notice to parents/guardians. However, the school system does not have scheduled activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.

PARENT/GUARDIAN INVOLVEMENT

This Code of Conduct is based on the expectation that parents/guardians, teachers and school administrators will work together to improve student behavior and academic performance. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents/guardians as well as on-going opportunities for school personnel to hear parents’/guardians’ concerns and comments. Parents/guardians and students should contact the principal of the school if specific questions arise related to the Code of Conduct. Parents/guardians are encouraged to take advantage of the opportunity in developing and updating the Code of Conduct by providing input online when the Code of Conduct survey is posted during the 2nd semester.

Parents/guardians are encouraged to become actively involved in their student’s education experience. Some examples of ways to participate are:

- Parent/Guardian volunteers at the school site
- Parent/Guardian Teacher Organization (PTO)
- Committee and/or School Council participation

- Chaperones (field trips and extracurricular activities)
- Parent/Guardian/Teacher conferences
- Mentoring

Georgia Law O.C.G.A. § 35-3-34.2 states that volunteers who may have unsupervised access to children will submit to a fingerprint screening which includes a query through the Federal Bureau of Investigation (FBI) and the Georgia Bureau of Investigation (GBI) of their criminal history. All volunteers who work with students in an unsupervised capacity, including all chaperones for overnight field trips, must make an appointment with the Human Resources Department. The Human Resources Department will make every effort to conduct background checks in a reasonable fashion; however, results may take up to two (2) weeks. There is a fee for each background check (paid in advance through MySchoolBucks or exact cash). This fee is submitted to the Georgia Crime Information Center (GCIC). Only upon clearance from the Human Resources Department may the volunteer commence their volunteer duties. Volunteers must undergo a background check every five (5) years and a criminal history check each year.

The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a school staff member's request for a parent/guardian to come to the school for a conference. Parents/guardians are encouraged to visit the schools regularly and are expected to be involved in the behavior support process designed to promote positive choices and behavior. Please refer to your school's visitation policy.

The General Assembly of Georgia requires that this code of conduct include language encouraging parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

SCHOOL HEALTH SERVICES

School Health Services is proud to be part of the team effort that supports student success in our county. As your school nurse works with you this year, we need your assistance and cooperation in preparing for the possibility that your student might need to take medication, become ill, or have an injury during school hours. **The parent letter, Immunization Information, the School Medication Policy, School Medication Authorization and Health Care Plans are available on the Fayette County Board of Education website at www.fcboe.org under Departments, "School Health Services".**

Student Emergency/Safety Information

Please make corrections, sign and return your student's Emergency Safety Card by the deadline established by your child's school. This information must be updated annually to enable us to contact you in case of an emergency. If any phone numbers or contact information changes, please notify the school or make changes on the Infinite Campus' Parent Portal.

School Medication Administration

The Fayette County Schools Medication Policy is available on the website e-Board under Policies and will be followed for all medications given at school.

1. **The parent/guardian must complete and sign the *School Medication Authorization* for ALL medications given at school. For prescription, homeopathic or supplement medications, a duly-licensed, Georgia physician must also complete and sign the *School Medication Authorization* or *Health Care Plan* available on the website or from your school nurse. CBD (cannabidiol) medications are not administered at school due to the Safe and Drug Free Legislation.**
2. **A parent/guardian or other designated adult must bring all medication, accompanied by the *School Medication Authorization* or *Health Care Plan*, to the school clinic unless special permission is given by the principal or school nurse.**
3. **All over-the-counter, prescription, homeopathic and supplement medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Parent/Guardian must provide over-the-counter medications to the clinic.**
4. **If your student has a serious condition (i.e., asthma, diabetes or severe allergy), permission may be granted to carry the medication on his/her person from the student's physician and parent/guardian on a completed and signed *School Medication Authorization* or *Health Care Plan*.**
5. **Basic first aid supplies are routinely used in the school unless instructed differently by the parent/guardian.**

Student Illness/Injury

The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been **diagnosed with a contagious disease, please contact the clinic** so other student's parents and school staff may be alerted of the symptoms.

Students will be sent home from school when he/she has a fever >100.4° F or 38.0° Celcius, vomiting or diarrhea, drainage from a wound, rash, eyes or nose, head lice or scabies, and/or an unexplained rash.

