SECTION II

Douglas County School System
Policies and Procedures
Elementary School

2018-2019

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. In that case, the most current policy would apply. Parents and students are invited to contact school administrators or counselors for additional information.

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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.

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, Nutrition and Dental Screening: Evidence of ear, eye, dental and nutrition 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, dental and nutrition 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, dental and nutrition and dental certificate but must present it within 120 days following entrance to school. Note: The certificate of Eye, Ear, Nutrition and Dental Screening must be on Georgia DPH Form 3300 rev. 2013.

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.

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 JBCD-R)

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, Nutrition 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, Nutrition 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 DPH Form 3300 rev. 2013, Certificate of Ear, Eye, Nutrition and Dental Examination. Out-of-state forms that show ear, eye, nutrition 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, Nutrition 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.

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.

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.

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.

HOSPITAL/HOMEBOUND PROGRAM

Students who have a medically diagnosed physical or psychiatric condition which restricts them to their home or a hospital for a period of time which will significantly

interfere with their education may 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. The student is considered present each day if seen by the visiting instructor for the minimum number of hours per week.

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.

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 conducted in order to be prepared to seek shelter during severe weather. Follow instructions given by teachers to assume safe positions during drills.

LOCK DOWN DRILLS will be conducted in order to be prepared for situations which would warrant a lockdown. Follow instructions given by teachers.

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.

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.

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.

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.

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.

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.

MEDICATION

Whenever possible medication should be given outside school hours. This will help reduce time out of classroom instruction and also insures 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 annually.
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 annuallyand 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.

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.

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.

SCHOOL NUTRITION

Students are encouraged to participate in the school nutrition programs. Today, students are offered a variety of healthy, tasty and appealing choices which include 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. You may apply for free/reduced meals using a family application obtained from your child's school or by going to https://schoolcafe.com/. Families are required to complete a school lunch application every year on School Café.

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 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. Not taking food from the cafeteria to other parts of campus.
5. Not breaking in line.
6. Not leaving the cafeteria without permission. Permission must be granted by the administrator or teacher on duty.

CHARGE POLICY AND NSF POLICY

Douglas County School Nutrition 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 in charges to equal the price of two full pay student lunches. This charge limit includes any charges for breakfast and lunch. Ala carte items may

not be purchased if a child owes charges. After the charge 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 of school nutrition 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.

DOUGLAS COUNTY SCHOOLS MEAL PRICES

2018-2019

STUDENT MEALS	High School	Middle School	Elementary School	School Staff	Guests
Regular Price Lunch	2.50	2.50	2.25	3.25*	3.50*
Reduced Price Lunch	.40	.40	.40		
Second Lunch	3.25	3.25	3.25	3.25	3.50
Regular Price Breakfast	1.25	1.25	1.25	1.65	1.65
Reduced Price Breakfast	.30	.30	.30		
Second Breakfast	1.65	1.65	1.65	1.65	1.65
Extra Milk or 4 oz. Juice	.60	.60	.60	.60	.60

*Adult prices are based upon food portions equivalent to high school student meals.
We receive federal reimbursement to offset the true cost for producing meals for one breakfast and one lunch per day per student served. No federal monies can be used to subsidize the price of adult or second meals.

"This institution is an equal opportunity provider."

EXTRA CURRICULAR ACTIVITIES

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

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.

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.

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.

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.

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.

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 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.

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.

GRADING GUIDELINES AND REPORT CARDS

Grades

Kindergarten:

- First, Second, and Third 9 Weeks: Satisfactory, Needs Improvement, Unsatisfactory
- Fourth 9 Weeks: Georgia Kindergarten Inventory of Developmental Skills (GKIDS)

First – Fifth Grades:

- A = 90 to 100
- B = 80 to 89
- C = 71 to 79

- D = 70
- F = Below 70

Art, Music, and Physical Education

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Conduct

Student conduct shall be evaluated as follows:
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

Number of Grades Per Nine (9) Weeks

Grades should reflect a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Teachers will take a minimum of nine (9) grades in each subject area in Reading, English/Language Arts, Math, Science, and Social Studies.

