

ELEMENTARY PARENT/GUARDIAN SIGNATURE PAGE 2009 - 2010

Please review the following statements before signing:

- (1) The signature by a parent/guardian on this page signifies receipt and review of this document, as well as knowledge and understanding of the Fayette County Public Schools policies and guidelines contained within.
- (2) The signature by a parent/guardian on this page also identifies your child as having your permission to access school-based, Internet-capable technology at school. If any parent does **NOT** wish for his or her child to utilize the Internet while at school, please signify those wishes in the comment section provided below.
- (3) The signature by a parent/guardian on this page signifies that you have received and understand the consequences and penalties for failing to comply with the State of Georgia's laws regarding Compulsory Education and Student Attendance Protocol Committee.

Reporting Students with Unexcused Absences (O.C.G.A. 20-2-701)

Consequences for Unexcused Absences

- Any parent, guardian, or other person who has control of any child who on the **tenth unexcused** day of absence per semester, and after the child's school system has notified the parent, guardian, or other person who has control of any child, upon each day's absence from school shall be guilty of a misdemeanor and court action may be pursued for formal intervention.
- **Penalties:**
 - 1) **Fine** – not less than \$25 and not greater than \$100.00
 - 2) **Imprisonment** – not to exceed 30 days
 - 3) **Community Service or any combination of such penalties, at the discretion of the court.**

Absences – Lawful absences (excused) as defined by State Board of Education Rule 160-5-1-.10

Student Attendance:

- Personal Illness
 - Death in immediate family
 - Religious Holiday
 - Instances in which attendance could be hazardous as determined by the Fayette County School System
 - Service as page in legislature
 - Court Order
 - Absence to vote in an election
 - Up to five (5) days excused absences per year to students whose parents are in the military and are being deployed or on leave.
- (4) Within the provisions of O.C.G.A. § 20-2-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various school clubs provided at each of their respective schools. (These notifications will specifically exclude interscholastic activities). This notification will be accomplished through each school's web site. If any parent/guardian does **NOT** wish for his or her child to participate in any club or organization at school, please signify those clubs or organizations in the comment section below.

STUDENT NAME (PLEASE PRINT) _____

Student Signature (required by law if student is ten years of age or older)

Date

Parent/Guardian Signature

Date

Comment:

Please sign and return to your child's Homeroom Teacher during the first week of school.

STUDENT CODE OF CONDUCT



ELEMENTARY

2009 - 2010

STUDENT CODE OF CONDUCT

FAYETTE COUNTY SCHOOL SYSTEM

Elementary Level

2009-2010

Foreword

It is the purpose of the Fayette County School System to operate each school in a manner that will provide an orderly process of education that ensures the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy that requires all schools to provide codes of conduct. These standards of behavior require students to conduct themselves at all times in a manner that facilitates an optimum learning environment for themselves and others.

We expect students to:

- Respect each other
- Respect school district employees
- Obey student behavior policies adopted by the Board of Education
- Obey rules established by individual schools

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time
- Off school property at any school activity, function or event and while traveling to and from such events
- On vehicles provided for student transportation by the school system
- At bus stops

Also, students may be disciplined for felonious conduct off campus, or which may pose a threat to the school's learning environment or the safety of students and employees.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. We ask your cooperation in sharing this responsibility for maintaining a proper learning environment.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

Students Should:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this Code, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of educational achievements and participation of others in curricular and extra-curricular activities.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Fayette County School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

Admission Requirements

Age Requirements

- Students who are five years of age on or before September 1 are eligible for entrance to kindergarten.
- Students who are six years of age on or before September 1 are eligible for entrance to first grade.

Attendance Areas

Students must attend the school which lies within the attendance area where their parents/guardians reside. Students may not attend other schools in the system except with the permission of Fayette County Board of Education.

If the parent/guardian moves to another attendance area within the county after the start of the school year, the parents/guardians have the option of allowing their children to remain at their current school for the remainder of the school year. In such cases, the parents/guardians must receive written approval from School Operations for their children to attend school out of their assigned attendance area. Bus transportation will not be provided. At the beginning of the next school year, the parents/guardians are required to enroll their children in the school they are assigned to attend based on the location of their residence.

School Reassignment

Parents/guardians may choose for their child to attend another school within the Fayette County School System, provided that that the school has classroom space available. The reassignment window for each coming year is February 1st thru March 1st, and the deadline for second semester is December 1st.

Proof of Residency

To enroll in Fayette County Public Schools a student must reside within the boundaries of Fayette County. A student must reside with a natural parent or a person who has been granted legal guardianship, or the student must be under the care of a state agency with placement in Fayette County.

Proof of residence is required when a student initially enrolls in a school and whenever a change of residence occurs. The Welcome Center will accept the following records as proof of residency:

1. **“Homeowner”**: A current residential property tax statement (If there is not a tax bill, the purchasing/closing information for the residence can be used). The record must include the name of the parent/guardian, a current electric or gas utility bill/initiation of utility service and a photo ID.
2. **“Renters”**: A current lease or rental agreement consisting of the written evidence that the agreement is valid. The record must include the name of the parent/guardian, a current gas or electric utility bill/initiation of utility service and a photo ID.
3. **“Non-Renters” or “Occupants of another person’s home/residence”**: A designed Fayette County Schools Property Affidavit signed by the parent/guardian, as well as by the home’s occupants and the property owner. The record must include the name of the parent/guardian, the student(s) being enrolled and a photo ID. The property owner must also provide the documents noted above.

For your convenience, registration is available at the Welcome Center, located at 205 LaFayette Avenue, Fayetteville, GA 30214. Registration is not available at the schools. Please contact the **Welcome Center at 770-460-3990 x 450**.

Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fine and /or imprisonment (O.C.G.A. 16-10-20).

Attendance Information

School Attendance

Compulsory Education Law (O.C.G.A. 20-2-690.1) requires that every parent/guardian or other person who has control of any child between the ages of 6 and 16 shall enroll and send such child to school. All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law. State Board of Education policy defines the school year as 180 attendance days.

Full Day Attendance

Students are expected to be in attendance for the full school day. Students who check-in late or check-out early should submit a written note from their parent/guardian explaining their absence. Disciplinary action may be taken against students not in attendance for the full school day for reasons that cannot be excused.

