

# Haralson County Middle School

2633 Hwy. 120 West

Tallapoosa, Georgia 30176

Phone (770) 646-8600 Fax (770) 646-0108

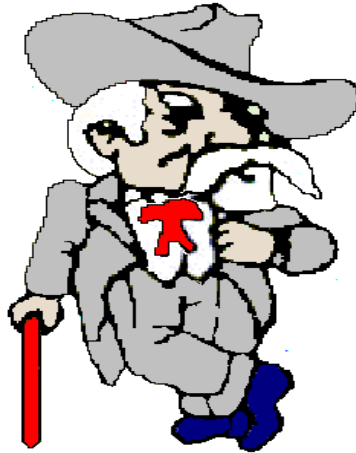
HCSS Central Office

299 Robertson Ave. Tallapoosa, GA 30176 (770-574-2500)

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

**Dr. H. B. Ridley, Principal**

**Mrs. Jodi Cash & Mr. William Robinson, Asst. Principals**



## **Fidelity in Purpose; Faithfulness in Performance**

*The mission of Haralson County Middle School is to create a community of learners, through quality instruction and high expectations, who will become productive members of an ever-changing society.*

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

# Haralson County Schools | 2015-2016 Student Calendar

## 4 Day (154 days)

JULY 2015						
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	

28<sup>th</sup> New Employee Orientation  
28<sup>th</sup> – 31<sup>st</sup> Teacher Workdays

Primary school 7:20-2:20  
Elementary school 7:30-2:30  
Middle school 8:30-4:14  
High school 8:30-4:04

JANUARY 2016						
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

1<sup>st</sup> Christmas Break  
5<sup>th</sup> Teacher Workday  
6<sup>th</sup> Students Return  
7<sup>th</sup> Report Cards

15 School Days

AUGUST 2015						
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					

4<sup>th</sup> First Day of School

16 School Days

FEBRUARY 2016						
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					

4<sup>th</sup> Progress Reports  
8<sup>th</sup> Conference day  
24<sup>th</sup> GHSWT

16 School Days

SEPTEMBER 2015						
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		

3<sup>rd</sup> Progress Reports  
15<sup>th</sup> – 18<sup>th</sup> GHSWT  
23<sup>rd</sup> - GHSWT

18 School Days

MARCH 2016						
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		

10<sup>th</sup> End of 3<sup>rd</sup> Nine Weeks  
15<sup>th</sup>-17<sup>th</sup> GHSWT  
18<sup>th</sup> Teacher Workday/weather make-up day  
22<sup>nd</sup> Report Cards  
29<sup>th</sup>-31<sup>st</sup> Spring Break

15 School Days

OCTOBER 2015						
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

8<sup>th</sup> End of 1<sup>st</sup> Nine Weeks  
12<sup>th</sup> Teacher Workday  
15<sup>th</sup> Report Cards  
14<sup>th</sup> PSAT  
19<sup>th</sup> Parent Conference Day

18 School Days

APRIL 2016						
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

1<sup>st</sup> Spring Break  
14<sup>th</sup>-28<sup>th</sup> EOG (tentative)  
21<sup>st</sup> Progress Reports

16 School Days

NOVEMBER 2015						
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					

3<sup>rd</sup> – 6<sup>th</sup> GHSWT  
12<sup>th</sup> Progress Reports  
24<sup>th</sup> – 27<sup>th</sup> Thanksgiving Break

12 School Days

MAY 2016						
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				

3<sup>rd</sup> -27<sup>th</sup> EOC (tentative)  
27<sup>th</sup> Last Day of School/  
End of 4<sup>th</sup> Nine Weeks  
31<sup>st</sup> Teacher Workday

16 School Days

DECEMBER 2015						
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		

1<sup>st</sup> – 18<sup>th</sup> EOC (tentative)  
18<sup>th</sup> End of 2<sup>nd</sup> Nine Weeks  
22<sup>nd</sup> – 31<sup>st</sup> Christmas Break

12 School Days

JUNE 2016						
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		

1<sup>st</sup> June Teacher Workday

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# Haralson County Middle School Student/Parent Handbook 2015-2016

At Haralson County Middle School, we are committed to continually seeking to improve instruction for our students. We hope that, as parents, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teachers and their expectations. We are proud of the professional credentials of our teaching staff and will furnish to you, upon request, the professional qualifications of any of your student's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

## **STUDENTS**

### **HCMS 2015-2016 Academic Policy**

1. No FINAL 9-weeks grade below 50 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 assignment 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. The object of homework is practice/review. Homework should be used to reinforce a lesson that has been previously taught, not to introduce a new concept.
5. 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).
6. 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.