Your student may not return to school until they have been fever-free and symptom-free for 24 hours (i.e., If your child goes home sick anytime during the school day on Monday, your child can not return to school until Wednesday.) When there is doubt in your mind about sending your student to school, consult your healthcare provider. Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school.

Certificates of Immunization

All students entering or attending Grades Pre-KG through 12th grade in the Fayette County School System are required to have a complete Georgia Certificate of Immunization (Form 3231) and issued by a licensed Georgia physician, Advanced Practice Registered Nurse, Physician Assistant or qualified employee of a local Health Department or the State Immunization Office in accordance with Georgia State Law, O.C.G.A. § 20-2-771 and Regulations, Chapter 290-5-4. **All students must be immunized against disease as specified by the Georgia Department of Public Health, or have medical or religious exemption on file at the school.** To avoid student withdrawal, the parent/guardian is responsible to submit a complete Form 3231 within thirty (30) calendar days of a new enrollment and within thirty (30) calendar days of the start of Kindergarten year, the start of 7th grade year, and the start of 11th grade year as required by state law and board policy (JBC).

Immunization information, Religious Exemption Form, and flyers for Pre-Kindergarten, Kindergarten, 7th and 11th grade students are available on the website. **All students enrolled in a Georgia Public School for the first time are required to file a completed Certificate of Vision, Hearing, Dental and Nutrition Screening (Form 3300) in accordance with Georgia Regulations, Chapter 290-5-31.**

Health Care Plans

If your student has a severe allergy, asthma, cardiac condition, diabetes, seizures or other health condition which may require medication or special care during school hours, we recommend you and your healthcare provider complete and sign a *Health Care Plan* which is available on the website or from your school nurse. Any student returning to school after surgery or a hospitalization is required to present from their healthcare provider a "Release to Return to School" and instructions for care (such as Discharge Instructions) including PE modifications and the use of crutches or a wheelchair and/or other medical devices or supplies (i.e., gloves, masks) provided by the parent/guardian.

SECTION 504 PROCEDURAL SAFEGUARDS

Overview: Any student, 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 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. The Section 504 Coordinator may be contacted through the school's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or picked up at the central office or at any of the school offices.

STUDENT SUPPORT SERVICES

The Fayette County Board of Education provides a variety of resources which may be available at most schools within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. The following is a list of student support resources/programs that may be available to parents/guardians and students in the Fayette County School System. This is not a comprehensive listing:

Behavior Support Teacher – Specializes in identifying and implementing interventions to increase appropriate student behavior and model effective interventions for school staff.

Character Education Programs - The process of shaping long-standing habits that reflect positive character traits.

Children at Risk in Education (CARE) - A program that is a committed system of reaching out to students who are experiencing social, emotional, or behavioral difficulties which prevent them from achieving academic success.

Community Mentors - Individuals recruited and trained by the Community Schools mentoring program called FRIENDS. Mentors must meet with students regularly and work to develop a supportive, nurturing relationship.

Drug Abuse Resistance Education (DARE) - A 17-week program to help students recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs.

Gang Resistance Education and Training (GREAT) - A school-based program for middle school students, designed to help them avoid peer pressure to join gangs through the cultivation of skills like social competence and problem solving.

Love and Logic - Teacher/parent behavior management program.

Multi-Tiered System of Supports (MTSS)/ Student Support Team (SST) – A systematic, collaborative problem solving framework used to generate recommendations to address academic and behavioral needs of students. Students can be referred to the SST by parents, teachers, or other staff members. Upon referral, all available information regarding the student should be reviewed and considered when exploring additional educational support. Students demonstrating a pattern of behavior referrals or suspensions should be referred to the school level MTSS team and/or SST in order to create a behavior support plan.

New Student Club - A peer program which assists new students in making the necessary adjustment to transition into a new school setting.

Parent Education Series - Ninety-minute parent information programs where guest speakers present various topics such as “The Three R’s – Respect, Resiliency and Responsibility”.

Parent Resource Center - Books, audiotapes, videotapes, etc. that are purchased by CARE and managed by the school CARE Team.

Parent Tutors - Parents who volunteer to tutor students in a supervised school setting.

Peer Mediation - Conflict resolution program where students are trained to help other students resolve their problems. The emphasis is on “I” messages and reflective listening skills. Problems may include name-calling, rumors, teasing, etc.

