

Haralson County Middle School 2022-2023 Student/Parent Handbook

2633 Highway 120 West
Tallapoosa, Georgia 30176
Phone 770-646-8600
Fax 770-646-5666



Mrs. Jodi Cash, Principal
Mr. William Robinson, Assistant Principal
Mrs. Heather Mitchell, Assistant Principal

Haralson County Middle School has earned National Certification for Science, Technology, Engineering, & Math (STEM) Excellence through the National Institute for STEM Education.

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

Haralson County School System Board Office

299 Robertson Ave.
Tallapoosa, GA 30176

770-574-2500

www.haralson.k12.ga.us

Dr. Jerry Bell, Superintendent

Mr. Benjie Cole, Assistant Superintendent

Mrs. Angie Campbell, Assistant Superintendent

The Vision of Haralson County Schools:

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

The Mission of Haralson County Schools:

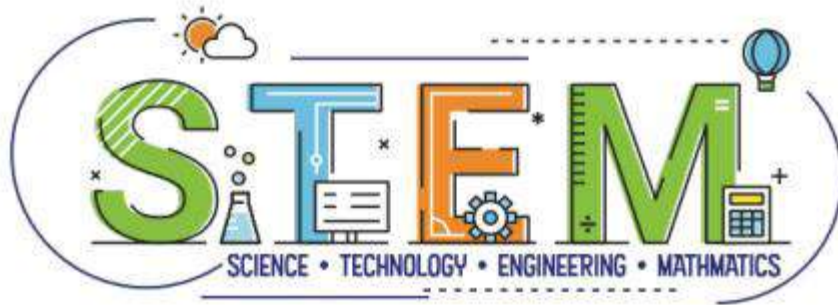
Haralson County School System will produce high-achieving students who will graduate and become productive and responsible citizens.

The Beliefs of Haralson County Schools:

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

Public Notice of Compliance

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998; or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students, parents, employees and the general public are hereby notified that the Haralson County Board of Education does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this non-discriminatory policy. I Title VI, Title IX – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500 Section 504 and ADA – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500



HCMS earned National Certification for STEM Excellence through the National Institute of STEM Education.

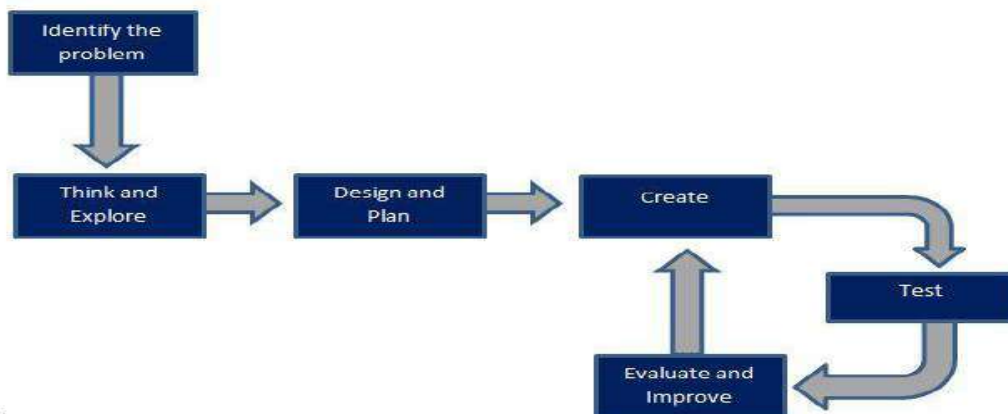
HCMS STEM MISSION

Our mission is to provide a stimulating learning environment that maximizes individual potential and inspires creativity, critical thinking, communication, and collaboration for ALL.

HCMS STEM VISION

We believe that true learning occurs through student centered learning that motivates all students to develop a strong work ethic and higher-level critical thinking skills through relevant, innovative, and rigorous experiences.

HCMS ENGINEERING PROCESS



**Haralson County Middle School
Staff List 2022-2023**

Jodi Cash, Principal
Bill Robinson, Assistant Principal
Heather Mitchell, Assistant Principal

6th Grade

Bethany Smith, ELA
Jennifer Baggett, ELA
Alaneh Morrison, ELA
Rachel Roberts, ELA
Annice Wycoff, Math
Sandy Brady, Math
John Sheffield, Math
Deanna Garrett, Math
Amelia Hitchcock, Science
Misti Pike, Science
Kami Brown, Science
Amy Duke, Social Studies
Laura Mixon, Soc Studies
Maci Brannon, Soc Studies
Cathy Davis, Para
Sheryl Griffin, Para

7th Grade

Heather Stich, ELA
McKenna Crews, ELA
Kristen Sumner, ELA
Brian Roberts, ELA
Shane Herringine, Math
Samantha Dixon, Math
Brittany Copeland, Math
Connie Reddish, Math
Tammy Thompson, Science
Ethan Simms, Science
Vicki Carter, Science
Jason Shell, Social Studies
Jennia Hendrix, Social Studies
Ryan Queen, Social Studies
Marlene Golden, Para
Carol Perkovich, Para

8th Grade

Katie Ressler, ELA
Meg Berry, ELA
Jennie Payne, ELA
Halley Wade, ELA
Steve Duncam, Math
Jennifer Low, Math
Faye Jones, Math
Jason Turner, Math
Jessica Chastain, Science
Moses Mitchell, Science
Mike Casey, Science
David Bramble, Soc Studies
Anna Wade, Soc Studies
Phillip Young, Soc Studies
Mandi Reese, Para
Erin Lewis, Para

Connections

Hope Beall, Robotics
Bailey Cochran, STEM
Laura Murphy, Art
Jack Peavey, P.E.
Chase Davis, P.E.
Steve Martin, Weight Training
Micky Summerville, Band
Amanda Ledbetter, Reading Support
Donna Clark, Math Support
Toni Patterson, Reading Support
Lori Devor, Math Support
Mark Stich, Drama
Debbie Byrd, Chorus
Malena Rice, Careers

Adaptive Curriculum

Beth Frisby, Teacher
Allen Sikes, Teacher
Michelle Duncan, Para
Marie King, Para

Student Supports

Ashley Williams, Literacy Coach
Sandy Huggins, Counselor
Diane Kent, Counselor
Anna Bennett, Media Spec
Emily Leak, Speech
Nicole Dahlberg, ESOL
Crystal Johnson, Nurse
Regina Shirley, Secretary
Desi Ling, Bookkeeper
Lara Stiles, SIA
Candace Tongate, SRO
Tana Budde, Media Para
Kristine Wilkins, ISS Para
Debra Sewell, Speech Para
Kim Evans, Cafeteria Mgr

Haralson County School District | 2022-2023 Student Calendar

JULY 2022						
S	M	T	W	Th	F	S
					2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5-8 District Closed

14 New Employee Orientation

26-29 Teacher Work Days

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

02 Teacher Work Day

03 Students Return

05 Report Cards

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

02 First Day for Students

29 Teacher PL Day
18 School Days

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

02 Progress Reports

06 Conference Day

16 School Days

SEPTEMBER 2022						
S	M	T	W	Th	F	S
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