## **DISMISSAL FROM SCHOOL**

Students will be dismissed at **4:14 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 4:45 p.m. If you cannot pick you student up by 4:45, you must make other arrangements for their transportation. Students left at school for an extended time may be turned over to the Haralson County Sherriff'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.**

## **ATTENDANCE**

Parents are expected to support the regular school attendance of their students. No student should miss more than 6 days in a school year for any reason. Excessive absenteeism shall be reported and referred to the Haralson County Magistrate Court and the Georgia Department of Driver Services.

Students shall be counted present when they are present for at least one-half of the instructional day.

Parents/Guardians may write an excuse for up to three (2) absences per semester. Excuses should be turned in to the office within 3 days. If no written excuse is provided, then the student's absence will be considered unexcused.

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.
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 in foster care shall be counted present when attending court proceedings related to their foster care.
9. At the discretion of the principal or administrative designee.

**Promotion/Retention:** Students are in danger of not being promoted to the next grade level if they are absent more than 6 days in a school year. Unexcused tardies will be considered in promotion/retention decisions.

**Unexcused Absences:**

Absences not included in the excused list are unexcused. All absences without notes are also unexcused absences. Out-of-school suspension days are considered unexcused. The principal of each school is authorized to allow students to make up work for unexcused absences if the absences are due to extenuating circumstances.

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

**For more information regarding student attendance or truancy protocols, please refer to Haralson County School System Policy JD-Student Attendance**

**CHECKING IN/CHECKING OUT**

Excessive tardies and/or check-outs (excused or otherwise) jeopardize student learning. Excessive tardies and/or check-outs 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 **8:20 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 main office to sign the checkout log and request the student. If possible, students should bring notes to school indicating the intention to check out early so that the paperwork can be done in advance. Students will not be permitted to leave the school premises during a school day unless called for at the office by an authorized person. **When checking out a student, parents should be prepared to show a GOVERNMENT ISSUED PHOTO ID.**

**There will be no check outs after 3:50 p.m.**

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

**PROMOTION AND RETENTION**

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

Student 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 or a yearly average of all connection classes. These local standards are in addition to the state mandated requirements. (see below)

Student that do not qualify for promotion to the next grade level may be retained at the discretion of the principal. 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 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 End of Course Test 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.

## CAFETERIA

The school cafeteria operates for the welfare and convenience of students. Good behavior and cooperation with cafeteria personnel is required in the cafeteria as in the classroom. Behavior will be monitored by teachers and other school personnel on a continuous basis. Food or drink is NOT permitted to be taken outside the cafeteria.

The cafeteria provides a well-balanced breakfast and lunch. At lunch, students are required to go 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.

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.**

Every student shall receive an application for free or reduced priced meals at the beginning of the school year. Forms completed at the beginning of this school year should be returned within the first week of school.

## DRESS CODE

To promote an orderly educational setting, the school expects students to maintain an appearance which is not distracting to teachers or other students and does not disrupt the instructional program. Some of the clothing which is **NOT** appropriate for school wear includes, but is not limited to:

