



# **NORTH DOUGLAS ELEMENTARY SCHOOL**

## **2012-2013 STUDENT/PARENT HANDBOOK**

1630 Dorris Road, Douglasville, GA 30134

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# 2012 - 2013 DOUGLAS COUNTY SCHOOL CALENDAR

<b>JULY</b>	July 16	Return to Work for 205, 210, 215 Employees
	July 27, 30	New Teacher Orientation
	July 30	Furlough Day 3* for All Employees
<b>AUGUST</b>	July 31, August 1-3	Preplanning
	August 1	Middle and High School Students and Parents, 4:00-7:00 p.m. Sneak A Peek
	August 2	Elementary School Students and Parents, 4:00-6:00 p.m. Sneak A Peek
	August 6	First Student Day
<b>SEPTEMBER</b>	September 3	Student/Employee Holiday: System Closed
	September 5	Elementary and Middle School Progress Reports Issued
	September 18	Elementary School Students 1/2 Day Early Release
	September 20	Middle School Students 1/2 Day Early Release
<b>OCTOBER</b>	October 2	FTE Count
	October 5	Grading Period Ends, Report Cards Issued October 16
	October 8-12	Student/Employee Holidays (Except 240 day employees)
<b>NOVEMBER</b>	November 6	Student Holiday, Furlough Day 2* for All Employees
	November 14	Elementary and Middle School Progress Reports Issued
	November 19-23	Student/Employee Holidays (Except 240 day employees)
	November 21-23	Holidays for All: System Closed
<b>DECEMBER</b>	December 21	Semester Ends (88 Day Semester)
	December 24-January 2	Student/Employee Holiday: System Closed
<b>JANUARY</b>	January 3-4	Student/Employee Holidays (Except 240 day employees)
	January 7	Student Holiday (190, 205, 210, 215 employees return)
	January 8	Students Return, Second Semester Begins
<b>FEBRUARY</b>	January 21	Holiday for All: System Closed
	February 12	Elementary and Middle School Progress Reports Issued
	February 18	Student/Employee Holiday (Except 240 day employees)
	February 19-22	Student/Employee Holidays (Except 215 and 240 day employees)
<b>MARCH</b>	March 7	FTE Count
	March 12	Elementary School Students 1/2 Day Early Release
	March 13	Middle School Students 1/2 Day Early Release
	March 14	High School Students 1/2 Day Early Release
	March 20	Grading Period Ends, Report Cards Issued March 22
	March 20-22	Holidays for All: System Closed
<b>APRIL</b>	April 8-12	Holidays for All: System Closed
	April 30	Elementary and Middle School Progress Reports Issued
<b>MAY</b>	May 27	Holiday for All: System Closed
	May 28, 29	High School Students 1/2 Day Early Release
	May 30, 31	All Students 1/2 Day Early Release
	May 31	Last Student Day (92 Day Semester)
	May 31	Last Student Day (92 Day Semester)
<b>JUNE</b>	June 3, 4	Post Planning
	June 5	Furlough Day 1* (190 day employees)
	June 7	Furlough Day 1* (205, 210, 215, 240 day employees)
	June 12	Last Day for 205 Day Employees
	June 19	Last Day for 210 Day Employees
	June 20	Last Day for 215 Day Employees

Any designated Holiday, Holiday Period, or Teacher Day may be used as Make-Up Day(s) as needed.

\*Furlough Day One is the first used. Reduction of Furlough Days would be removed in reverse order (i.e. Furlough Day 3 would be deleted first). Employees working over 180 days, other than those categories listed, must discuss Furlough days with supervisor.

## NORTH DOUGLAS ELEMENTARY SCHOOL

**School Hours:** 8:00 a.m. - 2:45 p.m.  
**School Colors:** blue and green

**Office Hours:** 7:15 a.m. - 3:30 p.m.  
**School Mascot:** Stingray

### ADMINISTRATIVE STAFF

Principal: Fran E. Davis  
Assistant Principal: Kim Johnson

### OFFICE STAFF

Office Manager: Susan Michaelson  
Attendance Clerk: Carol Velliquette  
O.R. Clerk/Clinic: Connie Jacobus

### INCLEMENT WEATHER

Radio station WSB (750 AM) and other major Atlanta radio and T.V. stations will be contacted concerning school closings. Closings will be announced as close to 6:00 a.m. as possible. Please listen to these stations for information. Calling the Board of Education or the school ties up emergency phone lines.

### ADMISSION/WITHDRAWAL

Students seeking admission to a Douglas County School should have withdrawn from the previous school. Withdrawal papers should be presented at the time admission is requested. The following items are required for enrollment and should be on file in the school office:

1. A certificate of Live Birth with a state file number
2. A certificate of Immunization-Form 3032 (Georgia Form)
3. Social Security Number
4. Legal documents (i.e., custody), if appropriate
5. Vision and Hearing screening certificate (screening will be done at school in the fall for first-time students.)
6. Two proofs of residency (Lease agreement, utilities bill, etc.)
7. Tag Receipt (Vehicles must be registered in Douglas County)

### AGENDAS/FOLDERS

At the beginning of the school year students in kindergarten through fifth grade may either be given a Stingray agenda or folder. These are for classroom use to help with communication between school and home. Important notes or flyers will be sent home via the agenda or folder. These notes or flyers may either be from the teacher or the office with important information regarding the upcoming events, holidays, etc. Students are required to keep their agenda or folder until the end of the school year. If a student loses their agenda or folder they are required to pay a \$5.00 replacement fee to the school before they can be issued a new one.

### ARRIVAL TIMES

NO STUDENT will be permitted in the school building before 7:15 a.m. This is for your child's safety since the staff does not arrive before 7:15 a.m. Students who eat breakfast at school should report to the cafeteria no later than 7:50 a.m. Students who are not in their classrooms by 8:00 will be considered tardy. If a student is tardy, he or she must report to the office for a tardy pass before going to class. STUDENTS ARE TARDY AFTER 8:00 A.M. Parents must escort their child to the office and sign them in if they arrive after 8:00 A.M.

All car riders must be dropped off and picked up at the Dorris Road entrance. Students are not allowed to be dropped off in the bus lane, nor at the mobile classrooms.

In the afternoon, all car riders should be picked up by 3:00 PM. If an emergency should arise and you are unable to be here by that time, please call the school. Leaving a student past this time could result in a referral to the school social worker for neglect.

### ATTENDANCE/TARDIES

The Georgia Compulsory Attendance Law holds parents responsible for making sure that their children attend school. According to this attendance law the only legal excuses for absences are personal illness, illness or death in the immediate family and/or religious holidays.

The homeroom teacher takes attendance each day at 8:00 a.m. The student must be present one-half day to be counted present that day in school.

All attendance regulations, including age for entering and leaving school, absences, tardiness, exemptions from school, and appropriate use of visiting teacher services, will be in accordance with the Georgia School Attendance Law.

Although attendance at school is very important, students with a contagious illness or fever should be kept at home. Upon returning to school after an absence, a written excuse, signed by a parent or guardian, must be given to the teacher. Any failure to explain an absence will result in the absence being marked unexcused. Students who are absent miss instruction that cannot always be made up. The fact that an absence is excused does not mean that the student will automatically receive credit for the work missed. It is his/her responsibility to find out what work was missed and to make it up under teacher direction.

Students should be on time each day. Students who are tardy miss valuable instruction and disrupt the class upon arrival. If a student is tardy, he or she must report to the office for a tardy pass before going to class. STUDENTS ARE TARDY AFTER 8:00 A.M. Parents must escort their child to the office and sign them in if they arrive after 8:00 A.M.

### CAFETERIA

Students are encouraged to participate in the school nutrition program. Nutritionally balanced breakfasts and lunches are available to all students. A registered dietician plans menus. Several menu choices are available. Student meal prices are \$1.00 for breakfast and \$1.80 for lunch. Free meals or reduced price meals are available to students who qualify. For students receiving reduced priced meals the cost is \$.30 for breakfast and \$.40 for lunch. Adult meals are available for \$1.60 for breakfast and \$2.80 for lunch.

Students are encouraged to pay in advance for meals to eliminate the necessity of bringing money daily. Any amount can be paid. Weekly meal tickets will be sold on Mondays. Please put the child's name and the teacher's name on the check or envelope. The school cafeteria manager can provide information about student account balances at any time. A policy has been established throughout the school system that restricts the amount of meal charges a student or adult can accumulate. NO ONE WILL BE ALLOWED TO ACCUMULATE MORE THAN \$5.00 IN CHARGES. Once that amount has been reached, students who are unable to pay will be offered a sandwich and beverage. Parents/guardians will be given a meal application form on which they may apply for free or reduced-price meals for their child(ren). Notification of eligibility will be made within ten (10) days. These records are confidential.

ParentOnline.net is another way to pay for your child's meals. It is a prepayment system that allows you to make deposits into your children's school meal accounts via the internet. Some of the key features include:

- Manage accounts for multiple students at different schools at the same time.
- View your child's balance online.
- View your online payment history.
- Receive low balance reminders that notify you when your child's balance reaches a certain level chosen by you.
- Make payments with your credit card or your checking/savings account via PayPal.

Money deposited into ParentOnline.net will usually arrive at the school by the next morning. Occasionally you will see a delay of up to 48 hours. Please set your low balance reminder email high enough for funds not to fully deplete.

If your child has a medical reason for a special diet or an allergy to certain foods, you are required to bring in a note from your family doctor, so that we can provide for them what they need. We can only provide specialized diets if we have doctors' orders to do so. If you have an ethnic, religious or cultural reason for your child not to eat certain foods, please write a short note explaining this. We will make every effort to substitute those foods.

### CAR RIDERS

Students who are car riders will be issued an official car rider number through the office. This number must be used whenever picking up a child in the car rider lane. Each person who has been designated to pick up a student in the afternoon must have visible in the car the number card that is issued. In order to assure the safety of all our students, if the original card is not visible, you will be asked to come into the office to check out your child. The original card must have the official school stamp. If you lose the original number card, or need additional cards for those people who are designated to pick up your child, you must obtain new cards in the office. All car

riders must be dropped off and picked up at the Dorris Road entrance. Students are not allowed to be dropped off in the bus lane, nor at the mobile classrooms. Students who arrive after 8:00 must be signed in at the office by an adult.

### **DISCIPLINE**

In order to provide a safe and nurturing environment that gives all students an opportunity to learn we maintain high expectations of our students. At North Douglas all students are expected to behave appropriately at all times throughout the school day. In the event that a student chooses to display inappropriate behavior they will be given a consequence by their teacher or administration that is suitable to the action. Your child's teacher will inform you of their grade level discipline plan that will include positive reinforcement along with corrective actions that will need to be taken. It is imperative that the school and home work together when situations arise so that we can maximize the instructional time for all of the children in the classroom. Administration will contact parents in the event of serious offenses only.

### **DRESS CODE**

The Douglas County School System expects every student to dress and be groomed in accordance with acceptable community standards of cleanliness, good taste and appropriateness. The established standard has been set to discourage clothing that may be a distraction to the learning environment and possible safety of students. It is not the Douglas County School Systems intent to thwart self-expression or exercise unreasonable control over students, however, current trends seem to favor certain modes of dress which are inappropriate for school which causes distractions to the learning environment. In the final analysis the Principal has the right to interpret that which negates a reasonable standard of conduct and appearance. Students at North Douglas are expected to dress in accordance with the Douglas County School System dress code. In the event that students are in violation of the dress code, the student will call parents at home or work to bring appropriate clothing to school. Repetitive disregard to abide by the dress code will result in out-of-school suspension. Please review the dress code section of the Douglas County School System Policies and Procedures for examples of inappropriate clothing.

### **EARLY DISMISSAL**

If a child is to be picked up before dismissal time, he/she must be signed out in the office by the person who is taking the child home. PLEASE DO NOT GO TO THE CLASSROOM OR PLAYGROUND TO GET YOUR CHILD! Please come to the office and we will assist you. Remember, when students leave early they are missing instructional time. Early dismissal requests should be limited to doctor's appointments, emergencies, etc. Excuses may be requested. Parents should not make a practice of entering the school building to get their children before dismissal or to wait for them in the building during afternoon dismissal time. The parent or guardian must notify the school through a note or telephone message if a student is to be released to someone other than the regular caregiver.

### **ELECTRONIC DEVICES**

Electronic devices such as cell phones, MP3 players, hand-held video games are considered nuisance items and are not permitted at school. Any such device that is found at school will be taken up and placed in a secure location in the main office until a parent/guardian comes to pick it up.

### **FIELD TRIPS**

During the year, students may take an educational field trip. Field trips are special activities that enhance our curriculum. Trips will be made according to Douglas County policy and guidelines. Parents will be notified before any field trip so that written permission can be obtained. Students with inappropriate behavior may not be invited to attend if their behavior jeopardizes the safety of others or themselves.

Each field trip can accommodate a certain number of chaperones. The number of chaperones will depend on the number of students as well as space available on the bus. Younger siblings are not allowed on school system buses and should not attend field trips.

### **GUIDANCE AND COUNSELING SERVICES**

In Douglas County, the elementary school guidance program is designed to help students by assisting them in making decisions and changing behavior. The purpose of guidance and counseling is to impact specific skills and learning opportunities in a productive and preventive manner which ensures that all students can achieve school success through academic, career, and personal/social development.

Guidance is defined as the help all students receive to assist them in making appropriate educational and career choices. Counseling is defined as the help some students receive from a professionally trained counselor to help them overcome personal and social problems, which may interfere with learning.

The lessons taught in classroom or small group guidance provides a link to define student competencies. These standards are included in the guidance curriculum. Counselors coordinate and implement delivery of guidance lessons in the areas of academic, personal/social and career development. Lessons can incorporate study skills, test taking skills, problem solving, decision-making, self-knowledge, life skills, personal safety, and career planning. All of which will help facilitate your child's academic achievement.

Small group counseling may address specific needs such as understanding-self and interpersonal skills or help students dealing in crisis situations, such as divorce or death in a child's life. Students may participate in these small groups as a result of referrals from parents, teachers or themselves. This counseling relationship with students will be treated as confidential except when a student poses an imminent danger to themselves or others; or when the student reveals matters that by state law must be reported. The Douglas County Board of Education provides all students the opportunity for counseling services.

The elementary school counselor consults and collaborates with parents, guardians, teachers, and significant others such as school psychologist, special education personnel, school social workers, and medical professionals in the community. They are also involved with classroom performance and behavior, childhood growth and development, a positive school climate, identification of exceptional children, interpretations of test results, psychological reports and other relevant data and communication between home and school.

Students in First and Third grades will be taught the GOOD-TOUCH/BAD-TOUCH program. GOOD-TOUCH/BAD-TOUCH is a body safety program, which teaches children in a very comfortable way to talk about a very sensitive problem. Unfortunately, every year more than 100,000 children are sexually abused in our country. Informing children of the following concepts helps to lessen their vulnerability to abuse.

1. Touch can be good, and/or confusing.
2. Children are special and they have the right to know all the safety rules.
3. Children can say no to inappropriate touches.
4. Children should tell a trusted adult if they ever have a problem with bad or confusing touches.
5. Sexual Abuse is never the child's fault.

Professionals from the University of Georgia have validated this program as being effective. The Douglas County Board of Education has approved this program and is very pleased and excited to be involved. Ms. Patreece Hutcherson, our school counselor will be teaching this program. She has received special training from The Prevention and Motivation Programs, Inc. You may contact her at 770-651-4822, if you would like to preview this program. If you have any questions or concerns about your child's involvement in any guidance or counseling group activity, please call your school counselor.

### **ILLNESS/ACCIDENTS**

If a student is hurt on the bus or at school, he or she should report the accident immediately to the supervising adult. First aid for minor accidents will be handled at school. Parents or guardians will be contacted by the office in the event of a serious accident.

Students who become ill during the school day should tell their teacher. Students will be sent home if they are running a fever, vomit at school, have diarrhea, or soil their clothes and they do not have an extra set of clothes to change into. THE SCHOOL MUST HAVE A WORKING EMERGENCY PHONE NUMBER ON EVERY CHILD.

### **INTERNET**

During the school year, your child may be involved in using the Internet as an educational resource. The Internet offers diverse and unique resources to our students. Our goal in providing Internet service to students is to promote educational excellence using all available technological resources and innovations. Students will have Internet access privileges under the supervision of an adult. An Internet permission form must be on file before the student is permitted to use the Internet.

## **JUNIOR BETA CLUB**

It is a national organization which recognizes outstanding academic achievement, promotes character and social responsibility, and encourages service involvement to school and community. It also fosters leadership skills and provides a setting for students to develop interpersonal relationship skills for students in grades five through eight. The Jr. Beta Club will be sponsored by school personnel, and meetings will be held in the afternoons after school throughout the school year.

## **LOST AND FOUND**

Most articles that are found are turned into the office and/or placed in a designated area. Please label all articles of clothing with your child's name so lost articles may be returned. If items are not claimed within a reasonable length of time, they will be donated to a charitable organization.

## **MAKE-UP WORK**

In the event of illness or family emergency, students will be given an opportunity to make up missed work. For short-term absences (5 or fewer days), full credit will be given for work made up and turned in within a number of days equal to those missed. Special arrangements should be made with the classroom teacher when illnesses or family emergencies extend absences beyond five days. The following guidelines govern the availability of makeup work:

1. If a student is absent for one day, makeup work will be given when the student returns to class. Any assignments requested on the day of a student's one-day absence are due on the day the student returns to school.
2. If a student is absent two or more days, parents may request makeup work by calling the school office before 8:30 AM. Work will be ready in the office between 3:00 PM and 4:00 PM. The number of days allowed for makeup work begins on the first day makeup work is requested.
3. In case of long-term illness, parents should communicate with teachers regarding further make-up work. It is the students' responsibility to get their missing assignments from the teacher.