01 Progress Reports

30 End of 1st Nine Weeks
18 School Days

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

03 End of 3rd Nine Weeks

06 Teacher Work Day

09 Report Cards

19 School Days

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

03 Teacher Work Day

06 Report Cards

24 Conference Day
16 School Days

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4-7 Spring Break

20 Progress Reports

12 School Days

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

03 Progress Reports

22-24 Thanksgiving Break

14 School Days

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 Last Day of School

23-24 Teacher Work Days

12 School Days

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 End of 2nd Nine Weeks

20-30 winter Break

10 School Days

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Haralson County Middle School
Bell Schedule
2022-2023**

6th Grade		7th Grade		8th Grade	
8:30-10:00	HR/Block 1	8:30-9:55	HR/Block 1	8:30-9:55	HR/Block
10:00-10:40	Block 2A	9:55-11:20	Block 2	9:55-11:20	Block 2
10:40-11:20	Block 2B	11:20-12:00	Block 3	11:20-11:50	Lunch
11:20-12:45	Block 3	12:00-12:30	Lunch	11:50-1:18	Block 3
12:45-1:15	Lunch	12:30-1:18	Block 3 cont.	1:18-2:40	Block 4
1:15-2:38	Block 4	1:18-1:58	Block 4A	2:40-3:20	Block 5A
2:38-4:05	Block 5	1:58-2:38	Block 4B	3:20-4:05	Block 5B
		2:38-4:05	Block 5		

HCMS Academic Policy

1. No FINAL 9-weeks grade below 55 will be assigned to any student.

2. Students who fail a test **MAY** retake (ONCE). The teacher will have complete discretion as to the maximum credit given for test retakes and assignments handed in after the due date. Consistency in awarding credit is expected between students on the same assignments but not necessarily among ALL assignments.

3. Assignments missed during an absence will be made up in accordance with the current HCMS policy (for full academic credit).

4. Teachers may request that a student re-do any assignment or test that does not measure up to an acceptable academic standard (teacher discretion on credit).

5. Students caught cheating may retake an alternate version of a test for a maximum score of 70. Disciplinary consequences will also apply.

Accommodations / modifications developed through a decision of an IEP or 504 committee may take precedence over anything contained or implied in this policy.

ARRIVAL AT SCHOOL

Buses will unload students in the rear of the building. Students eating breakfast are to report to the cafeteria. Car riders that choose to eat breakfast should report to the cafeteria. Those not eating should report to the gym. STUDENTS WILL NOT BE ALLOWED TO REPORT TO BREAKFAST AFTER THE BELL RINGS. Students are not to be unsupervised on campus before or after school hours. Supervision of students by staff begins at 7:40 a.m.; therefore, students should **NOT** arrive on campus before that time.

ATTENDANCE

Students shall attend school regularly. Excessive absences shall be reported, investigated, and resolved, always keeping the students' best interests in mind. Parents/Guardians may write an excuse for up to four (4) absences per year. Students must turn in excuses within 3 days of an absence. A physician's statement may be required in order to excuse any absence due to illness after a student has accumulated four (4) absences. It is the student's responsibility to arrange and to complete the assignments within three days of the date they return to school.

Promotion/Retention: Students in grades K-8 are in danger of not being promoted to the next grade level if they are absent more than 14 excused and/or unexcused days in a school year. It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school. A statement from a student's pastor or leader of his/her religious organization may be required to excuse absences due to religious holidays after a student has accumulated four (4) absences.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. The Board authorizes high school administrators to allow for eligible students a period not to exceed one-half (1/2) day for registering to vote or voting in a public election.
7. A student whose parent is in military service in the armed forces of the United States or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting shall be granted excused absences up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such parents leave.
8. Students shall be counted present when they are present for at least one half of the instructional day or serving as pages of the Georgia General Assembly. Students must also provide clear documentation from the Georgia General Assembly or member thereof in order to be considered present for the day(s) he/she served as a Page.
9. Students in foster care shall be counted present when attending court proceedings related to their foster care.
10. At the discretion of the principal or administrative designee.

Tardies/Checkouts: Tardy is defined as: Any time the student enters the classroom after instruction begins. Checkout is defined as: Any time the student leaves the classroom before instruction ends.

Truancy and Chronic Absence Procedures

- Families of students who accumulate three (3) absences, excused or unexcused, in a semester may meet with the School Attendance Team.
- Every accumulation of seven (7) unexcused tardies or checkouts will equal one (1) unexcused absence for purposes of Truancy and Chronic Absenteeism determinations.
- Five (5) unexcused absences will result in the Haralson County School District filing a complaint for Truancy and/or Educational Neglect with Haralson County Magistrate Court, such filing is subject to all penalties available under the Official Code of Georgia.

- Appeals Procedure: The student who has not met attendance guidelines may request an appeal. Attendance appeals will be held with the local school administration and conducted at the end of the school year, all appeal decisions are final.

Checking In Late/Checking Out Early

Excessive tardies and/or checkouts (excused or otherwise) jeopardize student learning. Excessive tardies and/or checkouts CAN and WILL be used in promotion/retention determinations. Students should arrive at school on time each morning and stay until regular dismissal time in the afternoon. Any student who arrives at school later than **8:30 a.m.** is tardy and must sign in with the office. They should bring a note from a parent/guardian explaining the tardiness. Office personnel will issue a pass to class, which indicates if the tardiness is excused or unexcused. Teachers will not admit students to homeroom or class without a pass from the office.

If students must check out early, a parent/guardian or other adult whose name is listed on the student's registration information must come to the window in the front lobby to request the student and sign the student out on the computer. If possible, students should bring notes to school indicating the intention to check out early so that the paperwork can be done in advance. Students will not be permitted to leave the school premises during a school day unless called for at the office by an authorized person. When checking out a student, parents should be prepared to show a GOVERNMENT ISSUED PHOTO ID. **There will be no checkouts after 3:45 p.m.** To be eligible for Perfect Attendance incentives, students can have no tardies, checkouts, or absences.

CAFETERIA

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

The cafeteria provides a well-balanced breakfast and lunch. At lunch, students are required to go to the cafeteria accompanied by an adult who will communicate procedures and expectations to students. Following breakfast and lunch, students are expected to clean the area in which they have eaten, return trays, and exit the cafeteria in an orderly manner when instructed to do so by an adult. Good behavior and cooperation with cafeteria personnel is expected. Behavior will be monitored by teachers and other school personnel on a continuous basis.

Although all students are encouraged to eat a cafeteria breakfast/lunch, students may bring breakfast/lunch from home. STUDENTS AT HCMS MAY NOT BRING ANY TYPE OF GLASS CONTAINER, CANS, OR BOTTLES OF CARBONATED DRINKS (Coke, Pepsi etc.). Food from fast food restaurants (McDonalds, Hardee's etc.) may not be eaten in the school cafeteria.

CHECK CASHING

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

CONTACTING STUDENTS

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

Messages: Classes will not be interrupted for non-emergency messages to be delivered. Parents and students are asked to make afternoon transportation arrangements **BEFORE** students leave for school in the morning. Parents must contact the Haralson County Schools Transportation Department for changes to bus transportation, **NOT THE SCHOOL.**

Phone calls: Students will not leave classes to make or accept phone calls. Students will be permitted to call home if they are too ill to remain at school.

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

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

Texting: Parents must refrain from texting students during school hours. Text messages are a distraction that may affect other students. Students can be subject to disciplinary action for distractions or issues arising from parent-generated texts during school.