Positive Behavioral Interventions and Supports (PBIS) - PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety and support improved academic outcomes.

Rachel’s Challenge – A character education/violence prevention program for grades 4-12. The focus is on teaching inclusion, acceptance, tolerance and diversity.

Rainbows/Spectrum - Twelve-week small group program for grief and loss issues. Teachers and staff are trained as facilitators. Multiple groups are conducted simultaneously.

School Counselors, Psychologists, and Social Workers - These individuals provide student assistance at the school level.

Student Advocacy Specialist - Mentorship program that assists students with concerns that impact learning and social interactions with others with a focus on crisis prevention.

Student Mentors - High school students share time with elementary students. Activities may include reading, board games, talking, etc.

Student Support Team (SST)/Response to Intervention (RTI)/Multi-Tiered System of Supports (MTSS) - The purpose of this process by professionals and parents/guardians is to recommend alternative additional instructional strategies for students who are having behavioral or academic difficulty in school. Students can be referred to the Student Support Team (SST) by parents, teachers, or other staff. Upon referral all available information about the student will be reviewed and considered to explore additional educational support.

Systematic Training for Effective Parenting (STEP) - A ten-week course offered at night with a focus on praise versus encouragement, punishment versus discipline, goals of misbehavior and ownership of problems.

Teacher Mentors - Teachers who volunteer to mentor a student by agreeing to see the student, at least briefly, every day, and to spend 30 minutes with the student in a supportive activity once a week.

The Leader in Me - Franklin Covey’s whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader.

The Voyage - A school-wide character education program which focuses on positive actions and decision-making.

TEACHER AUTHORITY TO REMOVE DISRUPTIVE STUDENTS FROM THE CLASSROOM

(O.C.G.A. § 20-2-738) The board of education, superintendent and local school principals fully support the authority of a teacher to remove from his or her class a student who repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn. In addition, if the teacher determines that the behavior of the student poses an immediate threat to the safety of the student’s classmates or the teacher, the student can be removed. The school administration will follow the procedures outlined by state law and local board of education policy in determining the consequences and/or placement of the student.

TEACHER QUALIFICATIONS

Within the provisions of the Elementary Secondary Education Act (ESEA) statute, parents/guardians may request information about the professional qualifications of their child's teacher(s). The following information may be requested: whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction, is teaching under an emergency or provisional status through which Georgia qualifications or certification criteria have been waived, is teaching in the field of discipline of the teacher's certification, and qualifications of paraprofessionals, if paraprofessional services are provided. Parents/guardians wishing to request this information must notify the principal of the school at which the student is enrolled or the Director of Human Resources at 770-460-3535.

TECHNOLOGY

Fayette County Public Schools is a 1:1 school district. This program provides teachers and students with technology tools to enhance daily instruction. This initiative creates a learning environment that is personalized and student-directed, while providing a relevant and authentic learning experience which aligns with Fayette County's Portrait of a Graduate.

Internet Acceptable Use (Fayette County Board Policy IFBG)

The Fayette County Board of Education believes that the use of technology for information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing students for the future. The Board further believes that technology enriches the experience in the classroom, and can significantly enhance both the teaching and learning process. Refer to Fayette County Board Policy IFBG (Internet Acceptable Use Policy) for more information.

Refer to the Device Use and Cybersafety Use Agreements at <https://fcboe.org/techagreements>.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Consequences for inappropriate use of technology may result in disciplinary action according to the progressive discipline guidelines. Depending on the severity of an incident, school administration may also revoke access to technology resources.

Violations of Law

Transmission of any material in violation of any federal or state law is prohibited. Any attempt to break the law through the use of a District computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the District will fully comply with the authorities to provide any information necessary for legal action.

Circumventing Content Filters

It is strictly prohibited for students to circumvent the school system's content filters. This includes, but is not limited to, accessing blocked websites, downloading prohibited content, or sending spam. Only the Internet gateway provided by the school district within the school may be accessed while on campus. Personal Internet connected devices, such as but not limited to personal hotspots or VPN's, are not permitted.

Impersonation

Attempts to log on to the computer/network/Internet impersonating a system administrator or District employee, student, or individual other than oneself is prohibited.

