



**PEPPERELL
ELEMENTARY
TITLE I SCHOOL**

2020 / 2021

STUDENT HANDBOOK

*270 Hughes Dairy Road
Lindale, Georgia 30147
Phone: 706-290-8527
Fax: 706-290-8530*

*Mrs. Teri Pendley, Principal
Mrs. Miranda Pryor, Assistant Principal*

This agenda belongs to:

NAME _____
ADDRESS _____
CITY/TOWN _____ ZIP CODE _____
PHONE _____
STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



TABLE OF CONTENTS

Superintendent’s Welcome	3	Medication	11
Floyd County Schools Non-Discriminatory Practice	3	Immunizations	11
Principal’s Welcome	4	Hospital Homebound Services	12
Welcome to Pepperell Elementary School	5	Academic Information	12
The Leader in Me Program	5	Faculty	12
PBIS Expectations	5	School Counselor	12
School Hours and Daily Schedule	5	Promotion / Retention / K - 12 Placement	12
Check In / Tardies	5	Evaluation of Pupil Progress	13
Early Dismissal	5	State Standardized Testing Program	13
Change in Transportation	5	Student Support	13
Student Left Without Transportation	5	School / Home Communications Conferences	13
Bus Room	5	Gifted Education Program	13
Car Riders	5	Section 504 Procedural Safeguards	15
Visitors	6	Notice of Rights of Students and Parents Under Section 504	16
Telephone Calls	6	Internet Use	17
Good Citizenship	6	FCBOE General Discipline Information	18
Volunteers and Mentors	6	Staff Protection	18
Valuables at School	6	Discipline Procedures and Definitions	18
Personal Checks	6	In School Suspension Program	18
Parties / Favors / and Gifts	6	Student Searches	19
Field Trips	6	Bullying	19
Parent Teacher Organization (PTO)	6	Notification of Bullying Offense	19
Special Education Programs	6	Immunity and False Reporting	19
Media Center	6	Transfer Students	21
“What You Can Do To Help Your Child Learn”	7	Records	21
Students Living Outside the School Attendance Area	7	Tribunal Procedure	21
Lost and Found	7	Student Due Process Rights	22
Distribution of Literature	7	Student Behavior Code / Code of Conduct	24
Cafeteria Services	7	Introduction	24
Dress Code	7	Behaviors	24
Emergency School Closing	8	Authority	24
Dismissal Precautions	8	School Officials have the Authority to use Professional Judgement in Disciplining Students within the Guidelines of this Behavior Code	25
School Safety	8	IEP Committee Review for Students with Disabilities	25
Non School Sponsored School Clubs	8	Disciplines	25
Attendance Information	9	Suspension / Expulsion	25
Absentee Reporting	9	Floyd County School Transitional Academy	26
Attendance Awards	9	Teacher’s Authority to Remove a Student from Class	26
Truancy Treatment Team	9	Offenses and Recommended Dispositions	27
Student Records	9	Bus Conduct and Safety Rules	34
Transfer or SST Records	9	Extracurricular Code of Conduct	36
Documents and Proofs Necessary for Enrollment	9	Absences	38
Withdrawal Policy	10		
Walkers and Riders	10		
After School Care Program (ASCP)	10		

August 6, 2020



Dear Parents and Students,

Welcome to another exciting year of academic excellence in Floyd County Schools! This is a wonderful community that values our students and believes that every student can grow emotionally and academically. Floyd County Schools' motto is: ***Focus Connect Succeed***. We ***Focus*** on our students. We believe caring relationships ***Connect*** us with our students. Finally we are committed to help each student ***Succeed*** in school and in life.

Have a great school year!



Dr. Jeffrey Wilson
Superintendent

This handbook will provide you with the current policies and procedures of our school system and assist you in making educational decisions. Please read the information carefully and contact your school if you have any questions or concerns. You will also find the full listing of policies on our system website at www.floydboe.net. There is a complete searchable listing of policies available. Click on "Simbli" on the homepage of the site and then click on the "Policy" tab on the Simbli page.