CONFERENCES/COMMUNICATION

Student-Led Conference Days are planned during the school year; please make plans to attend all conference dates. If a parent/guardian would like a conference with a teacher, please send a note or call the school to schedule an appointment. HCMS makes every effort to include students in the conferencing process to the greatest extent possible.

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

COUNSELING PROGRAM

Parents may request to talk to a counselor by calling the school to schedule a phone conference or personal appointment. Teachers and administrators may also refer students and/or parents/guardians to a counselor for assistance or referral to additional services. The Parenting Resource Center is located in the counselor's office.

DANCES/EXTRA-CURRICULAR EVENTS

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

DISMISSAL FROM SCHOOL

Students will be dismissed at 4:05 p.m. Parents who pick up their children in the afternoon are to come to the front of the school via the Estvanko Rd. entrance and circle around the school. Please do not arrive any earlier than **3:45 p.m.** as traffic can get backed up when parents arrive early.

Car Riders is over at 4:30 p.m. If you cannot pick your student up by 4:30, you must make other arrangements for their transportation. Students left at school for an extended time may be turned over to the Haralson County Sheriff's Office as an abandoned child and may be picked up from the Sheriff's office in Buchanan. In the car rider line, adults and students are expected to follow the instructions of the HCMS staff on duty.

DRESS CODE

The following are general guidelines for appropriate clothing.

- A. All tops, blouses, and shirts must extend to the edge of the shoulder. **No cropped tops, halter-tops, spaghetti strap shirts, racer-back tank tops, or any item exposing the midriff. The bottom of the shirt, blouse, or other tops must overlap or be tucked into the pants, shorts, skirts, etc. Clothing is to be worn so that the midriff or underwear is not exposed whether standing or sitting.**
- B. Sheer shirts are permitted only if an undershirt is worn that covers chest and midriff.
- C. Clothing (skirts, dresses, shorts, etc.) cannot be worn shorter than 5 inches above the knee. Splits in dresses or skirts cannot measure more than 5 inches above the knee.
- D. Yoga pants, leggings, jeggings, skinny jeans, and any other similar pants are permitted as long as the accompanying shirt covers the hips and pelvic region in the front and back. Sheer leggings are not allowed unless worn with a shirt, dress, or skirt that is no shorter than 5 inches above the knee.
- E. Large and baggy clothing that does not properly cover or fit the body will be prohibited. The clothing should not be so large or baggy that it creates a safety hazard or exposes skin or underwear. In the event the jeans or pants are too loose, a belt must be worn.
- F. **No holes and/or frays in pants in the hip or pelvic region in the front and back. Holes/frays in the hip/pelvic region may NOT reveal any fabric or undergarments.**

- G. Proper shoes must be worn at all times. House shoes and/or slippers are not permitted. Students may be subject to specific restrictions regarding shoes if they are enrolled in CTAE lab classes where personal safety is a concern. The shop instructors will provide additional information regarding these situations as they discuss shop safety rules.
- H. **Clothing that is, or appears to be, pajamas are not permitted.**
- I. **Hoods are not permitted to be worn inside any building.**

The principal and administrative team have the discretion as to what is deemed appropriate attire for school and to change the dress code on special event days at the school. Such days will be announced in advance, and students will be advised of any adjustments to the dress code.

When a student is in violation of the school dress code or there is a question about a student's attire, the student will be referred to the counselors' office. Any student wearing clothing that is determined to be inappropriate will be given an opportunity to secure appropriate clothing on the first occurrence. If that option is not acceptable, the student will be assigned to ISS for the remainder of the school day. **Students who continue to violate the dress code will receive disciplinary consequences.**

EMERGENCY INFORMATION

Fire Drills – Fire drills will be held once a month to prepare for the orderly evacuation of the buildings.

\Specific directions for reaching a point of safety are posted in each room and each teacher will spend time with all classes discussing procedures and information. Misconduct can endanger lives, and therefore cannot be tolerated during emergency drills.

Tornado Drills – Tornado drills will be held periodically to make all students and personnel aware of proper procedures. Students must follow instructions given by teachers to assume safe positions, and students are expected to remain calm and quiet at all times during drills.

Lockdown Drills – Lockdown drills will be held periodically to make all students and personnel aware of proper procedures. Students must follow instructions given by teachers to assume safe positions, and students are expected to remain calm and quiet at all times during drills.

Accident – In case of an injury or illness, students should notify the nearest teacher who would then take appropriate steps. Accident reports are available in the school office and must be completed in all cases of injury.

School Closing – In the event of severe weather or hazardous conditions that create the need to close schools, local television and radio stations will be notified as soon as the decision is made by the superintendent. Parents and students should seek information regarding school closings from the media instead of attempting to call the schools or school personnel. School closings will also be announced using the mass call system and posted on the HCMS Facebook page.

Crisis Communication System (CCS) - On various occasions, emergency information may be communicated to parents/guardians and employees using the CCS which delivers a pre-recorded message to students and parents via phone using numbers listed in our student information software. Please be sure to update your contact information when changes occur.

ITEMS NOT ALLOWED AT SCHOOL

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

1. Any item capable of doing harm to others or damaging school facilities.
2. Chewing gum.
3. Toys or any non-educational items (baseball cards, yo-yos, playing cards, etc.).
4. Money in large amounts or other valuables.
5. Any disruptive items or items designated by the administration.
6. Permanent markers, liquid paper/white out, staplers, scissors etc.
7. Items that are meant to impersonate or represent weapons or illegal drugs

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

NOTE: Please label personal items students bring to school such as book bags, jackets, etc. Although students have to be responsible for their own personal property, students who steal, damage, or destroy the property of others will be disciplined in accordance with the HCMS disciplinary policy.

Haralson County Middle School is **NOT RESPONSIBLE** for items lost, damaged, or stolen at school regardless of their value. Administrators will make a reasonable effort to investigate theft or vandalism as a disciplinary matter. Any criminal aspects of these incidents will be referred to the school resource officer for prosecution.

LOCKERS

The school will provide lockers for students' personal property at a reasonable price of **\$10** for the school year. Students may carry backpacks to classes, but are urged to take advantage of this offer to utilize lockers to store materials. Only the one student to whom the locker is assigned may use the locker, and that student is responsible for the locker and its contents. School officials can require a search of students' backpacks or lockers at any time.

MEDIA CENTER

Students may visit the Media Center at any time during the school day with a written pass from their teacher. Books are checked out for 2 weeks, maximum is 3 weeks. Overdue fines are charged on all books kept longer than the due date. Fines are \$.05 per day per book for all school days. Students must personally tell the Media Specialist or assistant if books are overdue because the student has been absent. Students losing or damaging books must pay the replacement cost for loss or repair. All overdue fines and loss or damage fees must be paid before students may check out additional books. Students who did not pay charges for last school year will have no checkout privileges until those bills are paid. Students will be notified of overdue fines by individual notices, progress reports, and report cards. Reference books may be checked out for overnight use and must be returned to the Media Center by 8:20 A.M. the next morning. Overdue fines for Reference Books are \$.25 per school day. Magazines and Audio Visual materials may be used in the Media center only. Internet access will be available for research only for those students who have signed the Computer Usage Agreement. Use of websites requires a specific assignment with a teacher's signature. **Students must bring their Chromebook to the Media Center to browse for reading materials and to complete research assignments.**

MEDICATION/ILLNESS

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

Medication of any kind must be registered in the school nurse's office. Parents are encouraged to bring all medication to the school. Controlled substances should **NEVER** be transported by the student. Students are not allowed to keep medication with them unless authorized by the school nurse. **MEDICATION BROUGHT TO THE SCHOOL MUST BE IN THE ORIGINAL LABELED CONTAINER.** If a medication is to be administered during the school day, proper forms must be completed. These can be obtained from the school nurse.