Student Absences

Whenever students are absent, for any reason, their parent/guardian must send a signed and dated written explanation of the absence to their child's teacher no later than the **Third Day** after students return to school after their absence. After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences.

Excused Absences

As permitted under the state law and State Board of Education policies, students may be excused lawfully for the following reasons: illness, death in immediate family, religious holiday, and instances in which attendance could be hazardous as determined by Fayette County Public School System, services as page in legislature, a court order, and absence to vote in an election, and up to five (5) days excused absences per year to students where parents are in the military and are being deployed or on leave.

Unexcused Absences

Unexcused absences will be subject to attendance investigation and can result in penalty as imposed by the Compulsory Education Law (O.C.G.A. 20-2-690.1) and Student Attendance Protocol Committee Law (O.C.G.A. 20-2-690.2)

- A. Schools will notify by first class mail the parents of students ages 6-16 who have accumulated five (5) unexcused absences per semester and will include a copy of the summary of consequences.
- B. The Attendance/Residency Officer of Fayette County Public Schools will notify by letter the parents/guardian of students ages 6-16 who have accumulated ten (10) unexcused absences per semester and will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention.
- C. State law requires an unemancipated minor over sixteen (16) years of age must have written permission from their parent/guardian prior to withdrawing from school.

Reporting Students with Unexcused Absences (O.C.G.A. 20-2-701)

Consequences for Unexcused Absences

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- **Penalties:**
 - 1) **Fine** – not less than \$25 and not greater than \$100.00
 - 2) **Imprisonment** – not to exceed 30 days
 - 3) **Community Service**, or any combination of such penalties, at the discretion of the court.

Tardiness

Students are expected to arrive at school on time. Student are considered tardy if they are not in their classroom/homeroom when the tardy bell/tone sounds.

- A. Schools will notify by first class mail the parents/guardian of students ages 6-16 who have accumulated five (5) unexcused tardies per semester.

Civility Policy

Members of the Fayette County School District staff should treat parents and other members of the public with respect and expect the same in return. The district is committed to keeping schools and administrative offices free from disruptions and to preventing unauthorized persons from entering schools or school board property.

Accordingly, employees are expected to follow practices that promote mutual respect, civility and orderly conduct among district employees, parents, and the public in an effort to maintain a safe, harassment free workplace for our students and staff. It is not intended to deprive any person of his or her right to freedom of expression. In the interest of presenting teachers, other employees, parents and other adults as positive role models, the school system encourages positive communication and discourages volatile, hostile, or aggressive actions. The school district seeks public cooperation with this endeavor.

Disruptive Individuals Must Leave School Property. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property should be directed to leave school or school district property promptly by the school's principal or other chief administrative officer.

Directions to Staff in Dealing with Abusive Individuals. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed should calmly and politely warn the speaker to communicate civilly and, where appropriate, remind the speaker of the presence of students. If the abusive individual does not stop the behavior, the district employee may verbally notify the abusing individual that the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on district premises, the employee shall direct the abusive individual to leave promptly. If necessary, the assistance of administrators or school resource officers should be sought. The employee may be asked to provide a written report of the incident.

This policy is based on Georgia Laws (O.C.G.A. 20-2-1181 Disrupting public school) and (O.C.G.A. 20-2-1182 Persons other than students who insult or abuse school personnel).

Complaints of Discrimination/Harassment

The Fayette County School District does not discriminate on the basis of race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

Title VI Coordinator - Fred Oliver, 210 Stonewall Avenue, Fayetteville, GA 30214,
770-460-3535, Ext. 108.

Title IX Coordinator – Sam Sweat, 205 LaFayette Avenue, Fayetteville, GA 30214,
770-460-3990, Ext. 133.

Section 504 and Americans with Disabilities Act Coordinator – Barbara Serapion, 205 LaFayette Avenue,
Fayetteville, GA 30214 770-460-3990, Ext. 252.

Sports Equity Coordinator – C.W. Campbell, 205 LaFayette Avenue, Fayetteville, GA 30214,
770-460-3990, Ext. 167.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Fayette County Board of Education Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints Procedure) is located in the school district policy manual which is available in the school office, the central office, or on the Fayette County Board of Education's Web site.

Parent Involvement

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve student behavior and academic performance. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

Parents are encouraged to become actively involved in their student's educational experience. Some examples of ways to participate are:

- Parent/guardian volunteers at the school site
- Parent/guardian Teacher Organization (PTO)
- Committee participation
- Chaperones (field trips and extracurricular activities)
- Parent/guardian teacher conferences
- Mentoring

The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a school staff member's request for a parent/guardian to come to the school for a conference. Parents/guardians are encouraged to visit the schools regularly and are expected to be involved in the behavior support processes designed to promote positive choices and behavior. The General Assembly of Georgia requires that this code of conduct include language encouraging parents/guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Chronic Disciplinary Problem Student Act (O.C.G.A. 20-2-764)

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent/guardian of the disciplinary problem, invite the parent/guardian to observe the student in a classroom situation, and request at least one parent/guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent/guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent/guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent/guardian who willfully disobeys an order of the court under this law.

Plagiarism

Plagiarism is the representation by a student of another's ideas or writing as his own. Basically, two types of plagiarism are common. The first, which is more serious, involves a deliberate attempt on the part of a student to pass off as his own the writing or ideas of another person (student, parent/guardian, published or unpublished author, et al.). This type of plagiarism generally consists of the straight copying or slight paraphrasing of a source that the student attempts to conceal. The second, which results from the student's lack of attention to proper procedures for source acknowledgements and use, involves one or more technical errors. The student in this case fails to acknowledge indebtedness to outside material. Both types of plagiarism are serious violations of the principles of academic integrity. Penalties, especially for those involved in deliberate plagiarism, may be quite severe.

Privacy Issues and Camera Phones/Cameras/Recorders/Cell Phones

The School Board Policy excludes the use of cell phones and other electronic devices at school during the school day because of the interference these devices create to the educational process. The school day begins when the student enters the building and ends when school is dismissed. The use of camera phones, cameras, recorders, or other electronic devices that might violate the privacy rights of students and/or school staff or are used to commit academic fraud will result in appropriate consequences.

School Safety

Disruption of Public Schools (O.C.G.A. 20-2-1181)

It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop. Such interference is considered trespassing and law enforcement will be contacted.