1. Hats/Caps, bandanas, or bands around the head.
2. Non-prescription sunglasses.
3. Clothing that advertises alcoholic beverages, sex or tobacco, displays obscene or suggestive titles or profanity, those associated with gangs or gang membership or that may be considered racially or politically insensitive. \*\*
4. No cropped tops, halter tops, strapless dresses, tank tops, (unless worn under clothes that meet code); see-through clothing, muscle shirts or any item exposing the midriff may not be worn by either sex.
5. Tank tops, or similar garments, must have a shoulder strap of at least 3 inches (no spaghetti straps).
6. Shorts, dresses, etc. must extend to within 1 inch (+/-) of the tips of the fingers when fully extended vertically downward along the body. Splits in dresses or skirts cannot measure more than four inches above the bend of the knee. (NO cut-offs). Undergarments are not allowed to show. **Large and baggy clothing that does not properly cover or fit the body is prohibited.** The clothing should not be so large or baggy that it creates a safety hazard. **The practice of "Sagging" is prohibited.** Jeans, shorts, and pants should be worn at waist level. In the event the jeans or pants are loose, a belt must be worn.
7. Any type of leggings must be accompanied by a shirt or skirt that extends down the leg at least to within 1 inch (+/-) of the tips of the fingers fully extended vertically downward along the body.
8. Shoes must be worn at all times.
9. No see-through clothing will be permitted.
10. Make up that is deemed distracting to the educational process is prohibited.
11. No chains or chain-like necklaces.
12. Facial piercings (other than ear piercings) are a safety hazard and are not permitted.
13. Sleepwear, such as pajamas, are prohibited.
14. Any clothing or element of a student's personal appearance deemed lewd, suggestive, overly revealing or disruptive to the learning process by administrators is prohibited.

In order to promote school spirit, uniforms will be worn by various groups at specified times with administrative approval. The principal has the discretion to change the dress code on special event days, announced in advance.

When a teacher feels that a student is wearing items of apparel not specifically addressed in the rules or that the student is inappropriately dressed, the student should be referred to the counselor's office. Any student wearing clothing that is determined to be inappropriate will be given the opportunity to secure other clothing. **If the student cannot secure a suitable change of clothing, the student will be sent to ISS for the remainder of the day.**

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

\*\* A gang is defined as any group or association of two (2) or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, further advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind whether on or off school campus or school property.

## **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.

## **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.

Amnesty Days or **FREE DAYS**, will be announced each 9 weeks so that students may return books without paying fines. 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.

## **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, bubble gum, or candy.
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.

Parents may reclaim confiscated items in the front 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 office for prosecution.



## **OBSERVANCES DURING HOMEROOM**

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

## **SELLING OF ITEMS**

No one is permitted to sell anything on the HCMS campus without prior permission of 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.

# **PARENTS**

## **REGISTRATION/ENROLLMENT**

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 3032). In addition, all students entering a Georgia school for the first time are required to have an Eye, Ear and Dental Certificate. Students entering sixth grade must have a second MMR shot. Students will be asked to provide a Social Security number or have a parent waiver on file at the school. Students requesting to register after the beginning of the school year must be accompanied by a parent or legal guardian and must have withdrawal papers from the previously attended school. HCMS will follow the guidelines set forth by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

## **NON-RESIDENT STUDENTS**

Students must live in the Haralson County School District with their parents or legal guardians, and/or be otherwise eligible for enrollment under federal or state law, to enroll in the Haralson County School System.

Non-resident students may be accepted to attend Haralson County Schools by paying a tuition. Acceptance will be based on available space, prior discipline record and academic performance. Tuition is due (in full) at the beginning of the school year (prior to the first day of school) or may be paid in a two semester split: August 1st and January 2nd of the current school year. Failure to pay tuition as prescribed will result in withdrawal from the School System once payment becomes over ten (10) days delinquent, (10 days past the due date). Tuition payments should be made directly to the school. Current tuition rates are as follows:

- Georgia Non-Residents - \$1,000 per year**
- Out-of-State Non-Residents - \$8,000 per year**

The continued enrollment of non-resident students in all schools within the school system shall be conditioned on the following additional criteria:

- a. Consistent attendance with no excessive unexcused absenteeism;
- b. Satisfactory discipline; and
- c. Academic progress maintained (e.g. passing scores in all coursework)

In the event a non-resident student becomes a disciplinary or attendance problem, the principal may revoke the student's permission to attend school in the Haralson County School System without the

necessity of convening a disciplinary tribunal. **There will be NO REFUNDS of tuition if a non-resident student withdraws voluntarily or is dismissed for academic, attendance or disciplinary reasons.**

Any non-resident student enrolled in the Haralson County School System with falsified residency documentation shall be immediately withdrawn from the school system. Criminal charges may be filed against the parent or guardian at the will of the superintendent.