## **MEDIA CENTER OPERATIONAL PROCEDURES**

1. **ACCESSIBILITY TO MATERIALS** - Students may borrow two books at a time. Additional books may be checked out to students for reports. Students may use any AV equipment and software in the media center. They may not check out reference books to take home, due to their expensive nature. Students are not allowed to check out AV equipment or software. Students may check out periodicals. We also frequently request other books from other libraries to meet student needs.
2. **CHECKING OUT BOOKS** - The media center operates under "open scheduling" which ensures that students have accessibility to the media center whenever they need it. The media center and its resources are a vital part of every child's education. We encourage teachers to provide frequent weekly opportunities for students to visit the media center. Students should have at least two opportunities to visit the media center per week.
3. **NOTIFICATION OF OVERDUE BOOKS** - We notify students with an overdue notice once a week. Students who have overdue or lost books may not check out any more books until the books have been returned or paid for. If a book is found before the school year is out, the student will be refunded for the paid lost book. We charge the current price to replace the book.
4. **WITHDRAWALS** - All lost library books must be accounted and paid for in order to clear the school withdrawal form.
5. **INFORMATION ACCESS SKILLS** - The teacher may plan with the media specialist lessons about using and finding information in the media center and from books.
6. **READING PROMOTIONS** - The media center promotes reading through monthly activities, author/illustrators and reading contests. We also promote reading through fundraisers, such as book fairs.

## **MEDICINE**

Board policy will not allow us to give prescription medication unless it is in the original bottle. All medicines must be turned into the office, and medication forms must be completed before the school administers medication in the office. Notify the teacher that the student is to be given medicine and the times. All medicines must be picked up by an adult.

## **"NO NIT" POLICY (HEAD LICE)**

At the recommendation of the Douglas County Board of Health, the Douglas County School System has implemented a "no nit" policy for head lice. Checks for lice will take place on a regular basis. Children who have live lice or nits will be sent home. Students may return to school when they have been treated and are nit free. An adult must accompany the child when they return back to school. Proof of treatment will be required, and the student will be checked before being readmitted to the classroom.

## **PARENT CONFERENCES**

Parents are welcome and encouraged to come to school to talk with their child's teacher(s). Appointments may be scheduled during the teacher's planning period, before school, or after school. Instructional time is invaluable and must not be interrupted unless an emergency situation arises. Parents are to check in at the front office upon entering the building. Conferences can be set up by making a phone call, or sending a note or email to your child's teacher. Two half day conference days have been designated during the year by the school system to conduct teacher/parent conferences to discuss the progress of students.

## **PARENT RESOURCE ROOM**

Parents are invited to use our Parent Resource Room located in the media center. In the Parent Resource Room there is a variety of materials for parents to check out and use at home. Some of these materials include reading, math, and writing resources/games. The Parent Resource Room is also an area where parents can come and spend time with their child during the instructional day and do things such as reading with their child. Parents are asked to sign-in in the front office and get a visitor's pass before going to the Parent Resource Room. Materials will need to be signed out by the parent. Mrs. Susan McCoy, our Parent Outreach Facilitator is in charge of the Parent Resource Room. It is available to all parents during the instructional day. Contact school for current hours of operation.

## **PHYSICAL EDUCATION**

Instruction is provided by the physical education specialist and the classroom teacher. If for any reason your child is unable to participate, please send the physical education teacher a note stating the reason and your request will be honored. If it is necessary for the student to miss physical education classes for more than three consecutive days, a doctor's excuse must be provided. If at any time your child cannot participate in outdoor activities, a note from the parent should be sent to the teacher.

As a safety precaution, all students are requested to wear sneakers or soft-soled shoes for participation during indoor physical education activities. This is a preventive measure to protect students while participating in physical education activities. Students will not be permitted to wear only socks or hard-soled shoes in the gymnasium.

## **PROPERTY/TEXTBOOKS**

The buildings, the furniture, and the equipment therein, are provided at great expense by the people of Douglas County. Students at North Douglas Elementary should refrain from defacing school property. Students will pay for damage to buildings and equipment when it is determined that such was caused by carelessness or neglect. Everyone should develop pride in keeping the building clean and the furniture in good condition. Students are furnished free textbooks. The books are issued by the classroom teacher who keeps a record of the condition of each book. Students are responsible for the care of their issued textbooks. Lost or damaged books or library books must be paid for.

## **ROAD RUNNERS**

Road runners is a group of students who want to enhance their running abilities by training once a week in order to participate in "open road races" throughout the community. The Road Runners program is directed by the physical education teacher, Karen Edenfield. All students in first through fifth grades are welcome to join the fun. Those students in kindergarten who have an older sibling who participates in the road runners program may also participate.

Students are expected to attend practice one day a week in the fall and in the spring. Each student is allowed 3 unexcused absences for the year. Students must be picked up from practice by 4:15. Due to unforeseen circumstances, if your child is not picked up by 4:30, he/she will receive a "U". Each student is allowed 3 discipline "U"s for the year. All Road Runners will be required to run in a minimum of 3 races in order to receive a "letter" or "bar" at the end of the year. They must run a minimum of 2 races in the fall.

### **SCHOOL PARTIES**

Two parties ONLY are scheduled during school hours each school year in each classroom. One party precedes the winter holiday break, the second party is held either the Friday before spring break or during the last week of school. Each party is limited to one hour in length. All party preparations are done under school/teacher supervision. The teacher actively requests parental help with these activities.

Birthday parties are not permitted during instructional time. A parent who wishes to celebrate his/her child's birthday may supply cake, cupcakes, or cookies to be eaten during lunch period, after students have finished their lunches. Any cake, cupcakes, etc. brought in for class must be made available to all students or just your child.

Additionally, students should not have flowers, balloons, or other gifts delivered to them at school. These cause class disruption, impose on instructional time, and create problems on buses where balloons and glass containers are prohibited.

### **SCHOOL RELATED CONCERNS**

Concerns related to students, instruction, teachers and all other school policies and procedures should be handled at the lowest level possible. Parents should first discuss any classroom concerns with their child's teacher. If the situation remains unresolved, the matter may be brought to the principal's attention for consideration.

### **STANDARDIZED TESTING**

The state and locally testing assessment dates will be communicated on future correspondence. All are administered according to the specific guidelines provided. Every attempt is made to allow students who are absent to make-up those tests; however, time constraints may make this impossible. Please promote good attendance and punctuality, especially during testing periods.

### **STATE OF EMERGENCY PREPARATION PLAN**

In accordance with the state guidelines, Douglas County Schools have made a State of Emergency Plan. A copy of our school plan is available in the office.

Every child should have current emergency information on file in the school office. We should know how to locate a parent at all times in the event of an accident or illness.

### **STUDENT INSURANCE**

The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the student at school. Parents have the opportunity to purchase school accident insurance for their children. School-time and twenty-four-hour coverage are available. Information explaining the program will be sent home. Envelopes will be provided so that payments may be sent directly to the insurance company.

### **STUDENT SUPPORT TEAM**

Student Support Teams identify and offer alternative strategies for students having academic or social problems. The team may consist of the teachers who work with the student, along with the parents, assistant principal, counselor, and/or special education teachers. Every effort is made to provide for academic and social success in school. The referral of a student for special education is initiated through the Student Support Team process.

### **TELEPHONE**

Children will be allowed to use the telephone only in emergencies. Students will not be called from class to take phone calls. Arrangements for transportation for all after school activities should be made before coming to school.

### **TRANSPORTATION**

If a student is to ride a different bus, car, day care van, etc. than the one normally ridden, a note from the parent must be brought to the office and a pass will be issued from a member of the office staff. Please phone or send a fax to the school office by 2:00 PM if you did not send a note from home. If a phone call or note from home is not received, the student will be transported as usual.

### **TRIPLE A WAVE AWARDS**

Students are recognized at the end of each nine week grading period in the areas of Attendance, Attitude, and Academics. Students can earn an award in each of these areas by meeting the following criteria:

- **ACADEMIC AWARD:**

Criteria will be based on the percentage of standards they are progressing on and have met. These percentages will vary for each of the nine week grading periods.

- **ATTITUDE AWARD:**

Students must not receive any office or bus referrals, and no P's or N's on the citizenship portion of their report card.

- **ATTENDANCE AWARD:**

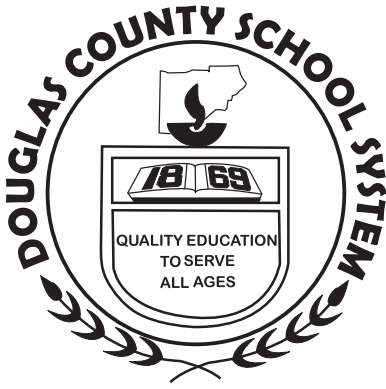
Students must have no absences and may only have one tardy or been checked out early during the nine week grading period.

### **VISITORS**

All parents and visitors are welcome and must sign in at the office. We encourage visitors; however, for the safety of your child, we request ALL VISITORS USE THE FRONT ENTRANCE AND WEAR AN IDENTIFICATION BADGE WHILE IN THE BUILDING. Persons who have not signed in or are not wearing a visitor's nametag will be asked to go to the office. Parents will be given a note to admit them to the classroom. In no case should a parent go to a classroom during school hours without proper authorization. This visit would not be an appropriate time for a parent conference. Classroom visits must be scheduled in advance for a period of time not to exceed thirty minutes. Preschool children should not accompany parents during classroom visitation. Instructional time is invaluable and must not be interrupted unless an emergency situation arises. Parents are to check in at the front office upon entering the building.

### **VOLUNTEERS**

We welcome volunteers at North Douglas. Opportunities for involvement are available in the Media Center, at the School Book Fair, cafeteria monitors, PTA fundraisers, field days, mentoring and resource speakers. We encourage you to sign up at various meetings. You may also contact Susan McCoy, the Parent Outreach Facilitator for information on becoming a volunteer at North Douglas.



# DOUGLAS COUNTY SCHOOL SYSTEM

## 2012-2013 Elementary School Policies and Procedures

ANNETTE WINN ELEMENTARY SCHOOL	HOLLY SPRINGS ELEMENTARY SCHOOL
ARBOR STATION ELEMENTARY SCHOOL	LITHIA SPRINGS ELEMENTARY SCHOOL
BEULAH ELEMENTARY SCHOOL	MASON CREEK ELEMENTARY SCHOOL
BILL ARP ELEMENTARY SCHOOL	MIRROR LAKE ELEMENTARY SCHOOL
BRIGHT STAR ELEMENTARY SCHOOL	MT. CARMEL ELEMENTARY SCHOOL
L.W. BURNETT ELEMENTARY SCHOOL	NEW MANCHESTER ELEMENTARY SCHOOL
CHAPEL HILL ELEMENTARY SCHOOL	NORTH DOUGLAS ELEMENTARY SCHOOL
DORSETT SHOALS ELEMENTARY SCHOOL	SOUTH DOUGLAS ELEMENTARY SCHOOL
EASTSIDE ELEMENTARY SCHOOL	SWEETWATER ELEMENTARY SCHOOL
FACTORY SHOALS ELEMENTARY SCHOOL	WINSTON ELEMENTARY SCHOOL

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Section II consists of selected Douglas County School System Policies and Procedures that directly affect elementary school students and their parents or guardians. In some cases, the policies and procedures have been condensed. These policies are subject to change without notice. A current copy of these policies is available in the main office of each elementary school or on the Douglas County web site at [www.douglas.k12.ga.us](http://www.douglas.k12.ga.us). In that case, the most current policy would apply. Parents and students are invited to contact school administrators or counselors for additional information.

Please direct any questions or concerns regarding school bus stop locations or school bus routes to the Douglas County School Transportation Department at (770) 651-2400. Their office hours are Monday-Friday, 7:00 AM – 5:00 PM.



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## SCHOOL ADMISSIONS

DESCRIPTIVE CODE: JBC

### REQUIREMENTS

**1. GENERAL ADMISSIONS:** In order to enter the first grade in the schools of Douglas County, a child must be six years old on or before September 1 of the school year in which entrance is made. In order to enter kindergarten in the schools of Douglas County, a child must be five years old on or before September 1 of the school year in which entrance is made. No student may enter school if such student shall attain twenty-one years of age before September 1 of the school year except that students with Individualized Education Plans (IEPs) may attend through age 21 or until they receive a regular high school diploma.

**ADMISSION EXCEPTIONS FOR OUT-OF-STATE STUDENTS:** A child who has been (1) a legal resident of one or more other states for a period of two years immediately prior to moving to Georgia and who has been legally enrolled in a public kindergarten or first grade, or (2) enrolled in a kindergarten or first grade accredited by a state or regional association shall be eligible for enrollment if such child will attain the age of five for kindergarten or six for first grade by December 31, and is otherwise qualified.

**2. BIRTH CERTIFICATE:** A child's birth certificate or its equivalent must be presented the first time the child enrolls in kindergarten or first grade in a Douglas County School. All students are encouraged to have a birth certificate on file for grades 2-12.

Evidence that shows the student's date of birth, in the following priority order:

- Certified copy of a birth certificate
- Certified hospital issued birth record or certificate
- Military ID
- Passport
- Certified adoption record or certificate-Signed by Judge
- Religious record signed by an authorized religious official
- Official school transcript
- Affidavit of age sworn by a parent, guardian or other person accompanied by a certificate of age signed by a licensed practicing physician, which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

**3. VACCINATION AND IMMUNIZATION:** Evidence of age-appropriate vaccination and immunization against the following illnesses is required under Georgia law before a child may be officially enrolled in a Georgia School.

For any child attending any school or facility in the state of Georgia for the first time, a parent or guardian must submit a valid certificate of immunization.

School or facility officials, for justified reasons, may allow a child to attend for up to 30 calendar days after first admittance without a valid certificate of immunization. This 30 day waiver may be extended from the date of the first admittance for up to 90 calendar days provided the student is a transfer student from an out-of-state school system to a Georgia school. A certificate may be issued for a child who has not received all required immunizations with the conditions that the child is in the process of completing required immunizations and that immunizations are being scheduled with the shortest intervals recommended in the current Official Immunization Schedules.

The certificate must be retained and monitored for currency by the school or facility while the child continues in attendance and must be made available for inspection during normal business hours by authorized health authority officials. When a child transfers to another school or facility, the certificate of immunization must be transferred. When a child ceases to attend without transfer, the certificate should be returned to the parent or guardian.

A certificate for a child who is in the process of receiving all required vaccines must have a date of expiration that relates to the date the next required immunization is due or the date on which a medical exemption must be reviewed. A new certificate must then be obtained and submitted to the school or facility within 30 days after the expiration date. Children whose parents fail to renew said certificates within the time allotted shall not be permitted to continue in attendance.

**4. EYE, EAR AND DENTAL SCREENING:** Evidence of ear, eye and dental screening is required under Georgia Law before a child may be officially enrolled in a Georgia school. Out-of-state forms that show ear, eye and dental examinations are acceptable if data is within the past 12 months of the enrollment date in a Georgia public school. Students may be admitted to school without the ear, eye and dental certificate but must present it within 120 days following entrance to school. Note: The certificate of Eye, Ear and Dental Screening must be on Georgia DHR Form 3300.

**5.** No child expelled from a school in another school system may be admitted to a Douglas County School without approval of the County School Superintendent.

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## STUDENTS ENTERING DOUGLAS COUNTY SCHOOLS FOR THE FIRST TIME

**1. ELEMENTARY:** Student must meet the age requirements of the Georgia State Department of Education. Student should be placed in the grade recommended by the school from which transferring.

**2. MIDDLE SCHOOL & HIGH SCHOOL:** Student should be placed in the grade and courses recommended by the school from which transferring. "Member schools shall not accept credits from a school which is not accredited by a regional or state accrediting agency EXCEPT WHEN VALIDATED BY EXAMINATION OR BY SCHOLARSHIP PERFORMANCE." Satisfactory scholarship performance would be determined by the school.(See JBCE-R)

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## PHYSICAL EXAMINATION

DESCRIPTIVE CODE: JGCA-R

All students, including those in programs for four-year olds, who enter a Douglas County public school for the first time must have Ear, Eye, and Dental Examination Certificates on file in the school. Students who have previously attended Georgia public schools, left the public school system for a private or out-of-state school, and then later returned to the Douglas County schools, will be assumed to have satisfied this requirement when they initially entered Georgia public schools. Students may be admitted to school without the Ear, Eye and Dental Certificate but must present it within 120 calendar days following entrance to school. A record of hearing, vision and dental screening must be on or attached to DHR Form 3300 (6-75), Certificate of Ear, Eye and Dental Examination. Out-of-state forms that show ear, eye and dental examinations are acceptable if dated within the past 12 months of the enrollment date in a Georgia public school. For some disabled students, the Certificate of Ear, Eye, and Dental Examination may be accepted when the examiner is unable to certify a pass or fail due to the severity or nature of the disability.

Students attending middle school in the Douglas County School System are to be screened for scoliosis (lateral curvature of the spine) and parents must be notified of the screening date. If a parent or legal guardian of a child objects to such child being screened for scoliosis, the child shall be exempt from screening.

