

# ELEMENTARY PARENT/GUARDIAN SIGNATURE PAGE 2017-2018

**Please review the following statements before signing:**

1. The signature of a 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 signifies you have received and reviewed the 2017 - 2018 School Health Services Information.
3. The signature of a parent/guardian on this page gives your child as having your permission to access school-based, Internet-capable technology at school. Also, you have read the Cybersafety Use Agreement and are aware of the school's and district's initiatives to maintain a cybersafety learning environment, including your child's responsibilities. If any parent/guardian 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.
4. The signature of a 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 school clubs provided at each of their respective schools. (These notifications will specifically exclude interscholastic activities). This notification will be accomplished through each school's web site. If any parent/guardian does NOT wish for his or her child to participate in any club or organization at school, 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 engaged in extracurricular activities may be responsible for getting your student to related activities (practice, 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 which may include with another parent. The school and school district are not responsible for providing transportation to these practices or events and is not responsible for any consequences arising during or as a result of this transportation.*

STUDENT NAME (PLEASE PRINT) \_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

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

\_\_\_\_\_  
*Parent/Guardian 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***



***Elementary  
2017 - 2018***

**STUDENT CODE OF CONDUCT**  
**FAYETTE COUNTY SCHOOL SYSTEM**  
**Elementary Level**  
**2016-2017**

***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

In addition, students may be disciplined for felonious conduct off campus, or which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. Parents will have an opportunity to be involved in developing and updating the student code of conduct. We ask your cooperation in sharing this responsibility for maintaining a proper learning environment.

***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.

***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.

(5/26/17)

**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 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, and avoid being rude, 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.

## **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/legal guardians reside. Students may not attend other schools in the system except with the permission of 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 attendance area. Acceptable behavior and attendance, to include on time arrival, 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.

### ***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 window the deadline for the coming year (SY 2018-2019) the deadline is tentatively February 26, 2018. Check the [www.fcboe.org](http://www.fcboe.org) website Announcements Section for exact dates and on-line request forms. Additionally, transfers under Georgia Choice Laws (HB 251) allow all students to transfer to non-overcrowded schools. This transfer window opens in early June each year and is open for about three weeks. Your child may be eligible for a Georgia Special Needs Scholarship/ Intra-school Transfer Option (SB 10) to attend a private school or another public school if your child has an Individualized Education Plan (IEP). For information on this program go on-line to [www.fcboe.org/Page/1657](http://www.fcboe.org/Page/1657). On-line applications are available on the FCBOE.org website and must be submitted to the School Operations office located at the Center of Innovation, 440 Hood Ave., Fayetteville.

### ***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, 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. 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, online registration must be completed. Go to 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 Ave., Fayetteville, GA, 30214, 770-460-3990 x 450. At that time the Enrollment/Records Center will verify the documents and issue a receipt to be taken to the school for class 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).

## **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 their 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.

### ***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 of the absence to their child’s teacher no later than the **Third** Day after students 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.

### ***Excused Absences***

As permitted under the state law and State Board of Education policies, students may be excused lawfully for the following reasons (GA BOE 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, which shall not exceed one day.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or 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 or legal guardian prior to such parent’s or legal guardian’s deployment or during such parent’s or legal guardian’s leave. (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 as set forth in O.C.G.A. § 20-2-692.
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 as set forth in O.C.G.A. § 20-2-692.2
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.

### ***Unexcused Absences***

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)

1. Schools will notify by letter the parents of students ages 6-16 who have accumulated five (5) unexcused absences per semester and will include a copy of the summary of consequences.
2. School Operations will notify by letter the parents/guardian of students ages 6-16 who have accumulated ten (10) unexcused absences per semester and will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention.

### ***Reporting Students with Unexcused Absences (O.C.G.A. 20-2-701)***

#### ***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 parents/ guardians, 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 and not greater than \$100.00
  - b. **Imprisonment** – not to exceed 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. Schools will notify by letter the parents/guardian of students ages 6-16 who have accumulated five (5) unexcused tardies per semester.

## ***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. 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 to attend a school conference.** If the court finds that the parent or 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 or such treatment as the court deems appropriate to improve the student's behavior, or both. 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.

### ***CIVILITY POLICY***

Members of the Fayette County School District staff should treat parents 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 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.

***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. 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) and (O.C.G.A. 20-2-1182 Persons other than students who insult or abuse school personnel).***

### ***CLUBS AND ORGANIZATIONS FOR STUDENTS***

All student clubs and organizations must follow guidelines and procedures governing the creation and operation of such clubs, organization, and groups in accordance with the policies of the 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 web site. 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.

### ***COMPLAINTS OF DISCRIMINATION/HARASSMENT***

The Fayette County School District does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent/guardian 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 listed above 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.



**Title VI Coordinator** - Asst. Superintendent for Operations - Michael Sanders, 440 Hood Ave., Fayetteville, GA 30214, 770-716-1209 Ext. 223.

**Title IX Coordinator** – Asst. Superintendent for Operations - Michael Sanders, 440 Hood Ave., Fayetteville, GA 30214, 770-716-1209 Ext. 223.

**Section 504 and Americans with Disabilities Act Coordinator** – Director of Student Services -Audrey Toney, 205 Lafayette Avenue, Fayetteville, GA 30214, 770-460-3990, Ext. 252.

