

Morgan County Charter School System

Virgil Cole, Superintendent

706-752-4600

www.morgan.k12.ga.us

Student's Name: _____

Grade: _____ Homeroom/1st Period Teacher: _____

Student Conduct, Code of Conduct, Behavior Matrix:

I have received and read the Morgan County Student Board *Policy JCDA: Student Code of Conduct, Regulation JCDA-R(1): Student Code of Conduct and Behavior Matrix*, [Enclosed in this packet.]

Attendance Procedures and Regulation:

I have received and read Regulation JBD-R(0) Absences and Excuses [Enclosed in this packet.]

Media Consent:

I have read the *Consent for Picture/Print/Video/Radio Release for All Students*. [Enclosed in this packet]

_____ I approve of the use of my child's name and/or picture as stated.

_____ I do not approve of the use of my child's name and/or picture as stated.

Field Trips: (please check one)

_____ I give my permission for my child to go on field trips during the school day.

OR

_____ I do NOT give permission for my child to go on field trips.

Medication Policy:

I have received and read *Board Policy JGCD Medication* [Enclosed in this packet]

FERPA and PPRA

I have received and read the following notices: **FERPA** (Notice to Parents/Guardians and Eligible Student of Rights under Family Educational Rights and Privacy Act) and **PPRA** (Protection of Pupil Rights Amendment). [Enclosed in this packet]

Signature of Parent or Guardian: _____ Date: _____

SIGN AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL

(Consent and Waiver for Internet Use on Reverse Side of this Document)

CONSENT AND WAIVER FOR INTERNET USE:

Parent or Guardian:

As the parent of _____ (child's name), I have read and received Technology Acceptable Use Information / Internet Access document included in this packet. I have discussed this with my child. I understand that this access is for educational use only and it is the responsibility of my child to restrict the use for the stated purposes of the lesson and projects assigned. I also accept full responsibility for supervision if and when my child's use of telecommunications is in a setting other than school. By signing this, I give my permission for my child to use telecommunication in a supervised personal manner for only educational purposes in the classroom or media center.

_____ Yes, I give my child permission to access the Internet.

OR

_____ No, I do not give my permission for Internet access in any manner.

(In checking this choice, I realize my child may receive an alternative assignment in an alternative classroom setting. The assignment will provide quality instruction the same subject matter. The student will not be denied an equal education as a result of this choice. The student's grade will not be adversely affected by this alternative assignment.)

Parent or Guardian Name (please print) _____

Parent or Guardian Signature _____ Date _____

SIGN AND RETURN THIS PAGE TO YOUR CHILD'S SCHOOL

NOTE: OCCASIONALLY, GEORGIA LAW MAY REQUIRE SOME CHANGES IN THE POLICIES/REGULATIONS (LISTED ON THE PREVIOUS PAGES) AFTER PUBLICATION OF THIS DOCUMENT. THE MORGAN COUNTY BOARD OF EDUCATION WILL BE REVISING ITS POLICY WHENEVER THE STATE BOARD OF EDUCATION ADOPTS NEW POLICY AND GUIDANCE FOR LOCAL BOARDS. PARENTS SHOULD REMEMBER THAT GEORGIA LAW AND STATE BOARD POLICY ALWAYS TAKE PRECEDENCE OVER BOARD POLICY, AND THE LAW AND/OR STATE POLICY WILL BE IMPLEMENTED.

MEDIA CONSENT (PICTURE/PRINT/VIDEO/RADIO RELEASE FOR ALL STUDENTS)

The Morgan County School District from time to time develops and/or participates in presentations and events for positive educational purposes concerning the various instructional and extracurricular activities that take place during the course of the year. These presentations/events may include slides/tapes, videos, and articles. These may be utilized in faculty in-services, parent programs, staff development, and community relations (newspaper articles, TV presentations, brochures, etc.) and include social media such as Facebook, Twitter, and School/System websites.

The media (newspaper, radio, television) sometimes makes requests to videotape, interview, and/or take photographs of students for news purposes. Instructional time will always be protected. In the rare event a media request of this nature is granted, your student will be under the supervision of a school staff member during the on-campus interview/photography session. Your student may reserve the right to refuse to answer any question that makes him/her feel uncomfortable or that could potentially put him/her or our school family in an embarrassing light.

In order to comply with the rights of you and your child, please indicate on the signature page at the beginning of this document your approval/disapproval for the possible use of your child's picture and/or name for these purposes.

Internet Use and Computer Instruction

July, 2017

Telecommunication Consent and Waiver

The Morgan County Charter School System believes that the benefits to educators and students from access to the Internet and other on-line services, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But, ultimately, the parent(s) and/or guardian of the student is responsible for setting and conveying the standards that the students should follow. MCCSS support and respect each family's right to decide on access to the Internet for the student.

It is the school's intent to make the telecommunication resources available to further its educational goals and objectives. The school district has made every effort to keep your child safe from illegal or offensive materials. MCCSS cannot control the information distributed through the Internet. Staff members have been trained in the appropriate use and will present appropriate lesson plans to the principal at the school before Internet access will be afforded to his/her classroom. A copy of the Telecommunications Information document has been distributed to you. Your child's teacher has also been given a copy of this procedure. Your child may have personal supervised access to the Internet, some Internet information may be shown to the whole class through use of overhead projectors and display panels, and/or your child may use the staff e-mail account with permission. All telecommunication access (Internet and etc.) will be under the **direct supervision of the teacher** in charge of the lesson.

Telecommunication is for the support of educational goals and objectives.