Students in grades seven through twelve, who participate in competitive interscholastic athletics and cheerleading must have an annual physical examination form that includes approval for participation; signature by a licensed medical doctor before participation in any tryout, practice or conditioning; and the date (month, day, year) of the examination and the student's name.

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## GUIDELINES FOR STUDENTS ENTERING SCHOOL FROM HOME STUDY PROGRAMS

All students entering a Douglas County elementary or middle school from a home study program shall be evaluated for placement based on the following criteria:

1. State and Local Board of Education policy requirements relating to entrance into kindergarten or first grade
2. Chronological age based on a certifiable document (birth certificate)
3. Performance on standardized tests and/or instructional placement test (Example: Reading Placement Test)

After reviewing the above criteria, the local school shall place the student in the appropriate grade level.

If the parent or guardian disagrees with the placement, a Student Support Team will review placement. If there is still no agreement, the matter will be appealed to the Superintendent or designee.

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## SOCIAL SECURITY NUMBER

The Douglas County School System requests that all students provide the school with a Social Security number to be used as a student identification number. Students who do not have a Social Security number may pick up an application form in the Attendance Office or any Social Security office. Student Social Security numbers will be treated in the same confidential manner as all other records in accordance with the Federal Educational Rights and Privacy Act of 1974.

Providing a Social Security number is voluntary. Students or parents who object to providing a Social Security number must complete a waiver form. Waiver forms can be obtained from the Attendance Office.

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## ELIGIBILITY PROCEDURES FOR GIFTED PROGRAM

Program Challenge, as mandated by Georgia law, provides services to identified gifted students. A school Eligibility Committee receives referrals for testing from school personnel or parents and determines eligibility for testing. Students are evaluated in mental ability, achievement, creativity, and motivation, and must meet either three of the four criteria or qualify in achievement and mental ability. Students are served through differentiated curriculum in the Resource Room or advanced content. At least one teacher serves every school. Additional information provided upon request.

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## GUIDANCE PROGRAM

### STUDENT SERVICES

The Board of Education recognizes the importance of balanced educational programs and services designed to provide academic and occupational preparation of all the district's children and youth. Student Support Services shall be to assist educators in identifying potential student problems so that pupils may better profit from the instructional program. The Board of Education will provide an adequate program of student support services to meet the guidance, counseling, testing, social services, psychological and career development needs of their pupils.

The guidance program shall consist of the generally accepted services (orientation, information, analysis, placement, follow-up and counseling). The counseling relationships with students will be treated as confidential except when a student poses an imminent danger to himself/herself or others or when the student reveals matters that by state law must be reported.

The standardized testing activities that are useful to the instructional program and helpful in meeting guidance needs are also services of the guidance program. The scope of these activities may vary with the individual needs of the student population and the availability of especially trained staff members.

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## TRANSFERS

All students transferring to Douglas County will be admitted to school pending receipt of their immunization record, for a period not to exceed 30 calendar days from initial entry. The 30-day waiver may be extended from the date of the first admittance, whichever is earlier, for up to 90 calendar days, provided the student is a transfer student from an out-of-state school system to a Georgia school system, or a student entering kindergarten or first grade from out-of-state. The student must provide documentation to the school from the local health department or a physician specifying that an immunization sequence has been started and that the immunization time schedule can be completed within the 90-day waiver period.

No student expelled/suspended from a school in another school system may be admitted to a Douglas County school without approval of the school superintendent.

An elementary or middle school student transferring from a school accredited by a regional or state accrediting agency may be placed in the grade and courses recommended by the school from which he/she is transferring. Alternative placement may be made upon review by the principal in consultation with the parents (and Area Director if necessary) if student age, maturity level, previous academic record, standardized test scores, and/or placement testing indicate that student needs can be better addressed at another grade level.

If placement testing in mathematics and reading is deemed necessary, these guidelines should be followed:

**MATHEMATICS:** Selected items from the grade level placement test in the adopted text can be administered at the beginning of the school year. The current cumulative test may be used if entry occurs during the school year.

**READING:** Students generally are placed tentatively in the level of reader equivalent to that of the book they were in at the previous school. If equivalent reader cannot be determined, the teacher should try the book and section for the grade and month of entry. A trial would consist of reading sections, both at sight and with practice, and answering questions from the teacher edition for that excerpt. Appropriate section and/or end-of-book test may provide additional information if needed. The teacher should note word recognition difficulties during the sight-reading.

Whichever method is used, if the materials are too difficult, the teacher should move through earlier sections until an appropriate level is determined.

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## REPORT CARDS

Report Cards will be sent home to parents at mid-semester (9 weeks) and at the end of semester (18 weeks).

Progress reports will be taken home by students at the midpoint of each 9-week grading period and is an informal assessment of academic progress.

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## HOSPITAL/HOMEBOUND PROGRAM

Students who have a medically diagnosed physical condition which restricts them to their home or a hospital for a period of time which will significantly interfere with their education can be eligible for Hospital/Homebound services. Such students, or their parents, must submit a medical referral form completed by a licensed medical physician. The physician must project that the student will be absent a minimum of 10 school days and is physically able to profit from educational instruction.

Students are not eligible if absence is due to communicable diseases (except as specified in State Board Policy JGCC), emotional problems, expulsion, suspension, abuse of chemical substances, or uncomplicated cases of pregnancy. Cases of complicated pregnancy will be approved only with a statement from a licensed medical physician (1) certifying that school attendance would endanger the life of the mother or the child, and (2) specifying the projected length of time this danger would exist.

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## HOMEWORK GUIDELINES

Homework is defined as any required study assigned to be done outside the regular class time or as the completion of required class work. Research in this area indicates a positive correlation between homework and student achievement. Proper employment of this method of instruction is essential to quality education and is both endorsed and encouraged.

Effective use of homework reinforces, extends, and enriches classroom learning. It helps students synthesize and integrate material, provides opportunities for learning from a variety of sources, encourages self-discipline and responsibility, promotes organizational and time management skills, and establishes a window through which parents can view their children's learning activities and progress. Homework is intended to foster attitudes toward school, improve academic-related behaviors, generate interest in subject matter, improve communication between the home and the school, and encourage involvement in their children's education.

Homework expectations increase in proportion to a child's age, grade level, and experience in school.

**KINDERGARTEN:** Homework is usually limited to special projects and activities involving parent participation.

**FIRST AND SECOND GRADES:** Most students can expect 15 to 30 minutes of required homework each night.

**THIRD GRADE:** Most students can expect 30 to 45 minutes of required homework each night.

**FOURTH AND FIFTH GRADES:** Most students can expect 30 to 60 minutes of required homework each night.

Parental guidance and support are necessary for students to develop successful homework patterns from an early age. To ensure that students benefit from homework experiences, parents will find the following suggestions helpful:

- Show interest in what your child is learning.
- Agree upon a quiet, comfortable study area.
- Allow time for a snack and play before beginning homework assignments.
- Agree upon a nightly time for studying.
- Foster independent learning.
- Be a good listener.
- Give encouragement.
- Act as a positive role model by spending time reading for information and/or pleasure each day.

In the event of illness or family emergency, students will be given an opportunity to make up missed work. For short-term absences (5 or fewer days), full credit will be given for work made up and turned in within a number of days equal to those missed. Special arrangements should be made with the classroom teacher when illness or family emergencies extend absences beyond five days. The following guidelines govern the availability of makeup work:

1. If a student is absent for one day, makeup work will be given when the student returns to class. Any assignments requested on the day of a student's one-day absence are due on the day the student returns to school.
2. If a student is absent two or more days, parents may request makeup work by calling the school office before 8:30 a.m. Work will be ready in the office between 3:00 p.m. and 4:00 p.m. The number of days allowed for makeup work begins on the first day makeup work is requested.
3. In case of long-term illness, parents should communicate with teachers regarding further makeup work.

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## TO WITHDRAW

If a student needs to withdraw he/she should do the following:

1. A parent/guardian should notify the school to withdraw the student. The withdrawal document must be signed by the enrolling parent/guardian.
2. Obtain a withdrawal form from the attendance clerk.
3. All of the student's teachers, the counselor, the media specialist, the lunchroom manager and the principal must sign the withdrawal form.
4. Return all textbooks and library books and pay any fines and/or charges before records can be sent to your new school.
5. Return the withdrawal form to the clerk before the end of the school day.

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## RECORDING DEVICES

Students are not allowed to bring any recording device to school. No video or tape recording device can be used to record school day events unless authorized by the principal.

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## OBSERVATIONS/VISITATIONS

Elementary schools value the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program.

Parents and community members have opportunities for observing students in the educational setting through a number of established activities and events. Special events are scheduled to showcase student endeavors. Examples are: Academic bowls (spelling bee, geography bee), musical and dramatic presentations, art displays, Business Back to School Day, athletic events, and awards ceremonies. Parents participate directly in the instructional program through PTSO, volunteer work, field trips, school advisory committees, and individual parent/teacher conferences.

If parents wish to arrange individual classroom or school visitation, they will be provided the opportunity. Visitations should be limited to two class periods during the school day.

The following guidelines will be observed:

As a courtesy to the teacher, it is requested that an appointment be made for all visitations. Contacting the teacher by note or telephone, at least one day in advance, is recommended. If it is not possible to contact the teacher before or after school hours, the office should be contacted by telephone or note to arrange for a visit. Make your request to the Principal at least 24 hours prior to the requested visitation time. In your request, please state the purpose of the visit.

Sign in at the front office to receive your visitor's badge. You will then be escorted to your student's classroom.

Classroom visitations are not a time for teacher-parent conference. Parents should not expect teachers to conference with them at these times. The regular school program must continue during such visits. During your visit, refrain from engaging the attention of teachers or students through conversation or other means.

Remain as inconspicuous to the instructional process as possible.

Return to the office at the end of your visit to check out and return your badge.

For the safety of students, no unauthorized persons are allowed in the building without administrative approval. Students not enrolled at our school are not allowed to visit during the school day due to unnecessary classroom interruptions, which are detrimental to the learning process.

Visitors are under the supervision of the administration while on campus. Any questions or concerns regarding your visit should be referred to the administration.

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## STUDENTS RELEASE TO NON-CUSTODIAL PARENTS

Schools shall not release students to individuals other than custodial parent(s)/guardian(s) WITHOUT PERMISSION from the custodial parent(s)/guardian(s). It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those filed in the child's records.

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## EMERGENCY DRILLS

**FIRE DRILLS** are necessary for the safety of the students and faculty. One drill per month will be held. The specific directions for reaching a point of safety from all areas of the building are posted in each room. Misconduct can endanger lives.

**TORNADO DRILLS** will be practiced as needed to be prepared. Follow instructions given by teachers to assume safe positions during drills.

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## MEDICAL TRANSPORTATION

It is the responsibility of the parents to provide transportation and further care for the student if the student becomes ill or injured on school property. Emergency personnel will be called in emergency situations. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given. The parent or guardian is responsible for payment of emergency transportation costs.

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## SCHOOL HEALTH SERVICES

Each school will be provided with a designated employee (**who is not a licensed nurse**) to serve as School Health Monitor. School Health Monitors will report to the school principal and will be provided training, guidance, and supervision by the Registered Nurse who serves as the Health Services Coordinator for that school.

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## EMERGENCY CONTACT INFORMATION

In order for the school to know and comply with the wishes of parents, emergency contact information must be filled out for each student and returned to the office for use in emergency situations. This information must be updated annually and whenever changes in contact information occurs. When you receive a Student Contact Form, please update it and return it to the school within five (5) days. Current, accurate information will enable the school to contact you in the event of an emergency. It is the parent's responsibility to keep the emergency card current. At least one local phone contact in addition to the parent/guardian must be listed to insure the safety of your child. If any information changes during the school year, contact the school immediately.

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## ILLNESS/INJURY TREATMENT INFORMATION

In case of illness/injury, the designated School Health Monitor or other appropriate school personnel will render care as directed by the School Health Resource Manual while attempting to contact the parent. If neither the parent nor the emergency designee can be reached and the situation is very serious, the school shall telephone the Emergency Medical Services (911) for immediate transportation to the nearest Emergency Treatment Facility. Whenever possible, the parent's hospital preference will be observed. Fees for transportation and medical services will be the responsibility of the parent/guardian.

In the event a student's illness is not deemed an emergency, but signs/symptoms of an illness and/or fever are present. The parent/guardian will be contacted and requested to pick up the student from school. If the parent cannot be reached, the emergency designee will be contacted. In the event no designated adult can be reached, or the parent refuses to pick up the student, the principal retains the right to contact appropriate law enforcement and/or Department of Family and Children's Services (DFACS) personnel to assume responsibility for the student.

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## ACCIDENTS AND INSURANCE

The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of accident to the student at school. The parent or guardian is responsible for the payment of such bills.

We urge you to make use of the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school. Athletes are urged to make sure adequate insurance is obtained.

In case of accident, no matter how minor, the student should report the accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

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## SCHOOL HEALTH RECORDS

Parents/guardians should complete a health information form at the beginning of the school year or upon registration. This form includes:

- All emergency contact information (including cell phones and pagers)
- Pertinent health history
- Primary care providers and insurance information
- Medications taken at home and school
- Allergies
- To whom child may be released

When completing the health information form, please remember this form provides us with valuable information should your student become ill and/or injured at school. This form is NOT intended to be a substitute for directly communicating school day medical needs with school personnel. If your child has a medical condition that may possibly require modifications or staff training (diabetes, seizures, asthma, etc.), please contact your School Health Monitor to arrange an appointment with the appropriate Health Services Coordinator/Registered Nurse. Please remember a Registered Nurse is not always immediately available in the school.

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## MEDICATION

Whenever possible medication should be given outside school hours. This will help reduce time out of classroom instruction and also insure compliance. If it becomes necessary for a student to take any form of medication at school, the following procedures must be followed:

1. An Authorization for Assistance with Medication form must be filled out for each medication.
2. ALL medication, including over the counter drugs and emergency medications, must be provided by the parent/guardian and brought to the office upon arrival at school.
3. All **prescription medication** must be in an **appropriately labeled container** and **OTC medication** must be in the **original container**.
4. All medications will be administered in the presence of an adult.
5. The Authorization to Carry Medication Form must be completed and signed by all parties before a student will be allowed to carry **any** medication with them at school.
6. Any medication (labeled or unlabeled) found in the possession of a student without the appropriate form will result in serious consequences for that student.

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## INSURANCE

The Douglas County Board of Education offers parents the opportunity to purchase accident insurance. Information on the plans available and the premiums will be provided at the beginning of the school year.

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## CARE OF SCHOOL PROPERTY

Students are responsible for proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and/or receive additional disciplinary action. Legal action will be taken if necessary.

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## VISITORS

Parents or other adults who have business at the school must report to the office. All visitors are expected to leave promptly when their business is completed. No school-age children are allowed to visit at any time during school hours without administrative approval.

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## SCHOOL FOOD SERVICE

Students are encouraged to participate in the school nutrition programs. Today, students are offered a variety of healthy, tasty, and appealing choices which includes fresh fruits and vegetables, fresh salads, whole grains and baked rather than fried items. All school meals are nutritionally balanced and meet one-third of the Recommended Daily Allowances for important nutrients for lunch and one-fourth of the RDA's for breakfast. Menus are planned by a registered dietitian and are low in fat and saturated fat. School meals help kids maintain a healthy weight and do better in school. School meals are offered to all students at a reasonable price. Children from families with incomes at or below 185 percent of the poverty level are eligible for free or reduced price meals. You may apply for free/reduced meals using an application obtained from your child's school or by going to <http://frapplications.douglas.k12.ga.us>.

Students are encouraged to pay for their meals in advance. Families may pay their cafeteria directly with cash or checks. Checks should include the student's first and last name and lunch ID number. You may also use [www.parentonline.net](http://www.parentonline.net) to pre-pay online. You can set up an account by using a credit card and can personalize your account to notify you when your child's balance is running low. A small service fee will apply for pre-paying online, and a minimum payment is required.

All students must go to the cafeteria during their assigned lunch period. Your child can assist the cafeteria staff by:

1. Depositing all lunch litter in proper receptacles.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the tables and floors in clean conditions.
4. No food may be taken from the cafeteria to other parts of campus.
5. No breaking in line.
6. No leaving the cafeteria without permission. Permission must be granted by the administrator or teacher on duty.

### CHARGE POLICY AND NSF POLICY

Douglas County School Food Service will continue to monitor the approved student charging limits which states:

- High School Students and adults are not allowed to charge.
- Elementary and middle school students may accumulate a maximum of \$6.00 in charges. This \$6.00 limit includes any charges for breakfast, lunch and supplemental sales. After the \$6.00 limit is reached, a student will be offered a supplemental meal which consists of a sandwich and a beverage. No supplemental meal is served at breakfast. This regulation is to ensure that a child will not go hungry while potential losses to school food service funds will be limited.

If we receive two NSF checks for a student and/or siblings, we will no longer accept any checks for the student and/or siblings for the duration of their attendance in Douglas County Schools.

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## EXTRA CURRICULAR ACTIVITIES

An updated list of all extra curricular activities available at each school can be found on the school website.

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## PARENT CONFERENCES

We welcome the opportunity to discuss school matters with parents. Please feel free to call your child's teacher, the counselor, or an administrator to set up a conference. We encourage parents to be involved in the educational process of their children.