**Sports Equity Coordinator** – Coordinator for Safety, Athletics and Discipline - Dr. Ted Lombard, 440 Hood Ave., Fayetteville, GA 30214, 770-716-1209 Ext. 221.

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's Web site.

### ***DISCIPLINE PROCEDURES - (Progressive Discipline)***

When it is necessary to impose discipline, school administrators and teachers will follow an **age-appropriate progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age 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. 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.***

***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. Penalties for minor acts of misconduct include, but are not limited to, the following:

- Warning
- Conference with student
- Alternative seating
- Loss of recess or other free-choice activity
- Time out in classroom
- Time out 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. Penalties 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 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*** require 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 requirements identified in the 1997 Federal Individuals with Disabilities Education Act and the Georgia Board of Education’s Special Education Rules. Penalties 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 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 days but less than a semester
- Expulsion

***OFFENSES and CONSEQUENCES***

<i>OFFENSE</i>	<i>CONSEQUENCE</i>
<p><b>1. Absences and/or truancy-unexcused (O.C.G.A 20-2-690.1)</b> See pages 3 and 4 for a list of Excused Absences</p>	<p>1. Penalty may range from warning and/or conference with student to one to three days in-school suspension</p>
<p><b>2. Academic dishonesty/misrepresenting self or others</b></p>	<p>2. Penalty may range from the student receiving a zero on the assignment and warning or conference with student to one to three days out-of-school suspension.</p>
<p><b>3. Assault on faculty or staff member</b> Threatening bodily harm to faculty or staff member. This includes threats that are verbal, written or implied.</p>	<p>3. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>

<i><b>OFFENSE</b></i>	<i><b>CONSEQUENCE</b></i>
<p><b>4. Battery</b> - Intentional touching or striking of another person to intentionally cause bodily harm.</p> <p>– A student shall not commit an act of physical violence against a teacher, school bus driver, or other school official or employee either by:</p> <p>Intentionally making physical contact of an insulting or provoking nature with the person of another.</p> <p>Intentionally making physical contact, which causes physical harm to another unless such physical contacts or physical harms were in defense of him or her. (O.C.G.A. 20-2-751.6)</p>	<p><b>4.</b> Penalty may range from short-term suspension to long-term suspension or expulsion.</p> <p>Battery towards a school employee may result in in long term suspension or expulsion.</p>
<p><b>5. Bullying (OCGA 20-2-751.4- revised)</b></p> <p>An act, that is:</p> <ol style="list-style-type: none"> <li>a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;</li> <li>b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or</li> <li>c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: <ol style="list-style-type: none"> <li>(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;</li> <li>(2) Has the effect of substantially interfering with a student’s education;</li> <li>(3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or</li> <li>(4) Has the effect of substantially disrupting the order operation of the school.</li> </ol> </li> <li>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.</li> <li>e. The term also applies to acts of <b>cyberbullying</b> which occur the through the use of electronic communication, <u>whether or not such electronic act originated on school property or with school equipment</u>, if the electronic communication: <ol style="list-style-type: none"> <li>(1) is directed specifically at students or school personnel,</li> <li>(2) is maliciously intended for the purpose of threatening the safety of this specified or substantially disrupting the orderly operation of the school, <u>and</u></li> <li>(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.</li> </ol> </li> <li>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, photo-electronic or photo optical system.</li> </ol>	<p><b>5.</b> Penalty may range from restriction from school programs and/or other activities to suspension to expulsion.</p>
<p><b>6. Bus Misbehavior</b></p>	<p><b>6.</b> Penalty may range from warning and/or conference with student and parents to suspension from riding the bus to expulsion. 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>
<p><b>7. Classroom disturbance</b> (when not a serious disruption of learning opportunities for other members of class).</p>	<p><b>7.</b> Penalty may range from warning and/or conference with student to one to two days out-of-school suspension.</p>

<i><b>OFFENSE</b></i>	<i><b>CONSEQUENCE</b></i>
<p><b>8. Computer Trespass</b> – 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 web sites.</p>	<p><b>8.</b> Penalty may range from a warning to short term suspension. Student may be restricted from the use of computers for a period of time.</p>
<p><b>9. Destruction of Property / Arson</b> – Willful or malicious damage of 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 or property used by the school.</p>	<p><b>9.</b> Penalty may range from long term suspension or expulsion. <u>Arrangements for restitution of damages may be required.</u></p>
<p><b>10. Disorderly Conduct</b> - 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.”</p>	<p><b>10.</b> Penalty may range from short term suspension to long term suspension or expulsion.</p>
<p><b>11. Dress Code Violations</b> (<i>see page 12-13 for a list of inappropriate school dress</i>)</p>	<p><b>11.</b> Penalty may range from warning and/or conference with student to in-school suspension.</p>
<p><b>12a. Drug Sell/Transmission/Solicitation</b> No student shall sell/buy, attempt to sell/buy, intend to sell, transmit 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, 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 school property at a school-sponsored activity, function, or event, and enroute to and from school.</p>	<p><b>12a.</b> Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p><b>12b. Drug Possession/Use/Under the Influence</b> 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, 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. In addition, a student may not possess or use any drug-related paraphernalia. 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.</p>	<p><b>12b.</b> Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p><b>12c. Drug-related paraphernalia</b> - A student may not possess or use any drug-related paraphernalia.</p>	<p><b>12c.</b> Penalty may range from in-school suspension to ten days out-of-school suspension and a recommendation to a disciplinary tribunal hearing.</p>