Parents should read Technology Acceptable Use Information / Internet Access document with their student and discuss the importance of understanding what they mean. Once that is done, parents must sign the consent page on the front of this document and return it to the school.

CLUBS

Clubs and organizations are available for your child's participation during the year at Morgan County Elementary, Morgan County Middle and Morgan County High Schools. A complete list of the names of the clubs, mission or purpose of the club, the club's faculty advisor, and a description of past or present planned activities is available for your review at each school. If you should object to your child's participation in any of these clubs, you must write a letter to that effect, listing the club(s) you do not want your child to join, signing it, and sending it to the principal of your child's school.

Attendance Procedures

(Aligned to the Juvenile Justice Reform Bill 2014/Children in Need of Services (CHINS) which is a "cooperative agreement between the Georgia Department of Juvenile Justice, Department of Human Services, Department of Education, Department of Behavioral, Health and Developmental Disabilities, Department of Public Health, and Department of Community Health. This Bill defines "truancy" as ten (10) unexcused absences.)

NOTE: The Georgia Compulsory School Attendance Law defines "Truancy" as having more than five unexcused absences. (SBOE Rule JB 160-5-1-.10)

1. Each school in the Morgan County Charter School System will assign an attendance clerk to monitor student attendance daily. Parents of an unexcused absent student will be called by the school (through Infinite Campus) on the day of the absence and also receive an email.
 - Calls can be blocked if parent notifies the school that the student will have an excused absence and will provide documentation the next day.
2. Within 24 hours after the third consecutive absence, a school staff member will contact parents personally to check on the child, to discuss the importance of being in school, etc., if the parents haven't already contacted the school's front office. A referral will be made to the school counselor if parents are unable to be contacted.
 - Documentation will be made on the Contact Log in Infinite Campus.
3. The attendance clerk will notify the parents after the 5th unexcused absence or the 10th total (excused and unexcused) absence and request their presence at a mandatory, Attendance Review Team meeting. This team will be comprised of a school administrator, school counselor, school social worker, and the student, as appropriate. The student's teacher, a member of the court system or other community agency representatives will be invited to the meeting, as well. At this meeting, an Attendance Plan/Truancy Prevention Plan will be developed which will be signed by all members, including the parents. For parents who do not attend the meeting or call to reschedule, a citation may be issued and they will be summoned to appear in Magistrate Court, where the judge will set a date for a Pre-Warrant hearing. The Judge will issue an order to the parents referencing regular school attendance. The School Social Worker will be responsible for reporting back to the judge if the order is not followed. The School Social Worker will work with the parents to provide resources and services to help alleviate attendance issues. If attendance problems continue, the School Social Worker will inform the judge and a warrant will be issued for the parent's arrest. The School Social Worker will communicate with the school counselor (s)/attendance contact concerning the outcome of the filed complaint.
 - Documentation of this meeting will be made in the Contact Log of Infinite Campus.
4. Follow up on the plan will be carried out at the school level. If the plan is not being followed or is not working, the school will consult the system Social Worker.
5. After the tenth (10th) unexcused absence, the School Social Worker will request that a Notice of Arrest Warrant Application and Pre-warrant Hearing be issued by the School Resource Officer to the parent(s). The Magistrate Judge will set a date for the Pre-warrant Hearing. At the Pre-warrant Hearing, the Magistrate Judge will issue an order to the parent(s) requiring the child's (or children's) regular school attendance and prohibiting any further unexcused absences. The School Social Worker will be responsible for reporting back to the judge if the order is not followed.

Should the child (or children) have one (1) additional unexcused absence after the Pre-warrant Hearing is held, an arrest warrant will be immediately issued for the parent's (or parents') arrest. Should the child (or children) have one (1) additional unexcused absence prior to the scheduled Pre-warrant Hearing, an arrest warrant for the parent(s) may be immediately issued without notice or a hearing upon proper application by the School Resource Officer. Once arrested, the case will be bound over to Superior Court and the parent(s) will be brought before the Superior Court Judge for further action and/or prosecution by the District Attorney's Office.

Notes:

- Teachers must mark attendance every day/every period. Accuracy and timeliness of reporting attendance will be overseen by the principal.
- An Attendance Contact Person will be identified by the principal of each school.

- Truancy laws are in effect for students aged five (once enrolled in school and in attendance for 20 days) through the sixteenth birthday.
- For students aged 16 and above, each of the procedures stated in this document will continue to be in effect except no complaint will be able to be filed.
- Parents have three school days to turn in excuses or the absence will remain unexcused. The student's parent should write a note to the school stating the child's first and last names, date(s) and reason for the absence.
- Parents should call the school office if they know that the student will be absent more than one day, and send in a written excuse when the student returns.
- Excused absences include:
 1. When the student is ill and when attendance in school would be detrimental to his/her health or the health of others:
Schools may require students to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence. (With proper verification by a physician of a chronic illness, a student may be eligible for hospital/homebound instruction, as outlined in State Board of Education Rule 160-4-2-.31 Hospital/Homebound (HHB) Services.)
 2. When there is serious illness or death in the student's immediate family. (Immediate family is defined as father, mother, brother, sister, grandparent, and anyone living in the same home. [Note: A principal may require a student to present appropriate medical documentation regarding the family member's illness upon return to school for the purpose of validating that the absence is an excused absence.]
 3. When the absence is mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces or by a court order.
 4. When a religious holiday necessitating absence from school is celebrated.
 5. When conditions render attendance impossible or hazardous to the student's health or safety.
 6. When the student is registering to vote or voting, for a period not to exceed one day. Students may register to vote or vote in a public election within a specified time period during the school day with written permission from the principal or designee, secured in advance.
 7. When the student is visiting with a parent in the active military who is leaving or returning from deployment to combat duty (for a maximum of 5 days per year).
- Excuses must be submitted to the school within three days after the absence. Once three days have passed without a written excuse, then that day's absence will remain an unexcused absence.
- All other absences will be counted as unexcused, which includes, but is not limited to: family vacations/travels, missing the school bus, not waking up on time, baby-sitting, not having anything clean to wear, or not wanting to attend school that day.
- Students will be allowed to make up missed work whether the absence is excused or unexcused.