Emergency Preparedness Plan/Emergency Drills

The Georgia Emergency Management Agency reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Preparedness Plan. These plans are coordinated with county, state, and federal emergency plans.

Fire/evacuation drills will be held on a monthly basis. Also, drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. Parents/guardians should remind their children that during an emergency drill, students must respond quietly and quickly and must follow the direction given by their teachers and administrators.

Failure to Leave Campus (O.C.G.A. 16-22-35)

Any person, who fails to leave the premises when requested to leave any school property and/or returns to any school property after being instructed by school staff or law enforcement to leave the property is considered trespassing and face criminal prosecution of a misdemeanor of a high and aggravated nature.

School Safety Zones

School safety zones are defined as in, on, or within 1000 feet of any property owned by the school system. It is unlawful for any person to carry, possess, or have under his/her control any weapons or explosive compound while within a school safety zone, at a school building or school function, or on school property or a bus furnished by the school. Violation is a felony punishable by a fine up to \$10,000.00, imprisonment for not less than two (2) years and not more than (10) years, or both.

Loitering on School Property (O.C.G.A. 20-2-1180)

It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school building on weekends or after school hours without authorization or permission.

Student Emergency Safety Information

It is critical for the school to be able to contact parents/guardians at any time students are at school. The school must have the parents' current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs with the parents'/guardians' address, telephone numbers, or emergency contact information.

Visitors/School Guest Sign-In Procedures – (O.C.G.A. § 20-2-1180)

Georgia law requires that visitors, with the exception of students, school system employees, law enforcement officers or other public safety officials in the performance of an emergency call, shall sign in at the designated location, **as stated on posted signs** of any school building, between the official starting and dismissal times, and provide a reason for their presence at the school.

The school administrator or designee shall have the authority to ask any visitor to explain his or her presence in the school at any time when the school is in official session. Any person who does not have legitimate need or cause to be on the premises or on school property and/or who fails to sign-in at the designated location may be in violation of Georgia law and upon investigation may face criminal prosecution of a misdemeanor of a high and aggravated nature.

Search and Seizure

Searches will be conducted using the following guidelines:

1. Searches may be conducted when there is reason to suspect that school rules have been violated or that the health, safety or welfare of students may be in danger. Searches of individual students may be conducted at any time when school employees have a reasonable suspicion that the student may have violated a law or school rule. A search of personal items may be made without the student being present.
2. Illegal items (firearms, weapons, and drugs) or other possessions reasonably determined to be a threat to the safety and security of others, or that might possibly interfere with school purposes, may be seized by school employees. **Students are advised not to pick up or handle any illegal items.** Touching or handling any contraband constitutes possession, even though the student does not own the item and did not bring it on school property.
3. Items that are used to disrupt or interfere with the educational process will be removed from a student's person.
4. Student book bags, desks and other school property may be subject to search without further notice to students or parents/guardians.

Student Clubs and Organizations

All student clubs and organizations must follow guidelines and procedures governing the creation and operation of such clubs, organization, and groups in accordance with the policies of the Fayette County Board of Education. State law requires that parents/guardians receive information regarding school clubs and organizations, such information must include the name of the club or organization, mission or purpose, name of the club's faculty advisor, and a description of past or planned activities. Your child's school will provide this information through the school's web site. On the parent/guardian signature page the parent/guardian will have an opportunity to decline permission for his or her student to participate in a club or organization designated by him or her.

Student Dress Code

Fayette County School System students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste. Student dress should not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The principal reserves the right to interpret or add to these provisions as the principal deems to be in the best interest of the school, student or the educational process.

Inappropriate school dress for all students includes: clothing containing inappropriate language; advertisement of drugs, tobacco, alcohol or sex; suggestive lettering or pictures advocating/glorifying death and/or violence; transparent or mesh clothing without an appropriate shirt underneath; cleat-type shoes; hats or caps. Every student is expected to wear proper undergarments. Shorts may be worn, provided they are not tight or of the short-short variety.

Recognizing that there is a difference in the nature and maturity of K-5 elementary students, the following additional restrictions address fourth and fifth grade students: pants, shorts, slacks, shirts and skirts of inappropriate size and fit or that have holes; pants and slacks that touch the floor; shorts that do not reach the finger-tips when arms are extended by the side; trench coats; shirts and/or dresses that do not cover the waist, shoulders, and back; sleeveless shirts that do not cover the entire width of the shoulders; clothing that is excessively formfitting (Spandex); headbands or bandanas; and wallet chains or other type chains that may be dangerous or disruptive. Students will be sent to the office to change or to have a parent bring appropriate clothing. If clothing is not changed, student will be assigned in-school suspension for remainder of the day.

Student Support Process

The Fayette County Board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems.

The following is a list of student support resources/programs that may be available to parents and students in the Fayette County School System:

Children at Risk in Education (CARE) – A program that is a committed system of reaching out to students who are experiencing social, emotional, or behavioral difficulties which prevent them from achieving academic success.

Character Education Program – The process of shaping long-standing habits that reflect positive character traits.

Community Mentors – Individuals recruited and trained by the Community Schools' mentoring program called FRIENDS. Mentors meet with students regularly and work to develop a supportive, nurturing relationship.

Drug Abuse Resistance Education (DARE) – A 17 week program to help students recognize and resist the pressures that may influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs.

Literacy Action – A group of trained individuals to assist students with developing reading skills.

Love and Logic – Teacher/parent behavior management program.

New Student Club – A peer program that assists new students in making the necessary adjustment and transition into a new school setting.

Parent Education Series – Ninety-minute parent information programs where various topics such as “The Three R’s – Respect, Resiliency and Responsibility” are presented by guest speakers.

Parent Resource Center – Books, audiotapes, videotapes, etc. that are purchased by CARE and managed by the school CARE Team.

Parent Tutors – Parents who volunteer to tutor students in a supervised school setting.

Peer Mediation – Conflict resolution program where students are trained to help other students resolve their problems. The emphasis is on “I” messages and reflective listening skills. Problems may include name-calling, rumors, teasing, etc.

Rainbows/Spectrum – Twelve-week small group program for grief and loss issues. Teachers and staff are trained as facilitators. Multiple groups are conducted simultaneously.

