

West Haralson Elementary School

4552 Hwy. 100 North

Tallapoosa, Georgia 30176

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

Website: www.haralson.k12.ga.us

Dr. Lorilyn Harrell, Principal
Mrs. Leisha Sauls, Asst. Principal



Haralson County District Office
299 Robertson Avenue
Tallapoosa, GA 30176
770-574-2500
Fax- 770-574-2225

Haralson County Technology
& Transportation Center
10 Van Wert Street
West Haralson, GA 30113
770-646-3882

At West Haralson Elementary 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. Please contact Principal Dr. Lorilyn Harrell at 770-574-7060 for more information on teacher qualifications.

The Vision of Haralson County Schools:

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

The Mission of Haralson County Schools:

Haralson County Schools will produce high-achieving students who will graduate.

The Beliefs of Haralson County Schools:

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

Federal law prohibits discrimination on the basis of race, color or nation 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 – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500
Section 504 and ADA – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500

West Haralson Elementary School Faculty and Staff

Dr. Lorilyn Harrell, Principal
Leisha Sauls, Asst. Principal
Jennifer Pennington, Counselor
Owen McWhorter, Media Center
Shoney Brice, Academic Coach
Tara Robinson, Nurse
Cindy Patterson, Office
Mgr./Bookkeeper
Suzanne Williams,
Registrar/Secretary
Valerie Cofer, Art
Katrina Burnette, PE
Anthony Angle, PE
Solange Vale, Music
April Sheridan, Computers
Debbie Johnson, Lead
Custodian
Pam Hammitt, Cafeteria Mgr.
Barbara Layton, Cafeteria
Jamie Harvey, Cafeteria
Jane Wright, Cafeteria
Blane Tidwell, SPED
Andrea Minton, Speech
Sandi Harbin, SPED
Lora Lepley, SPED Lead

Danita Brooks, 3rd Grade Lead
Shannon Holdbrooks, 3rd Grade
Chelsea Godwin, 3rd Grade
Janet Haldeman, 3rd Grade
Jeanna McDonald, 3rd Grade
Danielle Radke, 3rd Grade
Caye Williams, 3rd Grade
Marsha Roberts, 4th Grade Lead
Arlene Coggins, 4th Grade
Jennifer B. Johnson, 4th Grade
Trinity Westmoreland, 4th Grade
Carmen Aldridge, 4th Grade
Ann Hulseley, 4th Grade
Tonya Thompson, 5th Grade
Lead
Julie Craig, 5th Grade
Stephen Puckett, 5th Grade
Jennifer Johnson, 5th Grade
Kim Vines, 5th Grade
Brandi Law, 5th Grade
Donna Baggett, Speech Parapro
Brandi Day-Medlin, Parapro
Shelly Slay, Parapro
Keala Moreen, Parapro
Linda Tucker, Parapro

West Haralson Elementary School Student/Parent Handbook 2015-2016

ARRIVAL AT SCHOOL

School hours are from 7:25 am – 2:35 pm. Regular punctual attendance fosters learning and develops good working habits. It is highly important that students arrive on time and remain in school for the entire day. Students are tardy after 7:30 am. Tardiness may impact a student's academic work. Students arriving late to school on a Haralson County school bus are not counted as tardy. Buses will unload students in the front of the building. All students eating breakfast are to report to the cafeteria. Those not eating should report to the gym. Students are not to be outside the building for any reason. Supervision of students by staff begins at 7:00 a.m.; therefore, students should **NOT** arrive on campus before that time.

ATTENDANCE

In response to student attendance, the Haralson County School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Policy. For more detailed information, please see **Board Policy JB**.

BUSES

WHES students should be responsible enough to control their behavior on school buses. To ensure the safety of everyone on the bus, students must be well behaved. Expectations regarding bus behavior include, but are not limited to the following:

Students should:

1. Follow instructions of bus driver
2. Find a seat and stay in the seat
3. Talk quietly and use proper language
4. Refrain from eating or drinking on the bus
5. Keep all body parts inside the bus
6. Have **no** physical contact with other students on the bus
7. Refrain from throwing objects on or from the bus
8. Have **no** tobacco products, lighters, matches, drugs, alcohol, weapons or any other harmful objects on the bus
9. Not deface or cause destruction to school property
10. Be silent at railroad crossings
11. Only use emergency door and windows for emergencies

If it becomes necessary for a bus driver to refer a student to the administration because of misbehavior on the bus, the disciplinary action taken will depend on the severity of the infraction and may result in suspension from all buses in the Haralson County School System. **Transportation to and from school then becomes the responsibility of the parents/guardians.**

Discipline for any bus misconduct is at the discretion of the school administration.