FLOYD COUNTY SCHOOLS NON-DISCRIMINATORY PRACTICE

Federal Law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Education Act of 1973 and The Americans with Disabilities Act of 1990) in educational programs or activities receiving Federal financial assistance. Employees, students, and the general public are hereby notified that the Floyd County Superintendent of Education does not discriminate in any educational programs or activities or in employment policies and provides equal opportunities without regard to race, religion, color, national origin, sex, age, disability or veteran status in its educational programs and activities. (For inquiries call (706) 234-1031). This includes, but is not limited to, admissions, educational services, financial aid, and employment.

Deputy Superintendent	Mr. Scotty Hattaway
Title II, Perkins Act, Section 504 & ADA, Title IV, and Title VI	Mr. John Parker, Assistant Superintendent, Chief Academics Officer
Title IX, Equity in Sports Act and Student Discipline	Dr. Glenn White, Director of Student Services
Human Resources	Mrs. Jeanie Hubbard, Assistant Superintendent, Human Resources

Inquiries concerning the application of the Perkins Act, Title IV, Title VI, Title IX, or Section 504 and ADA to the policies and practices of the Superintendent may be sent to the following addresses:

FLOYD COUNTY SUPERINTENDENT OF EDUCATION, 600 RIVERSIDE PARKWAY, N.E., ROME, GA 30161-2938; OR
DIRECTOR, REGIONAL OFFICE FOR CIVIL RIGHTS, ATLANTA, GA 30323; OR
DIRECTOR, OFFICE FOR CIVIL RIGHTS, EDUCATION DEPARTMENT, WASHINGTON, D.C. 20201

**POLICIES AND PROCEDURES PASSED AFTER THE PUBLICATION OF THIS
HANDBOOK SUPERSEDES THOSE THEY REPLACE.**

All Policies and Procedures for Floyd County Schools are available online at www.floydboe.net

August 6, 2020

To Parents / Guardians:

I would like to take this opportunity to welcome you to a very exciting school year! As your principal, I am dedicated to making Pepperell Elementary the best for your child each and every day. Our goal is to provide students with an education incorporating 21st century skills that challenges each student to maximize his or her potential. Here at Pepperell Elementary we provide meaningful learning experiences that prepare students for graduation and beyond.

Within this agenda you will find rules and procedures that help our school run smoothly. Please take the time to review this handbook with your child so your family will be aware of our expectations this year. We hope you will find this information useful. Let's join together to make this an amazing school year!

Parental involvement is key to the successful academic experience of children. We encourage you to be involved in school and classroom activities, become a parent volunteer, mentor or simply drop by to have breakfast or lunch with your child.

I look forward to an exciting and productive school year! At Pepperell Elementary, "Together, We Lead!"

Sincerely,

Ms. Teri Pendley

Principal

tpendley@floydboe.net



Please visit our website for more information about our school and activities. You can access our homepage by going to pesdragons.com. You can also stay connected with us on social media using @pesdragons.

WELCOME TO PEPPERELL ELEMENTARY SCHOOL

PEPPERELL ELEMENTARY IS A TITLE I SCHOOL

We are glad you have chosen Pepperell Elementary School for your child's education. At PES, we focus on developing student leaders, connecting by building relationships, and are committed to helping every child succeed in school and in life.

THE LEADER IN ME

Pepperell Elementary is now a Leader in Me School. We will teach students leadership skills and provide opportunities for them to grow as leaders. We are excited to teach students the 7 Habits and how to apply these so they can become successful leaders in life.

7 Habits for Kids

From *The Leader in Me* by Stephen Covey

Habit 1: Be Proactive

You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind

Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 4: Think Win-Win

Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

Habit 5: Seek First to Understand, Then to Be Understood

Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

Habit 6: Synergize

Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

Habit 7: Sharpen The Saw

Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others

PBIS EXPECTATIONS

- Lead by Example
- Exhibit Safety
- Act Responsibly
- Demonstrate Respect

SCHOOL HOURS AND DAILY SCHEDULE

Our daily schedule is:

7:15 AM	Building open for early arrivers Morning bus room opens Breakfast begins
7:55 AM	Deadline for eating breakfast Dismissal from bus room
8:00 AM	Tardy bell rings
10:30 AM	Lunch begins
1:00 PM	Lunch ends
3:00 PM	Car riders dismissed
3:10 PM	Afternoon bus room begins
3:30 PM	After School Care begins
6:00 PM	After school care ends

Please note that instructional time is considered very important at Pepperell Elementary School. For this reason, classroom interruptions are strongly discouraged.