NON-RESIDENT STUDENTS (Policy: JBCB)

Students must live in the Haralson County School District with their parents or legal guardians and be otherwise eligible for enrollment under Georgia law to be enrolled in the Haralson County School System. Any nonresident student who is registered in the Haralson County School System under falsified information shall be immediately withdrawn from the school system.

OBSERVANCES DURING MORNING HOMEROOM

In compliance with Georgia Law, this school will conduct, during homeroom, a brief period of quiet reflection and will afford each student the opportunity to recite the Pledge of Allegiance to the American Flag. The period of quiet reflection will not last for more than 60 seconds. This moment of quiet reflection is not intended to be a

religious service or exercise but is an opportunity for a moment of silent reflection on the anticipated activities of the day.

PARENT ENGAGEMENT

Parental involvement is strongly encouraged at HCMS. There are many opportunities for parents to become an active part of their child's educational program including The HCMS School Governance Team (SGT). Additional engagement opportunities include working with our athletic teams, academic teams, and band boosters. Parents may also volunteer to help with various activities such as field day, orientation, to help teachers, etc. Please call the school if you would like to become a parent volunteer. A copy of our HCMS Parental Engagement Plan is available upon request at our Parent Resource Center (located in the Counselor's office 8:00 a.m. – 4:00 p.m.) or on our website at www.haralson.k12.ga.us. There is a parent resource center available in the counselor's office Tuesday-Friday from 8:30-4:00.

POSTING OF FLYERS, ANNOUNCEMENTS, NOTICE

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

PROMOTION AND RETENTION OF STUDENTS IN GRADES 6-8

In order to encourage appropriate achievement for all students, the Haralson County Board of Education has established the following basic promotion and retention criteria.

Students should achieve a grade of 70 or better in the core academic subjects of English/Language Arts and Math. They should also achieve a grade of 70 or better in two of the following subjects: Science, Social Studies and/or a yearly average of all connection classes. These local standards are in addition to the state mandated requirements. (see below) Students that do not qualify for promotion to the next grade level may be retained at the discretion of an administrator. Parents/guardians may schedule a conference to appeal.

General Policies required for all students in the HCSS.

- a. A grade of 70 will be the minimum passing score for all subjects in grades 1-12. Special Education students fall under this same policy (excluding students with severe or profound disabilities).
- b. Grade placements of students who enter the system from non-accredited schools, including home schools, shall be temporarily placed in the age appropriate grade level until assessments are given and analyzed. Parents will be notified of this procedure upon registration. To receive high school credit, a student must pass the final exam for the course and/or the Georgia Milestones End of Course Assessment if applicable.
- c. Academic promotion requirements specified in a student with disabilities Individual Education Plan (IEP) will establish the promotion standards for students with disabilities. Any academic requirements for promotion stated in this policy not modified in a student with disabilities Individual Education plan (IEP) shall remain as a requirement for promotion.
- d. No student shall be retained for athletic purposes at any grade level.

REQUIREMENTS FOR PROMOTION/PLACEMENT IN GRADE 9

1. Promotion of a student shall be determined as follows:
 - a. No eighth grade student shall be promoted to the ninth grade if the student does not meet standard on the GMA in reading and mathematics and meet promotion standards and criteria established in this policy for the school the student attends.
 - b. The school principal or designee may retain a student who performs satisfactorily on the GMA but who does not meet promotion standards and criteria established in this policy.

2. When a student does not perform at grade level in grade 8 on the GMA in reading of math, the student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the re-testing opportunity. The student shall be retested with appropriate section(s) of the GMA as provided for by the State Board of Education and this board.
3. When a student does not meet standard at grade level on the GMA in grade 8 and also does not meet standard at grade level on a second opportunity to take the assessment, the school principal or designee shall retain the student for the next school year except as otherwise provided for in this policy.
4. The school principal or designee shall notify the parent or guardian of the student and the teacher(s) regarding the decision to retain the student. The notice shall describe the option of the parent/guardian or teacher to appeal the decision to retain the student. The Placement Committee shall review the overall academic achievement of the student in light of the performance on the GMA or the alternative assessment instrument, promotion standards and criteria established in this policy for the school that the student attends, and make a determination to promote or retain.

REGISTRATION/ENROLLING

The enrollment of students must be in accordance with Georgia law and all applicable regulations adopted by the Board of Education. Georgia law requires that all students must have on file at the school a current Georgia Certification of Immunization (form 3031). Before starting the school year, students entering or transferring into 7th grade will need proof of a whooping cough booster shot (Tdap) and a meningococcal shot (MCV4). In addition, all students entering a Georgia school for the first time are required to have an Eye, Ear and Dental Certificate (form 3300). Students requesting to register after the beginning of the school year must be accompanied by a parent or legal guardian and must have withdrawal papers from the previously attended school. The registration process will be taken care of in the counselors' offices. HCMS will follow the guidelines set forth by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

SELLING OF ITEMS

No one is permitted to sell anything on the HCMS campus without prior permission from an administrator and/or the Board of Education.

STUDENTS ON CAMPUS AFTER SCHOOL HOURS

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

SUPPLIES/TEXTBOOKS

Textbooks and certain supplementary materials are provided. Students are expected to bring all other school supplies such as paper, pencils, and notebooks to school every day so that they can participate in class. Students are not to bring items such as permanent markers, liquid paper/white out, glue, paste, paint, etc., which could damage flooring and furniture.

TELEPHONE – USE BY STUDENTS

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

VISITORS

Parents are always welcome at HCMS and are invited to call the school any time to arrange to eat lunch with their child. If parents want to talk with teachers during a visit, they are asked to call ahead to schedule an appointment for a conference during the teachers' planning time. If parents or other visitors request to enter classrooms or other instructional areas of the school, they must contact an administrator and have a conference regarding this request. Twenty-four hours notice is required for a classroom visitation. It is the responsibility of the administrators to

ensure that the school's regular instructional routine for students is not interrupted. Because it is also the administrators' responsibility to provide for the safety of students and school personnel, all visitors must enter at the front entrance of the school, report to the office, sign in, and receive a visitor's pass. A visitor is any person who is not an enrolled student at HCMS, employee of HCMS, or system-level employee. Any parent or visitor who is unable to maintain acceptable behavior or demeanor may be asked to leave campus or physically be removed from the premises by the school resource officer. The safety of our students is our number one priority. Behavior that threatens the health, safety, or well-being of students will not be tolerated from any parent, guardian, or visitor on the HCMS campus or in the presence of students.