### **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. 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.

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### **PARENT ENGAGEMENT**

There are many opportunities for parents to become an active part of their child's education program including The HCMS Parent Teacher Organization (PTO) or The HCMS School Governance Team. Additional engagement opportunities include working with our athletic teams, band boosters or competitive academic teams. 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](http://www.haralson.k12.ga.us).

### **VISITORS**

Parents are always welcome at HCMS and are invited to call the school any time to arrange to eat lunch with their child. However, parents must schedule an appointment during the teachers' planning time for any conferencing. 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 insure that the school's regular instructional routine for students is not interrupted. Because it is also the Principal's 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 of the school system. Any parent or visitor who is unable to maintain acceptable behavior or demeanor may be asked to leave campus or physically 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.**

### **EMERGENCY INFORMATION**

**Fire Drills** – Fire drills are necessary for the safety of all students, faculty, and staff of Haralson County Middle School. Fire drills will be held regularly 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** – Tornado drills will be held periodically to make all students and personnel aware of proper procedures. Students must follow instructions given by teachers to assume safe positions, and students are expected to remain calm and quiet at all times during drills.

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

**School Closing** – In the event of severe weather or hazardous conditions that create the need to close schools, 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.

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

Textbooks are furnished without cost to students. Textbooks are the property of the State of Georgia and the Haralson County School System. Each student is responsible for the care of all books issued to him/her. Any damage to the book other than normal wear and tear is the responsibility of the student and charges for damages will be made. Students will be charged replacement cost for lost textbooks. Fines for damaged or lost books must be settled prior to the end of the school year. No students will be cleared for transfer or withdrawal and no report card will be issued until this obligation has been met.

## **CONTACTING STUDENTS**

The focus at Haralson County Middle School will be teaching and learning. Instruction cannot be interrupted unless there is an **emergency**.

**Messages:** Classes will not be interrupted for 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 be removed from class 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 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**

Conference Days are planned during the school year; please make plans to attend all conference dates. Parents or guardians may request a conference at any time. Conference appointments must be scheduled in advance. 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**, **Chief Academic Officer** and **superintendent**.

## **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 or state law. **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.

### **LOCKERS**

The school will provide lockers for students' personal property at a reasonable price of **\$10** for the school year. Students may carry book bags to classes and 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' book bags or lockers at any time.**

### **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.**

### **COUNSELING PROGRAM**

Parents may request to talk to a counselor by calling the school to schedule a phone or personal appointment. Teachers and administrators may also refer students and/or parents/guardians to a counselor for assistance or referral to additional services.

### **INSURANCE**

Information about school insurance will be sent home during the first few days of school.

### **POSTING OF FLYERS, ANNOUNCEMENTS OR NOTICES**

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.

### **CHECK CASHING**

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

# 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.

## **CONFIDENTIAL AND ANONYMOUS REPORTING**

**Safe Schools Alert:** Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the principal, an assistant principal, a teacher or another trusted adult. Anonymous TIPS can also be reported to the Haralson County Schools by one of four ways.

1. ANONYMOUS TEXT message to ALERT1 (253781) and begin your message with #1210 + your tip
2. ANONYMOUS Web tip at <http://1210.alert1.us>.
3. Call the ANONYMOUS tip line at 1-855-4ALERT1, ext. 1210
4. Email the ANONYMOUS tip to [1210@alert1.us](mailto:1210@alert1.us)

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

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

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

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

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

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

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

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

## IMPORTANT NOTICES

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

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

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

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

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

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

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

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

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

## PROHIBITED BEHAVIORS AND THE RANGE OF ACCEPTABLE 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 System 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.