Reporting Security Issues

If knowledge of inappropriate material or bypassing network safeguards (filters and firewalls) on the computer/network/Internet is identified, the student should immediately notify a staff member. Any issues discovered should never be shared with other students.

Privacy Issues and Cell Phones/Cameras/Recorders

Students are permitted to use personal electronic communication devices, including cell phones, during the school day *for instructional purposes only, and only with the permission and knowledge of a staff member or administrator, as governed by individual school rules.*

The Fayette County School District will not be responsible for the electronic devices owned by, and brought to school, by students. The use of cell phones, cameras, recorders, or other electronic devices that might violate the privacy rights of students and/or school staff or are used to commit academic fraud will result in appropriate consequences. **Please remind your children of the harmful effects of texting inappropriate videos, pictures, or information. This practice can have serious educational and criminal repercussions with respect to minors. For more information and resources on keeping your child safe online, please visit www.commonssensemedia.org/**

Security and Damages/Loss or Theft

Responsibility to keep personal devices secure rests with the individual owner. The Fayette County School System is not liable for any personal device lost, stolen or damaged on campus. If a device is lost, stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations.

For school-issued devices, the student is responsible for any damage or loss incurred. It is recommended that protective cases are used and optional insurance is purchased. For insurance information, please contact your child's school.

If for any reason the device is lost, stolen or damaged during the time it is issued to the student, whether intentionally or due to negligence, the student and the student's parent/guardian are responsible for the following fees:

Student Device

Accidental Damage
Accidental Damage and Warranty Covered for 4 years

Loss/Theft/Non-Accidental Damage
Lost/Stolen – Full replacement cost of device, charger and case (\$300)*
Non-Accidental Damage – Repair costs up to full replacement cost of device, charger, and case (\$300)
Lost or Damaged Charger - \$40 each

*Full replacement cost for devices includes the device and case. (Chromebook = \$240; Charger = \$40; Case = \$20). Checks should be made out to FCBOE and returned to your student's school.

If the device is stolen during the time that it is issued to the student, the student and the student's parent/guardian will be responsible for filing a police report and submitting a copy to the school administration.

YouTube Opt-Out

Content from YouTube is filtered using the restriction level "strict" for elementary and "moderate" for secondary schools. If you choose to not allow your student to view educational content on YouTube on district-issued or owned devices, please download the opt-out page from the following link: <https://www.fcboe.org/youtubeoptout>. Sign and date this page along with the signature page for the Code of Conduct and return to your child's school.

Google Workspace for Education Notice to Parents and Guardians

In addition to the core services provided, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child has access to educational content on YouTube. For more information, visit: <https://www.fcboe.org/googlenotice>

Privacy

There is no expectation of privacy for anything done on district issued devices nor any personal electronic device connected to the district-owned network. District staff may, at any point, confiscate and search the contents of any district-issued electronic device. The Fayette County School District recognizes all aspects of the Children's Online Privacy Protection Act (COPPA), the Children's Internet Protection Act (CIPA), and the Family Education Rights and Privacy Act (FERPA).

Failure to Return a Device or Accessories upon Withdrawal from the School

Students who transfer, withdraw, are expelled, or terminate enrollment at the school for any reason must return their device on the date of withdrawal/termination. Parents and students who fail to return the device agree to pay for the full replacement cost of the device and any accessories, and further agree that the District may take other administrative steps until such payment is made. A student who fails to return a device or any accessories without reporting them lost or stolen will be responsible for the full replacement cost of the items that were not returned.

Expectations for Virtual Learning

While using an FCBOE account, students have the ability to communicate with one another via Google resources. All communications are archived for review by the district and can be referenced indefinitely. Students using these tools, or any other virtual classroom-type tools should adhere to all discipline guidelines. Mute microphone when you are not speaking; refrain from using profanity; be respectful towards your teacher and classmates; and dress appropriately.

TRANSPORTATION

The Fayette County School System offers transportation for eligible students enrolled in Fayette County schools.

