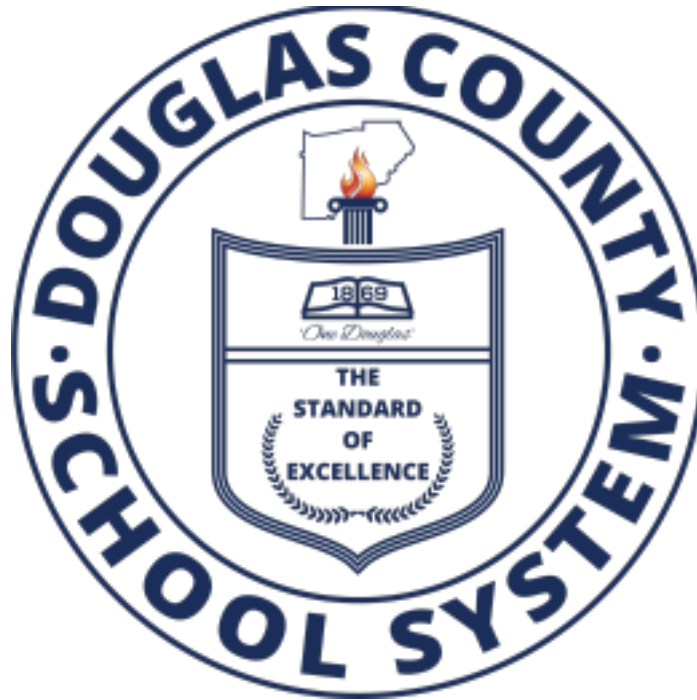


Douglas County School System  
Policies and Procedures  
Elementary School

2021-2022



**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 website at [www.dcssga.org](http://www.dcssga.org). 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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## Welcome

Dear Douglas County Students and Families,

It is with tremendous excitement that I welcome you to the 2021-2022 school year. I look forward to working with you this year to help every student achieve academic success.

Our world has rapidly changed this year, but our school system remains committed to our pursuit of educational excellence. We hope to inspire Douglas County students to become the next generation of 21st century leaders and thinkers. Every member of the Douglas County School System family adheres to this mission.

We have created a Student Handbook to guide students into maximizing every learning opportunity so they become productive citizens. We designed it to help familiarize and reacquaint you with Douglas County School System policies and procedures. This handbook will be a valuable resource for students, parents, and staff members. Inside, you will find information on the services and resources available to students and our Student Code of Conduct.

This Student Code of Conduct details the rights and responsibilities of each student. It ensures all students are treated fairly. Student expectations, conduct and consequences are all outlined on these pages. Understanding it will help optimize your time with the Douglas County School System. We expect all students and parents to be familiar with this handbook and the Student Code of Conduct.

I encourage Parents/Guardians and students to read and discuss this important booklet together. Please reference this handbook throughout the year for the topics outlined in the table of contents. I encourage you to contact your school's administrators if you need clarification on any policy or procedure.

Thank you for choosing the Douglas County School System. I wish you the greatest success this school year!

Superintendent Trent North  
Douglas County School System



Douglas County School System Calendar  
July 2021 – June 2022

**July January**

S	M	T	W	T	F	S
				1	2	3

4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

25	26	27	28	29	30	31

23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

5 Holiday for All 3 Holiday 14 205, 210, 215 Emp. Return 4 Teacher Work Day 28-30 Preplanning 5 Students Return 30 HS Back-to-School Bash 5 Report Cards, All Levels 17 Holiday for All

(18 days)

### August February

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

6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2, 3 Preplanning 9 Progress Reports, Elem & MS 2 Elem Sneak-a-Peek, 4:30-6 14-18 Holidays (Except 240) 2 MS Sneak-a-Peek, 5:30-7 4 First Day of School

(20 days) (15 days)

S	M	T	W	T	F	S
		1	2	3	4	5

### September March

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

6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6 Holiday for All 3 FTE Count 8 Progress Reports, Elem & MS 14 Teacher Work Day 16 Report Cards, Elem & MS

16 Progress Reports, HS

S	M	T	W	T	F	S
		1	2	3	4	5

(21 days) (22 days)

## October April

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

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

5 FTE Count 4-8 Holidays for All 6 Grading Period Ends 20 Progress Reports,  
 Elem & MS 11, 12 Holidays (Except 240)  
 14 Report Cards, Elem. & MS  
 14 Progress Reports, HS

(19 days) (16 days)

S	M	T	W	T	F	S
					1	2

## November May

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

15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Teacher Work Day 24, 25 Half Days, All Students 17 Progress Reports, Elem &  
 MS 25 Sem. Ends, Rep. Cards Elem 22,23 Holidays (Exc. 230 & 240) 26, 27 Post  
 Planning 24-26 Holidays for All 26, 27 Graduations 30 Holiday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14

31 Professional Learning  
 (16 days) (18 days) Semester 89 Days

## December June

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

26	27	28	29	30	31	

Approved September 17, 2018

S	M	T	W	T	F	S
---	---	---	---	---	---	---

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(13 days) Semester 89 Days

17 Semester Ends 1 Professional Learning 17 Grading Period Ends 3 Report  
Cards Mailed, MS & HS 20, 21 Holidays (Except 240) 8 205 Last Day 22-31  
Holidays for All 15 210 Last Day 22 215 Last Day

**2022 GRADUATIONS Thursday, May 26:** CHHS, 2:30 pm;  
AHS, 7:00 pm

**Friday, May 27:** LSHS, 10:00 am; NMHS, 2:30 pm; DCHS,  
7:00 pm

Revisions approved October 21, 2019

All graduations will be held at the University of West Georgia.

## GENERAL INFORMATION

### BUS TRANSPORTATION

#### **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 <http://webquery.douglas.k12.ga.us/livewebquery/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 .3 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.

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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 but not more than five-tenths (.5) miles. 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/livewebquery/webquery/>.

**Also, please download the “Here Comes the Bus” app found on our website.**

- 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.

## **Bus Conduct Rules**

### **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

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not limited to) weapons, illegal substances, assault, blatant insubordination, threats or intimidating behavior towards another student, bus driver, or bus monitor.

### Need Information?

The Transportation Office is open Monday – Friday from 7:00 AM – 5:00 PM.