1. **A. Alcohol and other drugs:** Actual or attempted possession, sale, use, distribution, or under the influence of any narcotic drug, 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. **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 apply to both A and B) parent/ guardian conference, counseling, ISS, OSS, tribunal, referral to law enforcement. Second or Subsequent Offense: Mandatory referral to tribunal.
2. **Violation of school medication control procedures:** Counseling, loss of privileges, detention, parent/guardian contact, parent/guardian conference, ISS, OSS, tribunal.
3. **Weapons, explosives and fireworks:** Actual or attempted possession, sale, purchase, transmission or use of any real or facsimile weapon, bomb, other explosive device, or explosive material as defined by this code, board policy, state or federal law: Confiscation, parent/guardian conference, detention, ISS, OSS, tribunal, referral to law enforcement. Weapon related law violations will be referred to 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).
4. **Threats or acts of violence against a teacher, administrator, school bus driver, other school official, employee, or their personal property:** Examples include any verbal assault, 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.: Loss of privileges, counseling, detention, parent notification, parent/guardian conference, ISS, OSS, tribunal, referral to law enforcement.
5. **Disrespectful conduct toward teachers, administrators, or other school personnel, including 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 employee toward a student: Parent/guardian conference, ISS, OSS, tribunal.
6. **Disrespectful conduct toward other students, school visitors or persons attending school-related functions:** Examples include use of vulgar or profane language; verbal assault, including 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.: Loss of privileges, counseling, detention, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement.
7. **Tobacco: Actual or attempted possession, sale, purchase, transmission or use of tobacco, any substance represented or believed to be tobacco, or tobacco related paraphernalia to include electronic cigarettes or smoking devices:** Parent/Guardian notification, ISS, OSS. A possible tribunal referral for third and subsequent offenses.
8. **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, may 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: Parent/guardian contact, counseling, ISS, OSS, tribunal.
9. **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.: Clean-up detail, parent/ guardian conference, restitution, loss of computer privileges, ISS, OSS, tribunal, referral to law enforcement.

10. **Breaking and entering, burglary, theft, entering a school event without paying, bribery, possession of stolen property, possession/use of forged or photocopied money, extortion, or the attempt thereof:** Restitution, parent/guardian conference, ISS, OSS, tribunal referral, referral to law enforcement. Mandatory referral to tribunal 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.
11. **Bullying, harassment (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting or stalking:** Counseling, reprimand, warning, parent/ guardian notification, parent/guardian conference, physical separation from the victim via assignment to another class or situation, ISS, OSS, tribunal, 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
12. **Gang related activity:** Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang related by the principal. Gang related activity includes but is not limited to hand sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence. Parent/guardian conference, counseling, detention, ISS, OSS, tribunal, referral to law enforcement.
13. **Terroristic threats or acts, false public alarms or prank 911 calls: 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.
14. **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:** Loss of computer privileges, removal from a school bus, class, activity, event or other situation; conference with teacher, parents or counselor; and/or detention, restitution, ISS, OSS, tribunal referral, law enforcement referral.
15. **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: Parent/guardian conference, detention, ISS, OSS, tribunal referral, law enforcement referral.

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

16. **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 during regular school hours: With BYOT (Bring Your Own Technology), a Principal can authorize for usage at times during the school day: Confiscation, Parent or guardian conference, detention, ISS, OSS, tribunal referral.

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

17. **Public displays of affection that are inappropriate for a school setting:** Parent or guardian conference, detention, ISS, OSS, tribunal.
18. **Gambling:** Loss of privileges, counseling, detention, parent/guardian contact, ISS, OSS, tribunal.
19. **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:** Loss of computer privileges, parent or guardian conference, detention, ISS, OSS.
20. **Cheating, plagiarism, altering record, 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:** Loss of privileges, counseling, detention, parent/guardian contact, ISS, OSS (Cheating may result in loss of credit or completing an alternative assignment).
21. **Bus misconduct:** See School Bus Code of Conduct for specifics. Counseling, warning, seat assignment, parent/guardian contact, detention, ISS, OSS, loss of transportation privilege (bus suspension), tribunal referral.
22. **Lunchroom misconduct:** Loss of privileges, counseling, silent lunch, detention, parent/guardian contact, parent or guardian conference, ISS, OSS.
23. **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). Parent/Guardian conference, detention, ISS, loss of privileges, CHINS court referral, tribunal referral.
24. 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, detention, ISS, OSS, revocation of privileges for the use of electronics on campus, tribunal, and/or referral to law enforcement.  
**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 HCSS 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 System and/or for the protection of minors under the Children's Internet Protection Act.