• Students will be counted present if they serve as Pages in the Georgia General Assembly, are foster children keeping court dates, are attending a regular or special school activity, are participating in one college visit per year or for any other absence not explicitly defined in these procedures but deemed by the Board of Education to have merit based on circumstances.

Tardy Procedures

1. After the fifth unexcused tardy and/or unexcused check-out, parents will be notified in writing by the school's designated staff member.
 - Documentation will be provided on the Contact Log in Infinite Campus.
2. After the tenth unexcused tardy and/or unexcused check-out,, the student will be referred to the Attendance Review Team, at which time the group will meet with the parent to encourage timeliness and to discuss reasons for the tardiness in order to identify solutions and consequences.
 - Documentation will be provided on the Contact Log in Infinite Campus.

All student conduct shall be based on respect and consideration for the rights of others. Students are expected to behave themselves at all times in a responsible manner that will contribute to the best interest of the school system. Such conduct includes behaving themselves in such a way so as to facilitate a learning environment for themselves and other students, respecting each other and school district employees, obeying student behavior policies adopted by the local board of education, and obeying student behavior rules established by individual schools.

Definitions:

1. *Behavior Support Process:* A student support process for identifying and addressing the behavioral needs of students through providing integrated resources that promote behavioral change.
2. *Bullying:* (1) Any willful attempt or threat to inflict injury on another when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
3. *Chronic Disciplinary Problem Student:* A student who exhibits a pattern of behavior characteristics which interfere with the learning process of students around him or her and which are likely to recur.
4. *Disciplinary Hearing Officer:* A person appointed by the Superintendent to hear discipline cases of a serious nature and determine guilt or innocence. If guilt is determined, then he/she is responsible for assigning consequences for the student's actions.
5. *Disciplinary Tribunal:* A group of three administrators from sites other than the school where the charged student attends who hear discipline cases of a serious nature and determine guilt or innocence. If guilt is determined, then they are responsible for assigning consequences for the student's actions.
6. *Disciplinary Order:* Any public or private school or school system order that imposes short-term suspension, long-term suspension, or expulsion upon a student in such school or system.
7. *Expulsion:* Dismissal of a student from a public school beyond the current school semester.
8. *Long-Term Suspension:* the dismissal of a student from a public school for more than ten days, but not beyond the current school semester.
9. *Placement Review Committee:* Each school will have one or more Placement Review Committees, composed of three members, to determine the placement of a student when a teacher withholds his or her consent to the return of a student to the teacher's class. For each committee, the faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member, and the principal shall choose one member of the professional staff of the school to serve as a member. The teacher withholding consent to readmit the student may not serve on the committee.
10. *Physical Violence:*
 - a. Intentionally making physical contact of an insulting or provoking nature with the person of another; or
 - b. Intentionally making physical contact, which causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself, as provided in Georgia Code Section 16-3-21.
11. *Progressive Discipline Process:* A process whereby the educator determines appropriate consequences assigned to students who violate codes of conduct based on severity of misbehavior, student's disciplinary history, and other relevant factors.
12. *School Bus Stop:* The area within the view of the bus driver as he/she approaches or departs from a pick-up/drop-off point.
13. *Suspension:* The short-term dismissal of a student from a public school for not more than ten days

Parental Involvement:

The Superintendent shall, with the advice of a committee of parents, teachers, students and administrators, develop or cause to be developed, in a student conduct code, rules and regulations that implement and are consistent with this policy. (See Regulation JCDA-R(1) Periodic reviews of the policy and conduct code will be conducted, as necessary, with input from a committee of similar makeup.

Parents' involvement is crucial whenever a student's behavior is such that teachers or administrators attempt to involve them in conferences to work together to improve the student's conduct at school. Parents are expected to accompany their student whenever the student is returning to school following an out-of-school suspension. They are also expected to attend any Student Support Team meetings if a behavior plan is to be devised for their student. Failure to do so may result in charges being filed in juvenile court to require their presence.

Distribution of Code of Conduct:

The Superintendent shall initiate procedures providing for the distribution of the code to students upon enrollment, to have the code signed and returned to school by parents, and to make the code available in each classroom at school. All employees will be properly trained in the application of the provisions. Students have the responsibility to know and respect the rules and regulations of the student conduct code. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

Progressive Discipline Process:

The system shall establish a progressive discipline process for the principal, the principal's designee, or a tribunal to use when violations of the student conduct code have occurred. For each offense, a range of consequences will be defined, and any age-appropriate limitations will be specified. The specific consequences will take into consideration, but not be limited to, the following: student discipline history, seriousness of the offense, and other relevant factors. Teachers who wish to refer a violation to the administration must do so within one school day of the violation. The referral form shall be filed with the principal or principal's designee, and shall describe the behavior. The principal or principal's designee shall send to the student's parents or guardians a copy of the referral form and information regarding how the principal or principal's designee may be contacted.