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## FIELD TRIPS

The regular instructional programs of the school are enriched by occasional field trips during the regularly scheduled school day. Other field trips may be after school hours and on weekends (class field trips, athletic teams, band groups, and clubs traveling to and from competitions, etc.). Parent permission is required for participation. The school system must approve all field trips.

**CODE OF CONDUCT FOR FIELD TRIPS:** Students who are on a field trip as designated above must adhere to the Douglas County Code of Conduct.

The number of days/classes that a student may be out for student activities such as field trips is limited to 10. Students and individual teachers are responsible for checking with the Attendance Clerk to make sure a student does not exceed the limit.

Other trips sometimes use names that might be associated by some with the school. The school and school system does not sponsor any tours or cruises. Students who participate in these activities are dealing with private companies.

The Douglas County School District, its officers, officials and employees are not responsible for injury or other loss which might occur to a student or a student's property while traveling on approved school field trips or activities.

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## PROMOTION AND RETENTION

**DESCRIPTIVE CODE: IHE**

### PROMOTION AND RETENTION OF STUDENTS IN GRADES 1 – 8.

#### 1. DEFINITIONS.

a. **ACCELERATED INSTRUCTION** – challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Student Achievement, to meet grade-level standards in a compacted period of time.

b. **ADDITIONAL INSTRUCTION** – academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level, as defined by the Office of Student Achievement, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/inter-session instruction.

c. **DIFFERENTIATED INSTRUCTION** – instructional strategies designed to meet individual student learning needs and/or styles.

d. **GRADE LEVEL PERFORMANCE** – standard of performance, as defined by the Office of Student Achievement, on a Criterion-Referenced Competency Test.

e. **PLACEMENT** – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

f. **PLACEMENT COMMITTEE** – the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the Criterion-Referenced Competency Test. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Criterion-Referenced Competency Test. For students with disabilities, the IEP committee will serve as the placement committee.

g. **PROMOTION** – the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

h. **RETENTION** – the assignment of a student to repeat the current grade level during the next school year.

## **2. PROMOTION STANDARDS AND CRITERIA.**

### **CRITERIA FOR GRADES K - 5**

#### **1. A STUDENT MAY BE CONSIDERED FOR RETENTION IF:**

- a. Absences total fifteen (15) days or more, especially if the academic progress is weak.
- b. For grades K-5, achievement level of 1 on the standards based report card in any two of the core areas of language arts, science, social studies, or mathematics.
- c. Performance indicates that additional remediation at the current grade level is needed in at least two academic subject areas.

A combination of any of the above may show a greater need for retention than when only one indicator is present.

#### **2. OTHER CONSIDERATIONS:**

a. A student should not be retained more than one time in grades K-2, nor should he/she be retained more than one time in grades 3, 4, 5. No more than two retentions during the K-5 years should occur. Possible retention of students in grades K, 1, 2, & 4 must have supporting documentation and be discussed with the appropriate Area Director and/or Director or Coordinator of Special Education prior to the placement committee meeting.

b. Elementary school students who are 12 years old will be reviewed by the placement committee, principal and appropriate Area Director for consideration of appropriate grade placement.

A student will not be retained if all requirements for promotion have been met.

### **CRITERIA FOR GRADES 6 – 8 - OMITTED**

#### **3. REQUIREMENTS FOR GRADES K – 8.**

a. Each school principal shall distribute student data to teachers prior to the beginning of each school year. Each teacher shall use available data to focus instruction on identified student academic performance in grades K – 8.

b. Each school principal or designee shall establish a placement committee for each student in grades K-8 who:

1. (In accordance with State Board Rule 160-4-2-.32 (IGB)) does not meet expectations on the reading and/or math portions of the CRCT:

- a. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student's Criterion-Referenced Competency Test performance;
- b. Develop an accelerated, differentiated, or additional instruction plan for all students who do not achieve grade level on the reading and/or mathematics sections of the Criterion- Referenced Competency Test; and
- c. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

2. does not meet previously stated promotion standards criteria:

- a. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student;
- b. Develop an accelerated, differentiated, or additional instruction plan for all students who do not achieve grade level on the reading and/or mathematics sections of the Criterion- Referenced Competency Test; and

c. Develop a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

#### **4. PROMOTION REQUIREMENTS FOR GRADES 3, 5, AND 8.**

a. No student shall be placed or promoted to the fourth, sixth, or ninth grade except as provided below:

1. No third grade student shall be promoted to the fourth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading, as defined by the Office of Student Achievement in accordance with O.C.G.A. § 20-2-281, and meet promotion standards and criteria in Section (2) above.

2. No fifth grade student shall be promoted to the sixth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and the Criterion-Referenced Competency Test in mathematics, as defined by the Office of Student Achievement in accordance with O.C.G.A. § 20-2-281, and meet promotion standards and criteria in Section (2) above.

3. No eighth grade student shall be promoted to the ninth grade if the student does not achieve grade level on the Criterion-Referenced Competency Test in reading and the Criterion-Referenced Competency Test in mathematics, as defined by the Office of Student Achievement in accordance with O.C.G.A. § 20-2-281, and meet promotion standards and criteria in Section (2) above.

4. The school principal or designee may retain a student who performs satisfactorily on the Criterion-Referenced Competency Test but who does not meet promotion standards and criteria established in Section (2) above.

b. When a student does not perform at grade level in grades 3, 5, or 8 on the Criterion-Referenced Competency Test(s) specified in Section (a) above, then the following shall occur:

1. Within ten calendar days, excluding week-ends and holidays, of receipt of the Criterion-Referenced Competency Test scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:

- i. The student's performance below grade level on the Criterion-Referenced Competency Tests;
- ii. The specific retest(s) to be given the student and testing date(s);
- iii. The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Criterion-Referenced Competency Test; and
- iv. The possibility that the student might be retained at the same grade level for the next school year.

2. The student shall be given an opportunity for additional instruction that is accelerated and differentiated in the applicable subject(s) prior to the retesting opportunity; and

3. The student shall be retested with appropriate section(s) of the Criterion-Referenced Competency Test(s) or an alternative assessment instrument that is appropriate for the student's grade level.

c. When a student does not perform at grade level on the Criterion-Referenced Competency Test in grades 3, 5 and 8, and also does not perform at grade level on a second opportunity to take the assessment, then the following shall occur:

1. The school principal or designee shall retain the student for the next school year except as otherwise follows.
2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.
  - i. The notice shall describe the option of the parent, guardian, or teacher to appeal the decision to retain the student;

ii. The notice shall describe the composition and functions of the placement committee;

iii. The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Criterion-Referenced Test.

3. If the parent, guardian, or teacher(s) appeal the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

i. The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the Criterion-Referenced Competency Test or the alternative assessment instrument on which the student failed to perform at grade level.

ii. The principal or designee shall notify in writing by first-class mail the parent or guardian of the time and place for convening the placement committee.

iii. The placement committee shall review the overall academic achievement of the student in light of the performance on the Criterion-Referenced Competency Test or the alternative assessment instrument and promotion standards and criteria, specified in Section (2) above, and make a determination to promote or retain.

iv. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

v. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.

vi. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

4. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the Criterion-Referenced Competency Test(s) specified in Section (a) above whether the student is retained, placed or promoted for the subsequent year.

5. A student who is absent or otherwise unable to take the Criterion-Referenced Competency Test in reading and/or mathematics on the first administration or its designated make-up day(s) shall take the Criterion-Referenced Competency Test in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

6. A student's failure to take the Criterion-Referenced Competency Test within the State of Georgia in grades 3, 5, and 8 in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level shall result in the student being retained. The option of the parent, guardian, or teacher(s) to appeal the decision to retain the student shall follow the guidelines designated in O.C.G.A. § 20-2-283.

7. A student shall be considered to have met the testing requirements of this rule if the following occurs:

i. The student transfers to a Georgia public school from another state that requires a criterion-referenced assessment and uses data from the assessment to make decisions regarding promotion and retention; and

ii. The student has taken the criterion-referenced assessment during the current year and has appropriate records of performance.

1. The student's performance on that criterion-referenced assessment shall be used for promotion and retention decisions at the receiving school. The student shall not be required to take the Georgia's Criterion-Referenced Competency Test.

8. For students receiving special education or related services, the Individualized Education Plan Committee shall convene if the placement committee recommends retention.

9. The decision of the placement committee may be appealed as follows:

1. Area Director

2. Associate Superintendent for Student Achievement and Leadership

d. A placement committee shall determine placement of a student who does not achieve grade level on the third, fifth, or eighth grade Criterion-Reference Competency Test after having been retained in grade 3, 5, or 8 for a year. The placement committee shall review previous plans for accelerated, differentiated, or additional instruction for each student and will make appropriate adjustments to the plan to provide services needed in order for the student to succeed and to progress to the next higher level of academic achievement.

## 5. PROMOTION REQUIREMENTS FOR GRADES 9 – 12 - OMITTED

## ABSENCES AND EXCUSES

### DESCRIPTIVE CODE: JBD

It is impossible for a student to realize the benefits of the public school program unless the student attends school regularly.

### 1. DEFINITIONS

Truant – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

### 2. REQUIREMENTS

a. 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.

b. The Douglas County Board of Education will excuse students from school under the following circumstances:

1. Personal illness or attendance in school endangers a student's health or the health of others.

2. A serious illness or death in a student's immediate family necessitating absence from school.

3. A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.

4. Observing religious holidays, necessitating absence from school.

5. Conditions rendering attendance impossible or hazardous to student health or safety.

6. A period not to exceed one day for registering to vote or voting in a public election.

7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

c. Students will be counted present when they are serving as pages of the Georgia General Assembly.

d. Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.

2. Make up work for excused absences was completed satisfactorily.

e. The Douglas County Board of Education has adopted policies and procedures to reduce unexcused absences that include:

1. Requiring the schools to notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the schools shall send written notice via certified mail with return receipt requested; and

2. Requiring the schools to provide the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system's policy.

f. The Douglas County Board of Education shall implement a progressive discipline process and a parental involvement process for truant students before referring the students to the juvenile or other court having jurisdiction.

g. The Douglas County Board of Education has adopted policies requiring the local school principal to use his or her best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.

h. The Douglas County Board of Education has adopted as a part of the student code of conduct developed pursuant to O.C.G.A. 20-2-735 a definition of truancy that contains the minimum standards established by State Board of Education Rule 160-5-1-.10 Student Attendance and a summary of possible consequences and penalties for truancy. The summary of possible consequences for students includes possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67, including the possible denial or suspension of a driver's license for a child.

i. For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, The Douglas County Board of Education has adopted uniform criteria for withdrawing students.

1. Local schools are authorized to withdraw a student who:

i. Has missed more than 10 consecutive days of unexcused absences;

ii. Is not subject to compulsory school attendance; and

iii. Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).

2. Local schools are authorized to withdraw a student subject to compulsory attendance if the principal has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.

3. Local schools shall withdraw students retroactive to the first day of the consecutive absences.

4. When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator shall make a reasonable attempt to have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not having earned a high school diploma.

## ABSENCES AND EXCUSES

### DESCRIPTIVE CODE: JBD-R(1)

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of

work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the student and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Douglas County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. To emphasize the importance of good attendance, and to provide consistency throughout the school system, the following guidelines will be used.

### ATTENDANCE RULES

1. Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:

A. Personal illness or attendance in school endangers a student's health or the health of others.

B. A serious illness or death in a student's immediate family necessitating absence from school.

C. A court order or an order by a governmental agency mandating absence from school.

D. Observing religious holidays, necessitating absence from school.

E. Conditions rendering attendance impossible or hazardous to student health or safety.

F. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

G. Any other reason approved by the Georgia State Board of Education.

Students shall be counted present when they are serving as pages of the Georgia General Assembly.

Unexcused absences are all failures to attend school other than those specifically excused by the administration.

2. Absences and tardies will be recorded in each class. Absences and tardies from school will be recorded on the student permanent record. A student must be present at school for at least one-half of the required instructional time to be counted present for the day

3. A high school student must be enrolled in each course a minimum of 130 clock hours per semester (including days transferred from other schools) to receive Carnegie unit credit for the course. A student must be present every day except those determined to be excused absences. A clock hour is defined as 60 minutes of instructional time.

4. If a student is absent from school, the student must bring a note with the signature of a parent, doctor, dentist, judge, etc. stating the date and reason for absence. This written excuse must be presented to the appropriate teacher(s) within three (3) school days of the student's return to school from the absence. This is the responsibility of the student. The principal will resolve any question in determining whether an absence is excused or unexcused.

All work missed due to an excused absence must be made up by the student within a reasonable time, or receive zeros in work missed. It is the student's responsibility to make arrangements with the teacher for make-up work.

In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

Unexcused absences will result in no credit for work missed.

A student who misses one-half or more of a class period (unexcused) will be counted absent for that class.



For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, court, etc. for the absence(s) to be excused.

5. Individual teachers (in grading policies) or schools will provide incentives for good attendance.

6. Any parent, guardian, or other person having control or charge of any child or children between the ages of six and sixteen shall send such child or children to school. On the sixth unexcused absence a violation of this code (O.C.G.A. 20-2-690.1) will result in said person being guilty of a misdemeanor. Upon conviction thereof, shall be subject to a fine of not less than \$25.00 nor greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties.

Two reasonable attempts to notify the parent/guardian will be made by the school on the fifth unexcused absence.

If no response is achieved the school shall send a notice by certified mail, return receipt requested. Each days absence from school after notification on the fifth unexcused absence shall constitute a separate offense.

7. Student parking at Douglas County School System high schools is a privilege provided for high school students who purchase a parking decal. High school administrators may suspend a student's parking privilege for the remainder of the semester for leaving campus without authorization, for truancy, or for having six unexcused tardies to school. The suspension of parking privileges will extend for at least forty-five (45) days. If a semester has less than forty-five (45) days remaining when the suspension occurs, the balance will be served at the beginning of the next semester or school year. There will be no refund for the cost of the parking permit. At the conclusion of the suspension of parking privileges, the student may reapply and purchase a parking decal if parking space is available.

## ELEMENTARY DRESS CODE

### DESCRIPTIVE CODE: JCDB-R(1)

Every student enrolled in Douglas County Schools is expected to observe a standard of grooming and dress consistent with the level of formality of the school setting. Certain items of dress are not considered appropriate and therefore, are not acceptable, and could result in a child having to call parents at home or work to bring more appropriate clothing. Examples include (but are not limited to) the following:

- a. Hats, visors, hoods pulled up, sweat bands, skull caps, bandanas or other head garments including non-prescription sunglasses worn inside the building;
- b. Beach or shower shoes, bare feet, flip flops or rubber and/or metal cleats are not allowed in school or on buses;
- c. Shoes with any type of wheels or other rolling apparatus.
- d. Clothing that shows the bare midriff, bare back or the bare shoulders.
- e. Tank tops; (Shoulders must be covered; arm holes tight fitting) are permitted only for students in K, 1st, 2nd, 3rd grades. Tank tops are not permitted in 4th and 5th grades.
- f. See-through or mesh clothing unless worn over other apparel;
- g. Clothing or articles advertising or displaying the insignia of drugs, tobacco, or alcoholic beverages shall be prohibited;
- h. Clothing with profane or obscene language or symbols displayed, or clothing which promotes violence;
- i. Gang related appearance, clothing or objects are prohibited.
- j. All pants which are not worn at the waist;
- k. Heavy coats or raincoats inside buildings and classrooms;
- l. Heavy chains or dog collars around the waist or neck, or attached to a wallet;
- m. Shorts, dresses and skirts that are too tight, too short, (five inches from the top of the kneecap) or not worn at the waist are not permitted;

n. Pajamas, bedroom shoes or other sleepwear;

o. Holes or patches above the knee.

Good taste and good judgement should be used by parents and students alike in the selection of school dress. Many "fads" in dress are not appropriate.

The school administration reserves the right to determine if certain other items are too casual, too revealing or too distracting from the learning environment to be considered appropriate for school. Health and safety of all students will be taken into consideration when making decisions regarding appropriate/inappropriate attire, including the tucking of shirts. Some exceptions to these guidelines may be made for special activity days such as field days and character costume days as determined by the school principal. Special accommodations may also be made for health reasons. Total days for exceptional dress must be limited to no more than 5% of the student calendar (9 days) due to impact on the learning environment. Exceptions should be announced to students and parents well ahead of the date. Clear explanations of what will and will not be allowed must be included in the announcements.

## STUDENT DISCIPLINE

### DESCRIPTIVE CODE: JD

The purpose of the Douglas County School System's Discipline Code is as follows:

1. To ensure an environment for teaching and learning which is protected from disruption and harassment.
2. To provide information to students and parents about rules and regulations (expected student conduct) of the school system and possible penalties for violations of these rules and regulations.
3. To provide uniform administrative and disciplinary procedures in the local schools.
4. To provide for enforcement of school disciplinary rules when the student is on school property, in attendance at school or at any school sponsored activity or engages at any time or place in conduct that has a direct effect on maintaining order and discipline in the schools.

### STATEMENT OF STUDENT MISCONDUCT

These rules are designed to notify students as to the types and range of behavior expectations. Every specific variation of conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is so obviously inappropriate, particularly in light of societal expectations and the scope of these expectations that a specific expectation need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

### CONSEQUENCES OF STUDENT MISCONDUCT

Local school administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include without limitation, student conference, parent conference, before or after school detention, In-School Suspension, Saturday School/previous detention, Out-of-School Suspension up to ten days per incident, referral to a Student Disciplinary Tribunal Hearing which may result in Long-Term Suspension or expulsion and, depending upon the severity of the offense, law enforcement officials may be contacted.