CHECK IN / TARDIES

Students who are late to school are to check in through the office. Students who check in late must bring a note to the office AT THAT TIME. Accepted reasons for excused tardiness to school include: medical notes, legal requirements, and sickness. Ten (10) or more unexcused tardies or early dismissals may be considered excessive and are subject to a referral to the Counselor or Social Worker.

EARLY DISMISSALS

Students will be dismissed during the day when necessary. Students will be released to parents/guardians only, unless the school has been notified that a person listed on the "Student Emergency and Release" form is to pick up a child. A written note will be required to authorize a non-routine person to pick up children at school. Please make sure that anyone picking up your child is aware that they will be required to show proof of identity. This requirement assists the school personnel in their efforts to protect students.

Please note: Early dismissals are considered tardies. Accepted reasons for tardies also apply to Early Dismissals.

CHANGE OF TRANSPORTATION

Students needing to change the regular way they return home after school MUST have a written note giving the complete details of the change requested. This should be turned in to the office as soon as possible. Remember, there will be NO BUS CHANGES for social reasons or by phone calls.

STUDENTS LEFT WITHOUT TRANSPORTATION

Students who are left at school without transportation will be allowed to contact emergency numbers listed on the enrollment form. If no one can be found to pick up your child, the Floyd County Police Department will be called. A uniformed officer will attempt to locate a parent/guardian. If a parent/guardian cannot be located, the child will be picked up by the officer and kept until a parent/guardian is located. In some cases, the Floyd County Police may report the incident to the Department of Family and Children Services.

BUS ROOM

Walkers and car-riders may not arrive at school before 7:15AM. All children arriving between 7:15AM and 7:55AM must report to their assigned bus room or cafeteria if planning to eat breakfast. Car riders not picked up before 3:30PM must report to After-School Care Program. Parents will be required to pay the ASCP fee of \$7.00.

CAR RIDERS

Students must be dropped off and picked up only at designated areas.

If you wish to pick up your child in the afternoon pick-up lines between 3:00PM and 3:30PM, you MUST display your Authentic Dragon Pick-Up Card in your windshield. NO child will be dismissed in the pick-up lines unless you have this card.

Anyone without an Authentic Dragon Pick-Up Card must come into the office after 3:15PM to sign your child out.

We strive to protect our students and provide a safe environment for their education. Anyone who comes into the building to pick up students must wait in the lobby for their release.

VISITORS

Parents and other visitors are always welcome at Pepperell Elementary School. There are certain expectations and rules that must be followed to ensure the safety of the students and to prevent unnecessary interruptions in the educational process.

Floyd County Schools is pleased to announce that we will be using the **Raptor Visitor Management System** in all of our schools to strengthen our program of campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will allow us to do that. The Raptor system will better allow us to screen visitors, contractors, and volunteers in our schools and provide us with a safer environment for our students and staff.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

TELEPHONE CALLS

The school telephone is for school business. Students will not be called to the office to receive a call. Children will not be allowed to use the phone to take care of personal business that should have been handled at home or by a note to the school.

GOOD CITIZENSHIP

Each student is responsible for demonstrating the qualities of good citizenship. Your best conduct is expected in the halls, cafeteria, classroom, on the playground or when leaving school grounds. Expect teachers to remind you of your mistakes. They will emphasize honesty, morality, courtesy, and respect. Our students will also obey the law and recognize the necessity and dignity of honest labor.

VOLUNTEERS AND MENTORS

Floyd County Schools provide Mentor and Volunteer training throughout the year. Certified volunteers can help students with reading, math, science, social studies, keeping students on track, etc. while keeping our students safe. It's a wonderful opportunity to be involved academically. Contact your school for specific training dates.

VALUABLES AT SCHOOL

Students should not bring cell phones, toys, expensive jewelry, hand-held video games, audio equipment or excessive amounts of money to school. It is easy to lose or misplace these kinds of articles. Pepperell Elementary

School cannot be liable for the loss of any such property belonging to students. Items listed above may be collected by the teacher and held in the office. The school staff is not responsible for investigating for lost or stolen electronic devices.

PERSONAL CHECKS

Personal checks are accepted only for school items. Checks must be made out to Pepperell Elementary School for the amount of purchase only.