School Counselors, Psychologists, and Social Workers – These individuals provide student assistance at the school level.

Second Step – A violence prevention program that focuses on changing student attitudes and behaviors that contribute to violence with a focus on anger management, problem solving, and empathy development.

Student Assistance Program (SAP) – A program that provides prevention and intervention training, support and technical assistance to school, community, and agency leaders who assist students and their families in making drug-free and healthy choices for personal success.

Student Mentors – Older students (high school) sharing time with young students (elementary). Activities may include reading, board games, talking, etc.

Student Support Team (SST) – The purpose of this team of professionals is to recommend alternative instructional strategies for students who are having behavioral or academic difficulty in school. Students can be referred to the Student Support Team (SST) by parents, teachers, or other staff. Upon referral all available information about the individual student will be reviewed and considered to explore a wide range of educational options including special placements.

Systematic Training for Effective Parenting (STEP) – A ten-week course offered at night with a focus on praise versus encouragement, punishment versus discipline, goals of misbehavior and ownership of problem.

Teacher Mentors – Teachers who volunteer to mentor a student by agreeing to see the child, at least briefly, every day and to spend 30 minutes with the child in a supportive activity once a week.

Teacher Authority to Remove Disruptive Students from the Classroom – (O.C.G.A. § 20-2-738)

The board of education, superintendent and local school principals fully support the authority of a teacher 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. Also, if the teacher determines that the behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher, the student can be removed. The school administration will follow the procedures outlined by state law and local board of education policy in determining the consequences and/or placement of the student.

Teacher Qualifications

Within the provision of No Child Left Behind statute, parents may request information about the professional qualifications of their child's teacher(s). The following information may be requested; certification information, college major/graduate certification or degree held, teaching under an emergency or provisional status through which Georgia qualifications or certification criteria have been waived, and qualifications of paraprofessionals, if paraprofessional services are provided. Parents wishing to request this information must notify the principal of the school at which the student is enrolled.

Electronic Network Resources – Appropriate Use (Fayette County Board Policy IFBG)

The Fayette County School System believes that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution, and storage is an important part of preparing students to live in the 21st century. The Board further believes that a technology rich classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks, and Internet access. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Fayette County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

With respect to any computers belonging to the school and having access to the Internet, it shall be the policy of the Fayette County Board of Education that the school system shall have in continuous operation:

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 users 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 Internet Protection Act of 2000. 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;
 - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - c. Prevent unauthorized access, including so-called "hacking" and other unauthorized activities by minors;
 - d. Prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors online, 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.

The technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Fayette County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services on any school computer shall comply with the district's acceptable use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Fayette County Board of Education will, through its administrative staff, provide an Internet screen system which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate communications or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Fayette County Board of Education's acceptable use policy shall be subject to revocation of these privileges and disciplinary action.

Student Network and Internet Acceptable Use Agreement

The school's computer network, Internet access facilities, computers and other school equipment/devices are for educational purposes appropriate to the school environment. This applies whether the equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

Definitions Used In this Acceptable Use Agreement

1. **Equipment/devices** - used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use.
2. **Network** - refers to the school's computer network – both the physical wiring, electronic equipment and the software used to create the connections, Internet access facilities, computers, and other school equipment/devices as outlined in (1) above.
3. **Network/Internet Guidelines Internet** – the user is expected to use the network and all equipment/devices as an educational resource. The following procedures and guidelines are used to help ensure appropriate use of the network at all Fayette County Board of Education locations.
 - I cannot use the school network or equipment/devices until my parent and I have read and signed my Code of Conduct and returned it to school.
 - If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my user name. I will not tell anyone else my password.
 - I understand that I can only use the Internet at school when supervised and with permission.
 - I understand that I must not download any files such as music, videos, games or programs without the permission of a teacher.
 - I understand that these rules apply to any privately owned equipment/device (such as but not limited to: a laptop, mobile phone, USB drive) I bring to school or a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
 - I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school computers or the network without a teacher's permission. This includes all wireless technologies.
 - I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
 - I understand the school uses filtering software to restrict access to some sites, monitors network traffic, and may audit its computer network, Internet access facilities, computers and devices, and any stored content.
 - I will respect all network systems in use at school and treat all equipment/devices with care. This includes:
 - a. Not intentionally disrupting the smooth running of any school systems
 - b. Not attempting to hack or gain unauthorized access to any system
 - c. Possession of hacking software and tools will be treated the same as an attempt to hack or gain unauthorized access to any system
 - d. Following all school rules, and not joining in if other students choose to be irresponsible with equipment/devices.
 - e. Reporting any breakages/damage to a teacher or staff member.
 - While at school, I will not:
 - a. Access, or attempt to access, inappropriate, age restricted, or objectionable material
 - b. Download, save or distribute such material by copying, storing, printing or showing it to other people
 - c. Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
 - If I accidentally access inappropriate material, I will:
 - a. Not show others
 - b. Turn off the screen or minimize the window and
 - c. Report the incident to a teacher immediately.

I understand that if I violate these rules, the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

Medication Policy

It is the policy of the Fayette County School District that the administration of medication by the staff members of the Fayette County schools to students shall be permitted if it is not feasible for the parent or legal guardian to administer the medication at home. In the event the administering of medication to a student during school hours is necessary, each school will provide appropriate control and assistance in the administration of the medication.