Eligibility

- School bus transportation will be provided for students who live more than one-half (1/2) mile from their school of attendance and who do not live in non-transport zones.
- Any exception to the one-half (1/2) mile eligibility (non-transport zones) for students shall be based on the existence of hazardous conditions. The existence of such conditions shall be determined by the Fayette County Department of Transportation (Transportation).
- The minimum distances are measured, at the discretion of Transportation, based on the following: Travel distance made along the commonly traveled road(s) from the nearest entrance of the school of attendance to the driveway curb at the student's residence or the primary entrance curb of multi-family residential complexes.
- Students and their parents/guardians are reminded that riding the bus is a service that may be withdrawn at the discretion of Transportation under certain circumstances; such as student behavior.
- Transportation for students with disabilities will be provided to one specific address for eligible students whose transportation has been identified as a related service necessary to enable the student to receive the educational services outlined in the student's individualized education program (IEP). Routing of school buses shall be planned and operated with consideration of bus mileage; allowing for servicing multiple program assignments. Routes should not be altered except for:
 - Permanent changes authorized by Transportation
 - Emergencies as determined by the Principal or designee and Transportation
- Parents/Guardians of student approved to attend a school outside of their home school attendance zone are responsible for their student's transportation.
- Parents/Guardians are responsible for providing transportation for students suspended from riding the bus.
- Transportation for gatherings, meetings, parties, and child care is the responsibility of parents/guardians.
- Transportation may be provided for family emergencies at the discretion of the Transportation Department. Requests should be submitted in writing in a timely manner to the school principal (or his/her designee). The request must include the student's name, the bus number with bus stop information, parent/guardian's phone number, and parent/guardian signature. School personnel will complete a bus pass which the student will present to the bus driver prior to boarding the bus. Approval is contingent on:
 - A bus pass approved and provided by a school administrator
 - Confirmation that seating is available and will not overcrowd the bus.
 - The student has no prior disciplinary action taken regarding behavior on a bus.
- Transportation between daycare centers and the school is the responsibility of the daycare center or parent/guardian.
- Unauthorized persons are not permitted to ride District school buses.

Registering for School Bus Transportation

Students are required to register for school bus transportation upon enrollment and each school year using the online [Bus Registration](#) link. Parents/Guardians can change their students' riding status by contacting Transportation at businfo@fcboe.org.

Routing

- Transportation Supervisors establish bus routes and bus stops and resolve problems that arise in routing and operation of buses.
- Routing of school buses shall be planned considering the use of minimal mileage, avoiding traveling empty and making excessive bus stops. Every effort shall be made to avoid routing buses across railroads and expressways.
- Every effort will be made to keep bus stops on main arterial roads in subdivisions. Students living in subdivisions or multi-family complexes less than one-half (1/2) mile distance from the trunk route will be picked up at the main entrance of the subdivision of multi-family complex.
- Distance between bus stops shall not be closer than one-tenth mile unless deemed necessary by Transportation.

- It is the responsibility of the parent/guardian to ensure the safety of students traveling to, returning from, and at the bus stop.
- Students should be at their assigned bus stop no less than five (5) minutes before the established pick-up time.
- Students should be standing at the bus stop; ready to board the bus when it arrives.
- Students may only use their assigned bus stop.

Safety

Safety guidelines have been developed and will be enforced to ensure the safety of all students. Support school bus drivers in their efforts to safely transport students. Parents/Guardians can help students develop a positive attitude toward school bus safety. School bus discipline and school bus safety are intertwined and inseparable. Student must properly ride the bus to ensure everyone's safety including that of other students, motorists, and pedestrians. Disruptive or distracting conduct will not be tolerated. All bus safety rules apply to regular bus routes, field trips, academic trips and athletic trips.

School buses are equipped with Global Position System (GPS) for increased safety and security. The device records bus location and time. Parents/Guardians and students can track their school bus within ten (10) minutes of arrival by using the [Versatrans My Stop app](#). Accurate tracking is subject to the availability of adequate wifi services.

Safety Rules at the Bus Stop

- Be at the bus stop five (5) minutes before the assigned stop time; ready to board the bus.
- Wait a safe distance (at least 12 feet) from the road, be prepared to quickly board the bus.
- Respect the property of other people
- Refrain from pushing, fighting, or any other unsafe activity at the bus stop.
- Use the assigned bus stop both morning and afternoon.

