

# **West Haralson Elementary School**

**4552 Hwy 100N**

**Tallapoosa, GA 30176**

**Phone (770) 574-7060      Fax (770) 574-7086**

**Mrs. Kim Causey, Principal  
Mrs. Mary Ann Smith, Assistant Principal**



*West Haralson Elementary School is a Schoolwide Title I Program and a fully accredited member of the Southern Association of Colleges and Schools (SACS/AdvanceEd) and The Georgia Accrediting Commission (GAC).*

# Haralson County School System Board Office

299 Robertson Ave.  
Tallapoosa, GA 30176

770-574-2500

[www.haralson.k12.ga.us](http://www.haralson.k12.ga.us)

*Dr. Jerry Bell, Superintendent*

*Mr. Benjie Cole, Assistant Superintendent*

*Ms. Angie Campbell, Assistant Superintendent*

## **The Vision of Haralson County Schools:**

Haralson County School System will be recognized as a leader in improving student achievement for ALL students.

## **The Mission of Haralson County Schools:**

Haralson County School System will produce high-achieving students who will graduate and become productive and responsible citizens.

## **The Beliefs of Haralson County Schools:**

- We believe all students deserve to be held to high expectations that reflect individual abilities.
- We believe every person deserves to be treated with respect.
- We believe the health, safety, and welfare of all students and employees are a prerequisite to student success.
- We believe students must be taught academic and life skills, including technology, to succeed in an ever-changing world.
- We believe school experience should be relevant practice for adulthood.
- We believe regular attendance is fundamental to learning.
- We believe all stakeholders share the responsibility for educating students.
- We believe effective communication is essential for all stakeholders.

# Haralson County School System Transportation Department

1192 Macedonia Church Rd  
Buchanan, GA 30113  
770-646-5532

## **Public Notice of Compliance**

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998; or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Students, parents, employees and the general public are hereby notified that the Haralson County Board of Education does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this non-discriminatory policy. I Title VI, Title IX

– Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500  
Section 504 and ADA – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176  
(770) 574-2500

# WHES

THIS HANDBOOK BELONGS TO

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MY HOMEROOM TEACHER IS

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MY TEACHER'S EMAIL IS

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MY LOGIN INFO



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|                                     |                                 |
|-------------------------------------|---------------------------------|
| <b>WHES Staff</b>                   |                                 |
| <b><u>Administration</u></b>        |                                 |
| Kim Causey, Principal               |                                 |
| Mary Ann Smith, Assistant Principal |                                 |
| <b><u>Office Staff</u></b>          |                                 |
| Hannah Padron                       |                                 |
| Julie Henderson                     |                                 |
|                                     |                                 |
| <b><u>Third Grade</u></b>           | <b><u>CHAMPS</u></b>            |
| Tiffany Clayton                     | Susan Davis, Art                |
| Hannah Entrekin                     | Nicole Craig, STEM              |
| Marsha Gentry                       | Corey Huffman, PE               |
| Jennifer Gray                       | Eric Sanders, PE                |
| Jeanna McDonald                     | April Sheridan, Computer        |
| Britney Pope                        | Solange Vale, Music             |
| Emily Poteet                        |                                 |
| Trinity Westmoreland                | <b><u>Student Support</u></b>   |
|                                     | Crystal Alred, Literacy Coach   |
| <b><u>Fourth Grade</u></b>          | Jennifer Pennington, Counselor  |
| Sidney Bell                         | Owen McWhorter, Media Center    |
| Julie Craig                         | Tara Robinson, Nurse            |
| Lacey Dupree                        |                                 |
| Shae McSwain                        | <b><u>Paraprofessionals</u></b> |
| Ashley Odom                         | Amanda Baker                    |
| Cassie Parkin                       | Stacey Hansard                  |
|                                     | Kinickie Head                   |
| <b><u>Fifth Grade</u></b>           | Ashleigh Lowe                   |
| Priscilla Gillham                   | Megan Morris                    |
| Jennifer Johnson                    | Tina Newman                     |
| Brandi Law                          | Annette Price                   |
| Stephen Puckett                     | Jada Wessinger                  |
| Tonya Thompson                      | Tosha Williams                  |
| Kristi Wood                         |                                 |
|                                     | <b><u>Lunchroom</u></b>         |
| <b><u>Special Services</u></b>      | Pamela Garrett                  |
| Bailey Anderson                     | Margie Farrister                |
| Delara Angle (gifted)               | Betty Owen                      |
| Abigail Crawford                    |                                 |
| Suzanne Frisby                      |                                 |
| Casey Gravitt                       |                                 |
| Sandy Harbin                        | <b><u>Custodian</u></b>         |
| Meagan Richardson                   | Brenda Tims                     |
| Keala Taylor                        |                                 |

# WHES PROCEDURES

## Our School Day

**6:50** Doors Open

**7:15** Doors LOCK

**7:20** "Tardy Bell" Rings

**11:00** 3<sup>rd</sup> grade Lunch & Recess

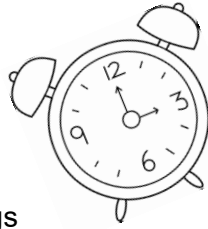
**11:50** 4<sup>th</sup> grade Lunch & Recess

**12:35** 5<sup>th</sup> grade Lunch & Recess

**2:30** Bus Riders Dismissed

**2:35** Car Riders Dismissed

**4:00** End of Teacher Work Day



## Car Rider Procedures

**Morning Drop Off** in the back

**Afternoon Pick Up** in the front of the building (**AFTER buses have left**)

You must have a car rider tag in order to pick up a student

If you do not have your tag, be prepared to come inside and verify your identity.

Transportation changes cannot be requested on the phone. Changes must be emailed, faxed, or requested in person to ensure the safety of all students.

Students cannot be checked out after 2:00pm.

## Meal prices for 2022-2023/Food Services

Haralson County School District has qualified for the Community Eligibility Provision (CEP). CEP is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Please encourage your student(s) to eat breakfast and lunch so we can continue to receive CEP (meals at no charge for all our students).

**Visitor Breakfast \$2.50**

**Visitor Lunch \$5.00**

**Extra Entrée Students: \$2.00**



Although students are encouraged to eat a cafeteria breakfast and lunch, students may bring food from home. Students **MAY NOT** bring any type of glass containers, cans or bottles of carbonated drinks or food from fast food restaurants. Eating lunch with your child is welcomed; however, any outside food or drinks from restaurants is prohibited.

Information and the WHES master calendar can be found on our [website](#). Please follow West Haralson Elementary School on Facebook.

## **AFTER SCHOOL PROGRAM**

WHES offers after school services for students who attend both WHES and TPS. This service is available any day school is in operation until 6:00 p.m. The cost of this service is \$7.00 per day per child. If you would like to enroll your child into this program, please contact the school for the WHES ASP enrollment paperwork.

## **ARRIVAL AT SCHOOL**

School begins at **7:20 a.m.** each morning. Students arriving after 7:20 a.m. will be counted **TARDY**.

**STUDENTS MUST BE IN HOMEROOM NO LATER THAN 7:20 A.M. IN ORDER TO BE COUNTED AS PRESENT AND ON TIME.** Car riders will be dropped off in the back of the building. Buses will unload students in the front of the building. Students are not to be outside the building for any reason. Supervision of students by staff begins at 6:50 a.m.; therefore, students should **NOT** arrive on campus before that time.

## **AFTERNOON PICKUP**

**Car-riders:** We will begin car rider pick up at approximately 2:35pm. Parents will pick their children up in the front of the school once buses have left. You must have a car rider tag with your child's assigned number on it in order to pick up your child. No one will be allowed to pick up a child without a car rider tag. The tags will be provided by the school. **If you do not have a tag, you will be required to report to the main office through the front door in order to sign the student out.** If the parent is a walker, you must go to the front office through the front door and check your child out. Please make sure that they are picked up no later than 3:00pm.

**Bus-riders** will dismiss to load buses at 2:30pm. **School administrators and transportation staff have determined that for safety reasons, changes in bus transportation will not be permitted in Haralson County Schools.**

**For the safety of our students, as well as to protect critical instruction time, students cannot be checked out after 2:15pm.**

## **ATTENDANCE**

Parents are encouraged to support students' regular attendance at school. Every class missed by a student, whether absent for the day, checking in late or checking out early, represents missed instructional time. **The State of Georgia is monitoring student attendance.** Excessive absences shall be reported, investigated and resolved, always keeping the students' best interests in mind.

1. Students shall be counted present when they are present for at least one-half of the instructional day or serving as pages of the Georgia General Assembly.
2. Unexcused tardies/checkouts will accumulate to equal absences.
3. Parents/Guardians may write an excuse for up to four (4) absences, (**tardies and early check outs included**) per year. Students have 3 days to turn in excuses.

***Board Policy is subject to change. Please refer to Policy JB for the most current policy.***

**Promotion/Retention:** Students in grades K-8<sup>th</sup> are in danger of not being promoted to the next grade level if they are absent more than 14 excused and/or unexcused days in a school year.

**It is the student's responsibility to arrange and to complete the assignments within three days of the date they return to school.**

## **BUS**

Please see the letter from the Transportation Director in the back of the handbook.

## **CHECKING IN LATE/CHECKING OUT EARLY**

Unless there is an unavoidable medical appointment, legal obligation, or occasional family emergency, students should arrive at school on time each morning and stay until regular dismissal time in the afternoon. Any student who is not present in homeroom by **7:20 a.m.** is tardy and must sign in with the office. They should bring a note from a parent/guardian explaining the tardiness, or the parent/guardian needs to come in the front office to sign them in. Office personnel will issue a pass to class, which indicates if the tardiness is excused or unexcused. Teachers will not admit students to homeroom or class without a pass from the office. If students must check out early, a parent/guardian or other adult whose name is listed on the student's registration information must come to the main office to sign the checkout log and request the student. If possible, students should bring notes to school indicating the intention to check out early so that the paperwork can be done in advance. Students will not be permitted to leave the school premises during a school day unless called for at the office by an authorized person. **When checking out a student, parents should be prepared to show a PHOTO ID. For the safety of our students, as well as to protect critical instruction time, students cannot be checked out after 2:00pm.**

When a student misses any part of a given class period, it will count as an absence for that class. **To receive the Excellent Attendance award—Students can have no unexcused tardies or absences.**

## **CHECK CASHING**

Personal checks must be written for a specific purpose, i.e., lunch, fundraisers, yearbooks etc, and should be made out to WHES. **Cash will not be given to a student.**

## **COMPLAINT PROCEDURES under the Every Student Succeeds Act (ESSA)**

### **A. Grounds for a Complaint**

Any individual, organization or agency ("complainant") may file a complaint with the Haralson School District Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

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

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part A: Foster Care Program
3. Title I, Part C: Education of Migratory Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title II, Part A: Teacher and Principal Training and Recruiting Fund
6. Title II, Part D: Enhancing Education Through Technology
7. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
8. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
9. Title VI, Part B: Rural Education Initiative
10. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
11. Title X, Part C: McKinney-Vento Education for Homeless Children and Youth

### **C. Filing a Complaint**

1. A formal complaint must be filed in writing to the Haralson School District superintendent or his/her designee.
2. The complaint must include the following:
3. A statement that the LEA has violated a requirement of a Federal statute or regulation that applies to an applicable program;

4. The date on which the violation occurred;
5. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
6. A list of names and telephone numbers of individuals who can provide additional information;
7. Copies of all applicable documents supporting the complaint's position; and
8. The address of the complaint.