- Bus route or schedules, call the school or go to:  
<http://webquery.douglas.k12.ga.us/edulog/webquery>.
- 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. Late Bus Information can be found under the Transportation link at [www.dcssga.org](http://www.dcssga.org). Here Comes the Bus questions should be sent to [herecomesthebus@dcssga.org](mailto:herecomesthebus@dcssga.org)

### 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.

### 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.

### COMPETITIVE INTERSCHOLASTIC ACTIVITIES

## **Academic Eligibility**

In grades six through eight, students must meet the following criteria in order to participate in competitive interscholastic activities:

1. Pass at least six subjects that carry credit toward grade promotion in the semester immediately preceding participation. (The minimum length of ineligibility is one semester.)
2. Take at least six subjects that carry credit toward grade promotion during the semester of participation.

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## **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.

## **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 both achievement and mental ability. Students are served through state approved models at the discretion of the building principal and include differentiated instruction in the student's classroom or in the Resource Room. At least one certified gifted teacher serves every school. Additional information provided upon request.

## **EVERY STUDENT SUCCEEDS ACT (ESSA)**

### Written SEA Complaint Procedures

The Douglas County School System 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:

- In an emergency or transitional shelter.

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- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, etc.).
- In a motel, hotel, campground or similar setting due to lack of adequate alternative accommodations.
- Have a primary nighttime residence that is not designed for or ordinarily used as a regular sleeping accommodation for humans.
- In a car, park, public space, abandoned building, substandard housing, bus or train station, or a similar setting.

Anyone who thinks that their child may be eligible for services should contact the Homeless Services Coordinator at (770) 651-2098.

#### **EXTRA-CURRICULAR ACTIVITIES**

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

#### **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. 12

7. Photographs
8. Program of Study

In addition to the directory information listed above, federal law 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 or seeks to enroll 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).

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7. Disclosure may be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with a health or safety emergency.
9. Information the Board of Education has designated “directory information” may be disclosed upon written request unless a parent/guardian or eligible student objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook. Directory information about former students will be disclosed upon request.

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

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

## **FIELD TRIPS**

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

Code of Conduct for Field Trips: Students who are on a field trip as designated above must adhere to the Douglas County Code of Conduct.

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

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

## **FOOD ON CAMPUS**

No open food or drinks will be allowed in the building during the regular school day. (Items will be taken up and discarded.) Only school lunches and home prepared lunches will be allowed in the cafeteria during lunch periods. "No open food or drinks" is defined as food or beverage in a container whose factory seal is broken. In addition, squeeze bottles are not permitted at school. Soft drink bottles are not permitted; however, soft drink cans are permitted.

## **GRADING GUIDELINES AND REPORT CARDS**

### **Grades**

Kindergarten:

- First, Second, Third and Fourth 9 Weeks: Exemplary, Satisfactory, Needs Improvement, Unsatisfactory
- Georgia Kindergarten Inventory of Developmental Skills (GKIDS 2.0) report will be sent with the fourth nine weeks report card.

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**

1. The minimum number of grades used to determine the final grade must be nine for each 9-week grading, per subject area.
2. Each elementary school will issue progress reports every 4 ½ weeks and report

cards at the end of every nine-week grading period. Additional teacher-developed progress sheets may be sent home between reporting periods

3. Progress Reports should reflect actual grades.

4. 55% Rule – no grade lower than 55% should be posted on report

cards. Grades will be weighted in elementary school as follows:

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**Kindergarten, 1st & 2nd Grades**

<b>Task</b>	<b>Weight</b>
Homework	10%
Assessments (Quiz, Quarterly Assessment, Tests, Projects)	25%
Independent Practice/Daily Assignments	65%

**Third, 4th & 5th Grades**

<b>Task</b>	<b>Weight</b>
Homework	15%
Assessments (Quiz, Quarterly Assessment, Tests, Projects)	30%
Independent Practice/Daily Assignments	55%

**Notification of Failure**

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

**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.

**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 after an excused absence. 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's)**

- Assessments must be administered as directed.

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- QA's will be recorded as a test grade.
- Original QA's should not be altered.

### **Homework**

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. Homework 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 prepares 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/Guardian Support**

- 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

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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

### **School Counseling Program**

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. 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 School Counseling program shall consist of the American School Counselor Association (ASCA) 4th edition program which includes mindsets and behaviors for student success along with college and career readiness standards for grade K-5. Generally accepted services in a school counseling program are orientation, information, analysis, 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.

### **HALL PASSES**

When going anywhere in the building or on the grounds during the time classes are in session, students must have a pass. All passes are to be returned to the teacher. Hall passes are to be issued only for emergencies or for students to go to the media center, counselors' office, or administrative offices.

### **INTERNET FILTERING REGULATION**

### **Parent/Guardian Authorization Form**

- 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.
- The Parent/Guardian Authorization Form should be kept in the Media Center for all students.
- If the student transfers to another school, the original Authorization Form will be acceptable for the new school.
  - A copy of the form should be sent with the student's records.
- If the parent/guardian wishes to change his or her previous wishes and not

allow the 18

student to access the Internet, then the parent/guardian must state that in writing to the school.

- 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 to the school requesting that the student not participate in Internet activity.
- 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.

### **Obtaining Parent/Guardian Authorization Form**

- Form is sent to students at the beginning of school.
- New students are given the form with other paperwork as they check into a school.
- Individual teachers may give the form to the student.

### **Student Internet Access to the Computers**

- 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.
- Parent/Guardian Authorization Forms will be kept on record at the school.
- Process for Removing Student Internet Access
  - 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.
  - 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.

## **Internet Filtering**

- 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 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.

## **When an Unacceptable Site Is Accessed**

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- The student should immediately notify the adult monitor and back out of the site by clicking on the “Back” button on the browser.
- If the student has accessed a site that throws up multiple screens, the student should immediately turn off the monitor and ask for assistance from an adult.
- 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.
- 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. ● If the incident took place in an elementary school, the names of the students involved should be given to the school’s administrator.
- 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.
- 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.
- 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.

## **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 20

student's classroom.

Classroom visitations are not a time for teacher-parent conferences. 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. Visitors will be required to sign in and out using the Raptor Visitor Management System. Any questions or concerns regarding your visit should be referred to the administration.

## **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.

## **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.

## **REPORT CARDS**

Report Cards will be sent home to parents at mid-semester (9 weeks for elementary and middle school) and at the end of semester (18 weeks for all levels).

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.