Teacher Authority over Classroom:

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. This authority shall be fully supported by the superintendent and the building principals, and this policy will be disseminated to faculty, staff and parents. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of such student's classmates to learn shall file a report of such behavior with the principal or his/her designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A., section 20-2-737-738

Behavior Support Process and Chronic Disciplinary Problem Students:

The Morgan County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. In addition to chronic disciplinary problem student plans, these resources include student support teams, school counselors, Teen Institute, Peer Mediation and other programs. For chronic disciplinary problem students, the principal or the principal's designee shall follow the procedure outlined in O.C.G.A. 20-2-764 to 20-2-769. The behavior support process may be a part of those procedures.

For any student who is a chronic discipline problem, or when the behavior indicates a need for extensive intervention, the principal, or the principal's designee, may organize a student support team and invite the parent(s) or guardian, teachers of the student, resource personnel, and anyone else who can offer assistance to participate. The student support team will investigate all available resources and devise a behavior plan in conjunction with the teachers, other resource personnel, student and his or her parents, if they are present.

Authority to Refuse Admission

A principal may refuse to admit a student transferring from another school or school system who is under a disciplinary order applied by the former school or school system until any assigned consequences are completed. A student who has been suspended from another system as a result of committing an act of violence resulting in injury to a teacher shall not be admitted to the Morgan County School System during the term of the suspension.

Authority to Establish School Rules

The Morgan County Board of Education grants the authority to each school to establish school rules to clarify or extend the rules in the system code of conduct. Each school's rules must be published in the school handbook or otherwise distributed as outlined in this policy pertaining to the system code of conduct. Those rules will be approved by the board of education as a part of approval of student handbooks annually before the handbooks go to press.

The policies and regulations implemented in accordance with this rule must be in compliance with all applicable state and federal laws and regulations, including but not limited to:

1. Section 504 of the Rehabilitation Act of 1973
2. Individuals with Disabilities Education Act and Amendments
3. Americans with Disabilities Act of 1990
4. Federal Regulation 7 CFR 210.9(b)(7).

Unsafe School Designation

Major offenses by students including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

Student Conduct Code and Consequences:

Behavior Matrix (See Next Page)

The Morgan County Board of Education set forth their expectations for student behavior in a conduct code (Policy JCDA). Though the ideal situation would be for all students to meet those expectations, the nature of childhood and adolescence results in inevitable violations of those rules by some students. Teaching students that there are consequences for the choices anyone makes regarding behavior is an important part of their education. Therefore, the guidelines have been provided for the teachers and administrators to use in assigning consequences for violation of the rules set forth by the Board of Education.

The Morgan County Charter School System uses a progressive discipline process which has been designed to create the expectations that the degree of discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed. Teachers and administrators will take each of those things into consideration as they find appropriate consequences among the ranges specified here. Teachers are expected to address behavioral issues in their classrooms unless the matter cannot be solved and the offense requires a referral to the principals office.

There may be instances when a primary or elementary school-aged child commits an offense that does not have specific consequences listed for that age level in the code itself. Should that happen, the principal will determine if the consequences are appropriate based on the child's age and the behavioral infraction. The principal may confer with the superintendent regarding appropriate disciplinary actions.

All rules apply to students on school property at any time; off school grounds at a school activity, function or event; en route to and from school; on a school bus or other vehicle transporting students to school or school activities; or at school bus stops.

Major offenses, including, but not limited to, drugs and weapon offenses, can lead to a school being named an unsafe school.

Definitions

A. Expulsion- Dismissal of student from school beyond the current quarter or semester.

B. Long-term Suspension- Dismissal of a student from school for more than ten school days, but not beyond the current quarter or semester.

C. Short-term Suspension- Dismissal of a student from school for not more than ten school days.

JCDA-R(1) Student Code of Conduct – Behavior Code and Matrix

SR Incident Type		General NCES / Federal Definition	Level 1	Level 2	Level 3
(01) Alcohol	Definition	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, beverages or substances represented as alcohol. Students under the or consumption of intoxicating alcoholic influence of alcohol may be included if it results in disciplinary action	Unintentional possession of alcohol	Under the influence of alcohol without possession	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol
	Examples				
	Range		Conference to disciplinary hearing	Disciplinary hearing with recommendation of long term suspension or expulsion at the discretion of the principal. Referral to law enforcement if required by law.	Disciplinary hearing with recommendation of long term suspension or expulsion at the discretion of the principal. Referral to law enforcement if required by law.
(02) Arson	Definition	Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices. (Note: Possession of fireworks or incendiary devices must be reported as "Possession of Unapproved Items". Use of such items should be reported as Arson.)	N/A	Attempt to commit arson or use of matches, lighters or incendiary devices at school; includes but not limited to the use of fireworks	Intentional damage as a result of arson-related activity or the use of an incendiary device
	Examples		N/A	Includes but is not limited to trashcan fires without damage to school property	Includes but not limited to setting fires to school property
	Range			In-school suspension to disciplinary hearing with recommendation of expulsion.	Disciplinary hearing with recommendation of long term suspension or expulsion at the discretion of the principal. Referral to law enforcement if required by law.
(03) Battery	Definition	Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)	Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries	Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries	Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year.
	Examples		Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations	Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries	Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; Includes incidents serious enough to warrant calling the police or security
	Range		Conference to out-of-school suspension. Bus suspension if incident occurred while on school transportation.	In-school suspension to disciplinary hearing with recommendation of expulsion. Bus suspension if incident occurred while on school transportation.	Disciplinary hearing with recommendation of long term suspension or expulsion
		Unlawful or unauthorized forceful entry into			