**D. Investigation of Complaint**

1. Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:
2. The date the Department received the complaint;
3. How the complainant may provide additional information;
4. A statement of the ways in which the Department may investigate or address the complaint; and
5. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

**E. Right of Appeal**

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education, Office of Legal Services  
 205 Jesse Hill Jr. Drive SE  
 2052 Twin Tower East  
 Atlanta, GA 30334

**Divisive Concepts Complaint Resolution Process (IKBB)**

The Board of Education hereby adopts this policy to address complaints submitted by parents or permanent guardians, school personnel or a student who has reached the age of majority or is a lawfully emancipated minor and who is enrolled at the school where the alleged violation occurred, alleging a violation to the policy has occurred.

Complaints must be submitted in writing to the principal of the school in which the alleged violation occurred.

**Material Harmful to Minors Complaint Resolution Process (IKBC)**

The Board of Education hereby adopts this policy to address complaints submitted by parents or permanent guardians alleging that material that is harmful to minors has been provided or is currently available to his or her child who is enrolled in this school system.

Complaints must be submitted in writing by the parent or permanent guardian to the principal of the school in which the child is enrolled.

**Parents' Bill of Rights (JRB)**

The Board of Education promotes parental involvement in school district schools. This district shall ensure that parents are allowed to: review records relating to his or her minor child, learn about his or her minor child's courses of study, object to instructional material intended for use in his or her minor child's classroom, withdraw his or her minor child from the school's prescribed course of study for sex education and provide written notice that photographs or video or voice recording of his or her minor child are not permitted.



## **CONFERENCES/COMMUNICATION**

Parent-Teacher Conference Days are planned during the school year; please make plans to attend all conference dates. If a parent/guardian would like a conference with a teacher, please send a note or call the school to schedule an appointment.

When a parent, guardian, teacher, or student has a concern or complaint, it is important to follow the proper chain of command. This begins with the **classroom teacher** and progresses through the **principal, director of student services** and **superintendent**.

## **COUNSELING PROGRAM**

WHES has a full-time counselor who is available to assist students and parents. Parents may request to talk to the counselor by calling the school to schedule a time. Teachers and administrators may also refer students to the counselor for assistance.

## **DISCIPLINE – STUDENT CODE OF CONDUCT**

\*\*\*\*\*Please see the Student Code of Conduct located in the back of the handbook.\*\*\*\*\*

## **DANCES/EXTRA-CURRICULAR EVENTS**

All after-school activities such as dances are scheduled with a specific end time. Please make arrangements to have your student picked up within 15 minutes of the specific end time. Students that are left at school for more than 15 minutes after the end of any school dance or event may be banned from participation in future events.

## **DRESS CODE**

To promote an orderly educational setting, the school expects students to maintain an appearance which is not distracting to teachers or other students and does not disrupt the instructional program.

- Leggings and Jeggings are only allowed if the top can be worn alone as a dress
- Bust line, midriff and back must be covered
- Clothing must be free of gang affiliation or activity
- Clothing must be free of inappropriate writings, drawings, symbols and/or decals
- Pants must cover the pelvic girdle, no slacking
- Sunglasses, caps, hats or bandanas are not permitted
- “Cut-off” shorts are not permitted
- Spaghetti strap/strapless tanks/tops are not permitted
- Cleated or wheeled shoes are not permitted

The principal has the discretion to change the dress code on special event days. Such days will be announced in advance.

When a teacher feels that a student is wearing items of apparel not specifically addressed in the rules or that the student is inappropriately dressed, the student should be referred to the principal’s office. Any student wearing clothing that is determined to be inappropriate will be given the opportunity to secure other clothing.

**Administrators will have final discretion as to what is appropriate attire for school.**

## **EIP- EARLY INTERVENTION PROGRAM**

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level expectations in reading and/or math. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.

## **EMERGENCY INFORMATION**

- **Fire Drills** – Fire drills are necessary for the safety of all students, faculty, and staff of West Haralson Elementary School. Fire drills will be held once a month to prepare for the orderly evacuation of the buildings. Specific directions for reaching a point of safety are posted in each room and each teacher will spend time with all classes discussing procedures and information. Misconduct can endanger lives, and therefore cannot be tolerated during emergency drills.
- **Lockdown Drills**- Lockdown drills will be held periodically to make all students and personnel aware of proper procedures. Students must follow instructions given by teachers to assume safe positions, and students are expected to remain calm and quiet at all times during drills.
- **Tornado** – Tornado drills will be held periodically to make all students and personnel aware of proper procedures. Students must follow instructions given by teachers to assume safe positions, and students are expected to remain calm and quiet at all times during drills.
- **Accident** – In case of an injury or illness, student should notify the nearest teacher who would then take appropriate steps. Accident reports are available in the school office and must be completed in all cases of injury.
- **School Closing** – In the event of severe weather or hazardous conditions that create the need to close schools, television and radio stations available to the area will be notified as soon as the decision is made in Haralson County. Parents and students are requested to seek this information from the media instead of attempting to call the school or school personnel.

Fire, Severe Weather and Intruder drills are conducted often as required by the local and state boards of education.

On various occasions, emergency information may be communicated to parents/guardians and employees using the **Rebel Messenger System**. The RMS delivers a pre-recorded message to students and parents via phone using numbers listed in our student information software. Please be sure to update your contact information when changes occur.

## **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

The purpose of the ESOL program is to help students for whom the primary or home language is one other than English to acquire the English language skills necessary to be successful in school. In order to succeed, students must develop English language proficiency in listening, speaking, reading, and writing across all areas of the curriculum. Service may be provided through the following state-approved delivery models: pull-out, collaborative teaching, push-in, sheltered courses, and/or a cluster center program. In addition, interventions will be provided through supplemental classroom instructional strategies.

## **EXTRA-CURRICULAR ACTIVITIES/NONDISCRIMINATION NOTICE**

The school recognizes the importance of offering a comprehensive, balanced program to all students, and the school system supports the academic curriculum by making available to students a series of extra-curricular activities. Students are encouraged to participate as a part of their school experience. Clubs and other activities will be included throughout the year. Student participation in activities governed by State of Georgia eligibility requirements will be monitored very closely by the school administration, and all rules and requirements must followed exactly with **no exceptions**. The State requires that students must physically be in attendance in their regular classroom THAT day in order to practice or participate in an extra –curricular

activity. Therefore, if a student is OSS or ISS on the day of a particular activity and he/she is involved, he/she may not participate.

### **GIFTED EDUCATION (Board Policy IDDD)**

Students in grades kindergarten through twelve in the Haralson County School System (HCSS) who demonstrate a high degree of intellectual, academic, and/or creative ability shall be provided special services by the program for gifted students. Students may be referred for gifted screening by teachers, counselors, administrators, parents, guardians, self or other individuals with knowledge of the student's abilities. Additionally, automatic referrals are made when norm-referenced test scores (ex. ITBS) are made available.

Students who are accepted for further evaluation will complete assessments in four areas: achievement, ability, motivation and creativity. No assessment will be given without parent/guardian permission. Data gathered from a source other than Haralson County School System will not be used in the assessment process.

To be eligible for gifted services, a student must score at the 96<sup>th</sup> percentile (for grades 3-12) on the composite score of a standardized test of mental ability and score at or above the 90<sup>th</sup> percentile on the total battery, total math, or total reading of a standardized achievement test or qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and motivation. Any student who meets the state eligibility criteria for gifted education services in another Georgia school system shall be considered eligible in Haralson County and will, therefore, receive gifted services.

In grades 6-8, identified gifted students will receive advanced content instruction in **one or more** of the following academic content areas from a certified, gifted-endorsed teacher: language arts, reading, social studies, science, and math. In our attempt to match gifted service to demonstrated student need, students will be placed in the advanced content course(s) using set criteria to include, but not be limited to, norm- and criterion-referenced test data. The criteria, in accordance with state guidelines, will be set by the school system.

Continued placement in the gifted program shall include satisfactory performance in both regular education and gifted classes and must provide for a probationary period. In grades 6-12, satisfactory performance in gifted shall be based on the student maintaining at least a 70 in non-gifted served academic classes and a minimum of an 80 in gifted-served classes for each grading period of one nine (9) weeks and each semester. Any student who fails to meet the continuation criteria will be placed on probation for a **minimum** of one nine (9) weeks period. Parents will be notified in writing of a student's probationary status and will be afforded the opportunity to meet with appropriate school/system personnel. If at the end of the probationary period, the student has not resumed satisfactory performance, s/he will be withdrawn from the gifted program, including advanced content classes. If a student achieves satisfactory performance, s/he will continue in the gifted program. **Probation may not occur more than one time at any instructional level (K-5, middle, and high).**

### **GOOD-TOUCH PROGRAM, SEX EDUCATION, and AIDS PREVENTION**

Georgia law requires that instruction in Good-Touch Programs, Sex Education, and Aids Prevention be taught at all grade levels, Kindergarten through twelfth grade. We recognize that even though Sex Education and Aids Prevention are a part of the comprehensive health curriculum, there are still sensitive issues which you could have concern. This also includes the Good-Touch Program. A very dedicated committee with members of the community has worked closely with teachers in reviewing all instructional materials to be used. All of the materials to be used to teach these objectives are available to you. If you would like to preview any of the materials, please call the school and schedule a time for your visit. Letters will be sent home with each student when these programs will be taught at school. A letter must be presented to the school stating that you do not wish for your child to participate in the program. Please indicate on the sheet that you will turn in to your child's

teacher at the end of this handbook if you **do not** want your child to participate in the Good/Touch Program. **No response will be considered an automatic approval.**

### **HOSPITAL/HOMEBOUND SERVICES**

Haralson County Schools, under State Board Rule 160-4-2-.31, is authorized to provide instructional services to eligible students who have a medically diagnosed physical or mental condition that confines the student to home or hospital and whose activities are restricted for an extended period of time. To be eligible for services, students must meet the following criteria:

1. A licensed physician must certify that the student is expected to be absent from school due to physical or mental condition, or due to a repeated intermittent chronic condition, for at least 10 school days and will be able to participate and benefit from an instructional program.
2. The student is under medical care for the illness, which may be acute or chronic in nature.
3. The physician must certify that the student can receive instruction without endangering the health of the instructor or other students with whom the instructor may come in contact.
4. The student is enrolled in a Haralson County school prior to the referral of Hospital/Homebound services or has met the criteria for eligibility for an exceptional education program.
5. The parent or guardian must sign the parental agreement section regarding the Hospital/Homebound guidelines.