WITHDRAWAL FROM SCHOOL

In order to withdraw a student from school, the parent/guardian must request the withdrawal in person. The parent/guardian who enrolled the student must also be the person who signs the withdrawal forms unless documentation is provided terminating the custodial rights of the enrolling parent/guardian. Advance notice of withdrawal is required (24 hours) so that all paperwork can be taken care of beforehand. Chromebooks, textbooks, and library books must be returned and costs for lost or damaged books must be paid before a student will be cleared for withdrawal. Withdrawal procedures are taken care of in the counselors' office.

HARALSON COUNTY MIDDLE SCHOOL OFFICIAL DISCIPLINE POLICY

SCHOOL BOARD POLICIES RELATIVE TO STUDENT BEHAVIOR AND SAFE SCHOOLS

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

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

Each school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by the policies, regulations and rules set forth in this Code of Conduct and Discipline Procedures. Student conduct is further governed by the rules contained in each school's Student Handbook.

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

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

In addition, students may be disciplined for any off-campus behavior which occurs enroute to or from school, or which could result in the student being criminally charged with a felony or its juvenile equivalent, and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. State law requires a parent or guardian to sign a statement acknowledging receipt of the Code of Conduct. Questions about the Code should be addressed to the principal. Parents and guardians are encouraged to review the Code with their children and to support its enforcement throughout the community.

AUTHORITY OF THE PRINCIPAL

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

TEACHER AUTHORITY

Each teacher is authorized by law to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of other students to learn, provided the student's behavior is in violation of the student

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

PARENTAL INVOLVEMENT

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

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

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

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

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school following a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference for the purpose of devising a disciplinary and behavioral correction plan.

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to maintain an appropriate learning environment, encourage self-discipline, and to help students substitute behaviors that are consistent with the character traits from Georgia's Character Education Program for their inappropriate behaviors.

The following range of disciplinary actions may be imposed for violations of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges

- Time Out
- Temporary or Permanent Removal from Class, Activity, Event, or Recess
- Notification of Parent or Guardian
- Parent or Guardian Conference
- Detention
- Suspension or Expulsion from the School Bus
- Temporary Placement in an Alternative Education Program
- Short-Term Suspension-(Ten days or less)
- Referral to a Tribunal for Long-Term Suspension or Expulsion-(More than ten days)
- Referral to Law Enforcement, District Attorney or Juvenile Court Officials. Georgia law mandates that certain acts of misconduct be referred to law enforcement, the district attorney, or other public officials. School officials may also report other acts of misconduct as deemed appropriate

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

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

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

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

Important Notices:

Bullying:

The Haralson County School District prohibits conduct which may be construed as bullying (O.C.G.A. 20-2-751.4). As used in this code section, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

d. Has the effect of substantially disrupting the orderly operation of the school

Georgia Compulsory Attendance § 20-2-690.1.

Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma. For additional requirements, see code O.C.G.A. § 20-2-690.1.

Threats of Violence

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

Sexual Conduct and Criminal Penalties

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

Private Property

HCS D discourages bringing valuable private property items to school; will not be held accountable for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.

Instigating Rule Violations

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

False Reporting

The General Assembly of Georgia requires that this code of conduct includes language regarding falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employees toward a student. Such false reporting may be punishable by law and is punishable by this code of conduct.

E-Cigarettes, Vapes, Juuls, etc.

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

Prohibited Behaviors and Possible Consequences for Violations

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

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

A. Alcohol and other drugs: Actual or attempted possession, sale, use, distribution, or

under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any other intoxicant, any substance represented or believed to be alcohol or another drug, or various forms of drug paraphernalia, including but not limited to hypodermic needles, “roach clips”, rolling papers, pipes, scales, improvised smoking devices, etc.

- Consequences include but are not limited to parent/guardian conference, counseling, ISS, OSS, tribunal, and/or referral to law enforcement. Any subsequent offense should result in a mandatory referral to a tribunal.

B. Intentional misuse of prescribed medications, non-prescription medications, (including prescription and non-prescription skin patches), inhalants or any other chemical; also to include their sale, purchase, distribution or possession for the purpose of misuse

- Consequences include but are not limited to parent/guardian conference, counseling, ISS, OSS, tribunal, referral to law enforcement. Any subsequent offense should result in a mandatory referral to a tribunal.

C. Violation of school medication control procedures

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

D. Weapons, explosives, and fireworks: Actual or attempted possession, sale, purchase, transmission, or use of any real or facsimile weapons, bombs, other explosive devices, or explosive material as defined by this code, board policy, state or federal law. Exemptions to this code will be made for JROTC students enrolled in activities involving air guns under the direct supervision of the JROTC instructors.

- Consequences include but are not limited to confiscation, parent/guardian conference, ISS, OSS, tribunal, referral to law enforcement. Weapon related law violations will be referred to a tribunal and law enforcement. The minimum expulsion for possession of a firearm or other destructive device, excluding firecrackers, is one calendar year subject to the provisions of Board Policy JCD and Georgia Law (O.C.G.A. 20-2-751.1 and 16-11-127.1).

E. Threats or acts of violence against a teacher, administrator, school bus driver, other school officials, employee, or their personal property: Examples include any verbal assault, the threat of violence; threat or act of unwanted physical touching; sexual harassment; physical violence, assault or battery; attempt to ‘frame’ or entrap through deceit; stalking; intentional damage to personal property, etc.

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

F. Disrespectful conduct toward teachers, administrators, or other school personnel, including the use of vulgar or profane language: Violations include but are not limited to the use of vulgar and profane language or gestures; and falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employees toward a student.

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

G. Disrespectful conduct toward other students, school visitors or persons attending school-related functions: Examples include use of vulgar or profane language; verbal assault, including the threat of violence; verbal or physical taunting; any threat or act of unwanted physical touching; sexual harassment; intentional damage to personal property; stalking; reckless endangerment; attempt to ‘frame’ or entrap through deceit; any threat or act of verbal or physical violence, assault, battery or fighting; sexual, racial or ethnic harassment; or any other violent act.

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

H. Tobacco: Actual or attempted possession, sale, purchase, transmission, or use of tobacco or any substance represented or believed to be tobacco (including pouches designed to simulate smokeless tobacco) is prohibited. No tobacco/smoking-related paraphernalia, including electronic cigarettes, vaporizers, or other smoking devices, are allowed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Warning Statement: *Threats of violence toward persons or property will not be tolerated, whether the threat is made in seriousness or in jest. Any comment, statement, threat,*

situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter and will be investigated and dealt with accordingly.

O. Disrupting public school, class disruption, disorderly conduct, insubordinate or disrespectful behavior, willful disobedience (school rules, regulations, or directives), or entering an unauthorized area or event including connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel

- Consequences include but are not limited to loss of computer privileges, removal from a school bus, class, activity, event or other situation, conference with teacher, parents or counselor, restitution, ISS, OSS, tribunal referral, law enforcement referral.

P. Language and sexual behavior restrictions: Use of lewd, profane, vulgar or obscene words or gestures, also to include videos or pictures taken of such behavior with or without subsequent posting to the internet or social media; use of speech or gestures that are perceived, or where the inference is intended to demean or threaten the well-being, safety, or dignity of another person with or without that person's knowledge; possession or transmission of obscene or pornographic pictures, materials or objects; indecent exposure; and all forms of sexual contact are prohibited.