Safety Rules for Loading and Unloading

- The "Danger Zone" is a twelve (12) foot perimeter around the bus where most accidents happen. Do not linger in the "Danger Zone".
- When crossing, be sure all traffic has stopped both ways and wait for the bus driver's signal. (Stop, Look, Listen), walk twelve (12) feet in front of the bus to stay in the driver's view, stop at the centerline of the road and again wait for the bus driver's signal, walk toward the edge of the bus and look both ways before crossing.
- Never cross the road behind a school bus.
- Never go back for items dropped in the "Danger Zone". Get the driver's attention.
- Never stop in the "Danger Zone" to get mail from the mailbox.
- Put away cell phones, remove headphones and earbuds, during loading and unloading.
- Never bring objects such as weapons, flammable materials, glass, skateboards, animals, flowers, balloons or large projects on the bus.

Safety Rules on the Bus

- Cooperate with the bus driver.
- The bus driver is authorized to assign seats.
- Remain seated, facing the front of the bus, holding your belongings in your lap.
- Respect the rights and safety of others.
- Observe classroom conduct.
- Refrain from using loud voices, profanity and/or obscene gestures.
- Maintain silence at railroad crossings.
- Do not engage the driver in conversation or distract the drive during loading and unloading.
- Do not eat on the bus.
- Keep the bus clean.
- Do not vape or use tobacco products.
- Keep head, hands and feet inside the bus.
- Do not fight, push, or shove.
- Do not tamper with or damage bus equipment.

Student Management

Procedures have been developed to assist students in changing inappropriate or unsafe behavior on the school bus. This program was developed to assist students who may be in danger of losing their bus riding privilege.

- Driver may conduct a brief and private discussion with the student requesting a change in the inappropriate behavior.
- Driver may communicate with the parent/guardian concerning the inappropriate student behavior and corrective actions.
- Continued violations will result in suspension of riding privileges.
- Students may be assigned to the School Bus Intervention Program, a safety program designed for students with inappropriate or unsafe behavior. A parent/guardian must attend the program with the student. Assignment to the program will be by a school administrator.

Additional Guidelines

- A student/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 of the school bus; and (B) Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective device in a manner that might interfere with the school bus driver's operation of the school bus. Code Section 20-2-751.4.
- Conversation with the driver or behavior distracting the driver by students during loading and unloading of buses should be avoided. During this critical time complete concentration by the driver is required.
- Parents/guardians with concerns that need to be addressed by the bus driver should schedule a conference with the driver through the Transportation Department. Under no circumstances should parents distract the driver by boarding the bus at the bus stop. Student safety must be top priority during this time.
- Students and other passengers on school buses may be videotaped for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the wellbeing of any student will be handled in accordance with the student discipline section of this handbook.
- All carry-on items such as band instruments, book bags and projects must be small enough to be held in the student's lap. The student must be able to board the bus with the item safely and without assistance.
- Books, lunch boxes, musical instruments or other items should not be placed in the aisle of the bus or in front of the emergency door.
- It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature (O.C.G.A. § 20-2-1181).

GLOSSARY OF TERMS

Absence - A student is considered absent when missing more than one-half of the regular school day.

Bullying (O.C.G.A. § 20-2-751.4) (FCBOE Policy JCDAg)

An act, that is:

- a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - (1) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1; or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - (2) Has the effect of substantially interfering with a student's education;
 - (3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (4) Has the effect of substantially disrupting the orderly operation of the school.
- d. The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school-related functions or activities or by the use of data or software that is accessed through a computer system, computer network, or other electronic technology of a local school system.
- e. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication:
 - (1) Is directed specifically at students or school personnel,
 - (2) Is maliciously intended for the purpose of threatening the safety of this specified or substantially disrupting the orderly operation of the school, and
 - (3) Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.
- f. Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectric or photo optical system.

Bus Suspension - The local school administrator suspends the student from the bus for a specified period of time. The student is expected to attend school, but the parents are responsible for providing transportation to and from school.

Cease and Desist - Notification to student(s) from the school administration to immediately cease all activity which may be construed as bullying, threatening, intimidating or harassing. This behavior may be written, verbal or implied.

Chronic Disciplinary Student (O.C.G.A. § 20-2-764) - A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Class Relocation - In the event of a student emergency/crisis in a classroom, it may be necessary to temporarily relocate the student(s) to another location to ensure continued learning.

Clubs and Organizations - Are composed of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the supervision, direction, and control of the school.

Detention - A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed, complete assignments, or to receive specific instruction in behavior modification. The minimum of one (1) day notice will be given. (Detention may require the student's attendance before school, after school or on Saturday.)