We are committed to continually seeking to improve instruction for our students. We hope that as a parent/guardian, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations.

### **HOMEWORK**

The amount and frequency of homework assigned varies among grade levels and subjects taught. If parents have questions at any time, they should contact the teacher by calling the school office for an appointment or by sending a note with their child. Research tells us that for the average 3rd-5th grader homework time should vary between 45-60 minutes nightly. At the beginning of the school term, teachers will explain his/her expectations regarding homework. Students are expected to keep track of daily assignments in their student agenda.

### **INTERRUPTIONS DURING THE SCHOOL DAY**

The focus at West Haralson Elementary School will be teaching and learning. Instruction cannot be interrupted unless there is an **emergency**. Complete cooperation from all parents and students is encouraged!

**Messages:** Classes will not be interrupted for non-emergency messages to be delivered. Parents and students are asked to make afternoon transportation arrangements **BEFORE** students leave for school in the morning. In order to change arrangements for transportation, you must **FAX** the change to the school at (770) 574-7086. **For the safety of the student, please do not call with a change of transportation.**

**Phone calls:** Students will not leave classes to make or accept phone calls of a non-emergency nature. If a caller considers the situation to be an emergency, an administrator will take the call and make the determination. Students will, of course, be permitted to call home if they are too ill to remain at school.

**Forgotten items:** Students are expected to bring lunch money, gym clothes, band instruments, projects, homework, books, etc. to school in the mornings. Office personnel cannot leave the office unattended to deliver items to students during the school day.

**Deliveries:** No balloons, flowers, gifts, etc. for students will be accepted at school, and such items should be sent to the student's home.

## **IMMUNIZATIONS**

Georgia Law requires all students enrolled in a Georgia school to have a Certificate of Adequate Immunization to be admitted to school. This form may be secured from the Haralson County Health Department or from the child's personal physician. A new student may be temporarily enrolled for thirty (30) days without this certificate. Certificate and evidence of an eye, ear, and dental examination is also required.

## **ITEMS NOT ALLOWED AT SCHOOL**

In addition to the serious items (firearms, weapons, drugs, alcohol) listed in the **STUDENT CODE OF CONDUCT** section, students **may not** bring the following to school:

1. Any item capable of doing harm to others.
2. Any item which could damage school facilities.
3. Electronic devices such as radios, tape/CD/mp3 players, Walkmans, Gamboys, etc.
4. Chewing gum, bubble gum, or candy.
5. Toys or any non-educational items (baseball cards, yo-yos, playing cards, etc.)
6. Money in large amounts or other valuables.
7. Any disruptive items or items designated by the administration
8. Permanent markers, liquid paper/white out, staplers, scissors etc.
9. Backpacks with wheels/rollers.

This specification is for the safety of students and others, the protection of property, and the promotion of an atmosphere conducive to education. Teachers are asked to take these items from the student and send the items to the school office. Parents may reclaim such items in the school office during regular school hours. Any item not claimed by the end of the school year will be disposed of. Students who bring such items to school may be subject to discipline.

***NOTE:** Please label personal items students bring to school such as book bags, jackets, etc. Although students have to be responsible for their own personal property, punishment will be administered to students who steal, damage, or destroy the property of others.*

## **MEDICATION/ILLNESS**

If a student becomes ill during the school day, they should ask permission to go to the school nurse. If the nurse determines the student is too ill to remain at school, she will contact the parent to pick the student up and he/she will be medically excused for the remainder of the day. For minor problems, the student may be given over-the-counter medication and sent back to class-----provided the parent has given permission for this on the student's medical information form. The student may be allowed to call home if requested and deemed necessary by the school nurse.

Medication of any kind must be registered in the school nurse's office. Parents are encouraged to bring all medication to the school. Controlled substances should NEVER be transported by the student. Students are not allowed to keep medication with them unless authorized by the school nurse.

**\*MEDICATION BROUGHT TO THE SCHOOL MUST BE IN THE ORIGINAL LABELED CONTAINER!** If a medication is to be administered during the school day, proper forms must be completed. These can be obtained from the school nurse.

## **NON-RESIDENT STUDENTS**

Students must live in the Haralson County School District with their parents or legal guardians and be otherwise eligible for enrollment under Georgia law to be enrolled in the Haralson County School System.

Any non-resident student who is registered in the Haralson County School System under falsified information shall be immediately withdrawn from the school system.

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

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## **SECTION 504 RESOLUTION AGREEMENT**

Under the Section 504 Resolution Agreement, each LEA must adopt and implement policies regarding student rights and procedural safeguards under Section 504 that are consistent with GA DOE's model rights and safeguards, provide written evidence to OCR that the LEA has adopted and implemented Section 504 rights and safeguards, and notify parents and students of the rights and safeguards.

## **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232G) (the “Act”), you have the right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the [appropriate school official] a written request identifying the record(s) they wish to inspect. The [appropriate school official] will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. 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. 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, or a parent or student serving on an official 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.
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Haralson County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office, U.S. Department of Education, 400 Maryland Ave., S.W. Washington, D.C. 20202-4605. *For additional information, visit the U.S. Department of Education website at <http://www.ed.gov>.*

### **OBSERVANCES DURING MORNING HOMEROOM**

In compliance with Georgia Law, this school will conduct, during morning homeroom, or first period a brief period of quiet reflection and will afford each student the opportunity to recite the Pledge of Allegiance to the American Flag. The period of quiet reflection will not last for more than 60 seconds. This moment of quiet reflection is not intended to be a religious service or exercise but is an opportunity for a moment of silent reflection on the anticipated activities of the day.

### **PARENT INVOLVEMENT**

Parental involvement is strongly encouraged at WHES. There are many opportunities for parents to become an active part of their child’s education program including the WHES School Governance Team.

We also have a parent volunteer program for parents to help with various activities such as field day, orientation, to help teachers, etc. Please call the school if you would like to become a parent volunteer. A copy of our WHES Parental Involvement Plan is available upon request at our Parent Resource Center (located in the main lobby during normal school hours or on our website at [www.haralson.k12.ga.us](http://www.haralson.k12.ga.us).)

### **POSITIVE BEHAVIOR INTERVENTION and SUPPORT (PBIS)**

PBIS is an evidence-based, data driven framework proven to reduce disciplinary incidents, increase a school’s sense of safety, improve school climate and support improved academic outcomes for all students. Students that exhibit The Rebel Way of **H**igh Standards, **C**ourteousness and **S**afety on a daily basis will be recognized with Rebel Rewards on a daily, quarterly and yearly basis.

## **POSTING OF FLYERS, ANNOUNCEMENTS, NOTICE**

No announcement, notices, posters, flyers, bulletins, and the like may be posted in the buildings or on the campus of West Haralson Elementary School without the principal's prior approval.

## **PROMOTION AND RETENTION OF STUDENTS**

The professional staff of Haralson County Schools has the expertise required to make meaningful decisions regarding the promotion and retention of students. At all times, this decision must be governed by what is best for the sound educational progress of the student.

The following grade specific criteria should be criteria considered for promotion of a student.

### **Grades 3-5**

Students must achieve at 70% or better in core academic subjects of language arts/reading and math **and** must achieve 70% or better in at least one of the following subjects: science or social studies.

Students not meeting the criteria for **promotion** may qualify for **placement** in the next grade level through examination of specific academic documentation. Parents may request a school-level appeal directly to the principal. The principal, or his/her designee, shall notify the parents of the decision within 10 business days and cite the specific documentation reviewed during the appeal.

## **III. REQUIREMENTS FOR GRADES 1-8**

1. Each teacher shall use data to focus instruction on identified student academic performance in grades 1-8.
2. Each school principal or designee shall establish a Response to Intervention (RTI) process for each student not achieving standard grade level on reading and/or mathematics. The Response To Intervention process can consist of grade level or departmental teams and shall:
  - a. Develop an accelerated, differentiated, or additional instructional plan that includes needs-based interventions for each student who does not achieve grade level in reading and/or mathematics and
  - b. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
3. Students shall be tested in accordance with requirements specified in State Board rule 160-3-1-07 Testing Programs Student Assessment (including any subsequent revisions thereto).
4. The school principal or designee shall annually notify parents or guardians that placement or promotion of a student into a grade, class or program will be based on academic achievement of the student and other criteria established in this policy.

## **REGISTRATION/ENROLLING**

Information about registration at the beginning of each school year will be in the local newspaper. Registration of students to be enrolled at West Haralson Elementary School must be in accordance with Georgia law as well as regulations adopted by the Board of Education. Georgia law requires that all students must have on file at the school a current Georgia Certification of Immunization (form 3032). In addition, all students entering a Georgia school for the first time are required to have an Eye, Ear and Dental Certificate. Students entering sixth grade must have a second MMR shot. Students will be asked to provide a Social Security number or have a parent waiver on file at the school. Students requesting to register after the beginning of the school year must be accompanied by a parent or legal guardian and must have withdrawal papers from the previously attended school. The registration process will be taken care of in main office. WHES will follow the guidelines set forth by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).



## **REPORT CARDS**

Report cards are issued every nine weeks. Please review your child's report card each time. The dates for report cards are located on the Haralson County School System Calendar. This Calendar can be located on the back of this handbook. Final report cards are sent home with the student on the last day of school.

## **RESPONSE TO INTERVENTION (RtI)**

RtI is a Pyramid of Interventions that has 4 tiers. It is designed to support students who are struggling academically with early assistance before their academic difficulties become overwhelming. The students' instructional team routinely meets to collaborate and discuss the effectiveness of each intervention in helping students become more successful. RtI provides high-quality instruction and interventions matched to each individual student's need. It involves progress monitoring students frequently to make decisions about change in instruction or goals.