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

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

Q. Electronic entertainment and electronic communication devices restrictions: All electronic entertainment and electronic communication devices, including cell phones, must be turned OFF and kept out of sight in classrooms during regular school hours: With BYOT (Bring Your Own Technology), a principal can authorize usage at times during the school day.

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

Notice regarding private property: *The school and school system discourages bringing valuable private property items to school; will not be held responsible for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.*

R. Public displays of affection that are inappropriate for a school setting (holding hands, hugging, kissing, etc.)

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

S. Gambling

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

T. Giving false information to school officials, dishonesty, forgery and using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account

- Consequences include but are not limited to loss of computer privileges, parent or guardian conference, ISS, OSS.

U. Cheating, plagiarism, altering records, or other fraudulent act on school assignments, exams, records, or college entrance examinations; using the computer network for any illegal activity such as copying or downloading copyrighted software, music, images or violation of copyright laws

- Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS (Cheating may result in loss of credit or completing an alternative assignment).

V. Bus misconduct: See the School Bus Code of Conduct for specifics.

- Consequences include but are not limited to counseling, warning, seat assignment, parent/guardian contact, loss of transportation privilege (bus suspension), tribunal referral.
- W. Cafeteria misconduct
- Consequences include but are not limited to loss of privileges, counseling, silent lunch, parent/guardian contact, parent or guardian conference, ISS, OSS.
- X. Violation of school attendance requirements: Violations include unexcused absence from school or class; unexcused late arrival (tardy) to school or class; unexcused early dismissal from school or class; and leaving school or class without permission (skipping).
- Consequences include but are not limited to parent/guardian conference, ISS, loss of privileges, CHINS court referral, tribunal referral.
- Y. Misuse of school technology: It is the responsibility of the students of Haralson County Schools to follow the Responsible Use Guidelines for Computer Hardware, Software, Network, and Internet Access. The use of any electronic device that uses school system Internet access as well as any device brought onto Haralson County Schools campus is subject to these Responsible use Guidelines.
- Any violation of this procedure, whether intentional or unintentional, may result in the following consequences: parent/guardian notification, ISS, OSS, revocation of privileges for the use of electronics on campus, tribunal, and/or referral to law enforcement.

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

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

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

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

Z. Willful and persistent violation of the Code of Conduct: Students are considered to be

willful and persistent violators of the Code of Conduct after receiving multiple referrals.

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

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

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

BB. Traffic or parking violations

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

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

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

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

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

Violence against a Teacher, Administrator, Bus Driver, or Any Other School Employee

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

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

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

Disciplinary Tribunal Hearings

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

In the event that a student chooses to admit guilt or chooses not to contest the charges before a

tribunal; and if the school and a parent/guardian agree as to appropriate disciplinary action; and if the parent/guardian chooses to waive the opportunity to participate in a tribunal hearing, present evidence, subpoena and cross-examine witnesses and be represented by an attorney at such hearing; a Tribunal Waiver Agreement may be written, co-signed and dated. If the tribunal chooses to adopt the agreement as to its decision, the decision will be final and cannot be appealed by the school or the family. If the agreement is not adopted as the decision of the tribunal, the document becomes null and void, all parent/guardian rights will be restored and a new hearing date and time will be established.

Rebel Academy - Alternative Education Program

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

Definitions of Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Tribunal Waiver Agreement: An agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of an actual hearing before a disciplinary tribunal. If the tribunal accepts the agreement as to its decision, the agreement becomes a disciplinary order of the school system.

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

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

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

School Bus Information

Message to Parents and Students:

The bus riding privilege is granted to your child as a service of HCSD. In an effort to maintain a safe environment, students are expected to comply with the code of conduct and the HCSD Bus Code of Conduct while walking to or from the bus stop, waiting at the school bus stop and riding on the school bus. Students are expected to be safe, orderly, and respectful at all times. Failure to act accordingly may result in suspension or expulsion from the bus. Concerns or issues pertaining to HCSD's transportation, including how student behavior is managed on the school bus, is addressed according to the operational procedures found on the HCSD website.

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

Bus Code of Conduct:

- Be respectful to the driver and all passengers.
- Audible electronic music playing devices such as radios, iPods, tape players, etc. may not be used without the permission of the driver and must be used without headphones.
- Electronic communication devices, including cell phones, pocket pagers, etc., may be transported on a school bus if not prohibited by the school, but they must be kept in the OFF mode and concealed in a book bag, purse or similar carrying device.

- On school buses, Georgia law specifically prohibits acts of physical violence, physical assault or battery, bullying, verbal assault, disrespectful conduct toward the bus driver or any other person, the use of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that may interfere with the driver's operation of the bus, and engaging in any other unruly behavior.

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

Some Critical School Bus Operational and Safety Procedures:

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

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

School-Related Georgia Laws

Required Reporting:

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

Weapon Possession:

Possession of deadly weapons on school property is punishable by law “..... it shall be unlawful for any person to carry to or to possess or have under such person’s control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound . . . Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years, or both. . . As used in this code section. . . ‘Weapon’ means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more

inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. . .” Ref. O.C.G.A. 16-11-127.1

Prohibited Drug Use:

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

Loitering in School Safety Zone:

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

Disrupting public school:

It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this code section shall be guilty of a misdemeanor of a high and aggravated nature. Ref. O.C.G.A. 20-2-1181

Non-Student Conduct on School Premises and Buses:

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

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

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

effect of substantially disrupting the orderly operation of the school.

Ineligibility for Driver's License:

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

NOTICES

COMPLAINT PROCEDURES UNDER THE EVERY CHILD SUCCEEDS ACT (ESSA)

A. Grounds for a Complaint

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

B. Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part A: Foster Care Program
3. Title I, Part C: Education of Migratory Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are

Delinquent, or At-Risk

5. Title II, Part A: Teacher and Principal Training and Recruiting Fund
6. Title II, Part D: Enhancing Education Through Technology
7. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
8. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
9. Title VI, Part B: Rural Education Initiative
10. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
11. Title X, Part C: McKinney-Vento Education for Homeless Children and Youth

C. Filing a Complaint

1. A formal complaint must be filed in writing to the Haralson School District superintendent or his/her designee.
2. The complaint must include the following:
3. A statement that the LEA has violated a requirement of a Federal statute or regulation that applies to an applicable program;
4. The date on which the violation occurred;
5. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
6. A list of names and telephone numbers of individuals who can provide additional information;
7. Copies of all applicable documents supporting the complaint’s position; and
8. The address of the complaint.

D. Investigation of Complaint

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

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

E. Right of Appeal

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

The complaint must be addressed to:
Georgia Department of Education, Office of Legal Services
205 Jesse Hill Jr. Drive SE
2052 Twin Tower East Atlanta, GA 30334

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

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

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

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

SECTION 504 PROCEDURAL SAFEGUARDS

1. Overview: Any student or parent/guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial

hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.

Section 504 Resolution Agreement

Adopting 504 Safeguards Frequently Asked Questions

Under the Section 504 Resolution Agreement, each LEA must adopt and implement policies regarding student rights and procedural safeguards under Section 504 that are consistent with GaDOE's model rights and safeguards, provide written evidence to OCR that the LEA has adopted and implemented Section 504 rights and safeguards, and notify parents and students of the rights and safeguards. These actions must be taken by each LEA before June 15, 2012.