(04) Breaking & Entering – Burglary	Definition	a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).	N/A	N/A	Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft)
	Examples		N/A	N/A	
	Range				Disciplinary hearing with recommendation of long term suspension or expulsion
(05) Computer Trespass	Definition	Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data	N/A	Unauthorized use of school computer for anything other than instructional purposes	Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization.
	Examples		N/A	See above. Includes but not limited to computer misuse, using computer to view or send inappropriate material, and violation of school computer use policy	
	Range			Conference to Suspension – Student login may be suspended	Suspension to disciplinary hearing
(06) Disorderly Conduct	Definition	Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses)	Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others	Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action	Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year
	Examples		Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior	Includes but not limited to disruptive behavior on school bus, misbehavior during a fire drill or other safety exercise
	Range		Conference to out-of-school suspension	In-school-suspension to out-of-school suspension	Suspension to disciplinary hearing
(07) Drugs, Except Alcohol and Tobacco	Definition	Unlawful use, under-the-influence of, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to	Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs	Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school	Unlawful use, under-the-influence of, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics
	Examples		See above. Does not include auto-injectable	See above. Does not include auto-injectable	See above. Does not include auto-injectable

		the office upon arrival to school	epinephrine as properly administered pursuant to O.C.G.A. 20-2-776	epinephrine as properly administered pursuant to O.C.G.A. 20-2-776	epinephrine as properly administered pursuant to O.C.G.A. 20-2-776
	Range		Conference to out-of-school suspension	Conference to out-of-school suspension	Disciplinary hearing with recommendation of long term suspension or expulsion at the discretion of the principal. Referral to law enforcement if required by law.
(08) Fighting	Definition	<i>Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)</i>	A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries	A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries	A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year.
	Examples		No injuries	Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body	Repeated physical confrontations resulting in severe injuries that require medical attention
	Range		In-school-suspension to out-of-school suspension. Bus suspension if incident occurred while on school transportation.	Out-of-school suspension to disciplinary hearing with recommendation of expulsion. Bus suspension if incident occurred while on school transportation.	Disciplinary hearing with recommendation of expulsion
(09) Homicide	Definition	<i>Killing of one human being by another</i>	N/A	N/A	<i>Killing of a human being</i>
	Examples		N/A	N/A	Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.
	Range				Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.
(10) Kidnapping	Definition	<i>The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will</i>	N/A	N/A	The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.
	Examples		N/A	N/A	See above
	Range				Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.
(11) Larceny / Theft	Definition	<i>The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)</i>	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value up to \$100.	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between \$100 and \$250	The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding \$250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year.
	Examples		Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception	Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception
	Range		Conference to disciplinary hearing. Restitution cost to victim.	Out-of-school suspension to disciplinary hearing. Restitution cost to victim.	Out-of-school suspension to disciplinary hearing. Restitution cost to victim.
(12) Motor Vehicle Theft	Definition	<i>Theft or attempted theft of any motor vehicle</i>	N/A	N/A	Theft or attempted theft of any motor vehicle
	Examples		N/A	N/A	Includes but not limited to cars, trucks, ATVs,

					golf carts, etc.
	Range				Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.
(13) Robbery	Definition	<i>The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery)</i>	N/A	Robbery without the use of a weapon	Robbery with the use of a weapon
	Examples		N/A	Taking something by force or threat of force	Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.
	Range			Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.	Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.
(14) Sexual Battery	Definition	<i>Sexual behavior against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent</i>	N/A	N/A	Sexual behavior against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent
	Examples		N/A	N/A	Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy
	Range				Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.
(15) Sexual Harassment	Definition	<i>Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment</i>	Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals	Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals	Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.
	Examples		Includes but not limited to insensitive or sexually suggestive comments or jokes	Includes but not limited to insensitive or sexually suggestive comments or jokes; leering	See above
	Range		Conference to in-school suspension	In-school-suspension to out-of-school suspension	Out-of school suspension to disciplinary hearing with recommendation of long term suspension or expulsion.
(16) Sex Offenses	Definition	<i>Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual</i>	Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3	Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts	Engaging in sexual activities on school grounds or during school activities
	Examples		Public groping or inappropriate bodily contact	Sexting; lewd behavior, possession of pornographic materials; simulated sex acts	Sexual intercourse; pimping; prostitution; indecent exposure of private

					body parts
	Range		Conference to in-school suspension	In-school-suspension to disciplinary hearing with recommendation of expulsion	Out-of school suspension to disciplinary hearing with recommendation of long term suspension of expulsion
(17) Threat / Intimidation	Definition	Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack	N/A	Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack	School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying.
	Examples		N/A	Physical, verbal or electronic threats	Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.
	Range			In-school-suspension to disciplinary hearing with recommendation of expulsion	Out-of school suspension to disciplinary hearing with recommendation of expulsion.
(18) Tobacco	Definition	Possession, use, distribution, or sale of tobacco products, vapor pens, or e-cigarettes on school grounds, at school-sponsored events, and on transportation to and from school	Unintentional possession of tobacco products	Use of or knowledgeable possession of tobacco products	Distribution and/or selling of tobacco products; Level 3 may be used for students that violate the school policy on tobacco three or more times during the same school year.
	Examples		Unintentional possession of tobacco products, vapor pens, or e-cigarettes on school property	Intentional use or possession of tobacco products, vapor pens, or e-cigarettes on school property	Distribution and/or selling of tobacco Products, vapor pens, or e-cigarettes on school property
	Range		Conference to in-school-suspension	In-school-suspension to out-of-school suspension	In-school suspension to disciplinary hearing with recommendation of expulsion for students who persistently violate the code.
(19) Trespassing	Definition	Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)	N/A	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose	Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.
	Examples		N/A	See above	See above
	Range			Conference to out-of-school suspension	Out-of-school suspension to disciplinary hearing with recommendation of expulsion.
(20) Vandalism	Definition	The willful and/or malicious destruction, damage, or defacement of public or private	N/A	Participating in the minor destruction, damage or defacement of school property or	Participation in the willful/malicious destruction, damage or defacement of school