PARTIES / FAVORS / AND GIFTS

Favors or refreshments are not to be sent to the school for distribution at the school without first securing approval of the teacher. The following guidelines have been established to help maintain an orderly learning environment.

- Nothing may be distributed during class time.
- Homemade food items cannot be distributed.
- The school strongly discourages balloons, flowers, or other gifts from being sent to students at school. Should these items be sent, the student would not be allowed to pick up until the end of the school day and they are not allowed to be transported on a school bus.
- The school will not pass out any invitations in a classroom for private parties unless the entire class is invited.

FIELD TRIPS

All trips are adequately chaperoned by school personnel. Frequently, parents who are interested in going along are asked to help. The decision to invite parents is left up to the teacher. When invited, parents who plan to attend must inform the teachers well in advance. Students on field trips must depart from and return to the school on the bus.

Educational field trips are planned to provide experiences correlated with subjects studied in the classroom. Students are required to have written permission from a parent/guardian prior to going on a field trip.

There may be times when parents are asked to assist with the cost of a field trip. The assistance from parents is voluntary, and a child will not be denied the opportunity to go on a field trip if the parents cannot assist with the costs. Parents are usually asked to car pool so that the space can be utilized by teachers and students.

For the safety of our students, parents wishing to accompany students on any field trip must have participated in the Floyd County Volunteer Training prior to the field trip. These sessions are offered numerous times throughout the year.

PARENT TEACHER ORGANIZATION (PTO)

The Pepperell Elementary School PTO meets several times each year. Our PTO helps sponsor programs and purchase materials and equipment for the school. This is an opportunity for families to work together with school personnel for the enhancement of Pepperell Elementary School. We encourage you to attend these meetings and take part in our Parent Teacher Organization.

SPECIAL EDUCATION PROGRAMS

Pepperell Elementary School offers a full array of programs for special education. The special education staff includes teachers for the Gifted, Speech/Language, and Resource Programs.

MEDIA CENTER

The Pepperell Elementary School Media Center is a place for children to come and do research, learn media skills, read books, enjoy the various media, and check out books.

It also offers technology-based programs, Internet usage, and digital and video cameras. All students using the Media Center can show responsibility by:

- Clearing off the tables before leaving;
- Moving about quietly;
- Putting all chairs back in place; and
- Putting magazines and reference books back on their proper shelves.

Fees and fines for PK-5:

No late fees for overdue books or magazines.

For lost, severely damaged items (not useable), or any item not returned, the fee shall be a minimum of \$10.00, or the original cost of the book/item.

“WHAT YOU CAN DO TO HELP YOUR CHILD LEARN”

- Start each day right.
- Encourage your child to have a good breakfast and lunch.
- Make certain that your child sleeps at least eight (8) hours each night.
- Praise your child each day for something he/she has done.
- Have a special place to put your child’s schoolwork or whatever is brought home.
- Laugh and talk with your child about school experiences and listen attentively to what is said about your child’s school day.
- Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to take advantage of every school day.
- Keep the lines of communication open between yourself and your child’s teacher. Inform the teacher of any family situation that could influence your child’s behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
- Take your child to the library and encourage reading for pleasure.
- Stress organization of school notebooks, materials, etc.
- Provide pencils, glue, scissors, paper, etc., for your child to use.

STUDENTS LIVING OUTSIDE THE SCHOOL ATTENDANCE AREA

Students who live in another Georgia school district (non-resident student) or another Floyd County School attendance area have an opportunity to apply for permission to attend a specific Floyd County school, as defined in policy JCB. The school administration has the authority to accept a non-resident student or a student from another Floyd County school attendance area if they have excellent attendance, average or above average grades and no discipline record, and provided there is adequate room in the grade and/or school. Students with a non-resident status must maintain satisfactory attendance, grades and behavior. Those unable to meet school expectations will be withdrawn and referred back to their official school district or home school. The request for a non-resident student and for students requesting a different Floyd County school must be completed and approved each year. Parents must provide the transportation for any student living out of the school attendance area.

Intra-district transfers will be granted during the designated dates during the summer, unless there are extenuating circumstances, or the re-assignment is due to a special education assignment.

LOST AND FOUND

Any articles of clothing or books found at school are taken to the “Lost and Found”. It is important to label all personal possessions and clothing with your child’s name. All unclaimed articles are donated to a charitable organization at the end of each semester.