## **SAFE AND DRUG FREE SCHOOLS NEEDS ASSESSMENT PARENTAL NOTIFICATION**

In order to provide the best drug and violence prevention activities for your child and in accordance with the guidelines for the Elementary and Secondary Act (ESEA), your child may be asked to complete surveys that pertain to student involvement in and attitudes toward substance abuse and violent situations (i.e. PRIDE, YRBS, etc. or locally developed surveys). These surveys are completely anonymous and may be administered throughout the school year. The data collected will be used to identify critical areas of need and help us:

- maintain a school environment that is free of drugs and violence;
- promote a class atmosphere that allows teachers to teach and students to learn;
- develop and offer experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for their behavior, and understanding consequences.

**If you do not wish for your child to participate or if you have questions, please contact the school.**

## **SELLING OF ITEMS**

No one is permitted to sell anything on the WHES campus without prior permission of an Administrator and if applicable, Board of Education.

## **SPECIAL EDUCATION**

Students that qualify for Special Education are protected under the Individuals with Disabilities Education Act. Their educational goals are determined by the Individual Education Program (IEP) committee and articulated within the IEP. An IEP meeting is held at least once every year to determine the educational goals and to assess progress. Parents are involved in practically every aspect of the student's educational plan. Parents have the right to call an IEP meeting at any point during the school year and may disagree or appeal the decisions of the IEP committee through special hearings or court proceedings.

## **STUDENTS ON CAMPUS AFTER SCHOOL HOURS**

Students should never be on campus unsupervised. Only those students who have specific permission from a school employee (teacher, sponsor, director) as well as their parent's permission should be on campus after school is dismissed for the day or weekend. Those students are required to stay in the area designated by their teacher, sponsor, or director.

## **SUPPLIES/TEXTBOOKS**

Textbooks and certain supplementary materials are provided. **Students are expected to bring all other school supplies such as paper, pencils, and notebooks to school every day so that they can participate**

**in class.** Students are not to bring items such as permanent markers, liquid paper/white out, glue, paste, paint, etc., which could damage flooring and furniture. A “school store” will be operated after the first of school.

Textbooks may be furnished. This resource is without cost to students. Textbooks are the property of the State of Georgia and the Haralson County School System. Each student is responsible for the care of all books issued to him/her. Any damage to the book other than normal wear and tear is the responsibility of the student and charges for damages will be made. Students will be charged replacement cost for lost textbooks. Fines for damaged or lost books must be settled prior to the end of the school year. Students will not be cleared for transfer or withdrawal until this obligation has been met.

**Each student will be given a school handbook and is responsible for understanding all information in the WHES handbook. Lost handbooks can be replaced for \$5 replacement fee.**

### **TELEPHONE – USE BY STUDENTS**

Students needing to call home due to illness may use school telephones. All other arrangements (after school transportation, permission to participate in an activity after school, missing schoolwork, band instruments, etc.) need to be taken care of at home before students leave for school in the mornings.

### **VISITORS**

The following guidelines are to insure the safety of our students and to protect the learning environment. The guidelines apply to everyone, no exceptions. Failure to comply with the WHES volunteer/visitor guidelines may result in the administration requesting you to leave campus and/or charges of criminal trespass.

#### **Volunteer/Visitor Guidelines**

1. All volunteer/visitors must sign in the office & wear a visitor pass at all times.
2. Volunteers are limited in duties that they are able to do at school. Teachers are required to carry out all supervision of students i.e., escorting students in hallway, to restrooms, lunchroom, snack sales, etc.
3. Volunteers must work directly under the supervision of the teacher.
4. Volunteers/Visitors are not allowed to administer discipline, take up money, or be alone with students.
5. Visitors for teachers/staff should be limited. Visitors distract from the learning environment and should be kept to a minimum.
6. Visitors/Volunteers are not allowed to go directly to a classroom for any reason.
7. Visitors/Volunteer must wait in the office for the teacher or student.

### **WITHDRAWAL FROM SCHOOL**

In order to withdraw a student from school, the parent/guardian must request the withdrawal in person. **The parent/guardian who enrolled the student must also be the person who signs the withdrawal forms.**

Advance notice of withdrawal is required (24 hours) so that all paperwork can be taken care of beforehand. Textbooks and library books must be returned and costs for lost or damaged books must be paid before a student will be cleared for withdrawal. Withdrawal procedures are taken care of in the main office.

### **TECHNOLOGY ACCEPTABLE USE AGREEMENT**

West Haralson Elementary School has Internet access in most classrooms. Students are to use the internet with direct supervision of a teacher or staff member. Misuse or abuse of the Internet may result in a child losing the privilege to use the Internet or other disciplinary action. Haralson County Schools has its own home page which may be found at: [www.haralson.k12.ga.us](http://www.haralson.k12.ga.us) The WHES website may also be accessed from this address.

**Acceptable Internet Use Summary-** Every student who accesses the internet is responsible for all parts of the Acceptable Use Policy (Haralson School Board Policy IFBGA). If parents choose not to allow their student to have access to the internet on District equipment, they must complete the required forms (available in the

district or school office). All use of the internet system must be in support of education and research. The district reserves the right to review system use; all users waive any right to privacy that they might not otherwise have. Any violation of the Acceptable Use Policy may result in disciplinary action up to and including suspension of the student. Severe violations may result in legal action.

## **STUDENT CODE OF CONDUCT**

The Haralson County School Board establishes policies to govern the behavior of the Board, its employees and students. The Policy Manual is available for public review at the Board of Education Office and on the school system website (<http://www.haralson.k12.ga.us/>).

It is the purpose of the Haralson County Board of Education to operate the school system in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students, staff and visitors who attend our schools. Students are required to conduct themselves at all times in a manner that facilitates a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school in the district. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to provisions of State Board of Education Rule 160-4-8-.16.

Each 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 the policies, regulations and rules set forth in this Code of Conduct and Discipline Procedures. Student conduct is further governed by the rules contained in each school's Student Handbook.

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

- On the way to school and on the way home from school, including at bus stops and on school buses or other vehicles provided for student transportation by the school system;
- At school or on school property at any time; and
- Off school grounds at any school or school-related activity, function or event and while traveling to and from such events.

In addition, students may be disciplined for any off-campus behavior which occurs enroute to or from school, or which could result in the student being criminally charged with a felony or its juvenile equivalent, 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.

State law requires a parent or guardian to sign a statement acknowledging receipt of the Code of Conduct. Questions about the Code should be addressed to the principal.

Parents and guardians are encouraged to review the Code with their children and to support its enforcement throughout the community.

### **AUTHORITY OF THE PRINCIPAL**

The principal is the leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. Principals are granted authority to enforce this Code of Conduct; and in cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal is authorized to undertake corrective measures which he or she believes to be in the best interest of the students and the school, provided such action does not violate law, or a school board policy or procedure.

## **TEACHER AUTHORITY**

Each teacher is authorized by law 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 other students to learn, provided the student's behavior is in violation of the student code of conduct and the teacher has previously filed a report with the principal; or if the teacher determines that such behavior poses an immediate threat to the safety of that student or to some other person. The superintendent and principal fully support the authority of every teacher to remove a student from the classroom under the conditions and procedures outlined in Georgia law (O.C.G.A. 20-2-738).

## **PARENTAL INVOLVEMENT**

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contact is extremely valuable. Therefore, each school's administrative staff will provide information to parents and guardians about on-going opportunities to communicate with school personnel.

Parents, guardians and students are invited to participate in the Code of Conduct revision process by making suggestions for improving the Code through the School Governance Team (SGT). Questions about the Code should be addressed with the principal or an assistant principal.

The Code of Conduct specifies within its standards of behavior various violations that may result in a school staff member's request for a parent or guardian to come to the school for a conference. Parents and guardians are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes that are designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal or designee shall notify by telephone call and by mail to the student's parent or guardian of the disciplinary problem; invite the parent or guardian to observe the student in a classroom situation; and request at least one parent or 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 following a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference for the purpose of devising a disciplinary and behavioral correction plan.

The law authorizes the board of education to petition the juvenile court to require a parent or guardian 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 or guardian to attend such a conference; order the parent or 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 or guardian who willfully disobeys an order of the court under this law.

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)**

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, 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 maintain an appropriate learning environment, encourage self-discipline, and to help students substitute behaviors that are consistent with the character traits from Georgia's Character Education Program for their inappropriate behaviors.

- The following range of disciplinary actions may be imposed for violations of this Code of Conduct:
- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out
- Temporary or Permanent Removal from Class, Activity, Event, or Recess
- Notification of Parent or Guardian
- Parent or Guardian Conference
- Detention
- Saturday School
- Suspension or Expulsion from the School Bus
- Temporary placement in an Alternative Education Program
- Short-Term Suspension-(Ten days or less)
- Referral to a Tribunal for Long-Term Suspension or Expulsion-(More than ten days)
- Referral to Law Enforcement, District Attorney or Juvenile Court Officials. Georgia law mandates that certain acts of misconduct be referred to law enforcement, the district attorney, or other public officials. School officials may also report other acts of misconduct as deemed appropriate.

The maximum punishment that can be imposed by a disciplinary tribunal is permanent expulsion from the school system.

In the event of a disciplinary tribunal hearing, a parent, guardian, or student may choose not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parent, guardian, or student waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved by local school administration in accordance with local board policy.

Before a student is suspended ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parent or guardian will be notified if possible. School officials may involve law enforcement officials when evidence indicates that a law may have been violated or when there is a legal requirement to report the incident.

If there is reason to believe that a student is in possession of an item that violates the law or school rules, school officials may search that student and his/her personal property. Student vehicles brought on campus, student book bags, school lockers, school desks, and other school or personal property are subject to inspection and search by school authorities at any time and without further notice to students, parents or guardians. Given those conditions, students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. In addition, school administrators are further authorized to use metal detectors and drug or weapon sniffing dogs at school or at any school function or event.

## **IMPORTANT NOTICES**

**Bullying:** The Haralson County School District prohibits conduct which may be construed as bullying.

### **Bullying definition (O.C.G.A. 20-2-751.4)**

(a) As used in this Code section, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic

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

**Georgia Compulsory Attendance: § 20-2-690.1.** Mandatory education for children between ages six and 16 (a) Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma. For additional requirements under O.C.G.A. § 20-2-690.1., please see local school attendance administrators.

**Threats of Violence:** The Haralson County School District will not tolerate threats of violence toward persons or property, whether the threat is made in seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter, and will be investigated and dealt with accordingly.

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

**Private Property:** The school and the Haralson County School District discourage bringing valuable private property items to school; will not be held accountable for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.

**Instigating Rule Violations:** A student shall not advise, counsel, urge, encourage, incite, cause or attempt to cause any other person to engage in a prohibited act or violate the school's student handbook, this Code of Conduct, or any Haralson County Board of Education policy.