HCSS 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.

25. **Willful and persistent violation of the Code of Conduct, to include failure to abide by a Chronic Disciplinary and Behavioral Correction Plan:** Counseling, warning, loss of privileges, detention, parent/guardian contact, parent/guardian conference, ISS, OSS, tribunal.
26. **Trespassing on any Haralson County school campus while suspended or during non-school hours without cause or need to conduct legitimate school business:** Counseling, warning, parent/guardian notification or conference, OSS, tribunal, law enforcement referral. Ref. O.C.G.A. 20-2-1180
27. **Traffic or parking violations:** Parent/guardian conference, revocation of driving or parking privileges, detention, ISS, OSS, notification of law enforcement.
28. **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. Counseling, loss of privileges, detention, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement.
29. **Possession of any item reasonably considered inappropriate to the school setting as determined by the principal.**

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

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

A student found by a tribunal to have committed an intentional act of physical violence against a teacher, school bus driver, school official, or school employee that results in physical harm to that person shall be

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

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

### **DISCIPLINARY TRIBUNAL HEARINGS**

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

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

**A MANIFESTATION DETERMINATION MUST OCCUR WITHIN 10 SCHOOL DAYS OF ANY DECISION TO CHANGE THE PLACEMENT OF A CHILD WITH A DISABILITY DUE TO A VIOLATION OF THE CODE OF CONDUCT.** The manifestation determination review is conducted by child's parent and the relevant members of the child's IEP Team, as determined by the parent and the school system. NOTE: No manifestation determination review is required when a child is removed from his current placement for NOT MORE THAN 10 SCHOOL DAYS to an interim alternative educational setting (IAES), another setting or via suspension, and for additional removals of not more than 10 cumulative days in that same school year for separate incidents of misconduct, as long as those removals do not constitute a pattern. Schools may make such short-term removals for violations of a code of student conduct to the extent that such alternative settings are also applied to students without disabilities. In addition, schools may remove a student to an IAES for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the child's disability in cases where a child carries or possesses a weapon to or at school, on school premises or at a school function; knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

### **OMBUDSMAN ALTERNATIVE EDUCATIONAL PROGRAM**

Ombudsman provides a structured alternative learning environment for Haralson County students in grades 6-12 who have been placed on long term suspension from their base school program. The program is designed to focus on the remediation of behavioral issues that frequently interfere with the learning process. The goal at Ombudsman is to prepare each student for a successful return to the base school and ultimately, to graduate. Emphasis is placed on goal setting and problem solving methods to help students make good choices. Study skills and organizational skills are also stressed. Ombudsman students will receive academic instruction in core subjects while the negative behaviors are being confronted and addressed. Because of the time lost away from the regular academic track at the base school, parents and students need to realize that the student may not be able to graduate on time. Students are

referred to Ombudsman through a tribunal process, but must be accepted by the Ombudsman administration following a parent, student, principal conference held during orientation. The student and parent/guardian must attend orientation prior to attending Ombudsman and will be asked to sign a contract agreeing to comply with the rules and regulations. There are very rigorous expectations of all Ombudsman students following a strict code of behavior. Random searches may also be conducted. There is no bus transportation provided to Ombudsman except that which is required through an Individual Educational Plan.