<i><b>OFFENSE</b></i>	<i><b>CONSEQUENCE</b></i>
<b>13. Electronic communication devices</b> – Students are permitted to bring electronic devices onto school board property. Students are permitted to use any electronic communication devices during the school day 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.	<b>13.</b> Penalty may range from administrative warning to short term suspension. Devices will be confiscated when in violation of the guidelines and returned to parents.
<b>14. Failure to accept administrative disciplinary action</b>	<b>14.</b> Penalty may range from warning and/or conference with student to one to ten days out-of-school suspension.
<b>15. False Reporting and Statements.</b> 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.	<b>15.</b> Penalty may range from a warning, short term suspension, to long-term suspension.
<b>16. Fighting.</b> Mutual participation in a fight involving physical violence.	<b>16.</b> Penalty may range from short-term suspension to long-term suspension.
<b>17. Gambling.</b> <u>Playing any game of skill or chance for money or anything of value</u> on school property, at a school function or on property used by the school with permission of the owner.	<b>17.</b> Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to long term suspension.
<b>18. Gang-related activity</b> A gang member is a person who is part of an association of three or more people, associated for common purpose, 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.	<b>18.</b> Penalty may range from restriction from school programs and/or other activities to long term suspension.
<b>19. Harassment</b> Any act of harassment based upon race, color, religion, national origin, disability and gender (including sexual orientation and gender identity). This includes, but is not limited to, sexual harassment as used in connection with Title IX of the education amendments of 1972.	<b>19.</b> Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
<b>20. Inappropriate behavior / Horseplay</b>	<b>20.</b> Penalty may range from warning and/or conference with student to three days in-school suspension.
<b>21. Inappropriate Items</b> (Examples: pepper spray, mace, toy weapons, etc.)	<b>21.</b> Penalty may range from warning and/or conference with student to three days in-school suspension.
<b>22. Off Campus Misconduct and Criminal Law Violations</b> Any off campus behavior of a student which could result in the student being criminally charged with a <u>felony</u> 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. This includes any such conduct outside of school hours or away from school that shows disrespect to school personnel or which endangers the health, safety, morals, or wellbeing of other students, teachers, or employees within the school system (such as, theft or vandalism to property of a school employee). <i>This includes such conduct on school property and at school-sponsored events.</i>	<b>22.</b> Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to long term suspension.

<i><b>OFFENSE</b></i>	<i><b>CONSEQUENCE</b></i>
<b>23. Physical Aggression (altercation)</b> – Exhibiting a behavior that may lead to any physical harm to another.	<b>23.</b> Penalty may range from in school suspension to short-term suspension, long-term suspension.
<b>24. Profanity</b> - 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. Includes pornography.	<b>24.</b> Penalty may range from warning and/or conference with student to three days in-school suspension.
<b>25. Repeated violations/misbehavior / Chronic Offender</b>	<b>25.</b> Penalty may range from restriction from school programs and/or other activities to long term suspension and change in placement.
<b>25. Rude and/or disrespectful behavior and/or refusal to carry out instructions of faculty or staff <u>(Insubordination)</u>.</b>	<b>25.</b> Penalty may range from warning and/or conference with student to one to three days out-of-school suspension.
<b>26. School Disturbance</b> – 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 period of disruption.	<b>26.</b> Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to long term suspension.
<b>27. Severe Bodily Injury</b> – 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.	<b>27.</b> Penalty may range from short or long term suspension.
<b>28. Sexual improprieties – Inappropriate bodily contact</b> Commission of an act of sexual contact or indecent exposure, or inappropriate public displays of affection. <u>Includes more serious offenses of sexual battery and sexual offenses.</u>	<b>28.</b> Penalty may range from warning and/or conference with student to long term suspension.
<b>29. Skipping class or required activities.</b>	<b>29.</b> Action taken may range from referral to the school counselor to a ten-day suspension.
<b>30. Tardiness – Chronic</b>	<b>30.</b> Penalty may range from warning and/or conference with student and parents to three days in-school suspension.
<b>31. Terroristic Threats / Bomb Threat.</b> Threats to commit any crime of violence or to burn property with the purpose of terrorizing others.	<b>31.</b> Penalty may range from warning and or conference with student to ten days out-of-school suspension.
<b>32. Theft/Larceny</b> – Unlawful taking, carrying, leading, or riding away of property of another person.	<b>32.</b> Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
<b>33. Threats or intimidation of another student(s) or school employee,</b> written, verbal or implied, but not involving actual physical contact.	<b>33.</b> Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to long term suspension or expulsion.
<b>34. Tobacco and/or paraphernalia – Possession or use:</b> Includes smoking tobacco, chewing tobacco or snuff, e-cigarettes, vapes, hookahs, and other similar items that produce a vapor or smoke.	<b>34.</b> Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
<b>35. Trespassing / Off Limits Area</b> - Entering or remaining on school property or present in a restricted area without authorization or invitation and with no lawful purpose.	<b>35.</b> Penalty may range from warning and/or conference with student and parents to three days in-school suspension.