1. The principal or staff member designated by the principal shall be responsible for administering or assisting the student in self-administration of medication, documentation of administration of medication, and storage of all medications in a locked cabinet.
2. The parent or legal guardian must complete and sign a School Medication Authorization for administration of any medication at school detailing the student's physician, medication's name, dosage, and frequency. For a prescribed medication, a duly-licensed, Georgia physician must also sign the School Medication Authorization or Health Care Plan detailing the medication's name, dosage, time of administration, and potential side effects. The medication will be administered only in accordance with the written instructions from the prescribing physician; The parents or legal guardians shall authorize the staff member assisting with the administration of medication to correspond directly with the student's physician in the event the staff member deems it appropriate or necessary. The parent/guardian should also be contacted as soon as possible if this should occur. Only medical information related to this instance shall be discussed.
3. A parent or legal guardian or other designated adult must bring all medications, accompanied by the School Medication Authorization or Health Care Plan, to the school clinic. In the event that a parent or legal guardian cannot bring the medication to school, it is the parent or legal guardian's responsibility to notify the school. The principal or staff member designated by the principal can give approval for the student to transport the medication and School Medication Authorization or Health Care Plan to school before the beginning of the school day.
4. All over-the-counter and prescription medications must be FDA approved and in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Prescription medication at school shall be limited to no more than a 30-day supply. Parent or legal guardian must provide over-the-counter medications to the clinic.
5. Under certain circumstances, a student who has a serious condition (i.e. asthma, diabetes, or allergic reaction) may be granted permission to carry medication (such as inhaler, glucose tablets, Epinephrine injection, or internal insulin pump) on his or her person. Such permission will only be granted in response to a written statement from the student's physician and parent or legal guardian that such a need exists based on a serious condition on a completed and signed School Medication Authorization or Health Care Plan.
6. All over-the-counter and prescription medications require an appropriate completed and signed School Medication Authorization or Health Care Plan by a parent or legal guardian and/or physician for each new school.
7. Any student not complying with this policy and possessing any medication (prescription or over-the-counter medications) on the school campus shall be subject to discipline as set forth in Fayette County School's Student Code of Conduct policy.

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow an **age-appropriate progressive discipline process**. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age and developmental level of the student, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

Minor acts of misconduct are those that interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or the student's learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the administration. Penalties for minor acts of misconduct include, but are not limited to, the following:

- Warning
- Conference with student
- Alternative seating
- Loss of recess or other free-choice activity
- Time out in classroom
- Time out in another classroom
- Isolation during lunch
- Conference with parent/guardian, teacher and/or administrator
- Practice of desired behavior
- Development of an action plan or contract
- Time out in the administrator's office
- One day in-school suspension (ISS)
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Detention
- Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s)

Intermediate acts of misconduct require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety or well being of others. Consideration of necessary behavior support services should be given if not already provided. Penalties for intermediate acts of misconduct include but are not limited to the following:

- Student participation in conference with parent/guardian, teacher, and/or administrator
- Restriction from school programs or other activities
- Time out in administrator's office
- Up to three days out-of-school suspension
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Development of an action plan or contract
- Detention
- Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s)

Serious acts of misconduct require administrative intervention and may require use of outside agencies and/or law enforcement. These offenses include, but are not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or well being of others, or property. Because serious acts of misconduct may result in placement in a separate alternative educational program or expulsion, students have benefit of due process, such as the Disciplinary Tribunal, the procedural safeguards and other requirements identified in the 1997 Federal Individuals with Disabilities Education Act and the Georgia Board of Education's Special Education Rules. Penalties for serious acts of misconduct include, but are not limited to, the following:

- Restriction from school programs and/or other activities
- Out-of-school suspension for up to ten days
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Placement in a separate alternative educational program
- Expulsion

OFFENSES and CONSEQUENCES

OFFENSE	CONSEQUENCE
<p>1. Absences and/or truancy-unexcused (O.C.G.A 20-2-690.1) Excused absences are defined as</p> <ul style="list-style-type: none"> • Illness • Death in immediate family • Religious Holiday • Instances in which attendance could be hazardous as determined by Fayette School System • Service as page in legislature • Court Order • Absence to vote in an election • Up to five (5) days excused absences per year to students where the parents are in the military and are being deployed or on leave. 	<p>1. Penalty may range from warning and/or conference with student to one to three days in-school suspension.</p>
<p>2. Academic dishonesty/misrepresenting self or others</p>	<p>2. Penalty may range from the student receiving a zero on the assignment and warning or conference with student to one to three days out-of-school suspension.</p>
<p>3. Assault on faculty or staff member Threatening bodily harm to faculty or staff member. This includes threats that are verbal, written or implied.</p>	<p>3. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>4.. Bullying (OCGA 20-2-751.4) Any willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.</p>	<p>4. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>5. Bus Misbehavior</p>	<p>5. Penalty may range from warning and/or conference with student to expulsion.</p>
<p>6. Computer Trespass Unauthorized use of a computer or computer network including deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer network, program(s) or data as well as visiting inappropriate web sites.</p>	<p>6. Penalty may range from warning and/or conference with student to out-of-school suspension.</p>
<p>7. Disturbance – Classroom</p>	<p>7. Penalty may range from warning and/or conference with student to one to three days out-of-school suspension.</p>
<p>8. Disturbance – School Acts which cause substantial disruption of learning opportunities and/or threatens the safety or well being of other students which may include pulling fire alarms, inciting disturbances, threats, or actual violence during period of disruption.</p>	<p>8. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to expulsion.</p>
<p>9. Dress Code Violations</p>	<p>9. Penalty may range from warning and/or conference with student to one-day in-school suspension.</p>

OFFENSE	CONSEQUENCE
<p>10a. Drug Sell/Transmission/Solicitation No student shall sell/buy, attempt to sell/buy, intend to sell, transmit or distribute any legal or illegal drug in any form whatsoever, including, but not limited to, any narcotic drug, inhalant, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroid, intoxicant of any kind, vitamin, herbal supplement, any over-the-counter pill, medication or similar substance, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. This rule shall be in effect at school or on school property at any time, off school property at a school-sponsored activity, function, or event, and en route to and from school.</p>	<p>10a. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>10b. Drug Possession/Use/Under the Influence No student shall possess, use or be under the influence of any legal or illegal drug in any form whatsoever including, but not limited to, any narcotic drug, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, vitamins, herbal supplements, over-the-counter pills, medications or similar substances, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. In addition, a student may not possess or use any drug-related paraphernalia. This rule shall be in effect at school or on school property at any time, off the school property at a school-sponsored activity, function, or event, and en route to and from school. Possession and use of over-the-counter medications or medications prescribed to the student by a doctor will not be considered a violation of this rule provided that all school and school district rules and procedures are followed.</p>	<p>10b. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>10c. Violations of the Medication Policy.</p>	<p>10c. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>11. Electronic communication devices—Students may possess cell phones on school board property as long as they are not visible on their person. Students are not permitted to use any electronic communication devices during the school day. The school day begins when the student enters the building and ends when school is dismissed.</p>	<p>11. Penalty may range from administrative warning to out-of-school suspension. Devices will be confiscated when in violation of the guidelines.</p>
<p>12. Failure to accept administrative disciplinary action</p>	<p>12. Penalty may range from warning and/or conference with student to one to ten days out-of-school suspension.</p>
<p>13. False Reporting and Statements. Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.</p>	<p>13. Penalty may range from a warning, suspension, or a recommendation for a disciplinary tribunal hearing which may result in long-term suspension or expulsion.</p>
<p>14. Gambling on school property, at a school function or on property used by the school with permission of the owner.</p>	<p>14. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.</p>