**False Reporting:** The General Assembly of Georgia requires that this code of conduct include language regarding falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such false reporting may be punishable by law and is punishable by this Code of Conduct. See Rule 5.

#### **E-Cigarettes, Vapes, Juuls, etc.**

Any student caught using, distributing or in possession of E-cigarettes, vapes, pens, or any other electronic tools and delivery devices or any vaping paraphernalia, oils, juices, etc. at school or on school property at any time, off the school grounds at a school-sponsored activity, function, or event will be subject to severe disciplinary consequences that can include expulsion.

#### **Prohibited Behaviors and Possible Consequences for Violations**

Nothing in this Code section shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act.

The Haralson County School District will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

- A. Alcohol and other drugs: Actual or attempted possession, sale, use, distribution, or under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any other intoxicant, any substance represented or believed to be alcohol or another drug, or various forms of drug paraphernalia, including but not limited to hypodermic needles, "roach clips", rolling papers, pipes, scales, improvised smoking devices, etc.
- Consequences include but are not limited to parent/guardian conference, counseling, ISS, OSS, tribunal, and/or referral to law enforcement. Any subsequent offense should result in a mandatory referral to a tribunal.
- B. Intentional misuse of prescribed medications, non-prescription medications, (including prescription and non-prescription skin patches), inhalants or any other chemical; also to include their sale, purchase, distribution or possession for the purpose of misuse
- Consequences include but are not limited to parent/guardian conference, counseling, ISS, OSS, tribunal, referral to law enforcement. Any subsequent offense should result in a mandatory referral to a tribunal.
- C. Violation of school medication control procedures
- Consequences include but are not limited to counseling, loss of privileges, parent/guardian contact, parent/guardian conference, ISS, OSS, tribunal.
- D. Weapons, explosives, and fireworks: Actual or attempted possession, sale, purchase, transmission, or use of any real or facsimile weapons, bombs, other explosive devices, or explosive material as defined by this code, board policy, state or federal law. Exemptions to this code will be made for JROTC students enrolled in activities involving air guns under the direct supervision of the JROTC instructors.
- Consequences include but are not limited to confiscation, parent/guardian conference, ISS, OSS, tribunal, referral to law enforcement. Weapon related law violations will be referred to a tribunal and law enforcement. The minimum expulsion for possession of a firearm or other destructive device, excluding firecrackers, is one calendar year subject to the provisions of Board Policy JCD and Georgia Law (O.C.G.A. 20-2-751.1 and 16-11-127.1).
- E. Threats or acts of violence against a teacher, administrator, school bus driver, other school officials, employee, or their personal property: Examples include any verbal assault, the threat of violence; threat or act of unwanted physical touching; sexual harassment; physical violence, assault or battery; attempt to 'frame' or entrap through deceit; stalking; intentional damage to personal property, etc.
- Consequences include but are not limited to loss of privileges, counseling, parent notification, parent/guardian conference, ISS, OSS, tribunal, referral to law enforcement.
- F. Disrespectful conduct toward teachers, administrators, or other school personnel, including the use of vulgar or profane language: Violations include but are not limited to the use of vulgar and profane language or gestures; and falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employees toward a student.
- Consequences include but are not limited to parent/guardian conference, ISS, OSS, tribunal.
- G. Disrespectful conduct toward other students, school visitors or persons attending school-related functions: Examples include use of vulgar or profane language; verbal assault, including the threat of violence; verbal or physical taunting; any threat or act of unwanted physical touching; sexual harassment; intentional damage to personal property; stalking; reckless endangerment; attempt to 'frame' or entrap through deceit; any threat or act of verbal or physical violence, assault, battery or fighting; sexual, racial or ethnic harassment; or any other violent act.
- Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement.
- H. Tobacco: Actual or attempted possession, sale, purchase, transmission, or use of tobacco or any substance represented or believed to be tobacco (including pouches designed to simulate smokeless tobacco)

is prohibited. No tobacco/smoking-related paraphernalia, including electronic cigarettes, vaporizers, or other smoking devices, are allowed.

- Consequences include but are not limited to parent/guardian notification, ISS, OSS. A possible tribunal referral may occur for third and subsequent offenses.

I. Off-Campus Behavior: A student who is alleged to have committed an offense off-campus on the way to or from school, or any other time if the offense is a felony or would be a felony if the student were an adult, could be disciplined at school or excluded from school if his or her continued presence at school poses a potential danger to persons or property or is likely to disrupt the educational process.

- Consequences include but are not limited to parent/guardian contact, counseling, ISS, OSS, tribunal.

J. Vandalism or arson: Actual, attempted or threatened willful or malicious damage to personal property, school property or school buses, to include the marking, defacing or destruction of property, downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system, altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software and attempting to vandalize, disconnect or disassemble any network or computer component and bringing on-premises or accessing via email or file-sharing any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data, bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.

- Consequences include but are not limited to clean-up detail, parent/ guardian conference, restitution, loss of computer privileges, ISS, OSS, tribunal, referral to law enforcement.

K. Breaking and entering, burglary, theft, entering a school event without paying, bribery, possession of the stolen property, possession/use of forged or photocopied money, extortion, or the attempt thereof

- Consequences include but are not limited to restitution, parent/guardian conference, ISS, OSS, tribunal referral, referral to law enforcement. A referral to a tribunal is mandatory for theft of standardized tests, answer keys or other restricted materials. Theft of a teacher's test will result in discipline to be administered by the school administration.

L. Bullying, harassment (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting or stalking

- Consequences include but are not limited to counseling, reprimand, warning, parent/ guardian notification, parent/guardian conference, physical separation from the victim via assignment to another class or situation, ISS, OSS, tribunal, or law enforcement referral.

**Notice Regarding Bullying:** *The Haralson County School District prohibits conduct which may be construed as bullying. Upon a finding by a tribunal that a middle or high school student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program. Ref. O.C.G.A. 20-2-751.4*

M. Gang-related activity: Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang-related by the Principal. The gang-related activity includes but is not limited to hand-sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.

- Consequences include but are not limited to parent/guardian conference, counseling, ISS, OSS, tribunal, referral to law enforcement.

N. Terroristic threats or acts, false public alarms or prank 911 calls

- Consequences include but are not limited to mandatory parent/guardian contact, counseling, ISS, OSS, tribunal, referral to law enforcement.

**Warning Statement:** *Threats of violence toward persons or property will not be tolerated, whether the threat is made in seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter and will be investigated and dealt with accordingly.*



- O. Disrupting public school, class disruption, disorderly conduct, insubordinate or disrespectful behavior, willful disobedience (school rules, regulations, or directives), or entering an unauthorized area or event including connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel
- Consequences include but are not limited to loss of computer privileges, removal from a school bus, class, activity, event or other situation, conference with teacher, parents or counselor, restitution, ISS, OSS, tribunal referral, law enforcement referral.
- P. Language and sexual behavior restrictions: Use of lewd, profane, vulgar or obscene words or gestures, also to include videos or pictures taken of such behavior with or without subsequent posting to the internet or social media; use of speech or gestures that are perceived, or where the inference is intended to demean or threaten the well-being, safety, or dignity of another person with or without that person's knowledge; possession or transmission of obscene or pornographic pictures, materials or objects; indecent exposure; and all forms of sexual contact are prohibited.
- Consequences include but are not limited to parent/guardian conference, ISS, OSS, tribunal referral, law enforcement referral.
- Note: The General Assembly of Georgia requires that this Code of Conduct includes language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.*
- Q. Electronic entertainment and electronic communication devices restrictions: All electronic entertainment and electronic communication devices, including cell phones, must be turned OFF and kept out of sight in classrooms during regular school hours: With BYOT (Bring Your Own Technology), a principal can authorize for usage at times during the school day.
- Consequences include but are not limited to confiscation, parent/guardian conference, ISS, OSS, tribunal referral.
- Notice regarding private property: The school and school system discourage bringing valuable private property items to school; will not be held responsible for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.*
- R. Public displays of affection that are inappropriate for a school setting (holding hands, hugging, kissing, etc.)
- Consequences include but are not limited to parent/guardian conference, ISS, OSS, tribunal.
- S. Gambling
- Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS, tribunal.
- T. Giving false information to school officials, dishonesty, forgery and using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account
- Consequences include but are not limited to loss of computer privileges, parent or guardian conference, ISS, OSS.
- U. Cheating, plagiarism, altering records, or other fraudulent act on school assignments, exams, records, or college entrance examinations; using the computer network for any illegal activity such as copying or downloading copyrighted software, music, images or violation of copyright laws
- Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS (Cheating may result in loss of credit or completing an alternative assignment).
- V. Bus misconduct: See the School Bus Code of Conduct for specifics.
- Consequences include but are not limited to counseling, warning, seat assignment, parent/guardian contact, loss of transportation privilege (bus suspension), tribunal referral.

W. Cafeteria misconduct

- Consequences include but are not limited to loss of privileges, counseling, silent lunch, parent/guardian contact, parent or guardian conference, ISS, OSS.

X. Violation of school attendance requirements: Violations include unexcused absence from school or class; unexcused late arrival (tardy) to school or class; unexcused early dismissal from school or class; and leaving school or class without permission (skipping).

- Consequences include but are not limited to parent/guardian conference, ISS, loss of privileges, CHINS court referral, tribunal referral.

Y. Misuse of school technology: It is the responsibility of the students of Haralson County Schools to follow the Responsible Use Guidelines for Computer Hardware, Software, Network, and Internet Access. The use of any electronic device that uses school system Internet access as well as any device brought onto Haralson County Schools campus is subject to these Responsible use Guidelines.

- Any violation of this procedure, whether intentional or unintentional, may result in the following consequences: parent/guardian notification, ISS, OSS, revocation of privileges for the use of electronics on campus, tribunal, and/or referral to law enforcement.

HCS D technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Attempt to read, alter, delete, or copy the electronic mail messages of other system users.
- Steal property.
- Gain access or attempt to access unauthorized websites, restricted network resources, and/or the data and documents of another person. This includes the use of "mirror" websites and programs designed to circumvent the proxy server to gain access to blocked Internet content.
- Provide another student with user account information or passwords (don't give your password to any other student)
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Purposely bring on the premises or infect any school computer or network with a virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.
- Utilize the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.

Failure to follow these guidelines could violate the Official Code of Georgia, 6-12 | 2013-14 Code of Conduct and Discipline Procedures O.C.G.A., Codes 16-9-90, 16-9-91 and 16-9-93 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act.