Disciplinary Probation - A student who has violated certain provisions of this code may be placed on probation by the local school administration. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action. A Behavior Plan may be put into place to guide the student's school behavior.

Disciplinary Tribunal Panel - A three-member panel composed of an administrator, teacher, counselor, or school official. The Panel hears evidence presented by the school system, the student, and parents when a student is referred by the local school principal or his/her designee. The Panel has the authority to make decisions ranging from returning the student to the local school to recommending permanent expulsion of the student.

Due Process - A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.

Expulsion - Removal of a student from the school system for an extended period of time beyond the current semester ranging from a semester, a year or permanently by a Disciplinary Tribunal. Those expelled will not be allowed on school board property or allowed to attend school sponsored activities.

Harassment and Intimidation - Harassment and intimidation means any gesture or written, verbal, or physical act, or any electronic communication that is reasonably perceived as being motivated either by an actual or perceived characteristic

including race, color, ethnicity, religion, gender, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristics, that takes place on school property, at any school-related functions or activities or on a school bus and that:

1. A reasonable person should know, under the circumstance, will have the effect of harming a student or school employee or damaging his or her property;
2. Has the effect of substantially interfering with a student's educational performance, or school employee's work performance, or either's opportunities, or benefits;
3. Has the effect of having a substantial negative impact on a student's or a school employee's emotional or psychological well-being; or
4. Has the effect of insulting or demeaning any student or school employee in such a way as to cause substantial disruption in, or substantial interference with, or the orderly operation of the school.

"Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school" (See FCBOE Policy JAA and/or JCAC)

Hazing - To subject a student to an activity that endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity.

Horizon Academy - A program within the Fayette LIFE Academy intended to provide a structured alternative learning environment for Fayette County students in grades 6-12 who have been expelled, placed on long-term suspension from their base school program for disciplinary reasons, or have been assigned on a voluntary basis. This program is designed to ensure the success of students who may be unlikely, for a variety of reasons, to reach their potential in a traditional setting. The program is also designed to focus on remediation of behavioral issues that frequently interfere with the learning process. The goal at Horizon Academy is to prepare each student for a successful return to the base school and ultimately, to graduate. Horizon Academy students will receive academic instruction in core subjects and limited number of electives while the negative behaviors are being confronted and addressed. The student and parent/guardian must attend orientation prior to attending Horizon Academy and will be asked to sign a contract agreeing to comply with the rules and regulations. Parents must provide transportation for students enrolled in the Horizon Academy. Secondary students also have the opportunity to apply to attend the Horizon Academy on a voluntary basis, based on space availability. Students enrolled at the Horizon Academy due to discipline concerns are not allowed to participate in extracurricular activities.

Individualized Educational Program (IEP) - A written record of an eligible student's special education and related services. The IEP must be reviewed at least once annually and describes the unique educational needs of the student and the manner in which those educational needs will be met.

In-School Suspension (ISS) - The student is removed from regular classes for a specified period at the local school. Class work assignments are sent to the students by the teachers. Students are excluded from all school-sponsored activities until completion of the assigned days.

Long-Term Suspension (Out-of-School Suspension (OSS)) - The suspension of a student from the school system for more than ten (10) school days but not beyond the current semester. (GA Code § 20-2-751)

Pre-Arranged Absence - A written request made by the parents to the principal requesting permission for their child to be absent from school in order to take an educational related trip. A pre-arranged absence form must be completed and approved three (3) days prior to being absent. Approval does not make the absence excused.

Restitution - Full payment for damages or replacement cost.

Short-Term Suspension (Out-of-School Suspension (OSS)) - The student is suspended out-of-school up to ten (10) days by the local school administrator. The student may be suspended for accumulation of offenses, as well as a major offense. During the term of suspension the student is not allowed on the school property or any Board of Education property, or at any school activity or school-sponsored event.

Transmission - The passing of or receiving any substance, article, or weapon to or from another person.

Truancy - The student stays out of school without permission or valid excuse.

"504" - Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination on the basis of disability. This law applies to public elementary and secondary schools, among other entities.

Safe Schools Hotline

(Anonymous/Confidential)

**Report drugs, weapons, bullying,
threats, or other safety issues.**

**Toll-Free 1-877-SAY-STOP
(1-877-729-7867)**

24 hours a day/7 days a week