No changes will be made in transportation of students, unless it is to be a car-rider instead of a bus-rider or a change in who is to pick up the student in car-riders. In order to make such a change in transportation, a note from the parent must be turned in to the front office the morning of the change. WHES cannot make such changes over the phone.

CAFETERIA

The school cafeteria operates on a non-profit basis for the welfare and convenience of students. Good behavior is required in the cafeteria as in the classroom, and the cooperation with cafeteria personnel is expected from students. 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.

Breakfast Prices

Student –	No Cost
Teachers--	\$ 1.25
Guests --	\$ 1.25

Lunch Prices

Student –	No Cost
Teachers--	\$ 3.50
Guests --	\$ 4.50

Although all students are encouraged to eat a cafeteria breakfast/lunch, students may bring breakfast/lunch from home. **STUDENTS AT WHES 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.**

CAR RIDERS – Morning

Car drop off and pick up is in the back parking lot beside the gym. PLEASE DO NOT drop your child off at the front entrance where buses unload. This poses a serious hazard to students. Students may not be dropped off before 7:00 a.m. If your child plans to eat breakfast at school, please drop them off between 7:00 am and 7:25 am.

CAR RIDERS – Afternoon

Bus riders are dismissed at 2:35 p.m. Car-riders are then dismissed. In an effort to coordinate our car rider procedures, drivers who pick up must have an official WHES nametag that will hang from the rear view mirror. WHES uses these cards as a safety precaution to protect our students. These cards must remain in place and visible until the child is in the car. If the driver does not have a nametag, **THE DRIVER WILL BE ASKED TO PARK, ENTER THE BUILDING, AND PRESENT IDENTIFICATION IN ORDER TO PICK UP THE CHILD.** Our office staff will be happy to assist in this process.

Please go over the following car-rider procedures with your child:

1. Parents enter car-rider line on Steadman Road and follow the line to the front of the building. Please place your car-rider tag where staff members can read it easily.
2. Parents will form two lines in the front of the building. **Please do not call for your child or motion for him/her.** A staff member has released your child to cross traffic and load in the car.
3. A staff member will release traffic as soon as students are safely loaded.

CHAIN OF COMMAND

Who do I contact if I have a question or problem with my child's school or issues concerning my child's education?

First: My Child's Teacher

Second: School Principal or Assistant Principal @ 770-574-7060

Third: Haralson County Schools @ 770-574-2500

CHECKING IN LATE/CHECKING OUT EARLY

Unless there is an unavoidable medical appointment, legal obligation, or occasional family emergency, students should arrive at school on time each morning and stay until regular dismissal time in the afternoon. Any student who arrives at school later than **7:30 a.m.** is tardy and must sign in with the office. They should bring a note from a parent/guardian explaining the tardiness. Office personnel will issue a pass to class, which indicates if the tardiness is excused or unexcused. Teachers will not admit students to homeroom or class without a pass from the office. Excessive tardiness will be treated as a discipline situation. 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 to the office by an authorized person. **When checking out a student, parents/guardians should be prepared to show a PHOTO ID.** A student must be present for at least one-half of the school day to be counted present. Students checking in after 11:00 are counted as absent. Students checking out before 11:00 are also counted absent. **STUDENTS MUST BE SIGNED OUT IN THE FRONT OFFICE AND MAY NOT BE PICKED UP FROM THE PLAYGROUND.**

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

CONFERENCES/COMMUNICATION

Open communication between home and school is of vital importance in promoting the best interests of students. Parent/Teacher Conferences are planned during the school year; please make plans to attend all conference dates. If a parent/guardian would like a conference with a teacher, please send a note or call the school to schedule an appointment. WHES makes every effort to include students in the conferencing process to the greatest extent possible.

COUNSELING PROGRAM

The mission of the Haralson County Counseling and Guidance Department is to provide for all students a proactive, comprehensive, developmental program that: supports student learning, enhances academic/career/personal/social development, and fosters responsible citizenship. West Haralson Elementary School has established written policies regarding the confidentiality of student educational and discipline records. These policies ensure privacy of student information and are in compliance with state and federal guidelines. Communication between the counselor and student is confidential unless disclosure is necessary to prevent danger to the student or others or when legal requirements request information. Records are maintained in the office and are available only to teachers and staff members working directly with the student. Records are not released to any entity without prior written consent of the parent or guardian of the child. Any psychological or therapeutic testing that is recommended for students by the staff requires prior written permission from parents before any testing can occur. **Parent permission is not required in order to see the counselor or to participate in classroom guidance activities. Please call the principal or school counselor for more information regarding counseling services.**

DISCIPLINE –Please refer to the Haralson County Student Code of Conduct (K-5).