## **TELEPHONES**

Any arrangements or preparation for after-school activities should be made prior to leaving home each morning. The office telephone is for school business and may be used by students only in cases of emergency with the permission of the administration.

Messages and deliveries from home should be left in the office. Students will not be called out of class for messages.

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## **SAFETY/HEALTH**

### **ACCIDENTS AND 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.

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 an 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 an 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.

### **CLOSED CAMPUS**

Students must stay on the school grounds from the time they arrive, even if the daily schedule has not yet begun, until dismissed. A student violating this policy will be subject to disciplinary action (see Discipline Code). Except when special circumstances occur, students are not to return to campus after leaving for the day.

### **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.

## **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.

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**LOCK DOWN DRILLS** will be conducted in order to be prepared for situations which would warrant a lockdown. Follow instructions given by teachers. To prevent unnecessary fear of anxiety for students, staff, or the community, lock down drills will be announced ahead of time.

## **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.

## **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

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sex and with an adult witness present.

### **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

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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 procedure 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 Procedure**

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

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### **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.

### **MEDICATION**

Whenever possible medication should be given outside school hours. This will help reduce time out of classroom instruction and also ensures 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 annually and signed by all parties before a student will be allowed to carry **any** medication with them at school.
6. Any medication (labeled or unlabeled) found in the possession of

a student without the appropriate form will result in serious consequences for that student.

## **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.

## **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

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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.

## **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 the 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.

## **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. Visitors will be required to sign in and out using the Raptor Visitor Management System.

## **SCHOOL NUTRITION**

Students are encouraged to participate in the school nutrition programs. Today's students are offered a variety of healthy, tasty and appealing choices which include fresh fruits, vegetables, fresh salads, whole grains items and we provide baked items rather than fried. 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 also offered to all students at a reasonable price.

The Douglas County School Nutrition Team has been taking steps to become a cashless entity. We encourage all parents/guardians to visit [www.schoolcafe.com](http://www.schoolcafe.com) and register your children prior to the first day of school. These steps will allow parents to establish an account, put

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money on their children's account when needed, manage the usage of that account and view their child's meal choices.

Having access to [www.schoolcafe.com](http://www.schoolcafe.com) will allow students who bring their lunch to school an opportunity to purchase Ala Carte items such Pizza, Cookies and healthy beverages. We encourage all parents to establish an account for their children. 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 are not allowed to charge Ala carte items.

**DOUGLAS COUNTY SCHOOLS MEAL PRICES**  
**2021-2022**

**STUDENT MEALS**

Regular Price Lunch Reduced Price Lunch

Second Lunch

Regular Price Breakfast Reduced Price

Breakfast

FREE	FREE	FREE 3.75 4.
FREE	FREE	FREE
3.50	3.50	3.50 3.75 4.00
FREE	FREE	FREE 1.65 1.
FREE	FREE	FREE

<b>High School</b>	<b>Middle School</b>
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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."

**STUDENT SERVICES**

**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)

## **Student Registration**

### **Parents/legal guardians must provide the following:**

Certified Copy of the Birth Certificate

📄 Georgia Immunization Form 3231 (All 7<sup>th</sup> graders, 7<sup>th</sup>through 12<sup>th</sup> grade students entering Georgia schools for the first time and 7<sup>th</sup>through 12<sup>th</sup> grade student returning to a Georgia school after being gone for more than one school year will be required to have the Tdap (tetanus, diphtheria, pertussis) and Meningococcal vaccines prior to beginning school).

📄 Georgia Eye, Ear, Nutrition and Dental Form 3300 Rev. 2013

📄 Student's Social Security Card or Waiver

📄 Parent/Legal Guardian's Photo ID

📄 Custody/Guardianship Papers (if applicable)

📄 Withdrawal Form from the Previous School (if applicable)

📄 Last Report Card (if applicable)

📄 Discipline history for Middle and High School Students

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📄 Student's Transcript for all High School Students

📄 Proof of Residency

The following items are accepted as proof of residency:

**If you rent:** You must bring a **CURRENT** lease agreement and a **CURRENT** utility bill or connection receipt. Utility bills must be no more than 30 days old, and they may not indicate disconnection or pending disconnection. Both the lease agreement and the utility bill must be in the parent or legal guardian's name.

**If you own:** You must bring your **CURRENT** mortgage statement or tax bill and a **CURRENT** utility or connection receipt. Utility bills must be no more than 30 days old, and they may not indicate disconnection or pending disconnection.

**Multi-Family Residence Form:** If you are living with family or friends the multi-family residence form must be signed by the homeowner or leasee, and the form must be notarized. A **CURRENT** lease agreement, mortgage statement or tax bill must be provided by the homeowner and a **CURRENT** utility bill or connection receipt. Utility bills must be no more than 30 days old, and they may not indicate disconnection or pending disconnection.

## **STUDENT SERVICES**

Student Services consists of counselors, school psychologists, and school social workers. Their services provide opportunities to:

- > Help students recognize their aptitudes and potential through the use of test results, school performance and extra-curricular activities.

- > Help students plan and select careers and secondary training wisely by making available a variety of career and scholarship information.

- > Help students understand themselves and others, adjust to school and learn how to solve problems by providing opportunities for group and individual guidance. > Help students select courses that meet their needs for graduation, further education, and/or future careers.

- > Assist teachers and parents in helping students work through learning difficulties and personal or social concerns.

The high school counseling program includes personal and group counseling, career counseling, credit verification, course planning, interpretation of test results, consultation with parents and teachers, group work, and classroom guidance. Counselors may also prepare newsletters to keep students informed of pertinent information.

A student advisory system has been implemented at the high school level that accents the individual-personal relationship of the advisor and student. Students interact with at least one significant adult in the school and are being guided in course selections and involved in discussions concerning school programs.

Counselors coordinate and/or facilitate the testing programs, STAR student program,

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advisement system, scholarship and financial aid programs, the homebound program, and posting of grades.

The high school counseling program assists teachers in understanding students and provides students with information on available school and community resources. The counseling department strives to help each

### **Physical Examination**

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 on the reading level indicated by assessment data from the previous school. The enrolling school may give the Douglas County School System assessment to determine the student's reading level.

### **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

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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.

### **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.

## **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. 33

## **Board Policies and Procedures**

### **SCHOOL ADMISSIONS Descriptive Code: JBC**

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#### **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

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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.

**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. **DEFINITION**

**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.

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

1. Personal illness or attendance in school endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A period not to exceed one day for registering to vote or voting in a public election.
7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days

missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

8. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U. S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c)(19) tax-exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance records.

9. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

c) Students will be counted present when they are serving as pages of the Georgia General Assembly. Students in foster care will be counted present when attending court proceedings relating to their foster care.

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 by first class mail or 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. 3. 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. Parents shall be notified by certified mail, return receipt requested, prior to initiation of court proceedings for violation of compulsory attendance laws.

4. 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 the juvenile code, including the possible denial of a driver's license or permit for a child.

5. 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 the Georgia General Assembly.

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

2. Absences and tardies will be recorded in each class. Absences and tardies from

school will 38

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

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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.

### **PROMOTION AND RETENTION DESCRIPTIVE CODE: IHE**

The Douglas County Board of Education hereby authorizes the Superintendent and administrative staff to develop procedures or regulations that specify how the state-adopted assessments will be used and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students



in kindergarten and Grades 1 through 8. Such procedures or regulations shall provide for the following:

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

**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

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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: JCDA** It is the policy of the Douglas County Board of Education that each school within this school district shall implement age-appropriate student codes of conduct designed to

improve the student learning environment and which will comply with state law and State Board of Education Rules. Each code of conduct shall include the following, at a minimum:

1. Standards of student behavior during school hours, at school related functions, on school buses and at school bus stops designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school district;
2. Behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;
3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;
4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors that detract from the learning environment.
5. All other specific requirements as set forth in any existing State Board of Education Rule or in Georgia law.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school.

#### **TEACHER REPORTING REQUIREMENT**

It is the policy of the Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in 20-2-738 and 20-2-751.5(d).

A teacher shall have the authority, consistent with Board policy, to manage

his or her 42

classroom, discipline students, and refer a student to the principals or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of each student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and

teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

The Superintendent and/or his designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

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

**DISCIPLINE CODE (CODE OF CONDUCT)**

This discipline code serves as a guide for school administrators dealing with discipline offenses. It is not intended to be an exhaustive list of every possible offense. Furthermore, every possible offense cannot be defined. The principal of the school has the authority to make disciplinary and other decisions based on the best interests of the students and the school.

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. It is the responsibility of the student and the student's parents/guardians to demonstrate behavior that is appropriate at all times. Parents will be contacted when any major offense occurs. It is the policy of this state that it is preferable to assign disruptive students to alternative educational settings rather than to suspend such students from school.

A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. (Board Policy JD) The parent will be required to attend a conference and develop a behavioral intervention plan. 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. Student's vehicle 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 may 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. The penalty for committing a physical act of violence against a school employee is expulsion for the remainder of the student's school years. The local board *may* permit the student to attend an alternative school or program. If the student is in grades K-8, the local board *may* permit a student to reenroll in the regular school program for grades 9-12. If there is no alternative program for students grades K-6, the local board *may* permit such a student to reenroll in the public school system. Students committing acts of physical violence against school employees must also be referred to juvenile court authorities.

10. 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.

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

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

13. 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.

14. 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.

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

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.

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 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 contacting law enforcement may occur, or recommendation to Project Class.

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.

### **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 contacting law enforcement may occur, or recommendation to an alternative educational placement.

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

### **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

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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.

**ACADEMIC DISHONESTY** - Receiving or providing unauthorized assistance on classroom projects, assignments or exams. Academic Dishonesty may result in grade reduction; additional work assigned, or parent contact.

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. 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 1 – N/A

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 trash can 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

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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.

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

**BREAKING AND ENTERING** - The unlawful 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 1 – N/A

Level 2 – N/A

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

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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.

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

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

**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 1 – N/A

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,

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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.

**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

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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 VIOLATION** - Violation of school dress code that includes standards for appropriate school attire. Non-conformity to established dress code of Douglas County Board of Education. (SEE DRESS CODE - POLICY JCDB)

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. 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.

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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.

**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.

**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

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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].

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

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

**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,

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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 intimidating 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.

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**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 less than \$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.

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**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.

**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.

**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.

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

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

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

**REPEATED 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

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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. 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.

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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 school employees (not assigned to the school where the students attends) 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 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

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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. 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 (e.g. BaccOff), cigarette look-alikes (e.g. electronic cigarettes), hookahs and hookah look-alikes (e.g. electronic hookahs) on school grounds, at school-sponsored events, and on transportation to and from school.

Level 1 – Unintentional possession of tobacco products or tobacco product substitutes

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

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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

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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.

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Level 3 - Intentional possession and use of any weapon, other than a knife or firearm, in 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:

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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

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.

<b>OFFENSES</b>
01-3: Alcohol - Sale, purchase, transportation, possession, consumption of alcohol 01-2: Alcohol - Under the influence without possession 01-1: Alcohol - Unintentional possession
02-3: Arson - Arson with property damage 02-2: Arson - Arson without property damage
03-3: Battery - Battery with severe injuries; or three or more offenses in same school year 03-2: Battery - Battery with mild or moderate injuries 03-1: Battery - Battery with no injuries
04-3: B&E/Burglary - Any incident involving breaking and entering/burglary
05-3: Computer Trespass - Unlawful use of computer or altering records 05-2: Computer Trespass - Computer misuse  06-3: Disorderly Conduct - Severe disruption; or three or more moderate disturbances in same school year 06-2: Disorderly Conduct - Moderate disturbance; three or more minor disturbances in same school year 06-1: Disorderly Conduct - Minor disturbance  07-3: Drugs - Possession or distribution of unlawful drugs 07-2: Drugs - Failure to report medication to school authorities