<i><b>OFFENSE</b></i>	<i><b>CONSEQUENCE</b></i>
<p><b>36. Vandalism and misuse of equipment</b> - 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.</p>	<p><b>36.</b> Penalty may range from warning and/or conference with student to one to ten days out-of-school suspension. Financial restitution for the repair of any damage caused to the school-related environment.</p>
<p><b>37. Verbal aggression / harassment</b> of employee, students, or other persons, including threatened violence.</p>	<p><b>37.</b> Penalty may range from short-term suspension to long-term suspension or expulsion.</p>
<p><b>38. Violations of the Medication Policy</b></p>	<p><b>38.</b> Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p><b>39. Weapons (FCBOE Policy JCDAE)</b> – 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:</p> <p>1. 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.</p> <p>2. 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 instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.</p>	<p><b>39.</b> Penalty may range from principal’s discretion to referral to the school resource officer and recommendation for a tribunal with the possibility of Expulsion.</p> <p>Students who possess any weapon described in paragraph 1 will be subject to a minimum of a one calendar year expulsion.</p> <p>Students who possess any weapon described in paragraph 2 will be subject to penalty which may range from a warning, suspension, or a recommendation for a disciplinary tribunal hearing which may result in long-term suspension or expulsion.</p> <p>It is mandatory that the principal recommend a disciplinary tribunal hearing that may result in expulsion in the case of fire arms or the use of a weapon in an assault.</p>

***DRESS CODE FOR STUDENTS***  
*(Under review. Any revisions will be addressed via addendum upon final board approval)*

Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Student dress should not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal reserves the right to interpret or add to these provisions as the principal deems to be in the best interest of the school, student or the educational process.

The following outlines *inappropriate* school dress. It is not a comprehensive list:

1. Shirts and/or dresses that do not cover the waist, shoulders, back and chest. (Sleeveless shirts must cover the entire width of the shoulders. Backless or strapless dresses or shirts are NOT permitted. No skin may show at the waist. No low-cut necklines).
2. Tank tops/muscle shirts
3. Pants, shorts, slacks, shirts and skirts of inappropriate size and fit or which have holes above the fingertips. Pants and slacks must not touch the floor. Pants and shorts must always be on the waist. Skirts, dresses or shorts with hems above the fingertips

4. Exposed undergarments
5. Not wearing proper undergarments
6. Clothing containing inappropriate language; advertisement of drugs, alcohol, tobacco, or sex, suggestive lettering or pictures advocating/glorifying death and/or violence
7. Transparent or mesh clothing without appropriate clothing underneath
8. Trench coats
9. Clothing that is extreme form fitting (must be worn with appropriate outer garment of appropriate length)
10. Sleepwear and/or bedroom footwear
11. Sunglasses (May not be worn inside the buildings)
12. Wallet chains or other type chains that may be dangerous or disruptive
13. Hats, caps or hoods (Hats or caps must be stored in book bags and retrieved at dismissal).
14. Headbands or bandannas
15. Gang related clothing, signs, symbols and tattoos
16. Body piercing or tattoos that are disruptive or dangerous

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

The Family Educational Rights and Privacy Act (FERPA) affords parents 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 education 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 education records. Parents or eligible students should submit to the principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. 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.
4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, 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; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record 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 Department of Driver Services, pursuant to Sec. O.C.G.A. 40-5-22.
5. 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 date and place of birth;
  - c. Student’s participation in official school clubs and sports;
  - d. Weight and height of student if he/she is a member of an athletic team;
  - e. Dates of attendance at the Fayette County School System;
  - f. Awards received during the time enrolled in Fayette County School System;
  - g. Grade Level; and
  - h. 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 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 5 days after enrolling in school.**

<h3><b>NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)</b></h3>
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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/guardians, 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 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.
  - a. The administration of any survey containing one or more of the following items:
    - Political affiliations or beliefs of the student or the student’s parent/guardian;
    - 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; 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 the purpose of 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/guardian as well as on-going opportunities for school personnel to hear parent's/guardian's 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 become actively involved in their student's educational experience. Some examples of ways to participate are:

1. Parent/guardian volunteers at the school site
2. Parent/guardian Teacher Organization (PTO)
3. Committee participation
4. Chaperones (field trips and extracurricular activities)
5. Parent/guardian teacher conferences
6. 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 weeks. There is a fee for each background check (credit card, cash, or money order). 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 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 processes 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 on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

## **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.

## **SCHOOL HEALTH SERVICES INFORMATION**

**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 a medication, become ill, or have an injury during school hours. **This parent letter, Immunization Information, the School Medication Policy, School Medication Authorization and Health Care Plans** are available on the Fayette County Board of Education web site at [www.fcboe.org](http://www.fcboe.org) under Departments, "School Health Services".

### **STUDENT EMERGENCY/SAFETY INFORMATION**

**Please make corrections, sign and return your student's Emergency Safety Card. 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 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 or legal 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.**
2. **A parent/legal 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 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 (such as inhaler, glucose tablet, epinephrine injector, or internal Insulin pump) on his or her person from the student's physician and parent/guardian on a completed and signed School Medication Authorization or Health Care Plan.**
5. Alcohol, aloe vera gel, antibiotic ointment, anti-itch lotion (i.e. Calamine lotion, Hydrocortisone cream), oral Benzocaine (i.e. Anbesol), Calcium Carbonate (i.e. Tums), lotion, peroxide, petroleum jelly (i.e. Vaseline), Saline eye drops, topical wound dressing (i.e. QR or Styptic Pencil), and throat lozenges/cough drops are routinely used in the school clinic 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.