		property without consent		private property without permission	property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.
	Examples			See above	See above
	Range			Conference to out-of-school suspension. Restitution costs in all cases.	Out-of-school suspension to disciplinary hearing with recommendation of expulsion. Restitution costs in all cases.
(22) Weapons – Knife	Definition	<i>The possession, use, or intention to use any type of knife</i>	Unintentional possession of a knife or knife-like item without intent to harm	Intentional possession of a knife or knife-like item without intent to harm or intimidate	Intentional possession of a knife or knife-like item with intent to harm or intimidate.
	Examples		Unintentional possession of a knife or knife-like item on school property without the intent to harm or intimidate	Intentional possession of a knife or knife-like item on school property without the intent to harm or intimidate	Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate
	Range		Conference to disciplinary hearing.	In-school suspension to disciplinary hearing with recommendation of expulsion.	Disciplinary hearing with recommendation of expulsion. Referral to law enforcement if required by law.
(23) Weapons – Other	Definition	<i>The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms)</i>	N/A	Unintentional or intentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm	Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm
	Examples		N/A	Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.	Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.
	Range			Out-of-school suspension to disciplinary hearing with recommendation of expulsion. Referral to law enforcement if required by law.	Out-of-school suspension to disciplinary hearing with recommendation of expulsion. Referral to law enforcement if required by law.
(24) Other Incident for a State-Reported Discipline Action	Definition	<i>Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738)</i>	<i>Any other discipline incident for which a student is administered corporal punishment, detention, in-school or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2-738)</i>	Level 2 should be used for students who display a pattern of violating local school policies not listed among the state incident types.	N/A
	Examples			Includes but is not limited to parking violations, etc.	N/A
	Range			Conference to disciplinary hearing.	
(25) Weapons – Handgun	Definition	<i>Possession of a firearm that has a short stock and is designed to be held and fired by</i>	N/A	N/A	Intentional or unintentional possession or use of a handgun in a manner that could produce

	<i>Examples</i>	<i>the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>	N/A	N/A	bodily harm or fear of harm
	<i>Range</i>				pistols or revolvers
(26) Weapons – Rifle/Shotgun	<i>Definition</i>	<i>The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</i>	N/A	N/A	Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.
	<i>Examples</i>		N/A	N/A	Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm rifles, shotguns
	<i>Range</i>				Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.
(27) Serious Bodily Injury	<i>Definition</i>	<i>The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.</i>	N/A	N/A	Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
	<i>Examples</i>				Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death
	<i>Range</i>				Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.
(28) Other Firearms	<i>Definition</i>	<i>Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm</i>	N/A	N/A	Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives
	<i>Examples</i>		N/A	N/A	Includes any weapon (including started gun) which will or is designed to or may readily be

		<p>muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</p>			<p>converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]</p>
	Range				Disciplinary hearing with recommendation of expulsion. Referral to law enforcement.
(29) Bullying	Definition	<p>A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. Generally, four conditions must exist for an act to be considered bullying: an imbalance of power, a pattern of repeated behavior, a student is humiliated by the behavior, and the other student receives gratification from the humiliation. *see attached definition of cyberbullying</p>	First Offense of bullying as defined in Georgia Code Section 20-2-751.4	Second incident of bullying as defined in Georgia Code Section 20-2-751.4	Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment.
	Examples		Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate	Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate	Includes but is not limited to a pattern of unwanted teasing, threats, name-calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate

	<i>Range</i>		Conference to disciplinary hearing with recommendation of expulsion	In-school-suspension to disciplinary hearing with recommendation of expulsion	Disciplinary hearing with recommendation of expulsion
(30) Other - Attendance Related	<i>Definition</i>	Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions	Repeated or excessive unexcused absences or tardiness to school.	Failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.	Ongoing and flagrant disregard to attendance rules and procedures including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.
	<i>Examples</i>		Repeated or excessive unexcused absences or tardiness to school	Failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.	Failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.
	<i>Range</i>		Conference to in-school-suspension (for tardiness). Referral to attendance task force team.	Conference to out-of-school suspension	Out-of-school suspension to disciplinary hearing
(31) Other - Dress Code Violation	<i>Definition</i>	<i>Violation of school dress code that includes standards for appropriate school attire</i>	Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance.	Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.

	<i>Examples</i>		Pursuant to local dress codes, dress code violations for Level 1 may include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building	Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments	Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.
	<i>Range</i>		Conference to in-school-suspension	In-school suspension to out-of-school suspension	Out-of school suspension to mandatory dress code for repeated violators
(32) Academic Dishonesty	<i>Definition</i>	Receiving or providing unauthorized assistance on classroom projects, assignments or exams	Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments	Intentional plagiarism or cheating on a minor classroom assignment or project	Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery).
	<i>Examples</i>		May include but is not limited to failure to cite sources	Includes but is not limited to intentional dishonesty on minor classroom projects,	Includes but is not limited to cheating on major exams, statewide assessments or other