07-1: Drugs - Unintentional possession

<p>08-3: Fighting - Fighting with severe injuries; or three or more fights in same school year  08-2: Fighting - Fighting with minor or moderate injuries  08-1: Fighting - Fighting with no injuries</p>
<p>09-3: Homicide - Any incident involving homicide</p>
<p>10-3: Kidnapping - Any incident involving kidnapping</p>
<p>11-3: Larceny/Theft - Unlawful taking of property with a value exceeding \$250; or three or more offenses in the same school year  11-2: Larceny/Theft - Unlawful taking of property with a value between \$100 and \$250  11-1: Larceny/Theft - Unlawful taking of property with a value less than \$100</p>
<p>12-3: Motor Vehicle Theft - Any incident involving Motor Vehicle Theft</p>
<p>13-3: Robbery with a weapon  13-2: Robbery without a weapon</p>
<p>14-3: Sexual Battery - Any incident involving Sexual Battery</p>
<p>15-3: Sexual Harassment - Violation of sexual harassment policy; or three or more offenses in the same school year  15-2: Sexual Harassment - Unwelcome comments directed towards individuals  15-1: Sexual Harassment - Unwelcome comments not directed towards individuals</p>
<p>16-3: Sex Offenses - Consensual sexual activities; or three or more offenses in the same school year  16-2: Sex Offenses - Inappropriate sexually-based behavior  16-1: Sex Offenses - Inappropriate sexually-based physical contact</p>
<p>17-3: Threat/Intimidation - School-wide threat or intimidation  17-2: Threat/Intimidation - Individual threat or intimidation</p>
<p>18-3: Tobacco - Distribution or sale of tobacco products or tobacco product substitutes; or three or more offenses in the same school year  18-2: Tobacco - Intentional use or possession of tobacco products or tobacco product substitutes  18-1: Tobacco- Unintentional possession of tobacco products or tobacco product substitutes</p>
<p>19-3: Trespassing - Refusing to leave school property; or three or more offenses in the same school year  19-2: Trespassing - Unauthorized presence on school property</p>
<p>20-3: Vandalism - Malicious destruction or damage to property; or three or more offenses in the same school year  20-2: Vandalism - Minor damage or defacement of property</p>

<p>22-3: Weapons/knife - Intentional possession or use of a knife with intent to harm or Intimidate  22-2: Weapons/knife - Intentional possession of a knife with no intent to harm or intimidate  22-1: Weapons/knife - Unintentional possession of a knife with no intent to harm or intimidate</p>
<p>23-3: Weapons/Other - Intentional possession or use of a weapon (not including knife or firearm)  23-2: Weapons/Other - Unintentional possession of a weapon (not including knife or firearm)</p>
<p>24-2: Other Discipline Incident - Three or more offenses in the same school year  24-1: Other Discipline Incident - Other minor incidents resulting in disciplinary action</p>
<p>25-3: Weapons/Handgun - Any incident involving a handgun</p>
<p>26-3: Weapons/Rifle/Shotgun - Any incident involving a rifle/shotgun</p>
<p>27-3: Serious Bodily Injury</p>
<p>28-3: Other Firearms</p>
<p>29-3: Bullying - Three or more incidents of bullying in the same school year  29-2: Bullying - Second incident of bullying  29-1: Bullying - First incident of bullying</p>
<p>30-1: Attendance Related - Any incident involving attendance</p>
<p>31-3: Dress Code Violation - Three or more offenses in the same school year  31-2: Dress Code Violation - Invasive or suggestive clothing  31-1: Dress Code Violation - Non-invasive or non-suggestive clothing</p>
<p>32-3: Academic Dishonesty - Plagiarism or cheating on major exams or statewide assessments; three or more offenses in the same school year  32-2: Academic Dishonesty - Plagiarism or cheating on classroom assignments or projects  32-1: Academic Dishonesty - Unauthorized assistance on classroom assignments or projects</p>
<p>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)  33-2: Student Incivility - Blatant insubordination; profanity directed toward school staff  33-1: Student Incivility - General disrespect or failure to follow instructions</p>
<p>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  34-2: Possession of Unapproved Items - Use of unauthorized items  34-1: Possession of Unapproved Items - Possession of unauthorized items</p>

35-3: Gang Related - Gang-related solicitation, violence, threats, defacement of property  
35-2: Gang Related - Wearing or possession of gang-related apparel; conveying personal membership or affiliation with a gang

36-3: Repeated Offenses - Collection of (state reportable offenses) severe incidents  
36-2: Repeated Offenses – Collection (state reportable offenses) of moderate incidents  
36-1: Repeated Offenses - Collection of minor incidents

37: Chronic disciplinary problems. Repeated occurrences of Level One or Level Two offenses shall be treated as a Level Three offense.

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.) Level 3

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. (Level 3)

40-3: 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.

42: Failure to serve or misbehavior while serving detention or in-school suspension. (Level 2)

43: Possession of obscene materials. (Level 2)

44: Violence against a teacher.

45: Aggression/confrontation towards others. (Level 2)

46: Inappropriate drawings or notes. (Level 2)

47: Providing false information to a school board employee. (Level 2)

48: Motor vehicle violations (Level 1)

49: Open food or beverage outside of cafeteria or designated areas such as the bus, unauthorized sale of candy, food or other items (Level 1)

50: Gambling (Level 1)

51: Petty Theft- Unlawful taking of property with a value less than \$25 (Level 1)

52 Bus Misconduct (Level 1)

## **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.

### **Internet Acceptable Use IFBG ACCEPTABLE/UNACCEPTABLE USE OF**

#### **TECHNOLOGY RESOURCES**

This policy enables the superintendent to establish guidelines for what constitutes acceptable and unacceptable use of the Douglas County School System’s technology resources in accordance with state and federal law and the Georgia Board of Education Regulations and Policies. Any user of Douglas County School System Technology Resources, including students, staff, authorized users and unauthorized users, acknowledge that the Technology Resources belong to the Douglas County School System and by their use, authorized or unauthorized, the user consents to monitoring by the Douglas County School System and acknowledges there is no expectation of privacy. Any user of the Douglas County School System Technology Resources waives any expectation of privacy and consents to monitoring by the Douglas County School System in order to insure compliance with Board policy, state and federal law. It shall also be the policy of the Douglas County Board of Education that the school district shall have in continuous operation, with respect to any computer belonging to the school having access to the Internet:

1. A qualifying “technology protection measure,” as that term is defined in Section 1703(b)(1) of the Children’s Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of user and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children’s Protection Act of 2000, (iv) and further prohibits uses not consistent with the missions of the Douglas County Board of Education, Board policy, local, state or federal law. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of Technology or designated representatives. Such procedures or guidelines shall be designed to:



- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web; It shall be the responsibility of all members of the Douglas County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with policy and the Children's Internet Protection Act.
  - b. Promote the safety and security of minors by providing to students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites, in email and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying;
  - c. Specifically, as required by the Children's Internet Protection Act, prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Specifically, as required by the Children's Internet Protection Act prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.
3. It shall be a violation of Board policy for any user, whether student, employee, authorized user or unauthorized user to use Douglas County School System Technology Resources in violation of the mission of the Douglas County School District, Board policy, local, state or federal law. All Douglas County School System Technology Resources shall belong to the Douglas County Board of Education, including any content, formula, or derivative byproduct created by the use of such resources. The Board hereby prohibits the creation, use or dissemination of materials violative of Board policy, local, state or federal law by means of Douglas County School System Technology Resources.