Notification of Failure

The Principal should establish school procedures requiring parent/guardian notification prior to a student's receiving a failing grade as a final grade for an evaluation period. At a minimum, parents should be contacted by progress report time.

Makeup Work

All students will receive credit for satisfactory makeup work after an excused absence. A student will be given as many days as he/she was absent to make up tests and assignments. Teachers are not required to provide assignments prior to an absence.

Extra Credit

Extra Credit opportunities will be provided consistently across grade levels at the discretion of the principal and must be academic in nature.

Quarterly Assessment (QA)

- Teachers may allow students the opportunity to retest after a period of remediation determined by the teacher.
- Teachers must obtain prior approval from their principal for the development of a retest QA.
- Retest QAs should be developed by a group of two or more teachers from the same subject area/grade.
- Retest QAs must be the same format, using similar standards and assessment strategies as the original QA.
- The original QA grade can be replaced with a retest QA grade.

Homework

Homework will not be counted for a grade unless it is a project that will be graded with a rubric.
Estimated times for daily homework are shown below. (This time incorporates reading.)

Kindergarten and First Grade 15-20 minutes

Second Grade	20-30 minutes
Third Grade	30-40 minutes
Fourth Grade	40-50 minutes
Fifth Grade	50-60 minutes

If two or more teachers are working with a student, the homework should be coordinated to adhere to the estimated daily homework schedule. Because students work at different paces, it may take some students more or less time to complete assignments.

Homework is work that is assigned to be completed at home or in a designated after school program. No new concepts should be included in homework unless using a flipped classroom approach. Homework is not to be assigned on weekends, before holidays, or during holidays with the exception of previously scheduled special reports and/or projects.

Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the child's curriculum. It should be purposeful, related to classroom experience, and be age and grade appropriate. The purpose and directions for the assignments need to be clearly communicated and should be preceded by instruction that adequately prepared the child to do the task independently and successfully.

Teacher Responsibilities

-To provide meaningful tasks that enrich and supplement work introduced in class

-To communicate homework assignments, both regular and long-range in an appropriate framework

-To provide effective instruction prior to assigning homework that adequately prepares the child to do the task independently and successfully

-To provide course requirements and expectations at the beginning of each grading period to students and parents

-To consider available resources, materials, and home situations when assigning a task

Parent Responsibilities

-To establish a specific time, place, and manner for homework to be completed

-To monitor as needed, but not do homework for the student

- To assist the student in planning a time schedule for long-term assignments/projects

- To initiate communication with the teacher when concerns arise

-To promote 15-20 minutes of reading each night

Student Responsibilities

- To complete assigned work on time and return it to the teacher
- To plan to carefully schedule work on long-term assignments so that assignments will be completed on time
- To communicate with the teacher when he/she does not understand the assignments or
  is experiencing difficulty prior to the due date
- To read 15-20 minutes per night

APPEALS

A student/parent has 5 business days from the date report cards are issued to appeal the final grade. The appeal must be made in writing to the principal and the decision of the principal is final.

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.

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 an End of the Grade (EOG) assessment.

    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 EOG assessment. 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 EOG assessment . 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, failing 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

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. Georgia code 20-2-

690.1 mandatory education for children between ages six and 16. Georgia code 20-2-150 all children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall be subject to all provisions of code sections 20-2-690 through 20-2-701.

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:

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

ii. A serious illness or death in a student's immediate family necessitating absence from school.iii. A court order or an order by a government agency, including preinduction physical examinations for service in the armed forces, mandating absence from school.

iv. Observing religious holidays, necessitating absence from school.

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

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

vii. 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 Children In Need of Services in accordance with O.C.G.A. 15-11-47, 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.

j. 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 DESCRIPTION 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, including preinduction physical examinations for service in the armed forces, 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 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 day 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(3)

The Douglas County School District dress code requires students to dress "in a manner that is conducive to a good learning environment."

In the selection of school dress, parents and students should exercise good taste and good judgement. Many "fads" in dress are not appropriate for school. Therefore, student dress should reflect neatness, cleanliness and should not distract or cause disruption in the educational process of school.