### APPLICATION OF THE DOUGLAS COUNTY BOARD OF EDUCATION STUDENT DISCIPLINE CODE

The Student Discipline Code applies when a student(s) is (are):

- a. On the school grounds;
- b. Off the school grounds at a school activity, function, or event;
- c. En route to and from school and at the bus stop; or
- d. Off the school grounds while the student is in attendance at any function; is engaged in activity that could have a direct effect on the orderly function of the school; or is otherwise subject to the jurisdiction of school authorities. May include being convicted of, being adjudicated to have committed, being indicted for, or having an information filed against for the commission of any felony or any delinquent act which would be a felony if committed by an adult.

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## SAFE SCHOOLS POLICY

It is the policy of the Douglas County Board of Education to ensure the highest possible standards of learning as well as the safety, health, and well-being of its students and employees. The Douglas County Board of Education recognizes that gang/hate groups and gang/hate group-related activities can substantially interfere with student and employee productivity.

In accordance, the Douglas County Board of Education is dedicated to preventing the influence of gang/hate groups or gang/hate group-related activities in our schools.

The appropriate school officials reserve the right to punish any gang/hate group or person displaying gang/hate group-related behavior which is subversive to good order, discipline and well-being in our schools.

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## DISCIPLINE CODE

**DESCRIPTIVE CODE: JD-R(2)**

### ELEMENTARY DISCIPLINE CODE (CODE OF CONDUCT)

THIS DISCIPLINE CODE SERVES AS A GUIDE FOR SCHOOL ADMINISTRATORS DEALING WITH DISCIPLINE OFFENSES. IT IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF EVERY POSSIBLE OFFENSE. FURTHERMORE, EVERY POSSIBLE OFFENSE CANNOT BE DEFINED. THE PRINCIPAL OF THE SCHOOL HAS THE AUTHORITY TO MAKE DISCIPLINARY AND OTHER DECISIONS BASED ON THE BEST INTERESTS OF THE STUDENTS AND THE SCHOOL.

ALL VIOLATIONS OF LAW SHALL BE REFERRED TO THE PROPER LAW ENFORCEMENT AGENCIES BY THE SCHOOL ADMINISTRATORS IN ADDITION TO SCHOOL CONSEQUENCES.

**STUDENTS AND CRIMINAL CHARGES** PARENTS AND GUARDIANS ARE ENCOURAGED TO INFORM THEIR CHILDREN THAT CERTAIN ACTS OF MISCONDUCT COULD RESULT IN LEGAL CHARGES. PLEASE EXPLAIN TO YOUR STUDENT(S) THAT FOR CERTAIN ACTS OF UNDERAGE SEXUAL CONDUCT AND OTHER CRIMES, A MINOR MAY BE TRIED AS AN ADULT.

### DISCIPLINE CODE INFORMATION

1. Students are to notify an administrator or staff member when dangerous or illegal items are found in the school building or on the school campus. Students are advised not to pick up or handle the items.

2. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

3. Students should be aware that any adult employee of the Douglas County Board of Education has the authority to ask for a student's identity or to seek other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to provide identity or to carry out reasonable instructions will result in disciplinary action.

4. Students and parents should understand that when misconduct constitutes a violation of local, state, or federal law, law enforcement agencies will be contacted and prosecution may follow.

5. Student offenses are not cumulative from one school year to another. However, severe offenses at the end of a school year may result in consequences that are carried out in the next school year.

6. These regulations apply to students: (a) who are on the school grounds during, immediately before, or immediately after school.; (b) who are on the grounds at any other time that the school is being used by a school group; (c) who are off the school grounds at a school activity, school function, or event; (d) who are en route to or from any school function; (e) who create electronic communication(s) which present a potential danger to persons or property at the school or which disrupts the educational process; or are otherwise subject to jurisdiction of school authorities.

7. Student discipline records do not become a part of the student's cumulative permanent record. They are maintained in a separate file and are subject to the same law of privacy as the student's cumulative record.

8. The school system reserves the right to punish behavior which is subversive to good order and discipline in the school even through such behavior is not specified in the school's discipline code.

9. Students suspended or expelled from school are not allowed on the school campus or at any school function. The school administration may use their discretion concerning make-up work.

10. Students placed in isolation or in-school suspension may not participate in extra-curricular activities or assemblies.

11. Failure to serve disciplinary action will result in additional consequences.

12. Consequences for rule violation will be administered as consistently as possible for all students while taking individual circumstances into consideration. In addition, habitual behavior problems should be referred to the Student Support Team (Tier 3) accompanied by data from Tier 2 interventions.

13. Any teacher or staff member has authority, at any time, over any pupil, as long as the student is in the building, on school grounds, or attending school functions.

14. Discipline records that are sent home should be signed by the parent/guardian and returned to school.

15. A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes or is an immediate threat to safety. Please refer to Board Policy JD for details.

16. Bus Conduct – School bus transportation is a privilege afforded pupils by the Board of Education. It is not a right. To protect the safety and well being of all involved, pupils must adhere to established bus conduct rules. Bus transportation privilege may be revoked if the pupil does not observe bus conduct expectations.

17. Rule violations may be serious enough that more than a 10 day suspension is necessary. When this occurs, a student tribunal will be conducted at the Douglas County Board of Education to allow student due process.

### RULES OF CONDUCT

The school is a community, and the rules and regulations are the laws of that community. All of those enjoying the right of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of every citizen is to respect the laws of the community.

The following rules are the general rules of Douglas County Elementary Schools. These rules apply to all students and will be fairly administered and consistently enforced. All of these rules are designed to protect the student's right to receive an education, the teacher's right to teach, and the property of individuals and the school system. The consequences for breaking rules may range from warnings to

suspension from school. In extreme cases, long-term suspension and expulsion may be used. Also, note that the rules cover certain acts that are also covered under local, state, and federal laws. Students who violate the law will be punished by the school system and will be prosecuted.

In case of misbehavior not covered by the rules listed, the administration may enact corrective measures that are in the best interests of the school system and the students involved.

Any student who knowingly aids, abets, assists, or furthers the commission of an offense by another person in violation of the Student Discipline Code shall be subject to disciplinary action as if committing the act themselves which violates the Student Discipline Code. Punishment shall include the same punishments available for the underlying offense.

#### **DISCIPLINE CODE DEFINITIONS**

The following are definitions or elaborations of the definitions in the discipline code.

**OPPORTUNITY ROOM (OR)** - A designated supervised area within the school to which the student is assigned for a specified period of time as an opportunity to consider behavior and complete an action plan.

**ACTION PLAN** - A WRITTEN STATEMENT OR DRAWING COMPLETED IN THE OPPORTUNITY ROOM BY WHICH THE STUDENT DESCRIBES THE SITUATION AND A METHOD FOR CORRECTING THE PROBLEM.

**PROJECT C.L.A.S.S (CHILDREN LEARNING ACADEMIC AND SOCIAL SKILLS)** - The purpose of this elementary program is to provide the behaviorally disruptive student to develop and demonstrate appropriate social skills within the school environment while providing academic assistance.

**ISOLATION (ISO)** - Removal of a student from class or classes for one or more days. A student in isolation (ISO) is suspended from all school-sponsored activities. The student will be assigned to a designated supervisor and will have assignments to complete from which he/she will receive credit. The student will be counted present. Parents will be contacted.

**ACTS OF PHYSICAL VIOLENCE** - Intentionally making physical contact of an insulting or provoking nature with the person of another or intentionally making physical contact which causes physical harm to another unless such physical contact of physical harms were in defense of himself/herself.

**AFFRAY/FIGHTING**— Offensive physical contact between two or more persons.

**AGGRESSION TOWARDS OTHERS** — Intentionally making verbal, written, or recorded comments of an insulting or provoking nature to another person. Additionally, this includes engaging in a verbal conflict or physical intimidation/posturing.

**ANY ACT WHICH SUBSTANTIALLY DISRUPTS THE ORDERLY CONDUCT OF A SCHOOL, SCHOOL FUNCTION, OR EXTRACURRICULAR PROGRAM OR ACTIVITY** - Behavior not specifically described above which substantially disrupts the orderly learning environment or poses a threat to the health, safety and/or welfare of students, staff, or others. May include being convicted of, being adjudicated to have committed, being indicted for, or having information filed against for the commission of any felony or any delinquent act which would be a felony if committed by an adult.

**ARSON** - Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

**ASSAULT** — The attempt to commit a violent injury to another person, or commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

**BATTERY**- Intentionally making physical contact of an insulting or provoking nature with another person.

**BOMB THREATS/EXPLOSIONS** - Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property, at a school function, or extracurricular activity, or the persons in or on that property or attending the function. Preparing, possessing, or igniting explosives including unauthorized fireworks on school system property at a school function, or extracurricular activity.

**BREAKING AND ENTERING** - The unlawful and willful entry or attempted forcible entry of any school system property or the personal property of students and school system personnel.

**BULLYING** - The term "Bullying" means an act which occurs on school property, on school vehicles, at designed school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or

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;

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

**BUS SUSPENSION** — A pupil found guilty of certain offenses may be suspended from the bus for a period up to the remainder of the school year.

**CHEATING** - Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other material in the completion of an academic assignment or test. In addition to disciplinary responses, the granting of credit for this assignment may be considered null and void.

**CHRONIC DISCIPLINE PROBLEM STUDENT** - A student who is chronically disruptive may be charged with repeated violations of school rules. Intervention attempts may include consideration by the Student Support Team, parent notification, parent observation and development of a behavioral correction plan.

**CLASSROOM DISRUPTION** - Conduct or behavior, which interferes with or disrupts the teaching/learning process.

**CLASS CUT** - Failure to report to class without authorization.

**COMPUTER TRESPASS** — Unauthorized use of a computer or a computer network with the intention of deleting, obstructing, interrupting, altering, accessing data, or damaging, or in any way causing the malfunction of the computer, network, program(s), or data.

**DESTRUCTION OF PROPERTY/VANDALISM** - The willful or malicious destruction of school property or the property of others.

**DETENTION** - The student shall report to a specified school location and to a designated teacher or school official. Students must be given 24-hour notice in order to make arrangements for transportation. Detention may require the student's attendance before school, after school, on Saturdays, or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well being of the student or school. The school principal will develop rules for detention.

**DISCIPLINARY PROBATION** - A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Tribunal. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.

**DISORDERLY CONDUCT** - Conduct or behavior, which interferes with or disrupts the orderly process of the school environment, a school function, or extracurricular activity.

**DISRESPECT FOR OTHERS** - Conduct or behavior, which demeans, degrades, antagonizes, humiliates, or embarrasses a person or group of persons.

**DRESS CODE** - Non-conformity to established dress code of Douglas County Board of Education. (SEE DRESS CODE - POLICY JCDB)

**EXPULSION** - The student is removed from all Douglas County Public Schools, property and activities or events beyond the current school semester. Permanent expulsion may be made only by the Board of Education.

**EXTENT OF SCHOOL JURISDICTION** - Students are accountable for behavior on school property, at school functions, en route to or from school functions, and at bus stop.

**EXTORTION/THREATS** - The willful or malicious threats of harm, injury, or violence to the person, property or reputation of another with the intent to obtain money, information, services or items of material worth.

**FALSE FIRE ALARM** - The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.

**FELONY** - Any offense punishable as a felony under Georgia law or federal law.

**FIGHTING** – See "Affray/Fighting"

**FIRECRACKERS/FIREWORKS** - Unauthorized possession and/or igniting of fireworks or firecrackers on school property, at a school function or extracurricular activity.

**FORGERY** - The making of false or misleading written communication to a school staff member with the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

**GAMBLING** - Any participation in games (or activities) of chance for money and/or things of value.

**HEARING OFFICER** - System administrator or who conducts the Student Discipline Tribunal hearing proceedings.

**HITTING/ROUGHING/MINOR PHYSICAL CONTACT** – Intentionally making physical contact with another person including but not limited to hitting, slapping, pushing, tripping and wrestling.

**INAPPROPRIATE DISPLAY OF AFFECTION** - The practice of kissing, embracing, and other similar types of activities are not in good taste in the school setting. All students should conduct themselves in a mature manner.

**INAPPROPRIATE USE OF TECHNOLOGY**- Unauthorized use of a computer, its programs, websites, or a computer network.

**INCITING, LEADING, OR PARTICIPATING IN A MAJOR STUDENT DISORDER** - The willful act of inciting, leading or participating in any disruption or disturbance which interferes with the educational process or which can result in damage or destruction to public or private property, or cause personal injury to participants and others.

**IN-SCHOOL SUSPENSION** - The student is removed from regular classes for a specified period of time in the local school. Class work assignments are sent to the student by the teachers. The student may not attend or participate in any extracurricular activities while assigned to In-School Suspension (ISS).

**INSUBORDINATION** - Refusal or failure to comply with a direction or an order from a school system staff member; failure to comply with State Law, School Board Policy, local school rule, behavior contracts, or classroom rules.

**INTIMIDATION** - The verbal or physical threat to do harm or violence to another person(s) or to the property of another person.

**LEAVING CAMPUS** - Students leaving campus without approval of school officials may have parking privileges revoked in addition to other consequences.

**LONG-TERM SUSPENSION** - The student is suspended out-of-school for more than ten (10) days. Any suspension of more than ten (10) days may be assigned only by the Student Disciplinary Tribunal, or by the Board of Education. (Student may continue academic work at the Alternative School.)

**MISBEHAVIOR IN THE CAFETERIA** - The acts of throwing objects, leaving trays, etc. in the cafeteria. Open food or drink outside of designated areas (any area other than cafeteria). No food may be delivered to school from a "fast food" establishment, in compliance with federal guidelines.

**MISCONDUCT ON SCHOOL BUS OR OTHER SCHOOL APPROVED TRANSPORTATION** - Conduct or behavior which interferes with the orderly, safe, and expeditious transportation of students or other authorized riders. In addition to consequences for offenses on a bus, students may lose the privilege to ride the bus.

**NON-PRESCRIPTION DRUG** - Over-the-counter drug not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school policy.

**NUISANCE ITEMS** -This includes beepers, cellular phones, radios, recording devices, skates, skateboards, toys, toy guns, playing cards, water pistols, camera, video or DVD cameras, CD players, MP2 players, IPODS, video games, etc. which are not to be brought to school.

**PRE-ADMISSION HEARING** - A hearing requested by the school or parent(s) to determine whether a suspended or expelled student will be allowed to enter the Douglas County School System from another school system.

**PRESCRIPTION DRUG** - Use of a drug (medication) authorized by a registered physician, and prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug.

**PROFANE, OBSCENE, OR ABUSIVE LANGUAGE/MATERIALS** - The use of either oral or written language, gestures, objects or pictures which are socially unacceptable and which tend to disrupt the orderly school environment, a school function, or extracurricular activity.

**RE-ADMISSION HEARING** - A hearing requested through the Board of Education or Student Disciplinary Tribunal by the school, parent(s) or other agency to determine whether a suspended or expelled former student be allowed to re-enter the Douglas County School System.

**RE-ADMISSION REVIEW** - A mandatory conference with the parent, student, school official and counselor to review documentation showing what has been done, while the student was on suspension and/or at the Alternative School, to correct the disciplinary problem(s) that resulted in the suspension from school.

**REPEATED MISCONDUCT OF A LESS SERIOUS NATURE** - Repeated misconduct, which tends to disrupt an orderly school environment or an extracurricular activity.

**RIOTOUS BEHAVIOR** – An act or conduct which urges, counsels, or advises others to disrupt the orderly conduct of students, staff or third parties; or an act or conduct which exacerbates a disruption of the orderly conduct of students, staff or third parties.

**ROBBERY** - The act or attempted act of taking money, property, or possessions from another, against his or her will, through the use of force, violence, or fear.

**SEXUAL BATTERY** – Intentional physical contact with the intimate parts of the body of another person without the consent of that person. The term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

**SEXUAL HARASSMENT** - any act intended to create a hostile environment or to gain sexual favors by intimidation.

**SEXUAL OFFENSES** - any act of indecent exposure or any sexual crimes as defined by Georgia law.

**SHORT-TERM SUSPENSION** - one (1) through ten (10) days suspension out of school by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. The teacher will determine required make-up. Suspended students shall make up those major tests or assignments (that will have a significant impact on their final grade. It will be the student's responsibility to request make-up work within a reasonable period of time three (3) school days upon return to school. Work must be returned within the period specified by the teacher.

**SMOKING (AND OTHER USE OF TOBACCO PRODUCTS)** - The possession, use, distribution or sale of tobacco products.

**STUDENT DISCIPLINARY TRIBUNAL** - A panel composed of three administrators and one Hearing Officer. The Tribunal hears evidence presented by the school, the student, and parents when a student is referred by the local school principal or his/her designee. The Tribunal has the authority to make decisions ranging from returning the student to the local school through permanent expulsion.

**SUPER STOP** – A Violence Prevention Program for youth and their parents, is a ten-hour educational and interactional program offered jointly to students and parents as:  
1. A primary violence prevention and education program;  
2. An intervention alternative for students facing suspension for violence, alcohol, other drugs, or drug-related offenses.

**SUPER PROGRAM** – The alcohol/drug education program is for first-time offenders of Level I, Rule #3 of the Student Discipline Code. At least one parent must accompany the student at each of the four (4) sessions.