**DISCLAIMER:**

The Douglas County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Douglas County School System is committed to providing trouble-free access to the Internet but cannot be held liable for any lost, damaged, or unavailable information due to any technical difficulties that may arise. Use of any information obtained via the Internet is at the user's own risk. Fees and other charges incurred in violation of policy will be the responsibility of the user. The Douglas County School System specifically denies any responsibility for the accuracy or quality of any information obtained through these services.

**Internet Acceptable Use IFBG-R (1) Purpose**

The purpose of this regulation is to define the acceptable and unacceptable use of technology resources for the Douglas County School System, whether the user is authorized or

unauthorized, and to eliminate any expectation of personal privacy when accessing technology resources provided by the Douglas County Board of Education. This regulation applies whether accessing resources on Douglas County School System property or from remote locations, regardless of source. These regulations shall incorporate Board Policy IFBG by reference hereto.

### **Definitions**

**Acceptable Use** – All instructional usage for students for research, instruction and training, presentation, communication and other areas that fulfill the requirements of the current Georgia curriculum standards or the Douglas County School System approved curriculum. For operational and administrative use, all technology use should be work related.

**Unacceptable Use** – Any usage that is not current Georgia curriculum standards or Douglas County School System approved.

**Infrastructure** – Cabling, electronics, hardware, software and anything else that connects to or has use of the Local Area Network (LAN), Wide Area Network (WAN) or the Internet.

**Technology Resources** – Hardware, software, network, peripherals, and infrastructure.

**User or Users** – Includes all users such as students, teachers, administrators, clerical and support staff, parents, vendors, guest users, unauthorized user and anyone else other than authorized technology personnel or those authorized by the technology department.

**BYOD-Bring Your Own Technology.** The ability of students or staff to utilize personal technologies as tools for learning, instruction and work. BYOD is subject to the availability of district wireless infrastructure. The use or non-use of personal devices shall be determined by the principal at each school where BYOD is available.

Violations of any of the provisions listed in this policy may result in the discontinuation or restricting of a person's access to any of the Douglas County School System technology resources as deemed necessary by the Superintendent or his/her designee. Additional disciplinary action and/or legal prosecution may also be applied.

The Douglas County School System will fully cooperate with local, state and federal officials in any investigation of illegal activities performed on any portion of the school system's technology.

For students, disciplinary action will be based on the severity of the offense. The Student Conduct Behavior Code, policy JD, will be followed, provided however, violations of law will be reported to the appropriate authority for prosecution.

### **Electronic Hardware/Software Acceptable Use**

1. No one has ownership or rights of any of the technology resources of the Douglas County School System, except the Board of Education. All uses of

said resources are restricted as herein provided.

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2. All technology purchases must be evaluated and approved by a representative from the Technology Department and approved by the Director of Information Technology and the appropriate member of the Superintendent's Executive Cabinet to insure compatibility and data security..
3. No Douglas County School System technology resource can be used by any user for personal gain.
4. User logins and passwords provided by the technology department determine the rights to network resources. Passwords must be kept confidential and must not be shared by anyone.
5. All computers and peripherals such as printers, scanners, etc. as well as software should only be repaired, installed or updated by Douglas County School System Personnel from the Technology Department, other personnel authorized by the Technology Department, or by vendors authorized from the Technology Department. Any type of cabling, repairing, or adjusting of any equipment that deals with the LAN or the WAN shall only be completed by members of the technology department. Only cabling issued by the Technology Department should be used to attach any device to the school system's network. No personally owned cables should be used to attach devices to the school system's network.
6. The Douglas County School System allows personal devices to be used to wirelessly access the Internet, provided these devices go through the school system's Internet filter. The use or non-use of personal devices shall be determined by the principal at each school where BYOD is available. If personal devices are used within the district, it shall be at the owners' risk. The school system will not be responsible for any damage or loss of any hardware, software, or any work created on these devices. The user will be responsible for attaching their personal devices to the wireless network. This applies to students, Douglas County School System employees and guests.
7. Technical support will not be provided for devices that are not the property of the Douglas County School System.
8. There are distinctions between the wired and the wireless networks. For protection of the DCSS network, personal devices will only be allowed to access the Internet through the BOYD network. Personal devices are not allowed to connect to the district's wired network.
9. The Children's Internet Protection Act requires that all Internet access within the Douglas County School System is filtered. Any attempt to bypass this filter, whether through the school system's supplied computers or an individual's own personal devices, will be a violation of this regulation and will be subject to disciplinary action.
10. Copyright laws will be strictly followed. Only properly licensed software, approved by the Executive Director of Technology and the appropriate member of the Superintendent's Executive Cabinet, will be installed on any computer or server within the Douglas County School System. No software purchased by the school system shall be loaded on any personal device unless allowed by the End User License Agreement (EULA) and approved by the Executive Director of Technology or his/her designee. Donations of software will be limited and will only be accepted through written approval of the Director of Information Technology.

11. No personally owned software will be installed on any Douglas County School System computer or server.
12. No user will download or upload any files that might violate copyright

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13. Storage space allocated to users is considered property of the Douglas County School System and is therefore subject to supervision and control by the school system.
14. If any hardware or software is intentionally damaged by a user, that user will be responsible for its repair or replacement.
15. General access to the network and workstations is allowed for general administrative and instructional purposes only. Personal use should be limited.
16. Each user is allowed access to specific resources determined by their role within the district.
17. User logins and passwords are vital for data security and therefore may not be shared. Logins and passwords shall only be used by the person to whom they are assigned. No one should be allowed to login or access any network resource or any application with another user's login and password.
18. Administrator accounts and passwords will be limited to use by staff members that are identified by the Executive Director of Technology. Sharing of these accounts or passwords by any staff member may be subject to disciplinary action, up to and including termination of employment.
19. Students are not allowed to touch or work on servers, switches or any network device that is attached to the Douglas County School System Local Area Network (LAN) or its Wide Area Network (WAN). Students may work on similar devices and have their own internal network if they are part of a Douglas County School System sanctioned network class that has a teacher to supervise the students. However, in no instance shall any device on this network be allowed to attach to any part of the Douglas County School System network.
20. Student access to workstations should be monitored by adults authorized by the Douglas County School System at all times.
21. Network data closets are to be locked and general access is to be denied if at all possible. Network data closets are not to be used as additional storage areas without approval from the Director of Technology.
22. Equipment or applications may be removed, installed, or upgraded as is required by the Technology Department.
23. No one shall remove or move Douglas County owned technology hardware, including computers, phones and printers, from room to room or school to school. In order to insure accurate inventory, all technology related moves will be completed by a member of the Technology Department.
24. No devices such as protocol analyzers or any other type of "sniffing devices" are allowed on any LAN or the WAN of the Douglas County School System without the approval of the Douglas County School System Technology Department.
25. No user will attempt to circumvent the security measures that have been placed on any computer or network.