The school administration reserves the right to determine if a student's dress and personal appearance are too casual, too revealing, or too distracting from the learning environment to be considered appropriate for school. The health and safety of all students will be taken into consideration when making decisions regarding appropriate /inappropriate attire.

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, grades. Tank tops are not permitted in 3rd, 4th and 5th grades.
f. See-through or mesh clothing unless worn over other apparel;
g. Any clothing or articles advertising or displaying the insignia of drugs, tobacco, or alcoholic beverages shall be prohibited;
h. Any clothing with profane or obscene language or symbols displayed, any clothing which promotes violence; or does/may cause a disturbance.
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. Purses (including cross-strap) must be kept in bookbag.
m. Shorts, dresses and skirts that are too tight, too short, (must be at least 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, on clothing, above the knee; girl's leggings or tights (unless under a dress or covering buttock area by a top).

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.

Consequences for failure to comply:

The administration will determine consequences. These may include dress modification, parent notification, counseling or In School Suspension. Refusal to comply with the dress code, repeated offenses, or violations of severe nature may result in a higher degree of discipline.

The Student Handbook shall serve as first notice of Dress Code Policy. The school administration may require more restrictive requirements in their local school dress code, with reasonable notification.

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.

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.

ADMINISTRATIVE PROCEDURE **Descriptive Code: JD-R(2)**

STUDENT DISCIPLINE **Date: 06/17/2015**

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 maybe 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.

LEVEL ONE OFFENSES

These minor offenses will be dealt with at the discretion of the school administrators. Generally, consequences shall include but not be limited to Opportunity Room (OR), In School Suspension (ISS), making restitution, parental conferences, bus suspension, etc. Teachers and bus drivers will handle minor offenses by reporting offenses to administrators and in accordance with school procedures. Parents will be informed of misbehavior by phone or in writing.

A knife of more than 2 inches may be grounds for arrest and a felony charge. 22-2 may be treated as 22-3 or 39.

Minor offenses include, but are not limited to:
01-1 Alcohol - Unintentional possession
03-1 Battery - Battery with no injuries
06-1 Disorderly Conduct - Minor disturbance
07-1 Drugs - Unintentional possession
08-1 Fighting - Fighting with no injuries
11-1 Larceny/Theft - Unlawful taking of property with a value between $25 and $100
15-1 Sexual Harassment - Unwelcome comments not directed towards individuals
16-1 Sex Offenses - Inappropriate sexually-based physical contact

18-1 Tobacco - Unintentional possession of tobacco products or tobacco product substitutes.
22-1 Weapons/knife - Unintentional possession of a knife with no intent to harm or intimidate
24-1 Other Discipline Incident - Other minor incidents resulting in disciplinary action
29-1 Bullying - First incident of bullying
30-1 Attendance Related - Any incident involving attendance
31-1 Dress Code Violation - Non-invasive or non-suggestive clothing
32-1 Academic Dishonesty - Unauthorized assistance on classroom assignments or projects
33-1 Student Incivility - General disrespect or failure to follow instructions
34-1 Possession of Unapproved Items - Possession of unauthorized items
36-1 Repeated Offenses - Collection of minor incidents
52 Bus Misconduct

Tardies to school may include disciplinary action such as parent conferences or a referral to the school Social Worker.

LEVEL TWO OFFENSES

The range of disciplinary actions are at the discretion of the school administrators depending upon circumstances. Some forms of inappropriate behavior are so serious that more stringent consequences, including legal action or calling the police may occur.

These major offenses are cumulative for the school year. These offenses may result in consequences (up to 10 days suspension/ISS/OR) as assigned by school administrators.

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.

Appropriate compensation shall be paid to replace losses to the school system resulting from commission of any offense. Principal's discretion may be used in handling level two offenses

Academic Dishonesty may result in grade reduction; additional work assigned, or parent contact.

A knife of more than 2 inches may be grounds for arrest and a felony charge. 22-2 may be treated as 22-3 or 39.