DISTRIBUTION OF LITERATURE

Students and parents must have permission from the principal or designee before distributing literature or posting signs, posters, announcements, or advertisements.

CAFETERIA SERVICES

Floyd County Schools have an excellent lunch and breakfast program.

- Lunch is served between the hours of 10:30 and 1:00 daily.
- Students may pay for additional meals in advance or while going through the lunch line. If you send advance payment, please be sure to include your child’s name and student ID number on the check or payment envelope. Remember that it is the child’s responsibility to keep track of his/her money.
- Parents may also go online to make payments to a student’s lunch account, monitor what is being purchased, and get email alerts when the account balance is getting low. Parents can access My School Bucks on the PES website at pesdragons.com.
- Do not include other payments with the check. (Ex. school pictures, after school care, year books, etc.)
- Students must pay for their extra meals and snacks. They cannot charge them.
- Periodic reminders are sent home via text, phone calls, emails, etc. about outstanding charges.
- A choice of at least two (2) entrees and a variety of fruits and vegetables are available daily.
- Students must bring a lunch from home or obtain one from the school cafeteria.
- Students may purchase juice or milk from the cafeteria or bring a non-carbonated drink in a thermos.
- Absolutely no glass bottles are allowed.
- Federal guidelines govern ala carte choices.
- Lunch and Breakfast menus and prices are on the Floyd County Schools and Pepperell Elementary website.
- Parents are welcome to eat lunch with their child whenever possible. We ask that parents do not bring in fast food items and sit in the designated area. We appreciate you supporting our school lunch program.

DRESS CODE

Appearance is a reflection of one’s self-esteem and has a direct relationship to performance. We expect students to be neat, appropriately dressed, and exhibit positive appearances that encourage optimal performance. Clothing, hair styles, accessories, and make-up must not be a distraction to the learning process, immodest, inflammatory or offensive, or pose a safety hazard. The determination as to the appropriateness of any item will be made by the faculty and administration taking into consideration the potential for disruption and distraction to the learning process and the risk of safety hazard. Please read these carefully and make a decision to follow them and contribute to the positive climate of your school.

GROOMING

Hairstyles that are outlandish or eccentric and which are distracting to the learning environment are not allowed.

STYLES

Any form of body piercing (other than ear-piercing), ear gauges larger than 1 inch are not allowed, spiked jewelry,

physically revealing clothing or racially and politically inflammatory items are not allowed.

CLOTHING

Styles should be designed to enhance your appearance and to cover sections of the body that are considered to be inappropriate when displayed in public. These include those areas that relate to gender. Avoid extremes in styles that disrupt the educational process or pose a safety hazard. Clothing shall be worn in the manner in which it was intended. Clothing or hats with vulgar or profane language or emblems; racial or religious slurs; sexually suggestive or degrading language or graphics; clothing advertising tobacco, alcohol products, and other drugs or controlled substances; clothing relating to violence, or logos relating to any sadistic cult and/or gang activity, or language or emblems which are offensive or demeaning to others will not be allowed. Tight fitting, body hugging clothing may not be worn to school. If students choose to wear leggings, yoga pants, or form fitting pants, a top which covers the entire seating area must be worn at all times.

PANTS

Worn to school must be at appropriate level. All belts must be fastened. Clothing so large and baggy that it does not properly cover the body, or creates a safety hazard is not allowed. Pants or shorts with holes excessive in size or holes located above knee level are not allowed.

TOPS

Must be waist length and reveal no bare chests or stomachs. The fabric must be such that the body is not seen through it. Tank tops, tube tops, backless tops, net tops without a proper garment underneath, tops with spaghetti straps, halter top, and other tops that are physically revealing are prohibited. Shirts that reveal cleavage or undergarments are not acceptable.

SHIRTS

Designed to be worn "untucked" and that fall at or above hip level may be left "untucked".

SHORTS

Must be an acceptable length. They should be mid-thigh or longer in length when standing. Shorts with excessive holes, tennis shorts, gym shorts, and spandex shorts are not appropriate. Shorts must not be unusually revealing or sexually suggestive. Cutoffs with ragged edges or clothing with holes will not be allowed.

SKIRTS AND DRESSES

Must meet the same criteria as shorts and tops.

SHOES

Must be worn at all times. Heelys skate shoes or shoes with wheels may not be worn at school. Stiletto heels are not permitted.