### **Internet and Intranet Usage**

1. Students must have a "Parent/Guardian Authorization Form," IFBG-E(1), completed and signed before using the Internet. The student must also sign the "Internet Use Authorization Form," IFBG-E(2).
2. Use of the Internet is a privilege and is NOT a right. Any misuse of this privilege could result in the termination of computer access.

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3. The Internet will be filtered to attempt to keep students from accessing pornographic, hate, or other undesirable sites. Any attempt to bypass this Internet filter, either through use of Douglas County owned technology or through personal devices is a violation of this regulation and may result in disciplinary action.
4. Staff must be aware that students have access to the Internet from all of the school system's computers. Teachers must use good judgment and closely supervise their student's use of the Internet. The School System uses filtering software to help prevent student access to inappropriate web sites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency. They should not be permitted to access sites unrelated to their assignment and should not be allowed to access games or other sites that could infect the computer with "Spyware". Staff may have less filtered access to the Internet. They must be especially careful to review materials before displaying them to students.

### **Expectations for Communicating Electronically**

The Douglas County School System recognizes that today's students and parents engage in electronic forms of communication for their daily interactions with friends, family, and their larger social networks. DCSS has also, or will be, utilizing e-mail, websites, blogs, text messaging, and use of public social media networks such as Twitter, Facebook, and others to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in some circumstances, not meet the public and professional standards for communicating with students and parents.

DCSS realizes that part of 21<sup>st</sup> century learning is adapting to the changing methods of communication. The importance of staff, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21<sup>st</sup> century learning. DCSS has adopted the Expectations for Communicating Electronically to provide direction for employees when participating in online social media activities. It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by DCSS employees is a reflection on the entire district. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these expectations. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

Schools may maintain an official social media presence using sites such as Facebook, Twitter and LinkedIn. These official pages will be designated with logos

and language to maintain the branding of the schools and the system.

All employees must adhere to the Georgia Code of Ethics for Educators as stated in DCSS Board Policy.

These expectations designed for the purpose of

**1. Protecting the students, staff, and the District;**

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**2. Raising awareness of acceptable ways to use electronic communication tools when communicating with students and parents; and**

**3. Raising awareness of the positive and negative outcomes that may result in using these tools with students and parents.**

The following is a set of expectations that all members of the DCSS professional community will adhere to when communicating with students and parents electronically. ALL electronic communication between staff, students, and parents should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regard to all communications.

ALL electronic communication between staff, students and parents are a matter of public record and/or may be accessible by others.

ALL electronic communication from staff to student or parent should be written as a professional representing DCSS. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a DCSS professional. Always choose words that are courteous, conscientious, and generally businesslike in manner.

### **Acceptable Communications Methods**

**District Email and Phone** - Use of District email and phone is always an appropriate way to communicate directly with students and parents. District email provides the staff member with a record of the communication. For this reason, the district-provided email system and district-provided phone numbers and extensions should be used.

**District Provided Websites**– Utilizing district provided web storage; individual staff web pages are available to all teachers to share information with students and parents.

**Social Media for Instructional Purposes** – Any content staff members publish, pictures they post, or dialogue they maintain, whether in Facebook, Twitter, a blog, a discussion thread or other website should never compromise the professionalism, integrity and ethics in their role as a DCSS professional. A good question that staff members should ask themselves before posting or emailing a message is, “Would I mind if that information appeared on the front page of the local newspaper?” If the answer is “yes,” then do not post it. Email and social networking sites are very public places.

### **Less Acceptable Communications Methods**

**Text Messaging** - Nearly every student has a cell phone today and use of text messaging is rising sharply. This form of communication is typically between individuals and can be highly personal. Because texting is such a quick and

convenient way of communication, a simple message may lead to an extended texting conversation that can get “off topic.” Therefore staff members should be aware that text messaging between a staff member and an individual student can easily be misinterpreted by a parent. If a staff member plans to use texting for immediate and urgent contact with students/team members, they must be transparent about such use. He/she must make parents aware at the beginning of the school year or season that he/she may use texting.

### **Unacceptable Communications Methods**

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**Non-District Email and Instant Messaging** – DCSS employees should never use personal email accounts or instant messaging to communicate with students about school matters.

### **Important Reminders: Social Media Sites for Personal Purposes**

Staff members presently using social media sites, such as Facebook, to communicate with friends, family and their personal networks should ensure that their privacy settings are set to “Only Friends.” If the “Friends of Friends” or “Networks and Friends” settings are used, staff members open their content to a much larger group of people, including students and parents. Employees should not use their District email address or phone number for communications on social media networks for personal accounts. The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.

### **Electronic Mail Acceptable Use**

1. The Douglas County School System electronic (email) system is to be used for transmitting, receiving and storing information for school related purposes.
2. The Douglas County School System cannot protect individuals against the existence or receipt of materials that may be offensive to them. Those who make use of electronic communications may come across or be recipients of material that they might find offensive or annoying. In such cases where materials are received, the users shall delete the non-school system business related content. The school system is not responsible for the views expressed by individual users via web pages, electronic mail or other on-line communications.
3. Email is NOT private and may be accessed and reviewed by school system administration or technical staff approved by the Director of Information Technology.
4. Email may be filtered by the Douglas County School System and some email may be refused or even deleted before it gets to the user if it is determined to contain pornographic, hate-related, or derogatory subjects. Specific file types will also be refused in order to protect the school system’s network.
5. Since email is not private, it is not recommended for school system personnel or students to use the email system for personal communications, either within the school system or to people outside of the system. If anyone needs to send personal communications, they should use an outside, web-based email. Excessive use of school system email for personal purposes may result in disciplinary action.
6. Email accounts will be limited in space as determined to be

appropriate by the Technology Department.