#### **Reasons Your Child will be Sent Home from School**

1. **Fever >100 degrees F or 37.8 degrees Celsius\***  
Student should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION.  
Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea.  
(\*Based on CDC Recommendations)
2. **Vomiting or Diarrhea**  
Student should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.
3. **Drainage from a wound, rash, eyes or nose**  
Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.
4. **Head Lice or Scabies**  
Student should stay home until after treatment is complete and no lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the Clinic to return to school.
5. **Unexplained Rash**  
Student should stay home with an unexplained rash. Call your doctor for treatment.

**Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day** (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 doctor. **Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school.** Please make sure that your student's school knows how to reach you during the day.

### IMMUNIZATION CERTIFICATES

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 Human Resources, or have medical or religious exemption on file at the school.** Effective July 1, 2014, ALL 7<sup>th</sup> grade students and NEW entrants into Georgia schools grade 8<sup>th</sup> through 12<sup>th</sup> grade, are required to have one dose of Meningococcal (meningitis) conjugate vaccine and Tdap (tetanus, diphtheria, pertussis) booster. Immunization information and flyers for Pre-Kindergarten and Kindergarten and 7<sup>th</sup> 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* 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 if necessary during the school day (including PE modifications, the use of crutches and/or other medical devices).**

Working together, we can promote the health and well-being of your student and ensure they obtain the maximum educational benefit while at school. Please contact your School Clinic if you have any questions or concerns.

## **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 Plan/Emergency Drills***

The Georgia Emergency Management Agency reviews and approves 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, and bus evacuation will be held at least once each year. 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 camera and access control systems installed and these systems are monitored.

### ***Failure to Leave Campus (O.C.G.A. 16-22-35)***

Any person, who fails to leave the premises when requested to leave any school property and/or returns to any school property after being instructed by school staff or law enforcement to leave the property is considered trespassing and face 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.

### ***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 parent's' current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents'/guardians' address, telephone numbers, or emergency contact information.

### ***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 days per week on any school property.

### ***Visitors/School Guest 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.

## **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. 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.
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 will be removed from a student's person.
4. Student book bags, desks and other school property may be subject to search without further notice to students or parents/guardians.

## **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 PROCESS**

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:

**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.

**Choosing Healthy Activities and Methods Promoting Safety (C.H.A.M.P.S.)** - an educational program for Georgia's youth, which provides guidance, and the skills, ability and knowledge to be safe, healthy, and happy, in preparation for a successful life.

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

**Community Mentors** – Individuals recruited and trained by the Community Schools' mentoring program called FRIENDS. Mentors 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.

**Literacy Action** – A group of trained individuals to assist students with developing reading skills.

**Love and Logic** – Teacher/parent behavior management program.

**New Student Club** – A peer program that assists new students in making the necessary adjustment and transition into a new school setting.

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

**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)** - A proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

**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.

**Second Step** – A violence prevention program that focuses on changing student attitudes and behaviors that contribute to violence with a focus on anger management, problem solving, and empathy development.

**Student Assistance Program (SAP)** – A program that provides prevention and intervention training, support and technical assistance to school, community, and agency leaders who assist students and their families in making drug-free and healthy choices for personal success.

**Student Mentors** – Older students (high school) sharing time with young students (elementary). Activities may include reading, board games, talking, etc.

**Student Support Team (SST) / Response to Intervention (RTI)** –The purpose of this process by professionals is to recommend alternative 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 individual student will be reviewed and considered to explore a wide range of educational options including special placements.

**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 problem.

**Teacher Mentors** – Teachers who volunteer to mentor a student by agreeing to see the child, at least briefly, every day and to spend 30 minutes with the child 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 leadership program at the elementary level.

## ***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. Also, 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 provision of Elementary Secondary Education Act (ESEA) statute, parents may request information about the professional qualifications of their child's teacher(s). The following information may be requested; certification information, college major/graduate certification or degree held, teaching under an emergency or provisional status through which Georgia qualifications or certification criteria have been waived, 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, Erin Roberson at (770) 460-3535.

## ***TECHNOLOGY***

This year, many schools will be implementing the Connected Classroom teaching and learning initiative, integrating new innovative technologies and student device usage into daily instruction. Your school will send out additional information as the initiative moves forward to ensure you are fully informed.

### ***ELECTRONIC NETWORK RESOURCES – APPROPRIATE USE (Fayette County Board Policy IFBG)***

It is the belief of the Fayette County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution, and storage is an important part of preparing students to live in the 21st century. The Board further believes that a technology rich classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks, and Internet access. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Fayette County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

With respect to any computers belonging to the school and having access to the Internet, it shall be the policy of the Fayette County Board of Education that the school system shall have in continuous operation:

1. A qualifying technology protection measure, as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators, and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1), and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;



- b. Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response as required by the Children’s Internet Protection Act;
- c. Prevent unauthorized access, including so-called “hacking”, and other unauthorized activities by minors;
- d. Prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors online; and
- e. Restrict minor’s access to materials “harmful to minors” as that term is defined in Section 1703(b) (2) of the Children’s Internet Protection Act of 2000.

The technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Fayette County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district’s acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet’s advantages far outweigh its disadvantages.

The Fayette County Board of Education will, through its administrative staff, provide an Internet screen system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate communications or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Fayette County Board of Education’s acceptable use policy shall be subject to revocation of these privileges and disciplinary action.