OFFENSE	CONSEQUENCE
<p>15. Gang-related activity A gang member is a person who is part of an association of three or more people, associated for common purpose, which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence.</p>	<p>15. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>16. Harassment Any act of harassment based upon race, color, religion, national origin, disability and gender (including sexual orientation and gender identity). This includes, but is not limited to, sexual harassment as used in connection with Title IX of the education amendments of 1972.</p>	<p>16. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.</p>
<p>17. Off Campus Misconduct and Criminal Law Violations Any off campus behavior of a student 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. This includes any such conduct outside of school hours or away from school that shows disrespect to school personnel or which endangers the health, safety, morals, or well being of other students, teachers, or employees within the school system (such as, theft or vandalism to property of a school employee).</p>	<p>17. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to expulsion.</p>
<p>18a. Physical Violence (O.C.G.A. 20-2-751.6) A student shall not commit an act of physical violence against a teacher, school bus driver, or other school official or employee either by (1) Intentionally making physical contact of an insulting or provoking nature with the person of another, or (2) Intentionally making physical contact that causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.</p>	<p>18a. (1) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion. 18a. (2) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion for the remainder of the student's eligibility to attend public school.</p>
<p>18b. Violence A student shall not commit an act of physical violence against another student. Offenses include physical violence, i.e., assault, battery, hazing, and fighting.</p>	<p>18b. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>19. Profanity Use of vulgar or obscene words, gestures, or other actions, which disrupt school system operations or show disrespect to school personnel during and after school hours.</p>	<p>19. Penalty may range from warning and/or conference with student to three days in-school suspension.</p>
<p>20. Property Willful or malicious damage of and/or threats to destroy or damage school, public private property which may include such actions as the use of or threat of bombs, explosive devices, setting fires, firecrackers, homemade bombs, and/or the deliberate and serious destruction or defacement of school property or property used by the school with the permission of the owner</p>	<p>20. Penalty may range from warning and/or conference with student to three days in-school suspension.</p>

OFFENSE	CONSEQUENCE
21. Repeated violations/misbehavior	21. Penalty may range from restriction from school programs and/or other activities to expulsion.
22. Rude and/or disrespectful behavior and/or refusal to carry out instructions of faculty or staff.	22. Penalty may range from warning and/or conference with student to one to three days out-of-school suspension.
23. Sexual improprieties – Inappropriate bodily contact Commission of an act of sexual contact or indecent exposure, or inappropriate public displays of affection.	23. Penalty may range from warning and/or conference with student to expulsion.
24. Tardiness – Chronic	24. Penalty may range from warning and/or conference with student to one-day in-school suspension.
25. Theft/Larceny – Unlawful taking, carrying, leading, or riding away of property of another person.	25. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
26. Threats or intimidation of another student(s), written, verbal or implied, but not involving actual physical contact.	26. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
27. Tobacco and/or paraphernalia – Possession or use: Includes smoking tobacco, chewing tobacco or snuff.	27. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
28. Vandalism and misuse of equipment Destruction, or defacement of public or private property located on school premises or at a school function or on property used by the school with the permission of the owner, or inciting, advising or counseling of others to engage in prohibited acts such as marking, defacing or destroying school property.	28. Penalty may range from warning and/or conference with student to one to ten days out-of-school suspension.
29. Weapons A student shall not supply, possess, handle, use or transmit a dangerous instrument, weapon, or any object which can be reasonably considered a weapon on school property, on his/her way to and from school, or at any school function or activity, or at any school-related activity or event away from school. Weapon means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, knives of any type, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart or any weapon of like kind, and any stun gun or taser, including those described in subsection (a) of Code Section 16-11-106.	29. Penalty may range from restriction from school programs and/or other activities to expulsion.

Parents/Guardians and police will be notified in every instance where the law is violated.

Glossary of Terms

1. **Absence** – A student is considered absent when missing more than one-half of the regular school day.
2. **Alternative School** – A program intended to provide educational opportunities for students in grades K-12 who have been expelled or suspended long term for disciplinary reasons or have been assigned on a voluntary basis. This program is designed to ensure success of students who may be unlikely, for a variety of reasons, to reach their potential in a traditional setting. Parents must provide transportation for students enrolled in the Alternative School.
3. **Bus Suspension** – The local school administrator suspends the student from the bus for a specified period of time. The student is expected to attend school, but the parents are responsible for providing transportation to school.
4. **Bullying** – (OCGA 20-2-751.4) Any willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
5. **Cease and Desist** – Notification to student(s) from the school administration to immediately cease all activity which may be construed as bullying, threatening, intimidating or harassing. This behavior may be written, verbal or implied.
6. **Chronic Disciplinary Problem Student** – (O.C.G.A. 20-2-764) A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
7. **Club's and Organization's** – Are comprised of students who wish to organize and meet for common goals, objectives, or purpose and which is directly under the supervision, direction, and control of the school.
8. **Detention** – A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed, complete assignments, or to receive specific instruction in behavior modification. The minimum of one (1) day notice will be given. (Detention may require the student's attendance before school and/or after school.)
9. **Disciplinary Probation** – A student who has violated certain provisions of this code may be placed on probation by the local school administrator. Probation is a trial period during which a student violating school and/or school system rules is subject to further disciplinary action.
10. **Disciplinary Tribunal Panel** – A three-member panel composed of an administrator, teacher, counselor, or school official. The Panel hears evidence presented by the school system, the student, and parents when a student is referred by the local school principal or his/her designee. The Panel has the authority to make decisions ranging from returning the student to the local school to recommending permanent expulsion of the student.
11. **Due Process** – A student is afforded oral or written notice of the charges against him/her and is given an opportunity for a review, hearing or other procedural rights in accordance with state and federal laws.
12. **Expulsion** – Removal of a student from the school system for an extended period of time or permanently by a Disciplinary Tribunal. Those expelled will not be allowed on school property or allowed to attend school-sponsored activities.
13. **Individualized Educational Plan (IEP)** – A written statement of special education related services, and, as appropriate, transition services that meet the unique needs of the student with a disability.
14. **In-School Suspension** – The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers. Students are excluded from all school-sponsored activities until completion of the assigned days.
15. **Pre-arranged absence** – A written request made by the parents to the principal requesting permission for their child to be absent from school in order to take an educational related trip. A pre-arranged absence form must be completed and approved prior to being absent.
16. **Restitution** – Full payment for damages or replacement cost.
17. **Short-Term Suspension (Out-of-School Suspension)** – The student is suspended out of school up to ten (10) days by the local school administrator. The student may be suspended for an accumulation of offenses as well as a major offense. Suspended students may **not** make up those tests and/or assignments while suspended. During the term of suspension the student is not allowed on school property or any Board of Education property or at any school activity or school-sponsored event.
18. **Substance Use Prevention and Education Resource Program (SUPER I)** – Family-based drug education program available in four two hour sessions designed to provide substance abuse information for students and their parents. S.U.P.E.R. is used as a positive counseling resource.
19. **Transmission** – The passing of any substance, article, or weapon to another person.
20. **Truancy** – The student stays out of school without permission or valid excuse.
21. **Waiver of Right to Attend Student Disciplinary Tribunal** – Parents may sign a waiver if they cannot attend or do not elect to attend the panel hearing. By signing this waiver, the student and parent/guardian admit to the charges outlined in the superintendent's letter, and accept the assigned consequences. In the event a parent/guardian or student does not attend the hearing, it will proceed as scheduled.
22. **"504"** – Section 504 of the Rehabilitation Act of 1973 requires that a free and appropriate education be provided to each student within its jurisdiction who has been identified as handicapped within the definition provided by this act.