**SUSPENSION** - When the term suspension is used in the discipline code it may be interpreted to mean in-school suspension or short-term out of school suspension.

**TARDINESS** - Excessive late arrival to school or class.

**TERRORISTIC THREAT** - A student commits the offense of terroristic threat when he/she threatens to commit violence against person(s) or damage to property, which would cause a reasonable person to feel terrorized or causes the evacuation of a building, school assembly, school bus or otherwise causes serious disruption of a school or school activity.

**THEFT** - Taking the personal property of someone else or the school system.

**TRESPASSING** - Illegal presence on a school campus by suspended students, or any other person who does not have permission to be on school grounds.

**TRUANCY** - Violation of the State Attendance Laws - The primary purpose of our schools is to promote student learning. To that end, the Douglas County School System expects teachers to provide well-planned, appropriate lessons for each class every day that school is in session. In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Douglas County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. Truancy may lead to court action against the student and parent.

**UNAUTHORIZED AREAS INCLUDING THE FOLLOWING:** A) Any area of the building where classes are in session during lunch period; B) The gym unless you have a class at that time in the gym; C) The parking lot once you have arrived in the school; D) At lunch time students are permitted to be in the cafeteria or in the designated area; E) Any other designated area.

**UNAUTHORIZED ASSEMBLY, PUBLICATIONS, ETC.** - Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, which interfere with the orderly process of the school environment, a school function, or extracurricular activity.

**VANDALISM** – Willful or malicious damage to real property or personal property of the school or to personal property of any person at the school.

**VERBAL ABUSE** - Degrading comments directed toward an individual.

**VERBAL ASSAULT** - A violent threat with non-physical weapons such as words, arguments, or appeals.

**WAIVER OF ATTENDING STUDENT DISCIPLINARY TRIBUNAL** - Parents may sign a waiver if the student admits guilt, they cannot attend or do not elect to attend the Tribunal hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled. The principal or designee is authorized to negotiate consequences with the parent and student.

**WEAPONS** - "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nanchaku, 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 as defined in subsection (a) of Code Section 16-11-106. This section excludes any of these instruments used for classroom work authorized by the teacher." Weapon shall also include any instrumentality or object which if used in an offensive manner could cause bodily injury to a person or property, or places a person in fear for his/her safety. (O.C.G.A. 16-11-127.1; 15-11-37; P.L. 103-227).

## DISCIPLINE CODE VIOLATIONS

### OFFENSE 1: WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, or transmit weapons and dangerous instruments which include: firearms, fireworks, explosives, knives, or any other object which may be used in such a manner as to inflict bodily injury or place another person in fear of his/her safety or any object which can reasonably be considered a weapon. This includes the bus.

**CONSEQUENCE 1:** Contact police and parents: up to 10 days suspension/ISO by school administrator, assignment to Project Class. A Tribunal at the Board of Education which may result in Long-Term Suspension or Expulsion. May result in long-term bus suspension if in possession on a bus.

### OFFENSE 2: FELONY CHARGES

Any act, whether school related or non-school related, on-campus or off-campus, which could result in the student being criminally charged with a felony and which makes the students continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

**CONSEQUENCE 2:** Contact police and parents: up to 10 days suspension/ISO by school administrator, assignment to Project Class. A Tribunal at the Board of Education which may result in Long-Term Suspension or Expulsion.

### OFFENSE 3: NARCOTICS, ALCOHOLIC BEVERAGE AND STIMULANT DRUGS

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, look-alike drug, or intoxicant of any kind on school grounds or on the bus. Any possession of medicine needs prior approval with a health form.

**CONSEQUENCE 3:** Contact police and parents: up to 10 days suspension/ISO by school administrator, or assignment to Project Class. A Tribunal at the Board of Education which may result in Long-Term Suspension or Expulsion. May result in long-term bus suspension if in possession on a bus.

### OFFENSE 4: ASSAULT ON SCHOOL TEACHER, SCHOOL BUS DRIVER, OR OTHER SCHOOL EMPLOYEE OR OFFICIAL, OR VERBAL ASSAULT

A student shall not cause or attempt to cause or threaten to cause physical injury or behave in such a way, as could reasonably cause physical injury to a school employee. The penalty for committing a physical act of violence against a school employee is expulsion for the remainder of the student's school years.

**CONSEQUENCE 4:** Contact police and parents and/or assignment to Project Class: Tribunals for this offense will be composed of three certified education personnel, appointed by the local school board. This tribunal will determine issues of fact and intent and submit its findings and recommendations to the local school board for punishment.

### OFFENSE 5: FIGHTING, THREATENING AND/OR INTIMIDATING ANOTHER STUDENT WITH VIOLENCE (BULLYING)

**CONSEQUENCE 5:** Contact parents: OR/ISO. Serious/repeat cases or cases involving bodily harm will require contacting police/up to a 10 day suspension from school and/or other disciplinary action at the administrator's discretion or assignment to Project Class.

If a student is found to have engaged in bullying or physical assault or battery of another person on the school bus, a required meeting of the parent or guardian and district officials must be held for the purpose of forming a school bus behavior contract for the student. Contract provisions must provide for appropriate progressive discipline and may include assigned seating, ongoing parental involvement and suspension from riding the bus.

### OFFENSE 6: WILLFUL AND MALICIOUS DESTRUCTION, THEFT, OR A THREAT TO STEAL OR DESTROY PROPERTY (ARSON)

Includes such actions as the use of or threat of bombs, explosives, setting of fires, activating any alarms, the deliberate destruction of property and vandalism of the bus or other actions.

**CONSEQUENCE 6:** Contact parents: OR/ISO/suspension or assignment to Project Class. Restitution for all damages/bus suspension. The severity of the actions may require police contact.

### OFFENSE 7: INAPPROPRIATE SCHOOL BEHAVIOR - SUCH AS LISTED BELOW BUT NOT RESTRICTED TO THE FOLLOWING:

1. Rude and/or disrespectful behavior toward teachers, bus drivers, administrators, other school personnel, other Students, or persons attending school-related functions.

2. Defying authority

3. Acts which disrupt the learning opportunity of others

4. Acts which cause substantial disruptions of learning opportunities and/or threaten the safety of others

5. Gambling

6. Pornographic materials

7. Use of profane, vulgar, or obscene words or gestures/indecent exposure, possession of obscene materials

8. Sexual harassment

9. Sit-downs, walk-outs, pickets, trespassing, inciting a disturbance

10. Violation of school/class rules/bus driver rules

11. Damage/defacing property

12. Disruption of school or bus order and discipline

13. Possession or use of tobacco or tobacco related products at school on the bus or school activities

14. Verbal assault of teachers, administrators, other school personnel, or other students, or persons attending school-related functions.

15. Usage of any electronic devices during the operation of a school bus if it might interfere with the bus communication equipment or the driver's operation of the bus.

16. Usage of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the bus driver's operation of the bus.

17. Gang related appearance or clothing or objects. Gang related activities, a gang is defined as any three or more individuals who have a name, claim a territory, use graffiti to mark a school's territory, or themselves, have rivals/enemies, or interact together at the exclusion of other people. The existence of such gang affiliation may be established by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, attire or other distinguishing characteristics.

18. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

CONSEQUENCES FOR OFFENSE 7: ITEMS 1-18 ABOVE: Range of disciplinary actions at the discretion of the principal depending upon circumstances, some forms of inappropriate behavior are so serious that more stringent consequences, including legal action (call the police immediately) will occur or assignment to Project Class.

#### **OFFENSE 8: CHEATING OR OBTAINING ANSWERS OR THE WORK OF OTHERS WITH THE INTENT OF CLAIMING CREDIT FOR THE WORK.**

CONSEQUENCE 8: Grade reduction, additional work assigned, parent contact.

#### **OFFENSE 9: MISBEHAVIOR WHILE:**

1. In opportunity room(OR)

2. In isolation (ISO)

CONSEQUENCE 9: Referral to administrator, additional time added, or out of school suspension.

#### **OFFENSE 10: POSSESSION OF NUISANCE ITEMS**

Any electronic devices including cell phones, pagers, etc., skates, skateboards, toys, water pistols, toy guns etc., lighters, matches are not to be brought to school.

CONSEQUENCE 10: Items will be confiscated and released only after school or to parents. Repeat offenders are subject to disciplinary actions.

#### **OFFENSE 11: BEING IN AN UNAUTHORIZED AREA OR IN AN AREA UNSUPERVISED**

CONSEQUENCE 11: Range of disciplinary actions depending on circumstances.

#### **OFFENSE 12: LEAVING CAMPUS UNAUTHORIZED**

CONSEQUENCE 12: Parent contact/OR/ISO

#### **OFFENSE 13: DRESS CODE VIOLATION**

CONSEQUENCE 13: Parent contact, range of disciplinary action depending on severity and/or repeated violations.

**OFFENSE 14: INAPPROPRIATE BUS BEHAVIOR** – Such as listed below but not restricted to the following:

CONSEQUENCE 14: A pupil found guilty of certain offenses may be suspended from the bus for a period up to the remainder of the school year or assignment to PROJECT C.L.A.S.S. DAMAGE TO SCHOOL BUS PROPERTY WILL RESULT IN RESPONSIBILITY FOR RESTITUTION

1. Disorderly conduct and/or offense of bus safety rules.

2. Defying bus driver's directions.

3. Loud talking, horseplay, throwing objects on or from the bus, or doing anything that will detract from the driver's attention.

4. Smoking, chewing gum, eating, or drinking on the bus.

5. Damaging or defacing school bus property.

6. The use of profanity on the bus.

7. Transporting large objects such as boxes, recreation equipment, large band instruments, etc. on the school bus.

8. Inappropriate display of affection.

#### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Discipline of students with disabilities requires certain considerations because behavior may be related to the disability. Following are general guidelines:

1. Determine which students have been identified as disabled and review their IEPs or Section 504 Plan at the start of the semester before there are discipline problems.

2. An IEP or Section 504 Plan may include a Behavior Intervention Plan that specifies how certain behaviors are to be handled. This plan should be followed in all school settings - regular or special.

3. Students whose IEPs or Section 504 Plan do not address behavior or discipline should be treated like non-disabled students with common sense consideration of the disability (see \* below).

4. Classroom teachers should work closely with special education teachers and the Student Support Team to determine appropriate methods of discipline.

\* In all cases, however, a student with a disability may not be suspended from school (including ISS - if the student does not receive the specified special education services) for more than a cumulative total of 10 days per school year. When the total number of suspension days nears 10 or a significantly disruptive behavior occurs, the following procedure should be followed:

1. The Director/Coordinator (or designee) of Special Education should be notified to assure that all due process procedures are followed.

2. The IEP committee will carefully review the IEP and current placement to determine if the behavior is related to the disability and if change should be made in the IEP.

3. For Section 504 students, the SST will review the 504 Plan and determine if the behavior is related to the disability.

#### **BUS CONDUCT**

School bus transportation is a privilege afforded pupils by the Board of Education. It is not a right. To protect the safety and well being of all involved, pupils must adhere to established bus conduct rules. Bus transportation privilege may be revoked if the pupil does not observe bus conduct expectations.

## BUS CONDUCT RULES

1. Students should always conduct themselves in an orderly manner and obey all bus safety rules.

2. All students are under the jurisdiction of the driver while aboard each bus.

3. The driver is responsible for seating arrangements on each bus.

4. Students will remain seated while bus is in motion.

5. Students must refrain from loud talking, horseplay, throwing objects on or from the bus, or doing anything that will detract from the driver's attention.

6. Anyone damaging a bus will be responsible for restitution.

7. All parts of the body must be kept inside the bus at all times.

8. Smoking, chewing gum, eating, or drinking on the bus is not permitted.

9. It is the responsibility of the driver and each rider to help keep the bus clean.

10. The use of profanity on the bus will not be allowed.

11. Students will be picked up and delivered at their regular designated site each day. Written requests from the parent or guardian will be filed with the principal if it becomes necessary for a student to depart a bus other than at his/her regular stop. The principal will authorize the driver to make such a stop. Exceptions may be made if a safety hazard is involved.

12. Buses are provided for transporting students; therefore, large objects such as boxes, recreation equipment, large band instruments, etc. should not be on a bus.

13. Students must refrain from inappropriate display of affection.

14. Assignments to specific buses will be made by school authorities.

15. Students are expected to abide by the Douglas County School Student Conduct Behavior and Discipline Code.

16. Students shall not possess or use objects such as mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

This also includes the usage of any electronic devices during the operation of a school bus in a manner that might interfere with the school bus communications' equipment or the school bus driver's operation of the bus.

**NOTE:** If a student is found to have engaged in bullying or physical assault or battery of another person on the school bus, the policy must require a meeting of the parent or guardian and district officials for the purpose of forming a school bus behavior contract for the student. Contract provisions must provide for appropriate progressive discipline and may include assigned seating, ongoing parental involvement and suspension from riding the bus. School bus contracts can be used for other infractions as well.

**NOTICE: DOUGLAS COUNTY SCHOOL SYSTEM FACILITIES AND SCHOOL BUSES ARE MONITORED BY VIDEO/AUDIO SURVEILLANCE EQUIPMENT. VIDEO AND AUDIO TAPE MAY BE RELEASED TO LAW ENFORCEMENT OFFICIALS AND FOR OFFICIAL SCHOOL BUSINESS.**

## ALCOHOL AND OTHER DRUGS

**DESCRIPTIVE CODE: JCDAC**

Douglas County School System acknowledges the problem of substance abuse in society. We value all our students and believe their use or possession of alcohol and other drugs is harmful to their physical, emotional and mental health and it is also wrong and unlawful. We believe the use of alcohol or other drugs decreases their ability to learn and may create dangerous situations for them, other students, or school system employees. It is our intention to maintain a safe, healthy environment conducive to learning for all students and to protect the reputation of the Douglas

County School System. Accordingly, the following policy is set forth. This policy shall apply to all students and compliance with this policy is mandatory as per requirements for the Drug-Free Schools and Communities Act of 1989.

It shall further be the policy of the Douglas County School System to provide age appropriate, developmentally based drug and alcohol Education and prevention programs, which address the legal, social and health consequences of drug and alcohol use and to provide information about effective techniques for resisting peer pressure in the use of illicit drugs or alcohol for all students in the system. These programs shall provide information about any drug and alcohol counseling rehabilitation and re-entry programs available to students.

### NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drugs, hallucinogenic drugs, and amphetamines, barbiturates, cocaine, marijuana, controlled substances, alcoholic beverages, anabolic steroids, look-alike drugs, or intoxicants of any kind:

1. on the school grounds during and immediately before or immediately after school hours.

2. on the school grounds at any other time when the school is being used by any school group.

3. off the school grounds at a school activity, function or event.

4. en route to and from school or school activity on school system buses or chartered buses acquired for school activities.

Compliance with these requirements is mandatory. Use of a drug authorized by a medical prescription from a registered physician should not be considered a violation of this regulation. All prescription drugs shall be kept in the original container.

## CONFISCATED ITEMS

When students bring items to school that violate school rules, those items will be confiscated and kept in the office until picked up by the parent or guardian. Confiscated items must be claimed not later than two (2) weeks after the end of the semester. Unclaimed items will be discarded. Neither the school nor the school system are responsible for the security of confiscated items.

## INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS

### INTERROGATIONS

The principal of each school, and his/her authorized representatives, have the authority to conduct reasonable interrogations of students in order to properly investigate charges of student misconduct.

### SEARCHES AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and gender and the nature of the infraction.

### PERSONAL SEARCHES

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or contraband. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present.

### LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security

of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

#### **SEIZURE OF ILLEGAL MATERIALS**

In the event search of a student's person, his/her personal possessions, vehicle, or locker reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, such findings shall be turned over to the proper legal authorities so that they may take appropriate action, in addition to any action taken by the school or school district.

#### **SCHOOL PROPERTY**

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

#### **SUGGESTED PROCEDURES**

If a school official has reasonable cause to believe that contraband is present, he or she may institute a search. Although the following procedures for a search are suggested, they are not mandated because the circumstances attendant to the need for each search may vary. The student should ordinarily be required to be present and asked to consent to the search. If after being informed of the basis for the school official's reason to search, the student does not consent, the school official may proceed with the search, contact security, or, if necessary, call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his or her effects should be conducted out of the presence of other students.

#### **USE OF CANINES**

The Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

#### **USE OF METAL DETECTORS (MAGNETOMETERS)**

Weapons of any nature on school property or at school functions are prohibited by school policy and state law. The presence of weapons is inherently dangerous to all persons in the school setting. When the Administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at a school, the Administration is authorized to use stationary or mobile metal detectors only upon the approval of the Superintendent or his/her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his or her person and walk through or be scanned again. If, after the removal of other metal objects and a third activation by the metal detector on the student, the student should be taken to a room out of view from the other students where the procedures suggested above for a search would be applicable.

#### **NOTICE**

Students will be provided notice of the Policy concerning search and seizure by having them placed in the student handbook or distributed by supplemental publication. A copy of the Policy will also be posted in the principal's office or another prominent place in each school. If a metal detector is to be used, the additional notices required for its use will be given.

#### **DEFINITIONS**

For purposes of this policy the following definitions are applicable:

"UNAUTHORIZED" is any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available to students in the Student/Parent Handbook distributed to all students beforehand.