**Warning Statement:** *The act of entering or attempting to enter a computer network secured site (hacking) is a very serious offense that warrants a very serious consequence. This may include permanent expulsion from the school system and confiscation of the technology being used inappropriately. Access to the HCS D network and pass through to the Internet is a privilege and all students are expected to treat this learning tool with respect. Any device confiscated may be searched for content that may be deemed harmful to the Haralson County School District and/or for the protection of minors under the Children's Internet Protection Act.*

Z. Willful and persistent violation of the Code of Conduct: Students are considered to be willful and persistent violators of the Code of Conduct after receiving multiple referrals.

- Consequences include but are not limited to counseling, warning, loss of privileges, parent/guardian contact, parent/guardian conference, ISS, OSS, tribunal.

AA. Trespassing on any Haralson County High School campus while suspended or during non-school hours without cause or need to conduct legitimate school business

- Consequences include but are not limited to counseling, warning, parent/guardian notification or conference, OSS, tribunal, law enforcement referral. Ref. O.C.G.A. 20-2-1180

BB. Traffic or parking violations Not applicable in grades K-5.

- Consequences include but are not limited to parent/guardian conference, revocation of driving or parking privileges, ISS, OSS, notification of law enforcement.

CC. Instigating rule violations: A student shall not advise, counsel, urge, encourage, incite, cause or attempt to cause any other person to engage in a prohibited act or violate the school's student handbook, this Code of Conduct or any Haralson County Board of Education policy.

- Consequences include but are not limited to counseling, loss of privileges, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement.

DD. Possession of any item reasonably considered inappropriate to the school setting as determined by the Principal.

- Consequences include but are not limited to counseling, loss of privileges, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement

## **VIOLENCE AGAINST A TEACHER, ADMINISTRATOR, BUS DRIVER, OR ANY OTHER SCHOOL EMPLOYEE**

A disciplinary tribunal hearing will be held following any alleged assault or battery upon a teacher or any other school system employee (O.C.G.A. 20-2-753). In cases involving an alleged intentional act of physical violence by a student against a teacher, school bus driver, or other school official or employee, the student shall be suspended pending a hearing by a tribunal. Ref. O.C.G.A. 20-2-751.6

A student found by a tribunal to have committed an intentional act of physical violence against a teacher, school bus driver, school official, or school employee that results in physical harm to that person shall be referred to juvenile court with a request for a petition alleging delinquent behavior, and also shall be expelled from the public school system by the tribunal for the remainder of the student's eligibility to attend public school, subject to appeal to the board of education. The school board at its discretion: (1) may permit the student to attend an alternative education program for some or all of the period of expulsion; and, if recommended by a tribunal, (2) may permit a student in a grade K-8 to re-enroll in the regular public school program for grades 9-12; and/or (3) may also permit a student in a grade K-6 to re-enroll in the public school system. Ref. O.C.G.A. 20-2-751.6; 16-3-21

In addition, a disciplinary tribunal hearing will be held following any substantial damage intentionally caused by a student on school premises to the personal property of a teacher or any other school system employee, or at the discretion of the principal, to the property of another student.

## **DISCIPLINARY TRIBUNAL HEARINGS**

Disciplinary tribunal hearings are held following any instance of an alleged violation of the student code of conduct if the principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee. The purpose of the hearing is to hear the charges and the evidence; to determine if the Code of Conduct was violated; and if so, to determine appropriate disciplinary action. The student and parents/guardians have a right to this due process hearing before a long-term suspension (more than ten days) or expulsion can be administered. The maximum penalty that can be imposed by a tribunal is permanent expulsion.

In the event that a student chooses to admit guilt or chooses not to contest the charges before a tribunal; and if the school and a parent/guardian agree as to appropriate disciplinary action; and if the parent/guardian chooses to waive the opportunity to participate in a tribunal hearing, present evidence, subpoena and cross examine witnesses and be represented by an attorney at such hearing; a Tribunal Waiver Agreement may be written, co-signed and dated. If the tribunal chooses to adopt the agreement as its decision, the decision will be final and cannot be appealed by the school or the family. If the agreement is not adopted as the decision of the

tribunal, the document becomes null and void, all parent/guardian rights will be restored and a new hearing date and time will be established.

### **Rebel Academy - Alternative Education Program**

HCSD provides a structured alternative learning environment for students in grades 6-12 who have been placed on long term suspension and/or expulsion. The Rebel Academy is an alternative education program designed to focus on the remediation of issues, which frequently interfere with the learning process in order to prepare students for a successful return to school and ultimately to graduate. Students enrolled in the alternative education program will receive academic instruction in the core subjects. The student and parent/guardian must attend an orientation prior to attending the alternative education program and students will sign a contract agreeing to comply with the rules and regulations. The alternative education program holds rigorous expectations of all students according to a strict code of behavior. Random searches may also be conducted. Transportation is not provided for students attending the alternative program unless otherwise required by specific federal programs. Students enrolled in Rebel Academy at the time of graduation will not be allowed to participate in the graduation ceremony conducted at Haralson County High School.

### **DEFINITION OF TERMS**

The terms used in this Code of Conduct are not intended to be limited to the definition of the same terms as they may be used in the criminal and other laws of this state.

**Absence - Excused:** Any absence from school or class CAUSED BY personal illness; serious illness or death in the immediate family; order of a governmental agency or court of law; celebration of a religious holiday; conditions that render attendance impossible or hazardous to health or safety; registration to vote or voting, not to exceed one day; and service as a page of the General Assembly.

**Absence - Unexcused:** Any absence from school NOT CAUSED BY personal illness; serious illness or death in the immediate family; order of a governmental agency or court of law; celebration of a religious holiday; conditions that render attendance impossible or hazardous to health or safety; registration to vote or voting, not to exceed one day; and service as a page of the General Assembly.

**Arson:** Any willful or malicious burning of property, to include any threat or unsuccessful attempt to do so.

**Assault:** Any threat to the well-being, safety, or dignity of a person, to include any threat or attempt to physically harm another person that reasonably places another person in fear of physical harm; (Example: threatening language or attempt to strike someone)

**Battery:** (Also known as physical assault) Intentionally made direct or indirect physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Examples: shoving, fighting, hitting without provocation, etc.)

**Bullying:** Habitually cruel behavior meant to intimidate or hurt another person physically or emotionally. Bullying typically includes a desire to hurt; a hurtful action; a power imbalance; an unjust use of power; an evident enjoyment by the aggressor; a sense of being oppressed on the part of the victim; and repetition.

**Chronic Disciplinary Problem Student:** A student who exhibits a pattern of intentionally violating the Code of Conduct or exhibiting behavioral characteristics which interfere with the learning process of other students and which are likely to recur.

**Detention:** Assignment of a student to a specified school location and to a designated teacher or school official as a disciplinary consequence or to make up work missed. Detention may require the student's attendance before school or after school, or on Saturday or a student holiday. Notice of the detention assignment will be given to the student no later than the day before the assignment to provide the student's parent or guardian an opportunity to make arrangements for transportation.

**Dress Code:** The standard of dress for students. The school administration is authorized to determine what constitutes a violation of the dress code. With the approval of the superintendent, principals are authorized to institute additional restrictions that are reasonable and do not violate board policy or procedures.

**Expulsion:** Suspension of a student from a public school beyond the current semester.

**Extortion:** Obtaining money or goods from another student by violence, threats, or misuse of authority.

**Fireworks:** The term “fireworks” means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible, audible, or malodorous effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and/or tablets or other devices containing an explosive substance.

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

**Gang Member:** A person who is part of an association of three or more people who form an allegiance for a common purpose and engages, individually or collectively, in illegal behavior.

**Gang Related Activity:** Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang related by the principal. Gang related activity includes but is not limited to hand sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.

**In-school suspension (ISS):** Removal of a student from class (es) or regular school program and assignment of that student to an alternative program isolated from peers. During the period of suspension, the student is excluded from all school-sponsored activities regardless of location. Suspension days end at midnight.

**Out-of school suspension (OSS):** Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school campuses and all school-sponsored activities regardless of location. This includes practices and events. Suspension days end at midnight.

**Physical Violence:** (1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or (2) intentionally making physical contact which causes physical harm to another unless such physical contacts or harms were in defense of himself or herself, as provided by Georgia Law. Ref. O.C.G.A. 16-3-21; O.C.G.A. 20-2-751.6

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, written, or physical conduct of a sexual nature. Also includes repeated remarks of a demeaning nature, demeaning jokes, stories, or actions.

**Terroristic:** The use or threatened use of force or violence to coerce or intimidate.

**Theft:** The offense of taking or misappropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

**Tribunal:** A due process disciplinary hearing before a three-person tribunal to hear charges made against a student in any grade K-12 who is alleged to have violated the Code of Conduct. More information: disciplinary tribunal hearings are held following any instance of an alleged violation of the student code of conduct if the principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee, if that employee requests a hearing. The objective of the hearing is to determine if the student did or did not violate the Code of Conduct, and if so, to determine appropriate disciplinary action.

**Tribunal Waiver Agreement:** An agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of an actual hearing before a disciplinary

tribunal. If the tribunal accepts the agreement as its decision, the agreement becomes a disciplinary order of the school system.

**Truant:** Any student subject to the state compulsory attendance law, who during the school calendar year accumulates more than five days of unexcused absences. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy. Note: Cases of truancy and excessive excused absenteeism will be handled in accordance with the protocol that was developed by the county-wide Student Attendance Protocol Committee.

**Vandalism:** Any willful or malicious act committed during or after school hours that marks, defaces, damages, alters, or destroys school property, the personal property of another student, or the personal property of any other person that is legitimately at the school or at a school event, or making any threat or attempt to damage the aforementioned property.

**Weapon:** Any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. A partial list of items that may be defined as dangerous weapons includes: any real or facsimile firearm, pistol, starter pistol, or revolver; any BB gun, pellet gun, paintball gun, or any other object designed or intended to propel a missile capable of inflicting an injury; any knife or other bladed instrument of any blade length, including any pocket knife, switchblade, butterfly knife, dirk, Bowie knife, ballistic knife, straight edge razor or any tool containing a blade; any razor blade or other type blade; any destructive device, including explosive device, explosive material, flammable compound, ammunition, or fireworks; any toxic, caustic or infectious substance; any bat, club, blackjack or other bludgeon-type weapon; any stun gun or taser; any spring stick, metal knucks, or chain; any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku or fighting chain; any throwing star, oriental dart or any weapon of like kind; any item that produces, directs or redirects a laser beam; or any object that is wielded in an attempt to inflict bodily injury or to place another in fear for personal safety or well-being.