## DEFINITION OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## SCHOOL BUS CODE OF CONDUCT

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

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

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

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

- Follow the driver's directions; be respectful to the driver and all passengers.
- Follow the Code of Conduct at school bus stops and on the school bus. The school bus and stops are extensions of your school and classroom.
- Audible electronic music playing devices such as radios, iPods, tape players, etc. may be transported on a school bus if not prohibited by the student's school, but they may not be used without the permission of the driver and may not be used without headphones.
- Electronic communication devices, including cell phones, pocket pagers, etc., may be transported on a school bus if not prohibited by the school, but they must be kept in the OFF mode and concealed in a book bag, purse or similar carrying device.
- On school buses, Georgia Law specifically prohibits acts of: (a) \*physical violence, \*physical assault or \*battery; (b) \*bullying; (c) verbal assault; (d) disrespectful conduct toward the bus driver or any other person; (e) using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the bus; (f) using any electronic device during the operation of the bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the bus; and (g) engaging in any other unruly behavior.

**Exception:** Some items prohibited in another section of the Code of Conduct or in items three and four above, may be permitted on a bus during field trips, athletic trips, etc., if approved in advance by the



principal and the teacher/ coach in charge (Example: baseball bats may be transported to a baseball game, radio with headphones may be used with permission on a field trip, etc.). \*Ref. O.C.G.A.§16-11-127.1

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

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

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

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

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

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

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

I will:

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

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

## **SCHOOL RELATED GEORGIA LAWS**

**Required Reporting:** Any teacher or other person employed at any public or private elementary or secondary school who has reasonable cause to believe that a student at that school has committed upon

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

**Weapon Possession:** Possession of deadly weapons on school property is punishable by law “..... it shall be unlawful for any person to carry to or to possess or have under such person’s control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound . . . Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years, or both. . . As used in this code section. . . ‘Weapon’ means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. . .” Ref. O.C.G.A. 16-11-127.1

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

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

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

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

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

(a) As used in this Code section, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury

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

**Ineligibility for Driver's License:** Schools are required to report students 14 through 17 years old whose drivers' 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**

### **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. 34CFR 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 or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant'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.

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## **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 – Dr. Janet Goodman, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500

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

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## **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 parent 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.

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

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

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

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

**Parents Right to Know Teacher Qualifications**

In compliance with the requirements of the Elementary and Secondary Act (ESEA), the Haralson County School District informs parents that you may request information about the professional qualifications of your student's teacher(s) or paraprofessional(s). The following information may be requested:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by a paraprofessional, and if so, their qualifications.

If you wish to request information concerning your student's teacher's qualification, please contact HCMS Principal, Dr. Brian Ridley 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 96<sup>th</sup> percentile (for grades 3-12) on the composite score of a standardized test of mental ability and score at or above the 90<sup>th</sup> percentile on the total battery, total math, or total reading of a standardized achievement test or qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and motivation. Any student who meets the state eligibility criteria for gifted education services in another Georgia school system shall be considered eligible in Haralson County and will, therefore, receive gifted services. .

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

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

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## **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 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: Lisa 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 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.**

## Haralson County Middle School's Science Safety Rules

### Purpose

Occasionally science activities pose potential hazards. To ensure a safe classroom and demonstrate reasonable care, a list of rules has been developed. Safety instruction will be reviewed and additional rules given at the time of each science lab activity.

*No science student will be allowed to participate in science labs until the student handbook acknowledgement page has been signed and returned by the student.*

### Safety Rules

1. Conduct yourself in a responsible manner at all times. Horseplay, practical jokes, and pranks will not be tolerated.
2. Follow all written and verbal instructions carefully.
3. Do not touch any equipment, supplies, animals, or other materials without permission.
4. Perform only authorized and approved experiments. Do not conduct any experiments when the teacher is out of the room.
5. Never eat, drink, chew gum, or taste anything in the science room.
6. Keep hands away from the face, eyes, and mouth while using science materials, chemicals, or animals. Wash your hands with soap and water after science lab activities.
7. Wear safety goggles when instructed. Never remove safety goggles during an experiment. There will be no exceptions to this rule!

8. Keep your work area and the science room neat and clean. Store gym bags, band instruments, etc. away from the work area.