"CONTRABAND" is all substances or materials, the presence of which is prohibited by school policy, state law, or federal law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, improperly used inhalants such as glue or aerosol paint, guns, knives, weapons, and incendiary devices.

"REASONABLE CAUSE" or "REASONABLE SUSPICION" is the standard for a search on school property or at school related events which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable cause or reasonable suspicion should not be based on mere hunch.

#### **APPLICATION OF POLICY**

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, and other materials ("contraband") in violation of school policy, state law, or federal law. Students who bring contraband on to school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The Administration may utilize canines and metal detectors (magnetometers) as provided in the Policy. This policy shall not be interpreted to hinder or preclude law enforcement's lawful discharge of its duties.

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### **BUS TRANSPORTATION**

The Douglas County School District, its officers, officials and employees are not responsible for injury or other loss which might occur to a student or a student's property while traveling on approved school field trips or activities.

School transportation is provided in conformance with pupil transportation policies and procedures established by the State Board of Education and the Douglas County Board of Education.

The school system operates over 240 buses serving more than 440 routes and covering more than 10,000 miles daily. Most drivers have an elementary school route and either a middle or a high school route. Some drivers, such as our Special Needs Drivers, may serve several different schools in both their morning and afternoon routes.

Transportation is also provided for a wide variety of school-related activities.

Each school bus is equipped with advanced safety devices to help the driver see and protect those riding the bus. These are only mechanical devices. It is important that all who ride a bus know and practice the skills of being a safe rider. A safe rider observes bus conduct rules at all times, thereby reducing the opportunity for injury or accident.

Bus drivers complete an intensive training program and must pass the road and written test required to secure a commercial driver's license (CDL), with a Passenger and School Bus endorsement

School transportation is a privilege. To maintain this privilege, a student must abide by established bus conduct rules. A pupil's transportation privilege may be suspended or revoked if conduct creates a disruption or safety hazard on the school bus. The principal or his/her designee handles all disciplinary action taken for misconduct on the school bus.

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### **BUS CONDUCT RULES**

#### **SEE ELEMENTARY DISCIPLINE CODE JD-R(2)**

#### **BUS SUSPENSION**

A pupil found guilty of certain offenses may be suspended from the bus for a period up to the remainder of the school year.

#### **STUDENT DISCIPLINE**

The school bus is an extension of the classroom. The school day begins when the student enters the bus and ends when the student leaves the bus. It is the responsibility of the Principal (not the driver) to determine and enforce disciplinary actions and notify the parents. Student management has as its objective securing desirable behavior from all students riding the bus.

Bus misconduct falls into two categories:



- (1) general violation of bus conduct rules
- (2) serious misconduct

### **STUDENT DISCIPLINE PROCEDURES**

To protect the safety and well-being of all riders, pupils must follow bus conduct rules. Students who insist on violating the Bus Conduct Rules will be disciplined as follows:

#### **GENERAL OR MINOR OFFENSES (LEVEL 3)**

Behavior such as chewing gum, talking loudly, standing while the bus is in motion, bringing food or beverages on the bus, cell phone use, etc. is considered a general or minor offense. Prior to turning in a \*Discipline Referral form, the driver will attempt to resolve less serious problems him/herself.

1st Offense - Driver will first request the student to correct his/her behavior and counsel with the student after the other students are off the bus.

2nd Offense - Driver will file a \*Discipline Referral form with the Principal or the school's designated discipline administrator.

#### **SERIOUS OR MAJOR OFFENSES (LEVEL 1 & 2)**

More serious or major offenses will result in moving to the 2nd Offense step or may require immediate attention by the Principal and/or Law Enforcement, or Resource Officer. Level 2 offenses are behaviors of a less serious nature, but serious enough to merit involvement by the school principal to correct on the first violation event. A Level 1 offense requires immediate attention by the Principal and/or Law Enforcement, or Resource Officer. Examples of Level 1 offenses include (but are not limited to) weapons, illegal substances, assault, threats or intimidating behavior towards another student, bus driver, or bus monitor.

Level 2: 1st Offense - Driver files a discipline referral form with the Principal or the school's designated discipline administrator identifying the student involved and the offense.

Level 1: 1st Offense - Driver notifies Transportation to have the Principal or designated discipline administrator meet the bus or, depending on severity of incident, call for law enforcement officers to come to the bus' location.

### **BUS LOADING ZONES**

Bus loading zones at the schools are restricted to school buses only during the 30 minutes immediately before and after school. Cars in the bus lanes present a serious safety hazard for pupils. To protect pupils, unauthorized vehicles in bus loading zones are subject to ticketing.

### **SERVICE PROVISIONS**

- Bus service is provided to and from a pupil's home and school. Service to other locations, such as after school daycare/babysitter, is provided only if the destination is located within the student's assigned school district. Bus service is not provided to or from business locations (other than daycare). No exceptions.

- Bus conduct rules must be obeyed. Failure to do so may result in suspension of bus privileges.

- Parents are responsible for their children going to and from the bus stop and while waiting at the bus stop.

- Written permission from a parent, signed by the principal, is required for a child to ride a bus on which he is not assigned or to leave the bus at a stop other than his assigned stop.

- Pupils must be at their designated bus stop when the bus arrives. Buses cannot wait for latecomers.

- Only authorized persons may board or ride a school bus.

- Glass, items too large to fit in a pupil's lap, weapons, firecrackers, pets, gum, drinks, food or candy, electronic devices, and hazardous materials are not permitted on the bus.

### **ON-STREET BUS SERVICE**

Buses are routed along major streets. For a bus to be routed down a street off the trunk route, the following two criteria must be met.

1. A child's walking distance to the nearest bus stop is
  - a. greater than .2 mile or more for elementary school students;
  - b. greater than .3 mile or more for middle or high school students.
2. The street is safe for bus travel and has a safe bus turnaround.

### **BUS STOPS**

- Drivers are not permitted to deviate from their route without permission from a route supervisor.

- State regulations require bus stops to be spaced at least one-tenth (.1) mile or more apart. Exceptions are allowed only in response to a safety hazard.

- Buses are not permitted to travel on closed or flooded roads. Bus stops served by such a road will be temporarily relocated to the closest safe location. Service will be restored once conditions permit.

- Bus stops on the routes are not always the same as the previous year. Buses are not to be routed on private property (this includes most mobile home parks and apartment complexes).

- A student will be returned to school if it is obvious there is no one home and the norm is for someone to be at home.

- If a student has no key, objects to disembarking the bus, or if the stop/home looks different than usual, the driver will radio for instructions from the school administrator.

- If the normal routine is for no one to be at home or at the stop, the student will be allowed to disembark alone.

### **PARENTS CAN HELP US BY:**

- Making sure your child is at the bus stop five minutes early.

- Review bus safety rules with your child and stress the necessity of observing them.

- Teaching your child to obey the bus driver.

- Cooperating with school officials and school bus drivers regarding appropriate conduct of your child at the bus stop and on the bus.

- Helping your student understand that student behavior on school buses is considered an extension of classroom behavior.

- Educating your children on the rules of school bus safety.

- Reminding your child to walk on the sidewalk, or the shoulder of the road, on the way to the bus stop and not on the traveled portion of the road.

- Reminding your child to wait in a safe place, well off the road, until the bus comes to a stop.

- Students should not move toward the bus until the bus and all traffic have stopped. Students should stop and look before crossing the road when preparing to board or depart the bus. It is very important to look – do not expect approaching traffic to stop.

- Periodically remind your child of the importance of mannerly and orderly behavior at the bus stop. Periodically check on students at the bus stop.

- Accompanying very young children to the bus stop and meeting them on their return from school when possible.

### **SAFE RIDING**

#### **10 SAFETY RULES FOR STUDENTS**

1. Arrive at your bus stop 5 minutes before your scheduled pick-up time.

2. Dress for the weather – umbrella and raincoat for rain; coat and gloves when cold.

3. Never stand or play in the road. Wait for the bus a safe distance from the road.

4. Always use the handrail when boarding or leaving the bus.

5. Remain seated and keep head/hands inside when the bus is moving. Your seat is designed to protect you in the event of an accident.

6. Never try to reach for anything under or beside a bus. Ask your driver for help.

7. Observe silence when approaching and while stopped for railroad crossings so the driver can hear if a train is coming.

8. Look carefully before crossing the road. Do not assume a car will stop for you – wait to be sure it is stopped before crossing. Watch for your driver's signal before crossing the road.

9. Always cross in front of the bus – NEVER behind it!

10. Talk quietly while on the bus. Do not "horseplay". Your driver must give full attention to driving to ensure your safety.

#### **NEED INFORMATION??**

##### **FOR INFORMATION REGARDING:**

- Your bus route or schedules, call the school.
- A bus service problem or concerns, call the Transportation Office at (770) 651-2400.

The Transportation Office is open Monday – Friday from 7:30 AM – 4:30 PM.

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## **SEVERE WEATHER / EMERGENCY CLOSING OF SCHOOLS**

The Superintendent is authorized to close schools in cases of emergencies or severe weather. WSB Radio and TV are the stations first notified of emergency announcements for the Douglas County School System.

### **EMERGENCY SUSPENSION OF SCHOOL ACTIVITIES**

Abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply, and breakdown of heating system.

Some situations affect only one school while in other cases several or all Douglas County Schools may be involved. In all instances the safety, welfare, and health of students and employees are the basic factors considered in making a decision as to whether or not to suspend temporarily the normal activities of a school day.

The Superintendent has the responsibility of making decisions on suspension of school activities. If the Superintendent is not available, a person designated by the Superintendent will assume this responsibility. School principals will be notified of such action by the most expedient direct means, either by telephone or personal contact.

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## **INTERNET FILTERING REGULATION**

### **1 PARENT/GUARDIAN AUTHORIZATION FORM**

1.1 Form only needs to be signed one time and this will follow the student while he or she is in the Douglas County School System.

1.2 The Parent/Guardian Authorization Form should be kept in the Media Center for all students.

1.3 If the student transfers to another school, the original Authorization Form will be acceptable for the new school.

1.3.1 A copy of the form should be sent with the student's records.

1.4 If the parent/guardian wishes to change his or her previous wishes and not allow the student to access the Internet, then the parent/guardian must state that in writing to the school.

1.4.2 If there is a new parent/guardian that has legal custody of the student and a previous parent/guardian signed the Parent/Guardian Authorization Form, then the current parent/guardian's wishes shall be followed. However, these wishes must be properly communicated to the school system in writing by either filing a

Parent/Guardian Authorization Form or by writing the school requesting that the student not participate in Internet activity.

1.4.3 Should there be a change in parent or guardian custody of the student and that parent or guardian makes no specific requests, then the wishes of the previous parent or guardian will be observed.

### **2 OBTAINING PARENT/GUARDIAN AUTHORIZATION FORM**

2.1 Form is sent to students at the beginning of school.

2.2 New students are given the form with other paperwork as they check into a school.

2.3 Individual teachers may give the form to the student.

### **3 STUDENT INTERNET ACCESS TO THE COMPUTERS**

3.1 All students are provided computer access by default in the Douglas County School System and all computers have access to the Internet. Students should not access the Internet unless a Parent/Guardian Authorization Form has been completed.

3.2 Parent/Guardian Authorization Forms will be kept on record at the school.

### **1.3 PROCESS FOR REMOVING STUDENT INTERNET ACCESS**

3.3.1 All computers have Internet access in the Douglas County School System. If a parent/guardian requests that a student not have Internet access it will be the responsibility of the teacher to monitor student computer use in order to insure this or the student's access to the computer will have to be removed. If removal of computer access is requested, the Media Specialist or an administrator will place a technology help request for the removal of the student's computer login. This request will verify that the proper written request from the parent or guardian has been recorded and that the school has this letter on file.

3.3.2 The Media Specialist should immediately notify the teachers of that student so that they can have other activities for the student during times when the class is accessing the Internet.

### **4 INTERNET FILTERING**

4.1.1 The Douglas County School System filters all Internet content in order to provide safe and appropriate access to this resource. Since no filter can absolutely guarantee that students will not be exposed to objectionable pages from the Internet, the teacher or other staff member adult should monitor Internet activity by all students. If there is a problem with the Internet Filter, Technology Services will notify the schools and the Central Office Administration through e-mail that the filter is temporarily out of service and the issue will be resolved as quickly as possible.

### **5 WHEN AN UNACCEPTABLE SITE IS ACCESSED**

5.1 The student should immediately notify the adult monitor and back out of the site by clicking on the "Back" button on the browser.

5.2 If the student has accessed a site that throws up multiple screens, the student should immediately turn off the monitor ask for assistance from an adult.

5.3 The adult monitor should remove the students from the monitor and write down the URL to the site so that it can be blocked in the future. The teacher should submit a technology help request that includes the URL as soon as possible so that the site can be blocked.

5.4 The adult monitor should get the names of all students who witnessed the site. They should determine whether this action was done purposely or by accident.

5.4.1 If the incident took place in an elementary school, the names of the students involved should be given to the school's administrator.

5.4.2 If the incident took place in a middle or high school, the students' names should be given to an administrator if the teacher or monitor felt that the access to the inappropriate site was on purpose and was not accessed accidentally, or if deemed necessary for other reasons.

5.5 If the incident took place in an elementary school whether by accident or not, the school administrator should then contact the parents of the students involved to warn them what took place.

5.6 If the incident took place in a middle or high school, and if it had been determined by that school's administration that this incident was purposely done, the administrator should contact the parents of the students involved.

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## COMPLAINTS AND GRIEVANCES

**DESCRIPTIVE CODE: JCE**

### RESOLUTION OF SCHOOL RELATED CONCERNS

It is the belief of the Douglas County Board of Education that students have both the right and responsibility to express school related concerns and grievances to the faculty and administration. Therefore, students shall be assured the opportunity for an orderly presentation and review of concerns.

For the discussion and consideration of a concern or grievance, any student or group of students should request a meeting time and place which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible and at the most immediate level of supervision.

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## COMPLAINTS AND GRIEVANCES

**DESCRIPTIVE CODE: JCE-R(1)**

### RESOLUTION OF SCHOOL RELATED CONCERNS

The Board realizes that there may be conditions in the school system that need improvement and that students should have some means to effectively express their concerns which will be considered and handled with fairness.

Students' concerns and grievances shall be resolved through orderly processes and at the lowest possible level.

Concerns and grievances shall be approached in the following manner:

1. the opportunity shall be provided any student or parents, to discuss with the teacher a decision or situation which is considered unjust or unfair;
2. if the matter remains unresolved, the student, parents, or teacher, may bring the matter to the principal's attention for consideration;
3. if the matter remains unresolved, it may be brought to the Superintendent or a designee for consideration;

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

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## HARASSMENT

**DESCRIPTIVE CODE: JCAC**

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of the school or to the appropriate coordinator designated in policy JAA/GAAA, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

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## CHILD ABUSE AND NEGLECT REPORTING

**DESCRIPTIVE CODE: JGI-R(1)**

The purpose of this policy is to provide for the protection of children whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to prevent further abuses, to protect and enhance the welfare of these children, and to preserve family life wherever possible. This policy shall be liberally construed so as to carry out the purposes thereof.

As used in this policy, the term:

- (1) "Abused" means subjected to child abuse.
- (2) "Child" means any person under 18 years of age.
- (3) "Child Abuse" means:

(A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, physical forms of discipline may be used as long as there is no physical injury to the child;

(B) Neglect or exploitation of a child by a parent or caretaker thereof;

(C) Sexual abuse or unwelcome touching of a child; or

(D) Sexual exploitation of a child.

(E) However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be an "abused" child.

Any school employee having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made to the principal or the principal's designee. A staff member who makes a report to the principal or designee shall be deemed to have fully complied with the policy. The principal/principal's designee shall make an oral report immediately, but in no case later than twenty-four hours from the time there is reasonable cause to believe a child has been abused and followed by a report in writing to the Department of Family and Children Services (DFACS) and the appropriate police authority or district attorney. Under no circum-

stances may the principal or designee to whom a notification of child abuse has been made "exercise any control, restraint, modification or make other change to the information provided by the reporter, although each of the aforementioned persons (mandated reporters) may be consulted prior to the making of a report and may provide additional, relevant, and necessary information when making the report". The official referral shall be documented on the appropriate reporting form (Exhibit). Any school employee who reports or causes a report to be made under s policy shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such reports are made in good faith. The principal shall be notified of all referrals on child abuse/neglect. The school superintendent and principal will receive a copy of the written referral.

In a reported case of child abuse, the student may be interviewed by a law enforcement officer or other appropriate governmental investigating official without notifying the parent; however, no investigation of child abuse shall be conducted at school without the knowledge of the principal/designee. This investigation may be conducted without the principal/designee being present.

Suspected child abuse which is required to be reported by Georgia law by any person pursuant to this policy shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law.

Any school system employee having reasonable cause to believe that a student has been abused by another school system employee shall report or cause reports of that abuse to be made to the appropriate agency in accordance with the procedure above.

The principal or designee who receives such a report shall immediately notify the direct supervisor of the alleged perpetrator that the report has been made. The supervisor shall immediately notify local law enforcement and DFACS and begin a cooperative investigation with these agencies to determine the facts and whether sufficient grounds exist to warrant a reprimand, termination, suspension, or other adverse personnel action against the employee. Upon the conclusion of the investigation, the supervisor shall submit a written report of his or her findings to the Superintendent.

All school personnel who have contact with students shall receive training in the identification and reporting of child abuse and neglect with annual updates in the form of memoranda, directives or other written information.