## **SCHOOL BUS CODE OF CONDUCT**

**Message to Parents and Students:** The bus riding privilege is granted to your child as a service of the Haralson County School System. To help us protect them, students are expected to follow the rules set forth in the Code of Conduct and this special School Bus Code of Conduct while a) walking to or from the school bus stop, b) waiting at the school bus stop and c) riding on the school bus. Students are expected to be safe, orderly and respectful at all times. Failure to act accordingly may result in suspension or expulsion from the bus. Concerns or issues pertaining to our transportation service should be addressed according to our operational procedures found on our website.

Detailed information regarding our operational procedures, including how we manage student behavior on the school bus, is available at the Haralson County Schools WEB site.

**Driver Authority:** The bus driver is authorized to give directions, assign seats, and to prohibit any item from the bus that may threaten the safety or welfare of any person. The driver's actions are subject to review by the Transportation Director.

### **Important School Bus Rules:**

- Follow the driver's directions; be respectful to the driver and all passengers.
- Follow the Code of Conduct at school bus stops and on the school bus. The school bus and stops are extensions of your school and classroom.
- Audible electronic music playing devices such as radios, iPods, tape players, etc. may be transported on a school bus if not prohibited by the student's school, but they may not be used without the permission of the driver and may not be used without headphones.
- Electronic communication devices, including cell phones, pocket pagers, etc., may be transported on a school bus if not prohibited by the school, but they must be kept in the OFF mode and concealed in a book bag, purse or similar carrying device.

- On school buses, Georgia Law specifically prohibits acts of: (a) \*physical violence, \*physical assault or \*battery; (b) \*bullying; (c) verbal assault; (d) disrespectful conduct toward the bus driver or any other person; (e) using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus; (f) using any electronic device during the operation of the bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the bus; and (g) engaging in any other unruly behavior.

**Exception:** Some items prohibited in another section of the Code of Conduct or in items three and four above, may be permitted on a bus during field trips, athletic trips, etc., if approved in advance by the principal and the teacher/ coach in charge (Example: baseball bats may be transported to a baseball game, radio with headphones may be used with permission on a field trip, etc.). \*Ref. O.C.G.A.§16-11-127.1

### **Some Critical School Bus Operational and Safety Procedures:**

1. Transportation service is provided to/from an assigned bus stop ONLY. After school, students who board a bus other than their assigned bus or request to get off the bus at a different stop will be returned to the school where a parent or guardian may pick them up.
2. Arrive at the bus stop five minutes early. Wait in an orderly manner. Stay off the road and away from traffic. Do not approach a moving bus
3. Before crossing a road, follow the directions of the school bus driver. You must understand and follow the "two-finger sweep" crossing procedure. Cross the road about ten feet in front of the bus. Do not cross behind the bus. Use the handrail going up or down the steps.
4. If you drop something while crossing, signal the driver with a waving motion of your hand. Wait for the driver to signal back before picking it up.
5. Sit with your back against the back of the seat and bottom against the bottom of the seat. Stay seated while the bus is in motion. Keep head, hands and feet inside the bus. The open door is your signal to get up from your seat.
6. Talking in a quiet voice is permitted. Be silent at railroad crossings. Do not distract the driver.

Detailed information regarding these and other operational procedures is available at the Haralson County Schools website.

### **RESPONSIBLE USE GUIDELINES FOR HARALSON COUNTY SCHOOLS' COMMUNITY**

The mission of Haralson County Schools (HCS) is to prepare and inspire all students to contribute and excel. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of HCS' curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the district's Learner Profile which include: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

I understand that using digital devices (whether personal or school owned) and the HCS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.

All members of Haralson County Schools' community agree to follow the Haralson County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

I will:

- Use digital devices, networks and software in school for **educational purposes and activities**.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others **private**.
- Show **respect** for myself and others when using technology including social media.

- Give **acknowledgement** to others for their ideas and work.
- Report inappropriate use of technology immediately.

The Responsible Use Procedure will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology.

## **SCHOOL RELATED GEORGIA LAWS**

**Required Reporting:** Any teacher or other person employed at any public or private elementary or secondary school who has reasonable cause to believe that a student at that school has committed upon school property or at any school function any act prohibited by law relative to aggravated assault if a firearm is involved; aggravated battery; sexual offenses; carrying deadly weapons at public gatherings; carrying a weapon on school property, at school functions or in a school safety zone; or possession and other activities regarding marijuana and controlled substances, shall immediately report the act and the name of the student to the principal or his/her designee. Any principal who receives a report or has knowledge of any acts prohibited by these laws and has reasonable cause to believe the validity of the act(s) shall immediately notify the appropriate school system superintendent, police authority and district attorney. Ref. O.C.G.A. 20-2-1184

**Weapon Possession:** Possession of deadly weapons on school property is punishable by law “..... it shall be unlawful for any person to carry to or to possess or have under such person’s control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound . . . Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years, or both. . . As used in this code section. . . ‘Weapon’ means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or 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, metal knucks, blackjack, 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 weapon of like kind, and any stun gun or taser. . .” Ref. O.C.G.A. 16-11-127.1

**Drug use is prohibited:** “It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate...this Code section shall be guilty of a felony. . .” Ref. O.C.G.A. 16-13-32.4

**Loitering in School Safety Zone:** It is unlawful for any person to remain upon the premises or within the school safety zone of any public school when that person does not have a legitimate need or cause to be present. The principal has the authority to exercise control over the buildings and grounds to prohibit any person who does not have a legitimate need or cause to be present thereon from loitering on the premises. The principal shall notify the appropriate law enforcement agency to prohibit loitering. If a person refuses to remove himself from the premises if requested to do so by the principal or designee, he shall be guilty of a misdemeanor of a high and aggravated nature. Ref. O.C.G.A. 20-2-1180

**Disrupting public school:** It shall be unlawful for any person to 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. Ref. O.C.G.A. 20-2-1181

**Non-Student Conduct on School Premises and Buses:** Persons other than students who insult or abuse school teachers in presence of pupils may be ordered to leave school premises. Any parent, guardian, or



person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated personnel to leave the school premises or school bus, and upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. Ref. O.C.G.A. 20-2-1182

**Bullying definition (O.C.G.A. 20-2-751.4)**

(a) As used in this Code section, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student’s education; (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (D) Has the effect of substantially disrupting the orderly operation of the school.

**Ineligibility for Driver’s License:**

Schools are required to report students 14 through 17 years old whose driver’s licenses are to be revoked or denied because such student dropped out of school without graduating and has remained out of school for ten consecutive school days; has accumulated ten or more school days of unexcused absences during the current or previous academic year; or has been found in violation by a hearing officer, panel or tribunal for committing one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses: (1) Threatening, striking, or causing bodily harm to a teacher or other school personnel; (2) Possession or sale of drugs or alcohol on school property or at a school sponsored event; or (3) Possession or use of a weapon on school property or at a school sponsored event; (4) Any sexual offense prohibited by O.C.G.A. Chapter 6 of Title 16; or (5) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. The suspension of the license shall be for a period of one year or shall end upon the date of such minor’s eighteenth birthday, whichever comes first. Ref. O.C.G.A. 40-5-22



## Haralson County Schools Infinite Campus Parent Portal Sign-Up Instructions

1. Go to our district website: [www.haralson.k12.ga.us](http://www.haralson.k12.ga.us)
2. Choose IC - Infinite Campus (it's a box in the upper right side of the page)
3. Choose Campus Parent
4. This is the Infinite Campus login page. To the right, you will find the instructions to get an activation key. You will need the birthdate and social security number for one of your children. The Activation Key is the information after GUID (it is 32 characters long)
5. Once you have an Activation Key, go back to the login page and choose "New User". Follow instructions from there.

### How to access Progress Reports & Report Cards

1. Go to the 3 lines located in the top left corner ☰
2. Click on ☰
3. Click on Documents
4. Click on Progress Report OR Report Card
5. Choose Progress Report OR Report Card
6. Progress Report OR Report Card will populate with an option to download as PDF

### How to access Final Report Card

1. Go to the 3 lines located in the top left corner ☰
2. Click on ☰
3. Click on Documents
4. Click on Report Card
5. Choose Final Grade
6. Final Report Card will populate with an option to download as PDF



*West Haralson Elementary  
School*

4554 Hwy 100 N.

Tallapoosa, Georgia 30176

**Kim Causey**

*Principal*

**Mary Ann Smith**

*Assistant Principal*

**Right to Know Notification**

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

Date: August 2, 2022

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, West Haralson Elementary would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

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

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the principal at 770-574-7060.

Sincerely,

Kim Causey

Principal



Transportation Department \* 1192 Macedonia Church Road \* Buchanan, GA 30113  
770-646-5532  
www.haralson.k12.ga.us

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Dear Parent/Guardian:

Due to the potential hazards encountered while transporting students, we strive to provide an atmosphere of appropriate behavior conducive to passenger safety. No student shall interfere with the safe operation of the school bus. Maintaining order on the bus is the joint responsibility of students, parents, bus drivers, and school officials. Riding the bus is a privilege, which may be revoked for improper conduct. It is my duty as a school official to report your child's unsafe behavior and request that corrective action be taken. Please review the school bus rules listed on the back. If any bus rules are ignored, there is a 5 Step Behavior Correction procedure that will be followed and documented for minor violations. Major violations will go directly to the school for consequences. The 5 Step Behavior Correction Program goes as follows:

- 1<sup>st</sup> Offense – Driver will speak to the student privately
- 2<sup>nd</sup> Offense – The student's seat will be reassigned
- 3<sup>rd</sup> Offense – A letter will be sent home to the parent/guardian
- 4<sup>th</sup> Offense – Parent/Guardian will be called
- 5<sup>th</sup> Offense – 5 Step Behavior Correction form submitted to the school's administrator for 1 week bus suspension

If unsafe behavior continues once the student has returned to the bus, the 5 Steps will be followed for a 2<sup>nd</sup> time with a 2 week suspension. If unsafe behavior continues, the 5 Steps will be followed for a 3<sup>rd</sup> time and the student will lose their bus privileges for the remainder of the school year.

We ask that you and your child review the bus rules and the 5 Step Behavior Correction procedures. We appreciate your cooperation and thank you for supporting our drivers. If you have any questions please call the transportation department at 770-646-5532.