The following frequently asked questions are designed to help guide LEAs as they adopt and implement student rights and procedural safeguards under Section 504.

1. Where can I find GaDOE's model student rights and procedural safeguards under Section 504?

You may find GaDOE's model student rights and procedural safeguards under Section 504, as well as other information relevant to complying with the Section 504 Resolution Agreement on GaDOE's website at the following link: <http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx>.

2. Does my LEA need to adopt the exact same student rights and procedural safeguards as GaDOE?

No. Your LEA may adopt the model rights and safeguards as written, or it may modify the model rights and safeguards in a manner that is consistent with Section 504 law and regulations. If you wish to modify the model rights and safeguards, we encourage you to seek advice of your legal counsel regarding your proposed modifications.

3. Can my LEA adopt documents, such as eligibility forms or student placement guidance, in addition to the procedural safeguards?

Yes. Procedural safeguards and student rights must be in place under Section 504 and Title II of the ADA. GaDOE encourages LEAs and schools to fulfill all obligations under Section 504 and Title II of the ADA in the manner it deems most appropriate, which may include adopting additional guidance or forms to assist decision-makers.

4. Is GaDOE going to adopt documents, such as eligibility forms or student placement guidance, in addition to the procedural safeguards?

GaDOE will not adopt additional guidance or forms as a result of the Section 504 Resolution Agreement. Though GaDOE does not have any current plans to adopt additional guidance or forms for implementing Section 504 or Title II of the ADA, any future guidance will be posted on the GaDOE website.

SAFE AND DRUG FREE SCHOOLS NEEDS ASSESSMENT PARENTAL NOTIFICATION

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

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

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

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); gender (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance. Students, parents, employees and the general public are hereby notified that the Board of Education does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

Title VI, Title IX – Brandi Johnson, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500

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

PARENT NOTIFICATION OF ONLINE OPTIONS

****Contact the school guidance counselor to learn more about the specific guidelines for online classes in the Haralson County School System.****

Overview of Senate Bill 289:

- Districts must notify students and parents of online options beginning in the 2013-2014 school year.
- Districts must allow students to take an online course even if the course is offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools.
- If the online course is taken as part of the regular school day, then the school will pay for the course (some limitations may apply). If an online course is taken outside of the regular school day, then the parent will pay for the course.

Overview of House Bill 175:

- This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses.

Accessing Georgia's Online Clearinghouse:

The Georgia Online Clearinghouse provides students and parents with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to: <http://www.gadoe.org/layouts/GADOEPublic.SPApp/Clearinghouse.aspx>

Step One: Type in the course you need (for example 9th grade Literature)

Step Two: Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program provider's names have been linked for users to access their site for registration information.

Step Three: Utilize the **provider's site to register** the student in the selected online course.

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

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

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the [appropriate school official] a written request identifying the record(s) they wish to inspect. The [appropriate school official] will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write to the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task, or a parent or student serving on an official committee. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Haralson County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office, U.S. Department of Education, 400 Maryland Ave., S.W. Washington, D.C. 20202-4605.

For additional information, visit the U.S. Department of Education website at <http://www.ed.gov>.

NOTICE TO PARENTS OF RIGHTS TO KNOW TEACHER QUALIFICATIONS

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information from the principal:

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

If you wish to request information concerning teachers' qualifications, please contact HCMS Principal, Mrs. Jodi Cash at 770-646-8600.

GIFTED EDUCATION (Board Policy IDDD)

Students in grades kindergarten through twelve in the Haralson County School System (HCSS) who demonstrate a high degree of intellectual, academic, and/or creative ability shall be provided special services

by the program for gifted students. Students may be referred for gifted screening by teachers, counselors, administrators, parents, guardians, self or other individuals with knowledge of the student's abilities. Additionally, automatic referrals are made when norm-referenced test scores (ex. ITBS) are made available. Students who are accepted for further evaluation will complete assessments in four areas: achievement, ability, motivation and creativity. No assessment will be given without parent/guardian permission. Data gathered from a source other than Haralson County School System will not be used in the assessment process. To be eligible for gifted services, a student must score at the 96th percentile (for grades 3-12) on the composite score of a standardized test of mental ability and score at or above the 90th percentile on the total battery, total math, or total reading of a standardized achievement test or qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and motivation. Any student who meets the state eligibility criteria for gifted education services in another Georgia school system shall be considered eligible in Haralson County and will, therefore, receive gifted services.

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

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

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

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

GOOD TOUCH/BAD TOUCH, SEX EDUCATION, AND AIDS PREVENTION

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

HOSPITAL/HOMEBOUND SERVICES

Haralson County Schools, under State Board Rule 160-4-2-.31, is authorized to provide instructional services to eligible students who have a medically diagnosed physical or mental condition that confines the student to home

or hospital and whose activities are restricted for an extended period of time. To be eligible for services, students must meet the following criteria: 1. A licensed physician must certify that the student is expected to be absent from school due to physical or mental condition, or due to a repeated intermittent chronic condition, for at least 10 schooldays and will be able to participate and benefit from an instructional program. 2. The student is under medical care for the illness, which may be acute or chronic in nature. 3. The physician must certify that the student can receive instruction without endangering the health of the instructor or other students with whom the instructor may come in contact. 4. The student is enrolled in a Haralson County school prior to the referral of Hospital/Homebound services or has met the criteria for eligibility for an exceptional education program. 5. The parent or guardian must sign the parental agreement section regarding the Hospital/Homebound guidelines. We are committed to continually seeking to improve instruction for our students. We hope that as a parent/guardian, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations.

RESPONSE TO INTERVENTION (RtI)

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

SPECIAL EDUCATION

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

EXTRA-CURRICULAR ACTIVITIES/NONDISCRIMINATION NOTICE

The school recognizes the importance of offering a comprehensive, balanced program to all students, and the school system supports the academic curriculum by making available to students a series of extra-curricular activities. Students are encouraged to participate as a part of their middle school experience. Band, sports, cheerleading, clubs, and other activities will be included throughout the year. Student participation in activities governed by State of Georgia eligibility requirements will be monitored very closely by the school administration, and all rules and requirements must be followed exactly with **no exceptions**. The State requires that students must physically be in attendance in their regular classroom THAT day in order to practice or participate in an extra – curricular activity. Therefore, if a student is OSS or ISS on the day of a particular activity and he/she is involved, he/she may not participate

State Law prohibits discrimination based on gender in athletic programs of local school system (Equity in Sports Act, O.C.G.A.-20-2-315). Students are hereby notified the Haralson County local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Brian Warren, 1655 GA Hwy 120, Tallapoosa, Ga. 30176, (770) 574-7647. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

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

DIVISIVE CONCEPTS COMPLAINT RESOLUTION PROCESS (IKBB)

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

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

**MATERIAL HARMFUL TO MINORS COMPLAINT RESOLUTION PROCESS
(IKBC)**

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

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

PARENTS' BILL OF RIGHTS (JRB)

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

HCMS FORMS

Haralson County Middle School
From the Office of the School Nurse
770-646-8600

Dear Parent(s)/Guardian(s):

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

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

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

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

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

**Haralson County Rebel
Expectations
For All Athletes and Parents**

ATHLETES:

Conduct:

- ★ Athletes will conduct themselves at all times in a good manner. This includes before, during and after practice; in the locker room; on the bus, and at games/meets or they may be subject to dismissal from the team/squad.
- ★ Athletes will keep the locker rooms and equipment in good order at all times.
- ★ Athletes who abuse equipment or the locker rooms may be dismissed from the squad/team.
- ★ Some actions by athletes may result in immediate dismissal. They include but are not limited to:
 1. Fighting
 2. Anything related to alcohol, drugs or weapons
 3. Disrespect toward a coach, administrator, teacher, adult or other team member.