DISMISSAL

The safety and security of WHES students is our primary goal. We request your cooperation and support with the following dismissal procedures.

- Every student should have a consistent method of transportation home.
- Changes in transportation should be made by 1:30 p.m.
- We CANNOT make changes by phone.
- You may fax us at 770-574-7086 to request transportation changes. Please include your photo ID and signature. Call to verify.
- Please send a note to your child's teacher if someone else will be picking up your child. Any new person will need to be listed on the emergency card and will be required to show photo ID.
- Dismissal begins at 2:35 p.m.
- **NO CHILD WILL BE DISMISSED FROM CLASS AFTER 1:30 P.M. EXCEPT IN CASE OF EMERGENCY.** We need this time for instruction and to reduce confusion during bus dismissal.

DRESS CODE

To promote an orderly educational setting, the school expects students to maintain an appearance that 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. (except in the event of a Hat Day)
2. Non-prescription sunglasses.
3. Clothing that advertises drugs or alcoholic beverages, sex or tobacco, display obscene or suggestive titles or profanity, those associated with gangs or gang membership**, those that may be considered racially or politically insensitive, and any other element of a student's personal appearance that is deemed by administrators to be disruptive to the learning process.
4. Cropped tops, halter tops, fishnet or tank tops- no spaghetti straps (unless worn under clothes that meet dress code), or any item exposing the midriff may not be worn.
5. Shorts, dresses, skirts, etc. shorter than mid-thigh cannot be worn. Splits in dresses or skirts cannot measure more than four inches above the bend of the knee. 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.
6. Spandex type material is not allowed. Cotton tights or leggings must be worn with tops or skirts measuring no more than three inches above the knee.
 7. Cleated shoes or shoes with wheels (wheelies). Shoes must be worn at all times.
 8. No see-through clothing will be permitted.
 9. Make up that is deemed distracting to the educational process is prohibited.
 10. No chains or chain-like necklaces.

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

** 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.

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

EMERGENCY INFORMATION

Fire Drills – Fire drills are necessary for the safety of all students, faculty, and staff of West Haralson Elementary School. Fire drills will be held once a month to prepare for the orderly evacuation of the buildings. Specific directions for reaching a point of safety are posted in each room and each teacher will spend time with all classes discussing procedures and information. Misconduct can endanger lives, and therefore cannot be tolerated during emergency drills.

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

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

School Closing – In the event of severe weather or hazardous conditions that create the need to close schools, television and radio stations available to the area will be notified as soon as the decision is made in Haralson County. Parents and students are requested to seek this information from the media instead of attempting to call the school or school personnel.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)-(Board Policy IDDG)

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

CHORUS

The WHES Chorus is an extracurricular group for students in grades 4 and 5 who have an interest in singing and performing. Auditions for the chorus will be held in the Fall and Winter terms. The decisions of the audition panel are final. Students that are selected will need to purchase a chorus shirt for performances (approximately \$10) and will be required to attend rehearsals after school. A calendar of rehearsals and performances will be provided. Students must maintain passing grades and exhibit appropriate behavior in chorus and the classroom to participate in the chorus. The WHES Chorus has received numerous recognitions for their excellent performances at various evening events and throughout the Northwest Georgia area.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)-

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
 - Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
 - Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, are pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

FIELD TRIPS

Students may have the opportunity to go on field trips during the school year. All students must return a signed permission slip from a parent or guardian before being allowed to go on a field trip. All trips are chaperoned by school personnel.

GIFTED INSTRUCTION (For more detailed information, see Board Policy IDDD)

Students in grades kindergarten through twelve in the Haralson County School System (HCSS) who demonstrate a high degree of intellectual, academic, and/or creative ability shall be provided special services by the program for gifted students. Students may be referred for gifted screening by teachers, counselors, administrators, parents, guardians, self or other individuals with knowledge of the student's abilities. Additionally, automatic referrals are made when norm-referenced test scores (ex. ITBS) are made available. Students who are accepted for further evaluation will complete assessments in four areas: achievement, ability, motivation and creativity. No assessment will be given without parent/guardian permission. Data gathered from a source other than Haralson County School System will not be used in the assessment process.