01-2 Alcohol - Under the influence without possession
02-2 Arson - Arson without property damage
03-2 Battery - Battery with mild or moderate injuries
05-2 Computer Trespass - Computer misuse
06-2 Disorderly Conduct - Moderate disturbance; three or more minor disturbances in same school year
07-2 Drugs - Failure to report medication to school authorities
08-2 Fighting - Fighting with minor or moderate injuries
11-2 Larceny/Theft - Unlawful taking of property with a value between $100 and $250

13-2 Robbery - Robbery without a weapon
15-2 Sexual Harassment - Unwelcome comments directed towards individuals
16-2 Sex Offenses - Inappropriate sexually-based behavior
17-2 Threat/Intimidation - Individual threat or intimidation
18-2 Tobacco - Intentional use or possession of tobacco products or tobacco product substitutes.
19-2 Trespassing - Unauthorized presence on school property
20-2 Vandalism - Minor damage or defacement of property
22-2 Weapons/knife - Intentional possession of a knife with no intent to harm or intimidate
23-2 Weapons/Other - Unintentional possession of a weapon (not including knife or firearm)
24-2 Other Discipline Incident - Three or more offenses in the same school year
29-2 Bullying - Second incident of bullying
31-2 Dress Code Violation - Invasive or suggestive clothing
32-2 Academic Dishonesty - Plagiarism or cheating on classroom assignments or projects
33-2 Student Incivility - Blatant insubordination; profanity directed toward school staff
34-2 Possession of Unapproved Items - Use of unauthorized items
35-2 Gang Related - Wearing or possession of gang-related apparel; conveying personal membership or affiliation with a gang
36-2 Repeated Offenses – Collection (state reportable offenses) of moderate incidents
44 Hitting/Roughing/Minor Physical Contact.

LEVEL THREE OFFENSES

The range of disciplinary actions are at the discretion of the school administrators depending upon circumstances. Some forms of inappropriate behavior are so serious that more stringent consequences, including legal action or calling the police may occur.

Appropriate compensation shall be paid to replace losses to the school system resulting from commission of any offense.

These offenses could also result in long-term bus suspension if they occur on the bus
01-3 Alcohol - Sale, purchase, transportation, possession, consumption of alcohol
02-3 Arson - Arson with property damage
03-3 Battery - Battery with severe injuries; or three or more offenses in same school year
04-3 B&E/Burglary - Any incident involving breaking and entering/burglary
05-3 Computer Trespass - Unlawful use of computer or altering records
06-3 Disorderly Conduct - Severe disruption; or three or more moderate disturbances in same school year
07-3 Drugs - Possession or distribution of unlawful drugs
08-3 Fighting - Fighting with severe injuries; or three or more fights in same school year
09-3 Homicide - Any incident involving homicide
10-3 Kidnapping - Any incident involving kidnapping
11-3 Larceny/Theft - Unlawful taking of property with a value exceeding $250; or three or more offenses in the same school year
12-3 Motor Vehicle Theft - Any incident involving Motor Vehicle Theft
13-3 Robbery - Robbery with a weapon
14-3 Sexual Battery - Any incident involving Sexual Battery