***CYBERSAFETY – Use Agreement for Elementary Students in Fayette County Schools***  
*The term ‘parent’ used throughout this document also refers to caregivers and legal guardians.*

***Important terms used in this document:***

1. **‘Cybersafety’** refers to the safe use of the Internet and technology equipment/devices, including mobile phones
2. **‘School technology’** refers to the school’s computer network, Internet access facilities, computers, and other school technology equipment/devices as outlined in (d) below
3. The term **‘technology equipment/devices’** used in throughout this document, includes but is not limited to the following: computers (such as desktops, laptops), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods), eReaders, cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
4. **‘Objectionable’** in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definitions used in Section 1703(b) (1), and (2) of the Children's Internet Protection Act of 2000.

*Additional information can be found on the Georgia Department of Education's website at <http://www.doe.k12.ga.us/cybersafety.aspx> and at the District's website at <http://www.fcboe.org> (select Technology Services from the Departments Menu)*

## ***INTRODUCTION***

The measures to ensure the cybersafety of students in Fayette County Schools are based on our core values. The school's computer network, Internet access facilities, computers and other school technology equipment/devices bring great benefit to the teaching and learning programs and to the effective operation of the schools, throughout the district. The district has rigorous cybersafety practices in place for all school staffs and students.

The overall goal of the district is to create and maintain a cybersafety culture which is in keeping with the values of the school, the district, and our legislative and professional obligations. This use agreement includes information about student and parental obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

The district's network, Internet access facilities, computers and other school technology equipment/devices are for educational purposes appropriate to the school environment. This applies whether the technology equipment is owned or leased either partially or wholly by the district and used on or off the school site.

The district monitors traffic and material sent and received using the school's technology network. The district employs filtering and/or monitoring software to restrict access to certain sites and data, including email. The district may audit its computer network, Internet access facilities, computers and other school technology equipment/devices or commission an independent forensic audit.

## ***Rules to help keep Fayette County Elementary School Students Cybersafe***

### ***These rules will help us to stay safe when using technology at school:***

1. I may use school technology equipment only after my parent/s have signed and returned the Parent/Guardian Signature Page of the Student Code of Conduct.
2. I can only use the computers and other technology equipment for my schoolwork and only with my teacher's permission.
3. I can only go online or use the Internet at school when a teacher gives permission, he/she has approved the website and an adult is present.
4. If there is something I'm not sure about I will ask my teacher.
5. I will not use the Internet, email, mobile phones or any other technology equipment to be rude, disrespectful, threatening, or unkind about other people.
6. I will not tell anyone my password.
7. I will not open attachments unless there is a worded direction from the person sending the attachment.
8. While at school or a school-related activity, I will not have any involvement with any technology material or activity which might put me or anyone else at risk (e.g. bullying or harassing).
9. I understand that I must not at any time use technology (such as posting to social media or texting), to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
10. If I find anything that upsets me, is mean or rude, or things I know are not acceptable at our school, I will:
  - Not show others
  - Minimize the window or turn off the screen and
  - Tell a teacher right away
8. I must follow school rules about bringing any technology equipment/devices (including things like mobile phones, Bluetooth, iPods, games, cameras, USB drives, eReaders and software) to school. If there is a special reason I want to bring/ show/ use technology, I must ask permission of my teacher and the principal before I bring it to school.
9. I will ask my teacher's permission before I put any personal information online. Personal information includes:
  - Name
  - Address or Email address
  - Phone numbers
  - Photos

10. I must use all school technology equipment appropriately, ensuring
  - Use the equipment as directed and taught
  - Follow our school cybersafety rules
  - Tell a teacher about anything missing or damaged
  - Let an adult know if someone else is not doing the right thing around or with the technology
11. I understand that if I break these rules the principal or teacher will decide on appropriate consequences and may need to tell my parent(s).

### ***Fayette County Elementary Schools Cybersafety Use Agreement***

**To the parent/caregiver/legal guardian, please Read this carefully** to ensure your understanding of your responsibilities under this agreement:

#### ***I understand that Fayette County Schools will:***

- Do the very best to enhance learning through the safe use of technology. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school technology equipment/devices at school, or at school related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace.
- Keep a copy of the signed Parent/Guardian Signature Page on file.
- Respond to any cybersafety breaches in an appropriate manner.
- Welcome inquiries from parents or students about cybersafety issues.

#### ***My responsibilities include:***

- To read this cybersafety use agreement document
- To discuss the information with my child and explain why it is important
- To return the signed Parent /Guardian Signature Page of the Student Code of Conduct
- To support the school's cybersafety program by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of technology
- To contact the principal or school cybersafety manager to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time

#### ***Privacy Issues and Camera Phones / Cameras/ Recorders/Cell Phones***

Students are permitted to use personal electronic communication devices, including cell phones, during the school day for *instructional purposes only, as governed by individual school rules*. Electronic devices includes but are not limited to the following: computers (such as desktops, laptops, tablets), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods), e-Readers, cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.

The Fayette County School District will not be responsible for the electronic devices owned by, and brought to school, by students. The use of camera 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.** For more information and resources on keeping your child safe online, please visit: [www.commonssensemedia.org/](http://www.commonssensemedia.org/)

#### ***BRING YOUR OWN TECHNOLOGY (BYOT) PROGRAM***

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To encourage this growth students may now "Bring Your Own Technology" and participate in the BYOT Program.