Family Educational Rights and Privacy Act

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age or an emancipated minor under State Law (“eligible students”) certain rights with the respect to the student’s education records. These rights are:

1. The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedure will be provided with the notification of the right to a hearing.
3. The right to file a complaint with the United States Department of Education concerning the alleged failures by the Fayette County Board of Education to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.
4. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll. In addition, attendance and disciplinary information will be shared with the Department of Driver Services, pursuant to Sec. O.C.G.A. 40-5-22.

Release of Student Directory Information

The Fayette County School District has designated the following student-based information as “directory information” under the provisions of the Family Educational Rights and Privacy Act (FERPA), and may disclose that information upon request by appropriate institutions/agencies:

- a) Student’s name, address and telephone number;
- b) Student’s date and place of birth;
- c) Student’s participation in official school clubs and sports;
- d) Weight and height of student if he/she is a member of an athletic team;
- e) Dates of attendance at the Fayette County School System;
- f) Awards received during the time enrolled in Fayette County School System;
- g) Grade Level; and
- h) E-mail address

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and not be disclosed to the public upon request. **If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after enrolling in school.**

You are also notified that from time to time students may be photographed, video taped, or interviewed by the news media at school or at some school activity. **If you as a parent/guardian object to your student being photographed, video taped or interviewed, you must notify your student’s principal, in writing, of your objection within 5 days after enrolling in school.**

**Notice to Parents/Guardians and Eligible Student
of Rights Under Protection of Pupil Rights Amendment (PPRA)**

(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph (1). In accordance with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in subparagraph (1)(A). You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

A. The administration of any survey containing one or more of the following items:

- (i) Political affiliations or beliefs of the student or the student's parent;
- (ii) Mental or psychological problems of the student or the student's family;
- (iii) Sex behavior or attitudes;
- (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii) Religious practices, affiliations, or beliefs of the student or student's parent; or
- (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

4. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

B. Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students, but not including hearing, vision or scoliosis screening.

(2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

(3) The school system is required by federal law to give this notice to parents. However, the school system does not have scheduled any such activities as are described in paragraph 1. If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.

FAYETTE COUNTY SCHOOLS TRANSPORTATION STUDENT CODE OF CONDUCT - OVERVIEW AND INFORMATION

Safety Guidelines have been developed and will be enforced to insure the safety of all children. Riding a school bus is a privilege a student can lose. As parents/guardians, you can help your student develop a positive attitude toward school bus safety. We encourage you to support our school bus drivers in their efforts to safely transport students.

- **New Students must complete the pupil information form and return to your student's school bus driver.**

SCHOOL BUS SAFETY

School bus discipline and school bus safety are intertwined and inseparable. Students must properly ride the bus to ensure everyone's safety including that of other students, motorists, and pedestrians. Conduct that is disruptive or distracting will not be tolerated. All bus safety rules apply to regular bus routes, field trips, and athletic trips.

SAFETY RULES AT THE BUS STOP

- Take the shortest, safest route to the bus stop.
- Be at the bus stop five minutes before time for the bus to arrive and ready to board the bus.
- Walk on the left shoulder of the road facing traffic unless there are sidewalks.
- Wear light or brightly colored clothing.
- Wait a safe distance from the road, but be prepared to quickly board the bus.
- Respect the property of other people.
- Refrain from pushing, fighting, or any other unsafe activity at the bus stop!
- Report disturbances immediately to school administration for resolution.

SAFETY RULES FOR ENTERING AND EXITING THE BUS

- Be sure all traffic has stopped both ways before crossing the road. (Stop, Look, Listen)
- Walk 10 feet in front of the bus to stay in the driver's view when crossing the road.
- Never cross the road behind a school bus.
- Stop at the centerline of the road and look both ways before crossing after exiting the bus.
- Do not linger in the "Danger Zone" (The "Danger Zone" is a ten foot parameter around the bus where most accidents happen.)
- Do not go back for items dropped in the "Danger Zone" Leave the item. Get the driver's attention before retrieving anything!
- Never stop in the "Danger Zone" to get mail from the mailbox.
- Secure loose items such as toys, key chains, and drawstrings to avoid hanging them on the bus, especially the handrail.