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

services in another Georgia school system shall be considered eligible in Haralson County and will, therefore, receive gifted services.

Any student who fails to meet the continuation criteria will be placed on probation for a **minimum** of one nine (9) weeks period. Parents will be notified in writing of a student's probationary status and will be afforded the opportunity to meet with appropriate school/system personnel. If at the end of the probationary period, the student has not resumed satisfactory performance, s/he will be withdrawn from the gifted program, including advanced content classes. If a student achieves satisfactory performance, s/he will continue in the gifted program. **Probation may not occur more than one time at any instructional level (K-5, middle, and high).**

GOOD-TOUCH PROGRAM AND SEX EDUCATION AND AIDS PREVENTION

Georgia law requires that instruction in Good-Touch Programs and Sex Education and Aids Prevention be taught at all grade levels that are kindergarten through twelfth grade. We recognize that even though Sex Education / AIDS Prevention is a part of the comprehensive health curriculum; there are still sensitive issues with which you could have concern. All the materials to be used to teach these objectives are available to you. If you would like to preview any of the materials, please call the school and schedule a time for your visit. Letters will be sent home by each student when these programs will be taught at school. A letter must be presented to the school stating that you do not wish for your child to participate in the program. **No response will be considered an automatic approval.**

HARRASSMENT, INTIMIDATION, BULLYING, AND RETALIATION

Harassment, intimidation, bullying, and retaliation are prohibited and will not be tolerated by students at WHES. **See the Code of Conduct.**

If you need additional information, please contact the Counselor, Jennifer Pennington.

HEALTH SERVICES INFORMATION

Mrs. Tara Robinson is our school nurse. Parents wishing to see the nurse should check with the office first. All medical questions or concerns will be referred to her. 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 guardian to pick the student up and he/she will be medically excused for the day. For minor problems, the student may be given over-the-counter medication and sent back to class-----provided the parent has given permission for this on the student's medical information form. The student may be allowed to call home if requested and deemed necessary by the school nurse.

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

The School Health Office is designed to provide care to those students who become ill or who are injured while in school. A section concerning medical information is included on the registration form. This form inquires about any pertinent past or present health problems, contact numbers, medications taken, and which medications can/cannot be given to your child in the event needed. This information is then used to develop and maintain a cumulative health file on each student. If you know that your child is sick, PLEASE make arrangements to keep him/her at home for the day. If your child becomes ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. **Please remember to keep all phone numbers current in the event that we need to contact you.**

Parents will be notified in writing or by phone of any potential health problems and suggestions will be given for follow-up. It is important that parents notify the school nurse in case of a significant student illness. If a student is to be excused or limited for an extended period from participation in school and/or school activities, he/she is required to bring a statement signed by a physician.

In case of a serious accident or illness at school, your child will be transported by ambulance to the appropriate medical facility. The parent/legal guardian is responsible for all expenses.

Prescription and Non-Prescription Medications

1. Medication Administration Form-The parent/legal guardian must complete the authorization and instruction form entitled "Authorization to Give Medication At School". The student's physician must sign and complete the form. Bring in the completed form along with the prescription medication that is to be administered at school. Without this form, we will be unable to dispense any prescription medications at school. These forms can be picked up from the nurse. The school nurse has several non-prescription medications available that may be administered to students as needed. If a parent is sending in a non-prescription medicine for the nurse to dispense it must be accompanied by a note explaining when and how much to administer and the parent/guardian must sign and date the note.
2. The completed form must accompany any medication that is to be given in school. Be sure to take this form with you to your physician/clinic when your child is ill. The school CANNOT give medication without the accompanying form. The form is only good for one school year. A faxed copy of the form from your Doctor's office is acceptable.
3. The medication (along with the authorization form) must be taken to the school by the student's parent/legal guardian. **Under no circumstances should a student bring a "controlled" drug to school.** These would include medications for ADD/ADHD, anxiety attacks, etc. Certain prescription medications that are given for pain are classified a "Controlled Drugs". If a student requires this type of medication while at school, the required form must be completed by the parent/legal guardian with a signature from the prescribing physician along with the instructions as to how the medication is to be administered and how often the medication may be administered. **Only the medication in its ORIGINAL container from the pharmacy is accepted.** Ask the pharmacist to give you a duplicate prescription bottle with the appropriate labeling. **Do not send the entire prescription to school. Send only the amount that your child will need during the school day.** Medications should not be contained in baggies, foil, or daily dosage containers. "Sample" medication must be labeled correctly. Any medication that is to be administered at school must have current labeling on the bottle/package. The medication in the bottle/package must match the label and match the student receiving the medication. A new prescription bottle with correct labeling is required for any dosage change. The school cannot alter dosages without a NEW AUTHORIZATION FORM from the prescribing physician and the parent/legal guardian.
4. At the designated time, the student will go to the clinic to take his/her medication. Assistance/supervision will be given in accordance with the instructions on the authorization form. The parent/legal guardian should notify the school if assistance is needed for the student to maintain appropriate medication schedule. Medication is a parental responsibility; therefore, **Haralson County School employees will not assume any liability for supervising or administering medication**, and the school system retains the privilege of refusing to supervise/assist in administering medication, except where otherwise required by law.
5. Unused medication should be retrieved from the school within one week after medication is discontinued; otherwise, the school will dispose of the medication. Medication left at the end of the school year will be discarded.