Respectfully,

John Daniel  
Transportation Director

## **SCHOOL BUS RULES**

1. Students will **FOLLOW the DIRECTIONS OF THE BUS DRIVER.**
2. Students shall **BE AT THE BUS STOP 5 MINUTES BEFORE THE BUS ARRIVES**, waiting in a safe place, clear of traffic and 12 feet from where the bus stops. Students will wait in an orderly line and avoid playing.
3. Students will cross the roadway in front of the bus; after the bus has stopped; they have looked at the bus driver for the hand signal; and they have looked in both directions for traffic (left, right, left).
4. Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up the object.
5. Students will make sure to use the handrails when entering or exiting the bus and go directly to their assigned seat when entering the bus. Keep aisles and exits clear.
6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, book bags in their lap and hands to themselves.
7. Students will **NOT EAT, DRINK, CHEW GUM, OR BRING TOBACCO, ALCOHOL, DRUGS, OR ANY CONTROLLED SUBSTANCE ON THE BUS.**
8. Students will keep their bus clean, and in good, safe condition.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may only carry objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in the manner that might interfere with the drivers operations of the school bus.
11. Students will **OBSERVE SILENCE AT RAILROAD CROSSINGS.**
12. Students will stay seated until it is time to get off the bus and will not extend head, arms or objects out of the bus windows. The open door is a signal to get up from the bus seat.
13. Students shall be permitted to use electronic devices during the operation of a school bus as long as headphones with the audio system are being used in accordance to local school rules.



The West Georgia Regional Library System is partnering with Haralson County Schools to introduce the PLAY Card to our students. The PLAY (PINES Library Access for Youth) Card is a digital library card that offers Haralson County Schools' students free access to public library materials and online resources to support their educational success. PINES (Public Information Network for Electronic Services) is the statewide network of public library systems serving 300 public libraries across the state of Georgia.

**How Does It Work?**

Students will use their student ID number to access their PLAY Card account just like they would use a library card. The PLAY Card is free and access to public library resources and services are free. There are no overdue fines for materials checked out through a student's PLAY Card. Fees apply only for lost or damaged materials. If your student already has a library card, the student may use both the PLAY account and their original library card. The PLAY account will be an entirely separate account.

**What Are the Benefits?**

Students with a digital PLAY Card can check out up to 5 physical items at a time, including books, DVDs, CDs, free passes to state parks, and more. The PLAY Card will also give your student free access to digital resources such as e-books through Cloud Library and eRead Kids, language learning through Mango Languages, practice tests for SAT, ACT, nursing entrance exams, and more.

**What If I Don't Want to Participate?**

If you would prefer your student not to have a PLAY Card, you may opt out of this program by signing below and returning to your student's school. You can opt out at any time by notifying your student's school.

-----  
**Please return to your student's school by August 12, 2022**

I would like my student \_\_\_\_\_ to opt out of  
(print first and last name)  
PLAY Card for the 22-23 school year.

Parent Name (printed):  
\_\_\_\_\_

Parent Signature:  
\_\_\_\_\_

**WHES Club / Activities Opt-Out Form  
2022-2023**

-RE: O.C.G.A. 20-2-705, "Clubs and Organizations"

Dear Parent/Guardian:

O.C.G.A. 20-2-705, "Clubs and Organizations," provides that local boards of education shall include information related to clubs and organizations in the *Student Code of Conduct* distributed annually at the beginning of each school year. The name of the club or organization, mission or purpose, name of the faculty advisor, and a description of past or planned activities must be included, as well as an area for a parent or guardian to decline permission for his or her student to participate in a club or organization designated by him or her.

Please read the list of clubs and organizations provided by your school. If you choose to decline permission for your student to participate in a particular club or organization, please complete the following and return it to the administration at your school.

Thank you,  
Dr. Jerry Bell  
Superintendent

I decline permission for my student, \_\_\_\_\_ to participate in

\_\_\_\_\_.

(Club or Organization)

Thank you,

\_\_\_\_\_  
(Signature of Parent/Guardian)

.....  
**WHES Pictures/Videos Opt-Out Form  
2022-2023**

Dear Parent/Guardian:

WHES frequently takes pictures and videos of students that may be displayed on social media, in the newspaper, on the TV, etc. If you choose to decline permission for your student to be included in pictures and/or videos, please complete this form and return it to the school.

Thank you,

Mrs. Kim Causey, Principal

I decline permission for my student, \_\_\_\_\_, to be included in photos and videos.

\_\_\_\_\_  
(Signature of Parent/Guardian)

# **West Haralson Elementary 2022-2023**

## **Student Technology Required Use Agreement**

**PURPOSE:** The Haralson County School District provides students access to a laptop computer (Chromebook) at designated grade levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the Haralson County Technology Use Guidelines. Additional rules may be added as necessary and will become a part of this policy.

### **TERMS OF THE REQUIRED USE AND INTERNET SAFETY AGREEMENT**

Specifically, the student will:

1. Adhere to these guidelines each time the Internet is used at school.
2. Make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
3. Use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology are to be reported to responsible school personnel. Rules of etiquette should be followed conducting oneself in a responsible, ethical and polite manner.
4. Follow copyright laws and should only download/import music or other files to a district owned device that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
5. Never reveal identifying information such as student ID #s, SS#s, telephone #s, and addresses in files or communications to others through email or post to the Internet.
6. Not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
7. Not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
8. Not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes Mac OS apps and iOS apps. This also includes the intentional introduction of computer viruses and other malicious software.
9. Not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
10. Not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations. This includes the introduction of proxies via a USB device, web download, or any other means of installation.
11. Use technology for school-related purposes only while refraining from use related to commercial, political, or other private purposes.
12. Not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.
13. Not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to district owned and maintained area network without proper authorization.
14. Back up data and other important files regularly. The Haralson County School District will at times maintain Chromebooks by imaging. All files not backed up will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.
15. Keep laptop secure and damage. Follow these general guidelines:
  - **Do not loan your laptop or charger and cords.**
  - **Do not leave your laptop unattended.**
  - **Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.**
  - **Do not place the laptop in floor or in sitting area such as couches or chairs.**
  - **Do not leave the laptop near table or desk edges.**



- Do not stack objects on top of your laptop.
- Do not place in backpack. Chromebook needs to be visible to instructional staff.

**In the event that this district-issued device is lost, stolen, or damaged, YOU are responsible for any and all repair or replacement costs. The current cost to replace a Chromebook screen is \$65.00. The current cost to replace a keyboard is \$80.00. The current price to replace the entire Chromebook is \$220.00. These prices are subject to change. There will be a \$25.00 cleaning fee for vandalism. There will be a \$0.25 charge for replacement of name tag label and/or barcode label. This device must be returned at the end of the school year or upon withdrawal from the Haralson County School District. Devices that have not been returned within 10 days of the withdrawal date or the end of the school year will be reported stolen and the responsible parties prosecuted.**

*Chromebooks that are lost/stolen, have been set as a part of the HCS network and will be unusable by anyone outside the network. Even if the device is reset, it will still show a message that states that it belongs to Haralson County Schools and to contact Technology Services at our phone number if found.*

**STUDENT** By signing this, I agree to abide by the conditions listed above and assume responsibility for the care and proper use of Haralson County School District technology, including backing up personal data. The Haralson County School District is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions, or reasons beyond the district’s control. Information obtained via the Internet and other sources using Haralson County School District technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the Haralson County School District Student Code of Conduct and, if applicable, my laptop computer may be recalled. As the student, my signature indicates I have read or had explained to me and understand this Required Use Agreement, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN** By signing below, I give permission for the school to allow my child to have access to the Internet under the conditions set forth above. As the parent/guardian, my signature indicates I have read and understand this Required Use Agreement, and give my permission for my child to have access to the described electronic resources.

Parent/Guardian (please print): \_\_\_\_\_

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

**THE STUDENT TECHNOLOGY AGREEMENT MUST BE SIGNED & RETURNED**  
**PRIOR TO STUDENTS BEING ISSUED A LAPTOP COMPUTER.**

From the Office of the School Nurse  
770-574-7060

Dear Parent(s)/Guardian(s):

All medications should be given at home before or after school hours if at all possible. If medications must be given during the school day, the parent/guardian should bring medicine and related equipment to the school clinic and a Medication Authorization Form must be completed and filed in the school clinic. All prescription medications will be recorded on a Medication Administration Record (MAR) with the time given and the nurse's initials recorded daily. Medicine cannot be given without written permission and instructions from the parent/guardian. Under no circumstances should medication be sent to school by way of the student.

Medications, both prescription and over-the-counter, must be in the original labeled container. Under no circumstances should a student bring a "controlled" medication to school. The parent should bring prescription medications to the school clinic where the nurse will count and record the medication on the back of the MAR. When a student needs more medication sent to the school, the nurse will send home a Parental Notice of Medication Refill form. IF medication is brought to school by a student, it should be taken to the school clinic upon arriving at school. All prescription and over-the-counter medicine must be kept in the school clinic unless approved by the principal.

Any student needing to carry an Epi-pen, inhaler, insulin or other type medication on their person may do so only after completion of an authorization form by their physician. These forms are available in the school clinic. It is preferable that these types of medication be kept in the classroom at the Primary and Elementary school levels. Middle and High school students may carry them in their purse or backpack for use as needed.

The following medications may be available in the school clinic and may be given only with parental consent: Tylenol (Acetaminophen), Advil (Ibuprofen), Pepto-Bismol, Benadryl, Claritin, Tums or other antacids, anti-nausea liquid, cold and sinus meds and anti-diarrhea meds, Your child will bring home a Medical/Health Information Form the first day of school and should be completed and returned to school ASAP.

All clinic visits will be recorded in the medical log entries on Power School. Students will be given a copy of his/her "Medical Log Entry" he/she receives OTC medication during the school day or for any other reason that the nurse deems appropriate. If you have any questions, please do not hesitate to call.

**Haralson County School Nutrition Allergy Form**  
**2022-2023**

**In Cases of Food Allergy**

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitutions for them. However, with a **licensed physician's assessment**, food allergies may result in severe, **life-threatening (anaphylactic) reactions**, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made.

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

Disability/ Food Allergy \_\_\_\_\_

Life Threatening (Anaphylactic) reactions

\_\_\_\_\_

Foods to be Omitted \_\_\_\_\_

Food to be Substituted \_\_\_\_\_

Doctor's Signature

Phone Number: \_\_\_\_\_

**Parents:**

**This form must be filled out by your physician and returned to the manager in the cafeteria. If you have questions please call Keisha Williams, Nutrition Director (770)574-2500 ext 224.**

*\*Haralson County Schools are an equal opportunity provider and employer.*

**West Haralson Elementary School  
4552 Hwy 100N  
Tallapoosa, Georgia 30176  
Phone (770) 574-7060 Fax (770) 574-7086  
Kim Causey, Principal  
Mary Ann Smith, Assistant Principal**

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

We agree to read and discuss all information found in the West Haralson Elementary School's Student Handbook.

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

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

***Please return this form to your homeroom teacher as soon as possible. This will remain on file for SY 2022-2023.***