**Definition of “Technology”**

For purposes of BYOT, “Technology” is privately owned wireless and/or portable electronic hand held equipment or device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, hot spots, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

**Internet**

Only the Internet gateway provided by the school district within the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell ho with 3G or 4G data plans are not permitted to be used to access outside Internet sources at any time using those plans.

**Security and Damages**

Responsibility to keep the device secure rests with the individual owner. The Fayette County School System, its staff, or employees, are not liable for any 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. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

The use of technology to access educational material is not a necessity or a right but a privilege. A student does not have a right to use his or her laptop, cell phone or other electronic device while at school. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole. Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policy IFBG) and Internet Safety (Policy IFBGE). Additionally:

1. The technology is allowed for educational purposes and only to enhance the classroom experience. Teachers will decide when it may be used and for what purpose(s). The technology may only be used to access files on computer or Internet sites, which are relevant to the classroom curriculum.
2. Students take full responsibility for their personal electronic/digital devices. The school/district is not responsible for the security of the electronic devices. Additionally, students are responsible for management, troubleshooting, and technical support of their personal devices. The school/district is not responsible for technical support of or repairs to personal devices.
3. The technology may not be used to cheat on assignments or tests or for non-instructional purposes (such as making personal phone calls and text/instant messaging) unless authorized by the teacher or administration.
4. The technology may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours unless authorized by the teacher or administration.
5. Teachers can utilize Web 2.0 tools for instruction in compliance with the website’s Privacy Policies and Acceptable Use terms.

**Students acknowledge that:**

1. Each teacher will decide if, when and how BYOT will be used in his/her classroom.
2. The school's network filters will be applied to one's connection to the Internet, and there will be no attempts to by-pass those filters.
3. Bringing on premises, attempting to infect, or infecting the network with a Virus, Trojan, malware, or program(s) designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of Policy IFBG and the student acceptable use policy outlined in the Code of Conduct.
4. Processing or accessing information on school property related to “hacking”, altering, or bypassing network security policies is in violation of Policy IFBG, and the student acceptable use policy outlined in the Code of Conduct.
5. The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.

6. Access to student drives through the district network while using BYOT is not possible. Files may have to be saved on the C drive of the laptop, a jump drive, an external drive, to the student's Google Apps account or another media device.
7. Printing and scanning from personal devices will not be possible at school.
8. Personal devices must be in silent mode while on school campuses and while riding school buses.
9. Personal technology must be charged prior to bringing it to school and run off its own battery while at school.
10. Students are responsible for using it according to teacher rules.

**I understand and will abide by the above guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or technology privileges as well as other disciplinary action.**

## ***TRANSPORTATION OVERVIEW AND INFORMATION***

Safety Guidelines have been developed and will be enforced to insure the safety of all children. Riding a school bus is a privilege a student can lose. As parents/guardians, you can help your student develop a positive attitude toward school bus safety. We encourage you to support our school bus drivers in their efforts to safely transport students.

### ***SCHOOL BUS SAFETY***

School bus discipline and school bus safety are intertwined and inseparable. Students must properly ride the bus to ensure everyone's safety including that of other students, motorists, and pedestrians. Conduct that is disruptive or distracting will not be tolerated. All bus safety rules apply to regular bus routes, field trips, and athletic trips.

### ***SAFETY RULES AT THE BUS STOP***

- Take the shortest, safest route to the bus stop.
- Be at the bus stop five minutes before time for the bus to arrive and ready to board the bus.
- Walk on the left shoulder of the road facing traffic unless there are sidewalks.
- Wear light or brightly colored clothing.
- Wait a safe distance (12 feet) from the road, but 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!
- Report disturbances immediately to school administration for resolution.
- Use the assigned bus stop both morning and afternoon.

### ***SAFETY RULES FOR ENTERING AND EXITING THE BUS***

- Be sure all traffic has stopped both ways before crossing the road and wait for the bus driver's signal (Stop, Look, Listen)
- Walk 12 feet in front of the bus to stay in the driver's view when crossing the road.
- Never cross the road behind a school bus.
- Stop at the centerline of the road, wait for the bus driver's signal, and look both ways before crossing after exiting the bus.
- Do not linger in the "Danger Zone" (The "Danger Zone" is a ten foot parameter around the bus where most accidents happen.)
- Do not go back for items dropped in the "Danger Zone" Leave the item. Get the driver's attention before retrieving anything!
- Never stop in the "Danger Zone" to get mail from the mailbox.
- Secure loose items such as toys, key chains, and drawstrings to avoid hanging them on the bus, especially the handrail.
- Remove headphones or earbuds while loading and unloading.