POSTED SAFETY RULES ON THE SCHOOL BUS

- Observe the same conduct as in the classroom.
- Go directly to assigned seat when entering the bus. Remain properly seated and keep hands to self.
- Never throw objects in or out of the bus.
- Show proper respect to the bus driver and follow directions.
- Do not eat, drink, chew gum or bring glass objects, nuisance items, animals, tobacco, alcohol, drugs, weapons, cell phones, mirrors, lasers, flash cameras, or any other lights or reflective devices that do or might interfere with the school bus driver's operation of the school bus. Electronic devices such as, but not limited to, cellular phones, pagers, audible radios, tape or compact discs without headphones or any other device that may interfere with the school bus communications equipment or the school bus driver's operation of the school bus are prohibited (OCGA 20-2-751.5).
- Never bring objectionable or dangerous objects such as weapons, glass, skateboards, or large projects on the bus.
- Refrain from using loud voices, profanity and/or obscene gestures, and respect the rights and safety of others.
- Keep totally silent at railroad crossings.
- Stay seated until time to get off the bus.
- Do not tamper with safety equipment including crossing gate, emergency doors, windows or hatches.
- Help keep the bus clean and in good, safe condition.

ADDITIONAL GUIDELINES

- Parents are responsible for providing transportation for students suspended from riding the bus.
- Bus drivers are in complete charge at all times and are authorized to assign seats.
- Conversation with the driver or behavior distracting the driver by students during loading and unloading of buses should be avoided. During this critical time complete concentration by the driver is required.
- Parents with concerns or complaints that need to be addressed by the bus driver should schedule a conference with the driver through the school. Under no circumstances should parents distract the driver by boarding the bus or complaining at the bus stop. Student safety must be top priority during this time.
- Student conduct in school and on school buses may be videotaped with surveillance equipment. This equipment is installed for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the well being of any student will be handled in accordance with the student discipline section of this handbook.
- It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. (OCGA 20-2-1181).

SCHOOL BUS SAFETY GUIDELINES:

- Students will follow directions of the driver at all times.
- Students will wait for the driver's signal to cross the road in front of the bus and continue to watch for traffic.
- Students will sit safely in their assigned seats.
- Students will keep hands, arms and heads inside the bus and not out of the windows.
- Students will talk in quiet voices and use appropriate language.
- Students will not eat, drink, chew gum or bring tobacco products on the bus.
- Students will not bring animals, glass objects, or items too large to hold on their lap on the bus.
- Students will safely wait for, board, and exit at their assigned bus stop.
- Students will help keep their bus clean.
- Students will be totally silent at all railroad crossings.

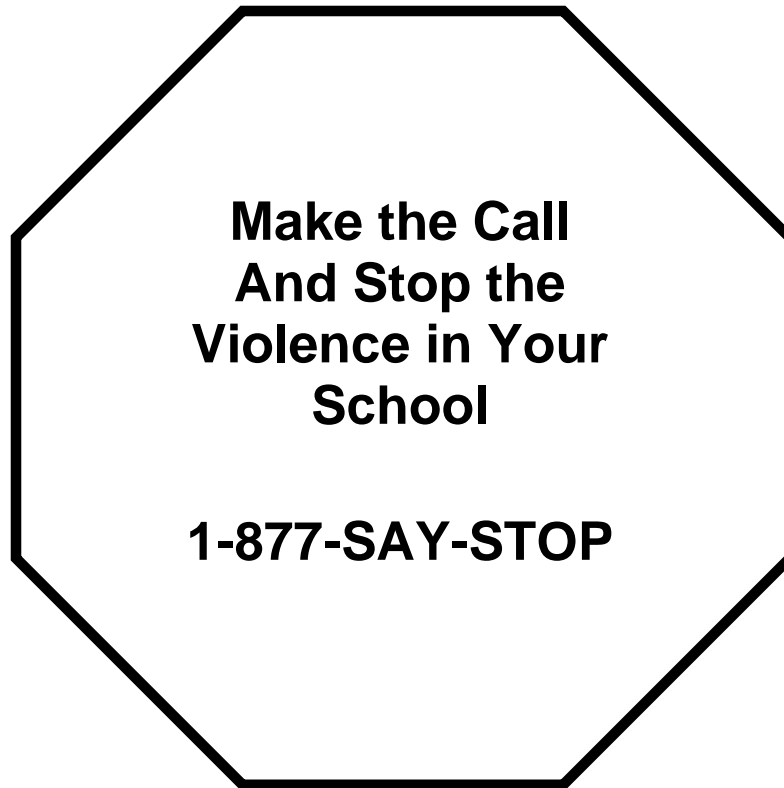
SCHOOL BUS INFORMATION FOR PARENTS AND STUDENTS:

- Students are to board the bus immediately after school is dismissed. Once buses are directed to depart, bus drivers are not to stop for late students.
- All students must use their designated stop both morning and afternoon.
- All students must have an authorized bus pass from their school in order to ride a different bus or to get off at a bus stop that is not their assigned bus stop. Parents must provide written permission for student to acquire a bus pass.
- Due to limited space, a student may not be allowed to have extra students ride home with them on their bus.
- All carry on items such as band instruments, book bags and projects must be small enough to be held in the student's lap. Student must be able to board the bus with the item safely without assistance.
- Balloons are not to be transported at any time.
- Sports equipment/extra-curriculum items must be enclosed in a sports bag if it is transported on a school bus.

STUDENT MANAGEMENT

Procedures have been developed to assist students in changing inappropriate or unsafe behavior on the school bus. This program was developed to assist students who may be in danger of losing their bus riding privilege.

- Driver may conduct a brief and private discussion with the student requesting a change in the inappropriate behavior.
- Driver may communicate with the parent/guardian concerning the inappropriate student behavior and corrective actions.
- Continued violations may result in suspension of riding privileges.
- Students may be assigned to the SCHOOL BUS BEHAVIOR INTERVENTION PROGRAM. This is a safety program designed for the student exhibiting inappropriate or unsafe behavior. A parent/guardian must attend the program with the student. Assignment to the program will be by a school administrator.



- The 1-877-729-7867 toll free hotline was created by the Georgia Department of Education.
- The hotline hours are Monday-Friday, 8:00 a.m. to 5:00 p.m.; after 5:00 p.m. all calls will be forwarded to the Georgia Bureau of Investigation.
- Students can anonymously report anyone who has a weapon, has threatened to bring a weapon to school, or has violated any other school safety rules.
- Callers will not be asked to reveal their identities. Make the call; you can make a difference!