				assignments, homework, etc.	state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.
	<i>Range</i>		Classroom consequences to administrative referral	Classroom consequences to administrative referral	In-school suspension to disciplinary hearing.
(33) Other - Student Incivility	<i>Definition</i>	Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth	Failure to comply with instructions or the inadvertent use of inappropriate language.	Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth	Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility.
	<i>Examples</i>		May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions	Profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination, hate speech not defined as bullying	Issuing false reports on school staff; Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year.
	<i>Range</i>		Conference to in-school-suspension	In-school suspension to out-of-school suspension	Out-of school suspension to disciplinary hearing.
(34) Other - Possession of Unapproved Items	<i>Definition</i>	The use or possession of any unauthorized item disruptive to the school environment. <i>(Note: The use of fireworks or incendiary devices must be coded as Arson.)</i>	The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous	The use or possession of unauthorized items including but not limited to toy guns or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of matches, lighters, incendiary devices or fireworks. The use of matches, lighters, incendiary devices or fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items.
	<i>Examples</i>		Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray	includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc; includes the use of pepper spray without injury	Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury
	<i>Range</i>		Conference to in-school-suspension	Conference to out-of-school suspension	Out-of school suspension to disciplinary hearing
(35) Gang-Related	<i>Definition</i>	Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)	N/A	Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang	The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimidating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity.
	<i>Examples</i>		N/A	Possession or wearing of gang-related	Soliciting students for gang membership;

				clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity	tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity
	Range			In-school suspension to disciplinary hearing	Disciplinary hearing with recommendation of expulsion.
(36) Repeated Offenses	Definition	Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.	Collection of minor incidents	Collection of moderate incidents	Collection of severe incidents
	Examples		See above	See above	See above
	Range		Conference to in-school suspension	In-school suspension to out-of-school suspension	Out-of school suspension to disciplinary hearing with recommendation of expulsion.
(Other) Felony Offenses and Off-Campus Acts that Impact Schools	Definition	<i>A student who is charged with an assault on another student, a violation of the drug laws, sexual misconduct of a serious nature or any other felony offense where the student's presence at school is likely to endanger other students or staff or cause a substantial disruption to the educational climate may be disciplined or excluded from school.</i>	N/A	N/A	<i>A student who is charged with an assault on another student, a violation of the drug laws, sexual misconduct of a serious nature or any other felony offense where the student's presence at school is likely to endanger other students or staff or cause a substantial disruption to the educational climate.</i>
	Examples		N/A	N/A	See above
	Range		N/A	N/A	Out-of-school suspension to referral to a disciplinary hearing with a recommendation of expulsion. All teachers to whom the student is assigned will be notified of the student's status and given an opportunity to review the student's file.

* Cyberbullying: A student shall not transmit any electronic communication that has the effect of bullying, harassing, threatening, or exposing another to humiliation or ridicule, including but not limited to, sending e-mail, instant messaging, text messaging, or website postings (e.g. Facebook, Twitter, Snapchat, Instagram, YouTube, or any other Social Media Website/Application).

Cyberbullying applies to acts which occur on school property, on school vehicles, at designated 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. The term also applies to acts of cyber-bullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication meets the following criteria:

1. Is directed specifically at students or school personnel
2. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be delivered by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Medications cannot be transported by bus to school. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the Morgan County Charter School System's drug policy and shall be subject to the discipline set forth in the student Code of Conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers /nebulizer medication for asthma, auto-injectable epinephrine for allergic reactions, and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medication shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student Code of Conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the Morgan County Charter School System and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law. Parents are encouraged to provide to the school duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate to a student, if available, in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

The Morgan County Charter School System is committed to providing all students and employees with appropriate access to computer technology. Simultaneously, the School System is as always extremely concerned with protecting the physical and psychological well-being of the children and students of Morgan County. This document provides guidelines for the use of computers and the Internet in the MCCSS that seeks to achieve both of these goals.

The State of Georgia and the United States have promulgated laws governing the use of computers and related technology. The Georgia Computer Systems Protection Act specifically forbids various forms of computer misuse and abuse, and the U. S. copyright laws govern the duplication of computer programs. By signing the Morgan County School System Computer Use/Internet Agreement and using the computing resources of the Morgan County Charter School System, the user agrees to abide by the referenced Georgia law, any and all other relevant laws of the United States and the State of Georgia, and the following guidelines and regulations regarding the use of computers and the Internet promulgated by the MCCSS. The School Library Media Specialist has information on the provisions of Georgia and United States laws.

PRIVILEGE

Any individual's use of the computing resources of the MCCSS is a privilege, and as such is conditional upon the individual's compliance with any and all state and federal laws, school regulations, and the exercise of good manners. Inappropriate use may result in cancellation of those privileges, and conduct otherwise in violation of MCCSS policies or regulations may also result in disciplinary proceedings. The MCCSS reserves the right to regulate any particular use of these computing resources.

The computing resources in the MCCSS shall be fully accessible for instructional use only during normal school hours. On all MCCSS computers, student educational activities and research take priority overall other computer applications.

A signed parental permission form is required prior to all first-time use of the Internet by students. The signature of a parent or guardian acknowledges that the parent or guardian is aware that use of the MCCSS computing resources is a privilege, that the parent or guardian is responsible for their child's access and usage, and that they understand some materials available on the Internet may be unsuitable for their child.

USE

The Purpose of the MCCSS computing system is to support research and education. However, the resources of the MCCSS are limited, and use of the MCCSS computing resources for purposes other than research and education necessarily detracts from the ability of other users to benefit from the MCCSS computing system's intended purpose. The following guidelines constitute a demonstrative listing of unacceptable uses; however, these guidelines are not exhaustive, and the MCCSS reserves the right to apply any and all policies, including, but not limited to, those elsewhere listed in this document, to the conduct and activity of any student or employee engaged in use of a MCCSS computing resource.