Authorization for students to carry a prescription inhaler, epipen, insulin, or other approved emergency medication:

If you have a child who has asthma or other emergency health-related conditions that require self administration of medicine while at school, or have a child who needs to carry medication, you must complete an **Authorization for Students to Carry a Prescription Inhaler, Epipen, Insulin or Other Approved Medication Form**. These forms are available upon request in the school's clinic or main office.

Students who are sick, contagious, and/or have a fever greater than 100.4 MUST NOT BE SENT TO SCHOOL. If permission has been granted for your child to see the school nurse, he/she will be sent to the clinic in the event of illness or injury. In the event a student has a fever, potential contagious illness, or a more serious health problem, the parent/legal guardian will be notified by written note or telephone contact. If necessary, arrangements should be made to pick the child up. **A very ill or injured child will not be sent home by bus.** By working together, we can strive to ensure the health and well being of every student so that he/she can benefit from the educational programs. Should you have any questions or concerns or need additional information, please contact the School Nurse.

HOMELESS

In accordance with the McKinney-Vento Homeless Assistance Act, as amended by the No Child Left Behind Act of 2001, West Haralson Elementary School will work with homeless children and youths and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children and youth not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided system services for which they are eligible, including pre-school programs, Title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented education programs, transportation accommodations and programs and school nutrition programs. Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The System will assign and admit a child who is homeless to a System school regardless of residence or whether the homeless child is able to produce records normally required for enrollment.

HOMEWORK

The amount and frequency of homework assigned varies among grade levels and subjects taught. If parents have questions at any time, they should contact the teacher by calling the school office for an appointment or by sending a note with their child.

HOSPITAL/HOMEBOUND SERVICES

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

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

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

INTERRUPTIONS DURING THE SCHOOL DAY

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

Messages: Classes will not be interrupted for non-emergency messages to be delivered. Parents and students are asked to make afternoon transportation arrangements **BEFORE** students leave for school in the morning. **We will not accept any changes over the phone. This is for the safety of the student.**

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

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

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

IMMUNIZATIONS

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

ITEMS NOT ALLOWED AT SCHOOL

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

1. Any item capable of doing harm to others.
2. Any item which could damage school facilities.
3. 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. Electronics (cell phones, Ipads, etc.), IF they disrupt the education process

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

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

MEDIA CENTER

The WHES Media Center is open during normal school hours to serve the teachers and students. Students normally rotate through the media center with their teachers regularly and are allowed to check out new books with teacher permission. Students can check out two books at a time for a two week period. After two weeks, the books may be renewed by returning them to the media center. No late fees are charged but students are responsible for the cost of lost or damaged books. Accelerated Reader is a reading incentive program administered through the media center. Beyond books for check out and Accelerated Reader, the media center has reference materials, computers for student use, educational videos, audio tapes, and a variety of magazines.

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.

NON-RESIDENT STUDENT (Board Policy JCB)

Students must live in the Haralson County School District with their parents or legal guardians and be otherwise eligible for enrollment under Georgia law to be enrolled in the Haralson County School System. Children of non-resident school system employees shall be admitted to the Haralson County School System with subject to the payment of tuition as determined by the board.

Based upon availability of space, children of parents who own property in Haralson County may attend Haralson County Schools by paying a tuition fee that is set from time to time by the Board of Education and does not exceed the tuition amount that may be charged under Georgia law. 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).