7. The Douglas County School System will not store emails. If an email user wants or needs to keep their emails, it is the user's responsibility to store them. Any email communication that is required to be maintained according to a records retention schedule shall be maintained by the user. Email backups will only be retained for a period of 14 days.
8. If any encryption is used, it must be approved by the Executive Director of Technology and approved by the Superintendent.
9. Email messages should be considered to be as if a user were writing a message on official Douglas County School System letterhead. If you would not write and sign your message on this letterhead, do not say it in an email.

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10. These guidelines should be followed whether a Douglas County School System email user is accessing the system from work or from home.
11. Anyone using the Douglas County School System's email system may not access any other person's email without that person's approval with the exception of individuals identified in the Electronic Mail Acceptable Use Guidelines.

### **District Access to Electronic Resources and Data**

All data created, accessed, stored, or transmitted by Douglas County School System electronic resources shall be used in a responsible, ethical, and lawful manner. All records created or received in the performance of a public duty or paid for by the Board of Education are deemed to be public property and shall constitute a record of public acts. This includes electronic records regardless of the records' storage format. Upon request employees will provide access to any electronically stored records. Any school system provided electronic storage media, including but not limited to hard drives, CD-Roms, DVDs, flashdrives or network/web based storage, is considered property of the Douglas County School System. There should be no expectation of personal privacy unless covered by district privacy as relating to all applicable local, state and federal laws.

All electronic student records and grades shall only be maintained in district approved software. No electronic grade books will be used that are not approved by the Executive Director of Technology and the Assistant Superintendent of Curriculum and Instruction..

### **Non-Employee/Consultant use of Technology**

1. In specific situations it may be determined that non-employees/consultants need access to the district technology systems including network logins and email. In these cases authorization should be requested using the Non-Employee Request for use of Douglas County School System Technology form. This form may be obtained by contacting the Technology Department.

### **Web Publishing**

1. The Douglas County School System will provide an appropriate Internet presence for the school system. Appropriate materials for web publishing include:



- a. Douglas County School Board information
  - b. Douglas County School System information to students, teachers and to people outside of the school system
  - c. Douglas County School information
  - d. Teacher classroom and student information
  - e. Extracurricular information
2. Although the Douglas County School System website will be seen by anyone outside of the school system, this does not imply that the site is intended to be a public forum. This site will be under the control of the school system and will not open our system for indiscriminate use by the public outside of our system.
  3. The superintendent or his/her designee will appoint a person or persons over the design and publishing of the web and for maintaining the official Douglas County School System website.

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4. These "Webmasters" will be responsible for the content and maintenance of the official website.

### **Individual School Web Pages**

1. The Principal at the individual school will appoint a staff member to maintain the web page for the school.
2. The web pages will be placed on approved servers provided by the school system.
3. Individual teachers, students, and school organizations may be allowed to create and maintain their own web pages as part of the school's web page. Individuals must follow the Web Page Guidelines published below.
4. Any intentional misuse of the Douglas County School System web page or any of its technology used for the site by any persons will result in disciplinary action and/or prosecution.
5. All Web Pages must comply with the Web Page Guidelines issued

### **below. Web Page Guidelines**

1. All material placed on any web page by the school district, an individual school, any teacher, any student, any extracurricular activity or any other person or organization shall comply with the Douglas County School System Board of Education Policies.
2. Only the district Webmasters, and the individual school Webmasters and their designees will have passwords to their web pages. Only these individuals will have rights to add, modify, or remove web pages under their areas. Under NO circumstance should these passwords be shared.

### **Web Page Ownership**

1. All web pages and their contents on the Douglas County School System's website are the property of the Douglas County School System.
2. Students may retain ownership of their work that is placed on any Douglas County School System web page.
3. All materials on any website under the Douglas County School System will be for educational and administrative purposes only.
4. All web pages are representatives of the Douglas County School System.

Therefore, proper academic standards should prevail. For example, all pages should be checked for proper spelling, grammar and accuracy.

5. There should be no links, or even references to links to inappropriate sites that could not be placed on the school district's website. In addition, there should be no links to anyone's personal web page that would be used to publish opinions that would not be allowed on the Douglas County School System's website. Links to outside websites should be limited and should only be used to identify sites that support the mission and goals of the Douglas County School System.

**COMPUTER ASSISTED INSTRUCTION: USE Parent/Guardian Authorization**  
**Descriptive Code: IFBG-E (1)**

**USE OF ELECTRONIC COMMUNICATIONS: INTERNET**

The Douglas County Board of Education is committed to providing access to advanced technology and increased opportunities for learning by providing Internet access. Use of this network offers the opportunity for students to utilize information resources not generally available within the school or local community. Parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance and conveying standards for my son/daughter to follow when selecting, sharing or using this media.

While the potential for abuse exists, I understand the primary purpose of using the Internet is educational--that is, to support learning and enhance classroom instruction. I understand that inappropriate use of the Internet may result in the termination of access and possible disciplinary action

I understand that it is impossible to control all materials on a global network and that an industrious student may discover inappropriate material. Information obtained from the Internet is at the user's own risk. The school cannot be responsible for accuracy or quality of the information.

I release my school and the Douglas County School System from any liability relating to consequences resulting from my son/daughter's use of the Internet.

I understand that my student will have access to multiple instructional tools that the district has selected for use such as Google Suite, Microsoft Office365, etc. These tools require data to be provided in order to create accounts and enhance the instructional capabilities of the tools. The district carefully reviews all data privacy agreements for the applications that it selects to insure that any data provided is protected to industry standards and to limit the data provided. By signing the Student Handbook Signature page, I understand and agree that these accounts will be created. If I do not agree to this, I understand that the student's use of technology will be limited and alternate assignments will be provided for any technology-based assignments.

I have reviewed the Internet Use Authorization Form with my child, and permission is granted for the use identified above through my signature on the Student Handbook Signature page.

**PERMISSION TO DISPLAY PHOTOGRAPH OR WORK Descriptive Code:**

**IFBG-E (3)** I hereby grant permission to use, including publicly displaying or broadcast performance of my student's photograph, video, or audio clip on the district website, individual school webpages, and social media pages or in other official publications without further notice. I acknowledge the right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I also understand that once my student's photograph, video or audio clip is published on a web site, it can be downloaded by any computer user, on or off campus.