The system operators will have the discretion to suspend or terminate any student or employee's access to and use of the MCCSS computing system upon the breach of these terms and conditions by the user. Prior to a suspension or termination or as soon after as is practicable, the system operator will inform the user of the suspected breach and give the user the opportunity to present an explanation.

Computers:

1. Neither students nor employees shall use MCCSS computers for commercial business or profit or for solicitations or

purchases of any kind.

2. Neither students nor employees shall use MCCSS computers to play games.
3. Neither students nor employees shall use any personal software in MCCSS computers without prior approval, nor shall any user deliberately access, remove, or copy any program or file on a network belonging to someone else without specific authorization
4. Neither students nor employees shall add programs to the MCCSS computer system, delete programs, copy programs, or tamper with existing programs in any way.
5. Neither students nor employees shall use any MCCSS computer or computer network in such a way that causes it to stop performing computer operations or disrupts the use of the network by others.

Internet:

1. Neither students nor employees shall use an Internet connection provided by MCCSS for any commercial business or profit or for solicitations or purchases of any kind.
2. Neither students nor employees shall engage in any conduct, including chat activities, which harass, libel, or slander another individual.
3. No students shall access, display or send any materials that are vulgar, threatening, or indecent.
4. Neither students nor employees may disguise or hide their identity, including changing their name on the system. Only the system operator may change a user name and account.
5. Neither students nor employees shall create "home pages" or directories without approval by the system operator.
6. Neither students nor employees shall use MCCSS computing resources to access, display, or send materials that are obscene or illegal.
7. Neither students nor employees shall use MCCSS computing resources to advertise any product or to engage in political lobbying or advertising.
8. Under absolutely no circumstances should students arrange to meet an individual they have contacted while utilizing the MCCSS computing resources, and students should notify their parent or guardian and the system operator immediately upon an attempt by any user to arrange to meet them or upon a contact from any user for an illicit or suspicious purpose on the MCCSS computing system.

PRIVACY

In no event shall any student give out their full name, home address, phone number, or other personal information while using MCCSS computing resources; nor shall any student or employee give out information of this kind regarding any other person. Neither student nor employee shall give out his or her password to anyone, nor shall any student or employee use the account or password of any other MCCSS account holder.

All users should remember there is no guarantee or reasonable expectation of privacy in electronic mail. Additionally, the system operators have access to all electronic messages and may in the course of maintaining the system be required to exercise this access. Any messages relating to or in support of illegal activities should be reported to the authorities and may result in loss of MCCSS computing resource user privileges, as well as civil and criminal liability.

SECURITY

No user shall deliberately view, remove, or copy the files of another user or the file or software of the MCCSS without specific, authorization to do so. The ability to access a file or program shall not be interpreted as permission to access a file or program. Any effort by a user to bypass a preventative mechanism, including violating or changing a password, would be considered an inappropriate use of a computing resource and may lead to revocation of user privileges, as well as additional disciplinary or criminal penalties.

VANDALISM

No user shall undertake any malicious attempt to harm, modify, or destroy the data, materials, equipment, or software of another user or of the MCCSS. Such conduct includes, but is not limited to, the uploading or creating of any computer virus. Any software not provided by the MCCSS must be reviewed by the system operator before it can be used in any school computer. Vandalism will result in immediate cancellation of privileges, as well as additional disciplinary action when appropriate.

SAFETY

The Children's Internet Protection Act (CIPA) was signed into law on December 21, 2000. The CIPA is federal legislation that requires public schools and libraries to implement and enforce a policy of Internet safety which includes measures to block or filter Internet access to certain visual depictions. In order to comply with the CIPA, the MCCSS has selected and installed Internet filtering software.

SANCTIONS

Violations of the Morgan County School System Computer and Internet User Policy will be handled as specified under The Morgan County Board of Education Policy Manual, Section J, Regulation JCDA-R(1), in cases of students, and under O.C.G.A. 20-2-940 through 20-2-947, including any local board policies implementing these sections, in the case of staff. Such sanctions may result in:

1. Revocation of the privilege of access to the MCCSS computing resources;
2. Disciplinary action as otherwise appropriate under existing MCCSS policies and procedures, up to and including expulsion for students and termination for employees;
3. Notification of appropriate law enforcement agencies.

DISCLAIMER

The MCCSS makes no warranties of any kind, either express or implied, for the online services it provides. All users must assume responsibilities for their own searches, as the system operators are unable to control the massive, unpredictable contents of a world-wide computer network. The MCCSS will not be responsible for any damages suffered while using the services, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions, and/or exposure to offensive or threatening material. As always, computer users are encouraged to maintain backup files of all information that is not easily replaced. The MCCSS specifically denies any responsibility for the accuracy of information obtained through these services. Use of any information obtained through the Internet is undertaken at the sole risk of the user, as the Internet is fundamentally unregulated; and the information found on the Internet has not been verified for accuracy. The MCCSS denies any responsibility for the accuracy or quality of information obtained through its services.

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

1.The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2.The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the [School] to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3.The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4.The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want MCCSS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

MCCSS has designated the following information as directory information:

- Student's name, address, and telephone listing;
- Student's date and place of birth;
- Student's e-mail address;
- Photograph
- Major Field of Study
- Dates of attendance
- Grade Level,
- Student's participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received,
- The most recent educational agency or institution attended,
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*—
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- *Inspect*, upon request and before administration or use —
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

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

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202