Any school employee required by policy to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

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## **STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT**

**DESCRIPTIVE CODE: JGI-R(2)**

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time the reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the agency, to an appropriate policy authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of

sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

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## **EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITIES**

Federal law prohibits discrimination on the basis of age, race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (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 Americans With Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Employees, students, parents and the general public are hereby notified that the Douglas County Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the Board's efforts to implement this nondiscriminatory policy:

Title VI Coordinator:	Associate Superintendent/Instruction
Title IX Coordinator:	Associate Superintendent/General Administration
ADA Coordinator:	Chief Operating Officer
Section 504 Coordinator:	Director of Special Education

Inquiries concerning the application of Title VI, Title IX, Section 504 or ADA of the policies and practices of the Board may be addressed to the person listed above at the Douglas County Board of Education, P.O. Box 1077, Douglasville, Georgia 30133, (770) 651-2000; to the Regional Office for Civil Rights, Atlanta, Georgia 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20201.

Additional information is available in the Douglas County Board of Education Policy Manual. The policy manual may be accessed from the Douglas County Board of Education web site.

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## **EQUAL EMPLOYMENT/EDUCATION OPPORTUNITIES COMPLAINT PROCEDURE**

**DESCRIPTIVE CODE: JAA-R(1)**

Complaints made to the Douglas County School System regarding alleged discrimination on the basis of race, color, national origin, sex, age, or on the basis of handicap, in violation of the Perkins Act of 1998, Title(s) VI and IX, or Section 504/ADA, will be processed in accordance with the following procedure:

1. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.

2. The coordinator shall have fifteen days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.

3. If the complaint is not resolved at the conclusion of this fifteen day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.

4. The Superintendent shall have fifteen days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.

5. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.

6. Within thirty days of receipt of the written request of the complainant, the superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The board shall review the original complaint, the response of the coordinator, the response of the Superintendent and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

7. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

8. The procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any policy of the Board of Education, specifically including policy GAE, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.

9. This procedure is available to students, employees and the general public through School Board Policy Manual available on the Douglas County School System Website ([www.douglas.k12.ga.us](http://www.douglas.k12.ga.us)) and at the Central Office of the Douglas County Board of Education, P. O. Box 1077, Douglasville, Georgia 30133, (770) 651-2000

Title VI Coordinator:  
Associate Superintendent/Student Achievement and Leadership

Title IX Coordinator:  
Associate Superintendent/Student Support and Services

ADA Coordinator: Chief Operating Officer

Section 504 Coordinator: Coordinator of Special Education

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## STUDENT RECORDS

### DESCRIPTIVE CODE: JR

Student records shall be defined as all information about students recorded or collected in any format by local school systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions, and/or academic progress.

Professional staff of the schools will review all records in their immediate keeping to assure that only responsible and documented information is maintained, removing as necessary extraneous or inappropriate information. The person in professional status responsible for maintaining records will be responsible for administering the use of the file in observance of due process and will guarantee that records contain factual, documented information on students. All information contained in any student records not meeting this requirement shall be removed.

Student cumulative records must contain, but are not limited to: identifying data, academic achievement, attendance data, standardized test scores, immunization records, required health screenings. Academic achievement records of individual students of Douglas County Schools shall be maintained for a period of at least 70 years (after the student leaves, transfers or graduates) and the attendance data for a period of at least three years. These shall be housed in a fire-resistant place.

No person or party, except the parents or legal guardians and students over eighteen (18) years of age, shall be permitted to examine or obtain information from the records of students except, (1) by the written consent of the student's parent or lawful guardian specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents or lawful guardian and the student if desired by the parents, or (2) in compliance with judicial orders, or pursuant to any lawfully issued subpoena, upon the condition that parents or lawful guardians of the student are notified of all such orders or subpoenas in advance of the compliance therewith. (Divorce does not end a parent's right to review the child's records unless the courts specify that such review or contact is prohibited.)

The records of the school concerning an individual student shall be used for appropriate educational purposes and for the promotion of the student's welfare. Student records shall be made available to an outside person or agency only under the following conditions:

1. A "Release of Information" request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older). File completed request in student cumulative record.

2. A "Request for Information" request is received by school officials in the form of specific request from the court or a court order. Only information requested shall be provided and the parents and/or students shall be notified of all such orders in advance of compliance with the order.

3. A "Request for Transcript" is received by school officials from a receiving school including schools operated by the Department of Juvenile Justice. Only information such as grades, attendance records, discipline records for students in grades 7-12, and group test scores should be included. Psychological reports and health reports cannot be released without having been specified in the signed "Release of Information" request as per #1 above. Schools must comply with appropriate requests for transcripts within 10 calendar days.

4. In instances where requests for information might come from an outside agency such as the VA, working for the welfare of a student, the agency will file a release from the student or parent or guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice, provided the parent, student, or guardian is notified that such a form has been received.

5. In instances where requests for information come from the Comptroller General of the United States, the Secretary of Health and Human Resources, Secretary of Education, an administrative head of an education agency or state educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirements which relate to such programs, only that data which would not permit the personal identification of such students or their parents shall be released. This does not prevent federal officials, administrative head of an agency or state educational authorities to audit and evaluate provided confidentiality is maintained and information later destroyed. The only exception shall be when the collections of personally identifiable data is specifically authorized by federal law.

Schools and the school system shall not withhold any student record because of non-payment of fees.

Schools or the school system receiving the transferred record shall notify the parent(s)/guardian(s) of students in grades seven through 12 that the record has been received.

Student records shall be available to parents, legal guardians, and students of legal age, upon their written request. This does not include records that have the names of several students. Individual parents, guardians, or students may also inspect these records upon request.

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## FAMILY EDUCATIONAL AND PRIVACY RIGHTS

It is the policy of the Douglas County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the schools of this school district. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, guardians, and eligible students (eligible students are defined as those 18 years of age or older, those enrolled in postsecondary educational institutions, or those younger than 18 who are emancipated), to

professional educators with legitimate educational interests, to those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported education programs or with the enforcement of or compliance with federal legal requirements related to those programs, and to courts and others pursuant to subpoenas or similar documents.

The superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records. The superintendent shall ensure that each principal will develop a means to notify, on an annual basis, students and parents/guardians of their rights under the Family Education Rights and Privacy Act either by letter or through a student handbook distributed to each student in the school.

The Douglas County Board of Education designates certain information from student education records as "directory information," as is specified in this paragraph. Unless a parent/guardian or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information as to that individual student, such information will not be considered confidential and may be disclosed upon written request.

Directory information is as follows:

1. Student's name.
2. Student's date of birth.
3. Student's participation in official school clubs and sports.
4. Weight and height of student if he/she is a member of an athletic team.
5. Dates of attendance at the Douglas County School System schools.
6. Awards received during the time enrolled in the Douglas County School System.
7. Photographs
8. Program of Study
9. School System Security Video/Audio Tapes except when tapes are used in a disciplinary or criminal matter.

In addition to the directory information listed above the federal No Child Left Behind Act provides that the school district shall provide, on a request made by military recruiters or an institution of higher education, access to secondary students addresses and telephone listings.

Student records will be forwarded without further notice to parents/guardians or eligible students to any school within or outside the Douglas County School System, upon request of the school where a student is enrolling.

Any person whose parental rights have not been revoked by court order and any guardian, or any individual acting as a parent/guardian in the absence of a parent/guardian, may inspect the education record of his/her child during the regular business hours, Monday through Friday, while school is in session.

Generally, a parent/guardian will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs.

Education records are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee.

Personally identifiable information will not be released by the school system from an education record without prior written consent of the parent/guardian or eligible student except under the following circumstances:

1. Disclosures will be made to school administrators, teachers, or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of that school.

3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.

4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.

5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. A reasonable effort will be made to notify parents/guardians or eligible students in advance of such disclosures.

6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R. § 99, 31(a) (6) and (7).

7. Disclosure may be made to accrediting institutions to carry out their accrediting function.

8. Disclosures will be made in connection with a health or safety emergency.

9. Information the Board of Education has designated "directory information" may be disclosed upon written request unless a parent/guardian or eligible student objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook. Directory information about former students will be disclosed upon request.

Each records custodian in the Douglas County School System shall maintain as part of each student's file a log of those persons to whom access to the educational records has been provided.

A parent/guardian or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his/her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be resolved, a parent/guardian or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. § 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent/guardian or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent/guardian or eligible student may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

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## PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA

"INSTRUCTIONAL MATERIAL" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"INVASIVE PHYSICAL EXAMINATION" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"PERSONAL INFORMATION" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

### REQUIREMENTS

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

## NO CHILD LEFT BEHIND ACT

### ANNUAL REPORT CARDS

Annual report card information is available on line at the Georgia Department of Education Website (<http://public.doe.k12.ga.us/>). Information can be obtained on the district and school level regarding student achievement (disaggregated by subgroup), high school graduation rates, teacher qualifications, and other required information.

### INDIVIDUAL STUDENT ASSESSMENT REPORTS

The State Department of Education in consultation with the Douglas County School System will provide teachers, parents, and principals in all schools with individual student interpretive, descriptive, and diagnostic reports, which allow specific academic needs to be understood and addressed, and will include information on the student's achievement on academic assessments, aligned with State academic achievement standards as soon as possible after the assessment is given.

### PROGRESS REVIEW

The State Department of Education and the Douglas County School System annually disseminates to parents, teachers, other staff, students, and the community the results of the SEA's yearly progress review of the Douglas County School System's progress (including progress in carrying out parental involvement responsibilities).

### LEAS IDENTIFIED FOR IMPROVEMENT

Upon identification, the Douglas County School System notifies parents of children enrolled in schools that have been identified for improvement. The notification should include the reason(s) that the schools are in "Needs Improvement". The notification should include all information regarding the parent's rights and/or choices that may be available for their children.

### LEAS IDENTIFIED FOR CORRECTIVE ACTION

The State Department of Education will disseminate to parents and the public any information regarding corrective actions taken by the State Department of Education in regard to the Douglas County School System.

### SCHOOLS IDENTIFIED FOR SCHOOL IMPROVEMENT, CORRECTIVE ACTION, OR RESTRUCTURING

Promptly following identification, the Douglas County School System will provide to the parents of each student enrolled in a "Need Improvement" school an explanation of what the school's identified status means, how the school(s) compare to others, reasons for the identification, the System's and school's response, how parents can become involved, and corrective action taken, the parent choice and supplemental services options as applicable, restructuring, and other information.

### SCHOOLS IDENTIFIED FOR CORRECTIVE ACTION-SUPPLEMENTAL SERVICES NOTICE

At least twice annually the Douglas County School System will notify parents of student's in a school(s) that fail to make adequate yearly progress (AYP) of the availability of supplemental services, the identity of the providers, a description of the services, and other information.

### SCHOOLS IDENTIFIED FOR RESTRUCTURING

Promptly after a school does not make AYP after 1 full school year of being in Corrective Action the Douglas County School System will notify teachers and parents and provide them with an opportunity to comment and participate in preparing a restructuring plan.

### WRITTEN PARENTAL INVOLVEMENT POLICIES

The Douglas County School System will notify parents of Title I children of the district-level written parental involvement policy and Title I schools will notify parents and community of the school's written parental involvement policy. Parents will be provided an opportunity to participate in the development of the policy at both the school and district level. Copies will be available at Title I school's upon request.

### WRITTEN SEA COMPLAINT PROCEDURES

The Douglas County will provide free of charge to parents of students, and to appropriate private school officials or representatives, adequate information about the State Department of Georgia's written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I Programs. Requests can be made by calling (770) 651-2001.

### PARENTS' RIGHT TO KNOW – TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

The Douglas County Schools will provide to individuals parents of students in Title I schools upon request, information on the professional qualifications of the teacher(s) and paraprofessional(s) providing service to their child.

### PARENTS' RIGHT TO KNOW – STUDENT ACHIEVEMENT

The Douglas County schools will provide to individual parents the information on the level of achievement of the parent's child in each of the State academic assessments. This information will be sent home in a timely manner once the system has received the results.

### PARENTS' RIGHT TO KNOW – NON-HIGHLY QUALIFIED TEACHERS

The Douglas County School System will provide timely notification to parents of students who have been assigned a teacher that is not highly qualified for a period of four or more consecutive weeks.

### TITLE I PART A MEETING

The Douglas County School System will send home a letter inviting parents of students in Title I schools to an informational meeting. During the meeting specific information regarding Title I programs and the opportunity to request regular meetings will be discussed.

## **TITLE I PART A INFORMATION**

The Douglas County School System will send home a letter inviting parents of students in Title I schools to an informational meeting. During the meeting specific information regarding Title I programs and the opportunity to request regular meetings will be discussed.

### **LIMITED ENGLISH PROFICIENT STUDENTS – GENERAL**

Douglas County Schools will inform parents through regular meetings of how they can be involved in their child's education in order for their child to obtain English proficiency and high achievement in core academic subjects or meeting state standards.

### **LIMITED ENGLISH PROFICIENT STUDENTS – LANGUAGE INSTRUCTIONAL PROGRAMS**

The Douglas County School System will annually (not later than 30 days from the beginning of the school year or within the students first 2 weeks of enrollment) inform parents of their child's identification for participation in a language instruction educational program under Title III of the ESEA of: reasons for identification, level of English proficiency, methods of instruction, how the program will help the child, and other information. Further, the school will inform parents of a child with a disability how that program is going to help them meet the goals in their IEP.

### **LIMITED ENGLISH PROFICIENT STUDENTS – INSUFFICIENT LANGUAGE INSTRUCTION EDUCATIONAL PROGRAMS**

The Douglas County School System will notify parents if their Limited English Proficiency Child has not made progress on the Annual Measurable Objectives, not later than thirty days after the test results are received.

### **MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN AND YOUTH ACT**

The Douglas County School System will make available to eligible students services through the McKinney-Vento Education for Homeless Children and Youth Act. Students who are living in any of the following situations may qualify for these services:

- living in a shelter
- living with more than one family in a dwelling
- living in a motel, car or campsite
- living with friends or family (other than parent)
- displaced by Hurricane Katrina

Anyone who thinks that their child may be eligible for services should contact the principal of the school.

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## **HIGHLY QUALIFIED TEACHER INFORMATION**

We are very excited about the beginning of a new school year. The staff is committed to the mission and vision of quality education and continuous improvement. Teachers and other staff members are planning many wonderful learning experiences for our students.

We hope that as a parent 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 teacher and the class routines and expectations. We are proud of the professional credentials of our teaching staff. Upon written request, we will furnish to you the professional qualifications of your child's classroom teacher(s). 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.

Thank you for your interest in your child's education.

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## **CODE OF ETHICS FOR EDUCATORS**

The General Assembly of Georgia has charged the Professional Practices Commission, the body responsible for enforcing the Professional Teaching Practices Act, with the duty of adopting a code of professional ethics for educators, which represents the standards of conduct generally accepted by the education profession in this state. This code is established by the Professional Practices Commission to discharge that duty. This Code is intended to set forth the conduct that is related to the educator's performance of professional responsibilities that is considered to be proper ethical behavior, as well as defining that conduct which is considered by the education profession to be unethical and justifying disciplinary sanction. It is the intent of this Code: (1) to protect the health, safety and general welfare of students and educators within the State of Georgia; (2) to assure the citizens of the state that the education profession is accountable for acts of unprofessional conduct of its members; and (3) to define and provide notice to educators within the State of Georgia of acts of unprofessional conduct for which they are accountable.

A copy of this code is available in the administrative office and may be reviewed upon request.



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DOUGLAS COUNTY SCHOOL SYSTEM TEAMWORK

# STUDENT HANDBOOK SIGNATURE PAGE

Student's Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Date: \_\_\_\_\_

This Parent/Student Handbook contains valuable information for you and your student to ensure success in the school environment. This success is dependent upon mutual respect and clear understanding of rights and responsibilities. Please read carefully each statement below and sign on the appropriate lines to indicate your wishes.

I have received a copy of the Parent/Student Handbook including the student code of conduct, drug-testing policy for high school students. I understand that my student is responsible for all of the policies and procedures contained in the handbook

Parent/Guardian Signature: \_\_\_\_\_ Student Signature: \_\_\_\_\_

I understand that certain information (name, date of birth, participation in clubs and sports, awards, photographs, etc.) is considered Directory Information and may be released to the media, colleges and universities, Georgia Financial Aid Commission, the military and other agencies.

- I grant permission for the release of the Directory Information (Parent/Guardian Signature)\_\_\_\_\_
- I grant permission for the release of the Directory Information to all groups except the military (Parent/Guardian Signature)\_\_\_\_\_
- I refuse permission for the release of any Directory Information (Parent/Guardian Signature)\_\_\_\_\_

I have received a copy of the Attendance Policy and understand that I can be charged with a misdemeanor if my student obtains the sixth (6) unexcused absence.

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

I acknowledge that all clubs and organizations with related information are listed in this handbook and have been made available for me to review. I understand that any new clubs or organizations formed during the school year will be required to send home information and I must grant permission for my student to participate. I understand that if I wish to “opt-out” my student from participation I may do so by listing the club or organization that I do not grant permission for my student to participate in on this page.

In addition, I understand that if my student chooses to participate in sports, school clubs and activities, or other selected activities at the high school level, they are subject to random drug testing as outlined in this handbook.

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

My student does **NOT** have permission to participate in the following clubs or organizations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_