15-3 Sexual Harassment - Violation of sexual harassment policy; or three or more offenses in the same school year
16-3 Sex Offenses - Consensual sexual activities; or three or more offenses in the same school year
17-3 Threat/Intimidation - School-wide threat or intimidation
18-3 Tobacco - Distribution or sale of tobacco products; or tobacco product substitutes; or three or more offenses in the same school year.
19-3 Trespassing - Refusing to leave school property; or three or more offenses in the same school year
20-3 Vandalism - Malicious destruction or damage to property; or three or more offenses in the same school year
22-3 Weapons/knife - Intentional possession or use of a knife with intent to harm or intimidate
23-3 Weapons/Other - Intentional possession or use of a weapon (not including knife or firearm)
25-3 Weapons/Handgun - Any incident involving a handgun
26-3 Weapons/Rifle/Shotgun - Any incident involving a rifle/shotgun
27-3 Serious Bodily Injury
28-3 Other Firearms
29-3 Bullying - Three or more incidents of bullying in the same school year
31-3 Dress Code Violation - Three or more offenses in the same school year
32-3 Academic Dishonesty - Plagiarism or cheating on major exams or statewide assessments; three or more offenses in the same school year
33-3 Student Incivility - Issuing false reports on school staff; or three or more offenses in the same school year (Blatant insubordination; profanity directed toward school staff)
34-3 Possession of Unapproved Items - Possession or use of items construed to be dangerous or harmful; or three or more offenses in the same school year
35-3 Gang Related - Gang-related solicitation, violence, threats, defacement of property
36-3 Repeated Offenses - Collection of (state reportable offenses) severe incidents
40-3 Other Non-Disciplinary Incident - Can only be used to report "physical restraint" with action"95"
38 Physical or verbal assault on a school employee. (Any act of violence against a teacher, bus driver, or other school employee causing injury shall result in expulsion for the remainder of the student's school years.)
39 Felony 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 student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process;
40 Other Non-Disciplinary Incident – Can only be used to report "physical restraint" with action "95"
41 Aiding and/or abetting the commission of any Level 3 offense. A student who aids or abets the commission of a Level 3 offense by another student shall be charged with Level 3 aiding and abetting.

DISCIPLINE CODE DEFINITIONS

The following are definitions or same terms used in the discipline code:

ACADEMIC DISHONESTY - Receiving or providing unauthorized assistance on classroom projects, assignments or exams.

Level 1 - Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments. May include but is not limited to failure to cite sources.

Level 2 - Intentional plagiarism or cheating on a minor classroom assignment or project Intentional plagiarism or cheating on a minor classroom assignment or project. Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.

Level 3 - Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery). Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.

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.

ALCOHOL - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Students under the influence of alcohol may be included if it results in disciplinary action.

Level 1 - Unintentional possession of alcohol.

Level 2 - Under the influence of alcohol without possession.

Level 3 - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol.

ARSON - Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Note: Possession of fireworks or incendiary devices must be reported as "Possession of unapproved items".)

Level 2 -Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks. Includes but is not limited to trashcan fires without damage to school property.

Level 3 – Intentional damage as a result of arson-related activity or the use of an incendiary device. Includes but not limited to setting fires to school property.

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. Assault may be categorized as Aggravated. 16-5-21 Georgia Law Enforcement Pamphlet.

OTHER-ATTENDANCE RELATED - Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

Level 1 - Repeated or excessive unexcused absences or tardies; including

failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

Level 2: N/A

Level 3: N/A

BATTERY - Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting and is that fighting involves mutual participation.)

Level 1 - Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations.

Level 2 - Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries.

Level 3 - Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; Includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security.

BREAKING AND ENTERING - The unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).

Level 3 - Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

BULLYING - A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Level 1 - First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.

Level 2 - Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.

Level 3 - Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive intimidated or threatens educational environment. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.

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.

COMPUTER TRESPASS - Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.

Level 2 - Unauthorized use of school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy.

Level 3 - Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.)

CONTINUATION OF INCIDENT - An event with multiple incidents for a single action has occurred.

FIGHTING – Mutual participation in a fight involving physical violence where there is no one main offender and an intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)

Level 1 - A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries. No injuries.

Level 2 - A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body.

Level 3 - A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Repeated physical confrontations resulting in severe injuries that require medical attention.

DESTRUCTION OF PROPERTY - Injury to real or personal property through another's negligence, willful destruction, or by some act of nature. The amount of recovery for property damage may be established by evidence of replacement value, cost of repairs, loss of use until repaired or replaced or in the case of heirlooms or very personal property (e.g. wedding pictures) by substantive testimony as to sentimental value.

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 - Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses).

Level 1 - Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.

Level 2 - Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.

Level 3 - Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. Includes but not limited to disruptive behavior on school bus, misbehavior during a fire drill or other safety exercise.

DRESS CODE - Non-conformity to established dress code of Douglas County Board of

Education. (SEE DRESS CODE - POLICY JCDB)

OTHER – DRESS CODE VIOLATION - Violation of school dress code that includes standards for appropriate school attire.