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. The principal's decision may be appealed to the Superintendent, whose decision shall be final and not subject to further appeal.

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

OFFICE HOURS

School office hours are 6:45 a.m. until 4:00 p.m., Tuesday through Friday. Our telephone number is (770) 574-7060.

PARENT RESOURCE CENTER

The Parent Resource Center is located in the front office. It is open Tuesday through Friday from 6:45 a.m.-4:00 p.m.

PARENT-TEACHER ORGANIZATION (PTO)

The Parent-Teacher Organization provides an excellent opportunity for establishing a better communication between parents and teachers. This is one of the best opportunities for the parents to learn about school life.

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 2015-2016 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.

PICTURES AND VIDEO IN SCHOOL

Haralson County School District likes to celebrate our students' achievements. We routinely include pictures of children in publications, broadcasts, and on the web page. If you do not want your child's picture taken, please complete an Opt Out Form at the school.

POSTING OF FLYERS, ANNOUNCEMENTS, NOTICE

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

PROMOTION AND RETENTION OF STUDENTS

In order to encourage appropriate achievement for all students, the Haralson County Board of Education has established the following basic promotion and retention criteria: The Board hereby authorizes each school to develop procedures or regulations that specify how the state-adopted assessments and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in all grades, (and for students in grades 3, 5, and 8 in years when reliance on state-adopted assessments has been waived). Such procedures or regulations must be approved by the Superintendent or designee(s) and shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.
4. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
5. School level promotion and retention decisions may be appealed to the Superintendent or designee, whose decision shall be final.

REGISTRATION/ENROLLING

Registration of students to be enrolled at West Haralson Elementary School must be in accordance with Georgia law as well as regulations adopted by the Board of Education. Georgia law requires that all students must have on file at the school a current Georgia Certification of Immunization (form 3032). In addition, all students entering a Georgia school for the first time are required to have an Eye, Ear and Dental Certificate. Students 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. WHES will follow the guidelines set forth by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

REPORT CARDS

Formal report cards containing an evaluation of student progress are sent home each 9 weeks. Report Cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes. The report card provides a means of communication between you and your child's teacher that is very important to his/her success and happiness in school. You are encouraged to request conferences as needed.

RESPONSE TO INTERVENTION (RTI)

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

SAFE AND DRUG-FREE SCHOOLS

In order to provide the best drug and violence prevention activities for your child and in accordance with the guidelines for the No Child Left Behind 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.

SELLING OF ITEMS

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

SPECIAL EDUCATION

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

STUDENTS ON CAMPUS AFTER SCHOOL HOURS

Students should never be on campus unsupervised. Only those students who have specific permission from a school employee 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 their designated area.

SUPPLIES

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.** Any 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 books. Fines for damaged or lost books must be settled prior to the end of the school year. Students will not be cleared for transfer or withdrawal until this obligation has been met.

Each student will be given an agenda with the school handbook inside. Each student is required to keep his/her agenda by writing down all assignments for each class every day.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

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

Acceptable Internet Use Summary- Every student who accesses the internet is responsible for all parts of the Acceptable Use Policy (Haralson School Board Policy IFBGA). If parents choose not to allow their student to have access to the internet on District equipment, they must complete the required forms (available in the district or school office). All use of the internet system must be in support of education and research. The district reserves the right to review system use; all users waive any right to privacy that they might not otherwise have. Any violation of the Acceptable Use Policy may result in disciplinary action up to and including suspension of the student. Severe violations may result in legal action.

VISITORS

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

Volunteer/Visitor Guidelines

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

VOLUNTEERS

We have a parent volunteer program for parents to help with various activities such as field day, orientation, to help teachers, etc. Please call the school and speak to Shoney Brice (academic coach) if you would like to become a parent volunteer.

WITHDRAWAL FROM SCHOOL

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

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 en route 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

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 that may be construed as bullying.

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

As used in this Code section, the term "bullying" means an act 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.

The term applies to acts which occur on school property, on school vehicles, at designated bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic equipment, 1. is directed specifically at students or school personnel,2. is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and 3. creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

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. Loss of privileges, counseling, detention, and parent/guardian contact, 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:** Loss of privileges, parent/guardian contact, counseling, detention, restitution, ISS, OSS, tribunal, referral to law enforcement.
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:** Not applicable to students in grades K-5.
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.

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 and district attorney. Ref. O.C.G.A. 20-2-1184

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