### ***POSTED SAFETY RULES ON THE SCHOOL BUS***

- Observe the same conduct as in the classroom.
- Go directly to assigned seat when entering the bus. Remain properly seated and keep hands to self.
- Never throw objects in or out of the bus.
- Show proper respect to the bus driver and follow directions.
- Do not eat, drink, chew gum or bring glass objects, nuisance items, animals, tobacco, alcohol, drugs, weapons, cell phones, mirrors, lasers, flash cameras, or any other lights or reflective devices that do or might interfere with the school bus driver's operation of the school bus. Electronic devices such as, but not limited to, cellular phones, pagers, audible radios, tape or compact discs without headphones or any other device that may interfere with the school bus communications equipment or the school bus driver's operation of the school bus are prohibited (OCGA 20-2-751.5).
- Never bring objectionable or dangerous objects such as weapons, glass, skateboards, or large projects on the bus.
- Refrain from using loud voices, profanity and/or obscene gestures. Respect the rights and safety of others.
- Keep totally silent at railroad crossings.
- Stay seated until time to get off the bus.
- Do not tamper with safety equipment including crossing gate, emergency doors, windows or hatches.
- Help keep the bus clean and in good, safe condition.

### ***ADDITIONAL GUIDELINES***

- Parents/guardians are responsible for providing transportation for students suspended from riding the bus.
- Bus drivers are in complete charge at all times and are authorized to assign seats.
- 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 or complaints that need to be addressed by the bus driver should schedule a conference with the driver through the school. Under no circumstances should parents distract the driver by boarding the bus or complaining at the bus stop. Student safety must be top priority during this time.
- Student conduct in school and on school buses may be videotaped with surveillance equipment. This equipment is installed 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.
- 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 (OCGA 20-2-1181)

### ***SCHOOL BUS SAFETY GUIDELINES:***

- Students will follow directions of the driver at all times.
- Students will wait for the driver's signal to cross the road in front of the bus and continue to watch for traffic.
- Students will sit safely in their assigned seats.
- Students will keep hands, arms and heads inside the bus and not out of the windows.
- Students will talk in quiet voices and use appropriate language.
- Students will not eat, drink, chew gum or bring tobacco products on the bus.
- Students will not bring animals, glass objects, or items too large to hold on their lap on the bus.
- Students will safely wait for, board, and exit at their assigned bus stop.
- Students will help keep their bus clean.
- Students will be totally silent at all railroad crossings.

## ***SCHOOL BUS INFORMATION FOR PARENTS/GUARDIANS AND STUDENTS***

- Students are to board the bus immediately after school is dismissed. Once buses are directed to depart, bus drivers are not to stop for late students.
- All students must use their designated stop both morning and afternoon.
- All students must have an authorized bus pass from their school in order to ride a different bus or to get off at a bus stop that is not their assigned bus stop. Parents must provide written permission for student to acquire a bus pass.
- Due to limited space, a student may not be allowed to have extra students ride home with them on their bus.
- All carry-on items such as band instruments, book bags and projects must be small enough to be held in the student's lap. Student must be able to board the bus with the item safely without assistance.
- Balloons are not to be transported at any time.
- Sports equipment/extra-curriculum items must be enclosed in a sports bag if it is transported on a school bus - but still fit in the student's lap.

## ***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 BEHAVIOR INTERVENTION PROGRAM**. This is a safety program designed for the student 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.

## ***GLOSSARY OF TERMS***

1. ***Absence*** – A student is considered absent when missing more than one-half of the regular school day.
2. ***Alternative School*** – A program intended to provide educational opportunities for students in grades K-12 who have been expelled or suspended long term for disciplinary reasons or have been assigned on a voluntary basis. This program is designed to ensure success of students who may be unlikely, for a variety of reasons, to reach their potential in a traditional setting. Parents must provide transportation for students enrolled in the Alternative School.
3. ***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 school.
4. ***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.
5. ***Chronic Disciplinary Student*** – (O.C.G.A. 20-2-764) 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.
6. ***Clubs and Organizations*** – Are comprised of students who wish to organize & meet for common goals, objectives, or purpose & which are directly under the supervision, direction & control of the school.

7. **Detention** – A requirement that the student report to a specified 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 and/or after school.)
8. **Disciplinary Probation** – A student who has violated certain provisions of this code may be placed on probation by the local school administrator. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.
9. **Disciplinary Tribunal Panel** – A three-member panel composed of an administrator, teacher, counselor, or other 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.
10. **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.
11. **Expulsion** – Removal of a student from the school system for an extended period of time beyond a semester or permanently by a Disciplinary Tribunal. Those expelled will not be allowed on school property or allowed to attend school-sponsored activities.
12. **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 any 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 characteristic, 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 circumstances, 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. (*GADOE Policy for Prohibiting Bullying, Harassment and Intimidation; 8/24/2011*)
13. **Individualized Educational Plan (IEP)** – A written statement of special education related services, and, as appropriate, transition services that meet the unique needs of the student with a disability.
14. **In-School Suspension (ISS)** – The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers. Students are excluded from all school-sponsored activities until completion of the assigned days.
15. **Long Term Suspension** – 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)
16. **Restitution** – Full payment for damages or replacement cost.
17. **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 an accumulation of offenses as well as a major offense. Suspended students may **not** make up those tests and/or assignments while suspended. During the term of suspension the student is not allowed on school property or any Board of Education property or at any school activity or school-sponsored event.
18. **Transmission** – The passing of any substance, article, or weapon to another person.
19. **Truancy** – The student stays out of school without permission or valid excuse.
20. **“504”** – Section 504 of the Rehabilitation Act of 1973 requires that a free and appropriate education be provided to each student within its jurisdiction who has been identified as handicapped within the definition provided by this act.



# **Safe Schools Hotline**

**(Anonymous/Confidential)**

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

**Toll-Free 1-877-SAY-STOP**

**24 hours a day/7 days a week**

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