Level 1 - Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 1 may Include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building.

Level 2 - Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments.

Level 3 - Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.

DRUGS, EXCEPT ALCOHOL AND TOBACCO - Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

Level 1 - Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

Level 2 - Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

Level 3 - Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776

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 stops.

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.

OTHER FIREARMS - Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Level 1 – N/A

Level 2 – N/A

Level 3 - Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

GANG-RELATED - Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior. Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruption behavior.

Level 1 – N/A

Level 2 – Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang. Possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity.

Level 3 - The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity. Soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.

HAZING – Any action or situation which subjects a student to an activity which endangers or is likely to endanger the physical or mental health of a student, regardless of the student's willingness to participate in such activity.

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.

HOMICIDE - Killing of one human being by another.

Level 1 – N/A

Level 2 – N/A

Level 3 - Killing of one human being by another. Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

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.

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.

KIDNAPPING - The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

Level 1 – N/A

Level 2 – N/A

Level 3 - The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

LARCENY/THEFT - The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)

Level 1 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between $25 and $100. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

Level 2 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between $100 and $250. The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between $100 and $250. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

Level 3 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding $250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

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.

MOTOR VEHICLE THEFT - Theft or attempted theft of any motor vehicle.

Level 1 – N/A

Level 2 – N/A

Level 3 - Theft or attempted theft of any motor vehicle. Includes but not limited

to cars, trucks, ATVs, golf carts, etc.

OTHER – POSSESSION OF UNAPPROVED ITEMS - The use or possession of any unauthorized item disruptive to the school environment. (Note: The use of fireworks or incendiary devices must be coded as Arson.) The use or possession of any unauthorized item disruptive to the school environment.

Level 1 - The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray.

Level 2 - The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc; includes the use of pepper spray without injury.

Level 3 - The use or possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of fireworks but the use of fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury.

PHYSICAL OR VERBAL ASSAULT ON A SCHOOL EMPLOYEE – Any attempted physical attack on a school board employee or written or verbal threats of violence towards a school board employee. Includes but is not limited to verbal threats of violence against teachers, paraprofessionals, cafeteria staff, custodians, office staff, and bus drivers.

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.

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 OFFENSES - Collection of state reportable offenses that occur on multiple school days.

Level 1 – Collection of minor incidents.

Level 2 – Collection of moderate incidents.

Level 3 – Collection of severe incidents.

ROBBERY - The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.)

Level 1 – N/A

Level 2 - Robbery without the use of a weapon. Robbery with the use of a weapon Robbery with the use of a weapon.

Level 3 - Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.

SERIOUS BODILY INJURY - The term “serious bodily injury” means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Level 1 – N/A

Level 2 – N/A

Level 3 - Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death. Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.

SEXUAL BATTERY – Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.

Level 1 – N/A

Level 2 – N/A

Level 3 - Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy.

SEXUAL HARASSMENT - Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; possession of sexually explicit images; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

Level 1 - Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes. Includes but not limited to insensitive or

sexually suggestive comments or jokes.

Level 2 - Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes; leering.

Level 3 - Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.

SEXUAL OFFENSES - Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

Level 1 - Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Public groping or inappropriate bodily contact.

Level 2 - Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.

Level 3 - Engaging in sexual activities on school grounds or during school activities. Oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts.

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.

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.

STUDENT INCIVILITY - Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth

Level 1 - Failure to comply with instructions or the inadvertent use of inappropriate language. May include but is not limited to general disrespect for school staff or students; profanity; failure to follow instructions.

Level 2 - Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth. Profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination.

Level 3 - Blatant and repeated insubordination or intentional misrepresentation

of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility. Issuing false reports on school staff; Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year.

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.

THREAT/INTIMIDATION - Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

Level 1 – N/A

Level 2 - Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.

Level 3 - School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying. Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.

TOBACCO - Possession, use, distribution, or sale of tobacco products or tobacco product substitutes (such as BaccOff), cigarette look-alikes (e.g. electronic cigarettes), hookahs and hookah lookalikes (e.g. electronic hookahs) on school grounds, at school-sponsored events, and on transportation to and from school.