Practice:

- ★ Athletes need to be at practice everyday and on time, including Monday's.
- ★ If you have to leave school and will not be at practice notify the Coach in advance.
- ★ If you miss a practice, you may be required to make up that day's conditioning.
- ★ An unexcused absence from practice may result in sitting out a portion of the next game/meet/event.
- ★ Three unexcused absences may result in dismissal from the squad/team.

Academics & Attendance:

- ★ Semester averages will be checked at the end of the appropriate grading period. Eligibility requirements must be met and maintained or the student may be dismissed from the squad/team for the remainder of the season.
- ★ Excessive absences from school may result in dismissal from the squad/team and/or prevent a student from trying out for teams in the future.
- ★ All students are subject to the Attendance Laws and rules for participation/event attendance.

In School Suspension:

- ★ Any athlete assigned ISS or OSS will not attend practices for the duration of their ISS/OSS time.
- ★ Any athlete with excessive ISS or OSS may be dismissed from the squad/team at the coach's discretion.

GAMES:

- ★ Athletes and coaches will conduct themselves in a manner that brings credit to Haralson County. Haralson County athletes and coaches will always show respect for the sport, the referees and all members of the opposing team.

PARENTS:

- ★ I give my child permission to ride the bus to and from away games. If I take my child home from the game, I must make prior arrangements with the coach and sign him/her out after the game with the designated coach.
- ★ Playing time is strictly a coaching decision. Coaches will not discuss playing time with parents. Coaches will, however, be glad to discuss an athlete's progress and offer suggestions for improvement.
- ★ Parents are asked not to hold conversations with any coach right before, during or after the games.
- ★ Parents will schedule needed meetings with coaches via email or voicemail @ 770-646-8600 (HCMS) or 770-574-7647(HCHS).
- ★ Parents are expected to show respect for all athletes (both ours and our opponents), the referees, coaches, school officials, and other spectators during games or they may be removed from the event.
- ★ Parents will ensure that athletes are picked up in a timely manner following practice and games.

I have read and understand the above expectations.

Parent: _____

Date: _____

Athlete: _____

Date: _____

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

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

Dear Parent/Guardian:

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

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

Thank you,
Dr. Jerry Bell
Superintendent

I decline permission for my student, _____ to
participate in _____.
(Club or Organization)

Thank you,

(Signature of Parent/Guardian)

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

Dear Parent/Guardian:

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

Thank you,
Mrs. Cash, Principal

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

(Signature of Parent/Guardian)

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

In Cases of Food Allergy

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

Child's Name _____

Disability/ Food Allergy _____

Life Threatening (Anaphylactic) reactions

Foods to be Omitted _____

Food to be Substituted _____

Doctor's Signature _____

Phone Number: _____

Parents:

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

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

**Haralson County Middle School Technology Resource Use Contract
2022-2023**

Personal Responsibility: I understand that when I am using the technological resources in the school district I am a member of the school district and I accept personal responsibility for use. I will report any misuse of the system or network to the principal.

Acceptable Use: I understand that the use of technological resources must be in support of education and research as well as the educational goals and objectives of the Haralson County School District. My parent/guardian and I have read the complete board policy IFBGA and are aware that the inappropriate use of technology resources which can be a violation of board policy, local, state, and federal laws, and that I can be prosecuted for violating those laws.

Privileges: I understand that the use of district technological resources is a privilege, not a right, and inappropriate use will result in cancellation of the privileges.

Network Etiquette and Privacy: I understand that use of the district's technological resources is not private. When using technological resources: I will be polite, use appropriate language, not reveal any personal information, and use the network in ways which will not disturb the use of the network by others.

Security: I understand that if I identify a security problem, I will notify the principal at once.

Vandalism: I understand and will abide by the provisions and conditions of the agreement. I understand any violations of the above provisions may result in loss of access as well as appropriate legal action. I also agree to report any misuse of the information system to the site principal.

Printed name: _____

Signature: _____

Date: _____

**HCMS Vaping & Vaping Devices Progressive Discipline Policy
2022-2023**

HCMS Parents/Guardians:

This notification is to inform you of the progressive discipline policy for the 2021-2022 school year with regard to vaping and vaping devices.

As a school district, we have seen vaping and the use of vaping paraphernalia increase dramatically in the past year. What began as an alternative to cigarettes and other nicotine products has escalated into a method of inhaling THC and other hallucinogenic drugs. There are ever-increasing sales of oils, juices and other dangerous, yet virtually undetectable, vaping products and devices marketed directly to young people. We urge parents and guardians to become familiar with this new trend so that you can be better informed and hopefully, assist our efforts to remove this danger.

While we will continue working to educate our students on the dangers of drugs, alcohol, nicotine, and the various methods of their delivery, we will also provide more severe consequences for vape-related violations of our discipline policy. Any student caught using, distributing or in possession of E-Cigarettes, vapes, juuls, or any other electronic tools and delivery devices or any vaping paraphernalia, oils, juices, etc. at school or on school property at any time; off the school grounds at a school sponsored activity, function, or event will be subject to severe disciplinary consequences that can include expulsion.

1st Offense: 3 Days of In School Suspension

2nd Offense: 4 Days of In School Suspension or 2 Days of Out of School Suspension

3rd Offense: Tribunal Recommendation

We are hopeful that, with your help, we can successfully combat this newest challenge to our student's health and well-being.

Sincerely,

Jodi Cash, HCMS Principal

Haralson County Middle School 2022-2023

We have read and understand the above information.

Name of Parent/Guardian

Parent/Guardian Signature

Date

Student's Name

Student's Signature

Date



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

How Does It Work?

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

What Are the Benefits?

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

What If I Don't Want to Participate?

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

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

I would like my student _____ to opt out of
(print first and last name)

PLAY Card for the 22-23 school year.

Parent Name (printed): _____

Parent Signature: _____



Permission for Hearing and Vision Screening

Student's Name: _____
(Please Print)

Date of Birth: _____

Dear Parent,

In the event that your child experiences difficulty in school, in order to gather more information and to help us better plan your child's educational program, we would like the school nurse to assess your child's hearing and vision.

The Haralson County School System has permission to screen my child's hearing and vision.

Parent/Guardian:

Print Name

Parent/Guardian Signature

Date

**Haralson County Middle School
2633 Highway 120 West
Tallapoosa, Georgia 30176
Phone 770-646-8600 Fax 770-646-5666
Mrs. Jodi Cash, Principal
Mr. William Robinson, Assistant Principal
Mrs. Heather Mitchell Assistant Principal**

Date: _____

We have read and discussed all information contained in the Haralson County Middle School's Student Handbook.

Parent/Guardian's Signature: _____

Student's Signature: _____

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



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

Dear Parent/Guardian:

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

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

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

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

Respectfully,

John Daniel
Transportation Director

SCHOOL BUS RULES

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