9. Clean all work areas and equipment at the end of a lab activity.

10. Follow your teacher's instructions to dispose of any waste materials generated in lab.

11. Report any accident, injury, or hazardous conditions to the teacher immediately.

12. Consider all chemicals used in the science lab to be dangerous. Do not touch or smell any chemicals unless specifically instructed to do so. Do not mix any chemicals or substances for the fun of it.

13. Handle all animals with care and respect.

- a. Open animal cages only with permission.

- b. Never handle any animal when the teacher is out of the room.

- c. Do not take animals out of the science room.

- d. Do not tease or handle animals roughly.

- e. Keep animals away from your face.

- f. Wash your hands before and after handling animals.

- g. Report any animal bite or scratch to the teacher immediately.

14. Always, carry a microscope with both hands. Hold the arm with one hand; place the other hand under the base.

15. Treat all preserved specimens and dissecting supplies with care and respect.

- a. Do not remove preserved specimens from the science room.

- b. Use scalpels, scissors, and other sharp instruments only as instructed.

- c. Never cut any material towards you—always cut away from your body.

- d. Report any cut or scratch from sharp instruments to the teacher immediately.

16. Never open storage cabinets or enter the prep/storage room without supervision by a teacher.

17. Do not remove chemicals, equipment, supplies, or animals from the science room without permission from the teacher.

18. Handle all glassware with care. Never pick up hot or broken glassware with your bare hands.

19. Use extreme caution when using matches, a burner, or hot plate. Unplug and disconnect all equipment when you are finished. Allow hot equipment to cool before you move it.

20. Dress properly. Long hair must be tied back, no dangling jewelry, and no loose or baggy clothing. Wear aprons and gloves when instructed.

21. Learn where the safety equipment is located and how to use it. Know where the exits are located and what to do in case of an emergency or fire drill.

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

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

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

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

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

**HCMS FORMS**

**HCMS Club / Activities Opt-Out Form  
FY 2015-2016**

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,

Jerry Bell  
Superintendent

.....

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

Thank you,

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

**Haralson County School Nutrition Allergy Form**

**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 Cindy Jones, Nutrition Director (770)574-2500 ext 224.**

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

## 2015–2016 HARALSON COUNTY MIDDLE SCHOOL COMPACT

At Haralson County Middle School, we will endeavor to provide a positive and safe learning environment of collaboration between teachers, schools, and community that result in lifelong student success.

**VISION STATEMENT: *Fidelity in Purpose; Faithfulness in Performance***

**TEACHER AGREEMENT – I believe that each child can be successful. I will:**

- Believe that each child can learn.
- Show respect for each student and his/her family.
- Enforce school and classroom rules consistently and fairly.
- Demonstrate professional behavior and a positive attitude.
- Come to class prepared to teach.
- Seek ways to involve parents in the school program.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT AGREEMENT – I believe that I can be successful. I will:**

- Attend school regularly and on time.
- Show respect for myself, my school and other people.
- Believe that I can and will learn.
- Obey the school rules.
- Always try to do my best in my work and in my behavior.
- Work cooperatively with my classmates, teachers and other school staff.

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

**PARENT/GUARDIAN AGREEMENT – I believe that my child can be successful. I will:**

- See that my child is punctual and attends school regularly and on time.
- Communicate with my child’s teachers on a regular basis.
- Support the school in developing positive behaviors.
- Provide a home environment that encourages my child to learn.
- Stay aware of what my child is learning.

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

**ADMINISTRATIVE TEAM AGREEMENT:**

**I believe H.C.M.S. will continue to be successful.**

- Provide an environment that allows for positive communication between the teacher, parent and student.
- Support the teachers in providing high quality instruction.
- Provide a safe and orderly environment conducive to learning.
- Encourage students, their families and staff to keep this compact.

Principal \_\_\_\_\_ Assistant Principal \_\_\_\_\_ Date \_\_\_\_\_

**Haralson County Middle School**  
**2633 Hwy. 120 West**  
**Tallapoosa, Georgia 30176**  
**Phone (770) 646-8600 Fax (770) 646-0108**  
**Dr. H. B. Ridley, Principal**

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

We agree to read and discuss all information found 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 2015-2016.*