Level 1 – N/A

Level 2 - Use of or knowledgeable possession of tobacco products or substitutes as listed above on school property.

Level 3 - Distribution and/or selling of tobacco products or substitutes as listed above on school property; Level 3 may be used for students that violate the policy on tobacco or substitutes as listed above, three or more times during the same school year.

TRESPASSING - Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

Level 1 – N/A

Level 2 - Entering or remaining on school grounds or facilities without authorization and with no lawful purpose.

Level 3 – Entering or remaining on school grounds or facilities without

authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.

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 - The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

Level 1 – N/A

Level 2 - Participating in the minor destruction, damage or defacement of school property or private property without permission.

Level 3 - Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.

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 – HANDGUN - Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Level 1 – N/A

Level 2 – N/A

Level 3 - Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm. Pistols or revolvers.

WEAPONS – KNIFE - The possession, use, or intention to use any type of knife.

Level 1 - Unintentional possession of a knife or knife-like item without intent to harm or intimidate. Unintentional possession of a knife or knife-like item on school property without the intent to harm or intimidate.

Level 2 - Intentional possession of a knife or knife-like item without intent to harm or intimidate. Intentional possession of a knife or knife-like item on school property without the intent to harm or intimidate.

Level 3 - Intentional possession, use or intention to use of a knife or knife-like item with the intent to harm or intimidate. Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate.

WEAPONS – OTHER - The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).

Level 1 – N/A

Level 2 - Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

Level 3 - Intentional possession and use of any weapon, other than a knife or firearm, in a manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

WEAPONS – RIFLE/SHOTGUN - The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Level 1 – N/A

Level 2 – N/A

Level 3 - Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm. Rifles, shotguns.

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 System Student 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.

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 328 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.

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 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

Behavior such as chewing gum, talking loudly, bringing food or beverages on the bus, cell phone use, etc. is considered a general or minor offense.

Serious or Major Offenses
More serious or major offenses and repeated offenses may require immediate attention by the Principal and/or Law Enforcement, or Resource Officer. Examples of 1 offenses include (but are not limited to) weapons, illegal substances, assault, threats or intimidating behavior towards another student, bus driver, or bus monitor.

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.
- Students may not be released from the bus to any person at any location other than their designated stop without approval from an administrator or supervisor.
- 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 5 minutes before your scheduled pick-up time located at http://webquery.douglas.k12.ga.us/edulog/webquery. The time posted is an anticipated time. Please be aware that the bus is considered on time if it is within 5 minutes, early or late, of the anticipated time.
- Buses cannot wait for latecomers.
- If a student misses the bus, Douglas County School System Transportation is not responsible for coming back to pick up the student.
- 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, and hazardous materials are not permitted on the bus.
- Electronics are permitted on buses at the discretion of the driver, but earphones/earbuds must be utilized. When earphones/earbuds are used, one ear must remain free at all times so the student may hear any instruction from the driver. Also, earphones/earbuds must be removed when students are loading or unloading 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.
3. When a street is determined to be too dangerous for a student to cross, door side service will be mandated. The decision will be up to the Douglas County School System department of transportation.

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).
- If a student has no key or objects to disembarking the bus, the driver will radio for instructions.
- The parent/guardian is responsible for submitting special requests for permanent drop offs to transportation and the school.

Parental Assistance

Parents can help us by:

- Making sure your child is at the bus stop five minutes early before your scheduled pick-up time located at http://webquery.douglas.k12.ga.us/edulog/webquery.
- 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 wait for driver instruction/signal before crossing the road when preparing to board or depart the bus. It is very important to look and wait for instruction/signal – 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 is the responsibility of the parent.

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, and feet 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??

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

- Bus route or schedules, call the school or go to:

  http://webquery.douglas.k12.ga.us/edulog/webquery.

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

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.

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.

3.3 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.

3.4 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.

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.

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;

Complaints and Grievances for Students Eligible Under Section 504

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 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.

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.

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 circumstances 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.

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.

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/Student Achievement and Leadership
Title IX Coordinator:	Executive Director/Student Services
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.

EQUAL EMPLOYEMENT/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) 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:	Executive Director/Student Services
ADA Coordinator:	Chief Operating Officer
Section 504 Coordinator:	Coordinator of Special Education

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 nonpayment 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.

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

9. The emergency 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.

10. 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.

11. 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.

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.
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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.

EVERY STUDENT SUCCEEDS ACT (ESSA)

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.

English Learner's (EL's)

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.

English Learner's (EL's) 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.

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 on 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 Homeless Outreach Facilitator at (770) 651-2098 .

EVERY STUDENT SUCCEEDS ACT (ESSA)

Parent Notification - Right to Know About Teacher Qualifications

Parents you may request the following information about the professional qualifications of your student's teacher(s).

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

If you wish to request information concerning your child's teacher's qualification, please contact your child's school principal.

CONFLICT OF INTEREST

Under guidance from the 34 C.F.R. part 75.525, the district follows the requirements concerning the conflict of interest policy. According to the policy, "a grantee may not permit a person to participate in an administrative decision regarding a project if (1) the decision is likely to benefit that person or a member of his or her immediate family; and (2) the person: (i) is a public official; or (ii) has a family or business relationship with the grantee." A grantee may not permit any person participating in the project to use his or her position for a purpose that is or gives the appearance of being motivated by a desire for a private financial gain for that person or for others (Source 34. C.F.R. § 75.524).

WASTE, FRAUD, ABUSE, AND CORRUPTION

The Douglas County School District addresses waste, fraud, abuse and corruption through the Georgia Professional Standards Commission Georgia Code of Ethics for Educators. Annually, all employees are required to review the most recent version of the Code of Ethics for Educators.

Board Policy states is part that it is the policy of the Douglas County Board of Education that Douglas County School District employees abide by all federal, state and local laws and uphold professional standards for behavior as adopted in the Georgia Code of Ethics for Educators. To report waste, fraud, abuse, and corruption involving personnel, allegations should be submitted to the Executive Director of Human Resources. Any other alleged violations involving waste, fraud, abuse, and corruption related to federal funds should be reported to the Title I Director.

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.

Student Handbook Signature Page

_____ _____ _____
Student Name Homeroom Date

The Parent/Student Handbook contains valuable information for you and your student to ensure success in the school environment. The handbook is located on the Douglas County School System Website. If you desire a copy you may request it from your school. Success is dependent upon mutual respect and clear understanding of rights and responsibilities. Please read carefully each statement below and sign each of the 4 blocks on the appropriate line and return to your school.

Block 1 Handbook/Internet Use
I have reviewed a copy of the Parent/Student Handbook on my child's school website including the student code of conduct, drug-testing policy for high school student, and Internet Filtering Regulations. I understand that my student is responsible for all of the policies and procedures contained in the handbook. I also have read Board Policy Computer Assisted Instruction Use of Electronic Communications: Internet Use .IFBG-E(1) IFBG-E(2) Permission to Display Photograph or Work IFBG-E(3). Posted of DCSS web site - Policy Manual - Under I - Instruction Program .

_____ _____
Parent/Guardian signature Student signature

Block 2 Directory Information
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. Check your choice and then sign.

___ I grant permission for the release of Directory Information.
___I grant permission for the release of Directory Information to all groups except the military.
___I refuse permission for the release of any Directory Information.

_____
Parent/Guardian signature

Block 3 Attendance
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

Block 4 Clubs
I acknowledge that all clubs and organizations with related information are listed on school's handbook website 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.

(My student does **not** have permission to participate in the following clubs or organizations)
_____

_____
Parent/Guardian signature

Block 5
By providing telephone numbers and signing below, I grant express consent for the school system to contact me using an automatic dialing system to provide information about my child and the school and/or system. I understand that it is my responsibility to contact the school with any changes to my telephone information and I will indemnify and hold harmless the school and the school system from and against any claims, damages, or causes of action arising from the school system's use of the telephone contact information I have provided to the school.

_____ _____
Parent/Guardian signature Telephone #

_____
Secondary #