HATS AND CAPS

Hats and caps must not contain any vulgar or profane language or emblems; racial or religious slurs; sexually suggestive or degrading language or graphics; clothing advertising tobacco, alcohol products, and other drugs or controlled substances; clothing relating to violence, or logos relating to any sadistic cult and/or gang activity, or language or emblems which are offensive or demeaning to others and should not cause a disruption or interfere with the educational process. Cases with extenuating circumstances may be handled on an individual basis. If hoodies or sweatshirts with attached hoods are worn, the hood shall not be worn on the head while inside any school building or on school vehicles.

Gang related items (markings/insignia) will not be allowed on school property or at school related activities.

Any clothing or accessories that is viewed as distracting because of extremes in style, fit, color, pattern, fabric, etc. shall not be permitted.

Any other attire deemed to be indecent, inappropriate or disruptive to the school learning environment will be addressed by school administrators on an as-needed basis. When questions arise, the principal, or designee, shall determine whether a particular mode of dress or grooming results in interference, disruption, unsafe conditions, or has an indecent or vulgar appearance.

We ask for your cooperation with the dress-code guidelines.

Final discretion is left to Administration.

EMERGENCY SCHOOL CLOSING

Parents are asked to cooperate with school personnel during an actual emergency or during an alert. Your child is generally safer at school than at home or in a car during most of these possible emergencies. If there is an emergency, listen to the local radio or television station for details. **Please do not call the school, as the phone lines must remain open for safety purposes.** It is also very important that you and your children discuss what they should do if they get home early due to inclement weather.

DISMISSAL PRECAUTIONS

No school or grade level may be dismissed before the regular hour for dismissal except with the approval of the Superintendent or designee. Individual students may not leave school prior to the dismissal hour at the request of or in the company of anyone other than a school employee, police officer, court official, or parent of the child, unless permission of the parent has first been secured. If any police or court official requests the dismissal of a student during school hours, parents should be immediately notified.

No teacher may permit any individual student or group of students to leave school prior to the regular hour of dismissal except by the permission of the principal.

SCHOOL SAFETY

The Floyd County School System considers the issue of school safety to be of critical importance; therefore, specific plans are in place for various events, such as a fire or tornado that could create dangerous situations for the students and staff. Procedures for each of the safety plans are covered by teachers at the beginning of school and are posted in each classroom. All students will have an ID badge.

BOMB THREATS

It is a felony (see O.C.G.A. 16-10-28) punishable by imprisonment for one (1) to five (5) years to transmit a false alarm to the effect that a bomb or other explosive is concealed in such a place that its explosion would endanger human life. The Board shall actively seek to prosecute persons guilty of such an offense.

NON-SCHOOL SPONSORED STUDENT CLUBS

Subject to timely submission of any application and compliance with the rules and regulations implemented by the Superintendent, or his/her designee, Floyd County Schools permits non-school sponsored student clubs to meet in accordance with the Equal Access Act (20 U.S.C & 4071 et seq). Non-school sponsored student clubs are: (i) voluntary and student-initiated, and (ii) are not under the sponsorship, direction, or control of Floyd County Schools. Meetings of non-school sponsored student clubs must not materially and substantially interfere with the orderly conduct of educational activities and may not be directed, conducted, or regularly attended by non-school related persons. Any student wishing to establish a non-school sponsored student club must submit an application

to the Principal of the school where such club will meet no later than September 1st of the academic school year. Floyd County Schools will not grant applications for new student clubs which are not received on or prior to September 1st of the applicable school year.

ATTENDANCE INFORMATION

Regular attendance in school is necessary for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the school district should follow the local school rules to report reasons for absences.

The most important step you can take to improve your educational experience is to make a commitment to attend school each day. As our programs strive to meet the requirements of an increasingly complex society, it is imperative that students participate actively in their learning. With the emphasis on training and skill-based knowledge, students are accountable for demonstrating their knowledge and proficiency by their ability to perform tasks. For students to learn and benefit from applied knowledge, they must be present in class.

The mandatory attendance law of Georgia requires all children to attend school between the ages of six (6) and sixteen (16). This law also covers students who enter school before the age of 6, and remain on roll. Instances of truancy and/or educational neglect or deprivation may be referred to attendance personnel at the district's administrative offices and / or the school social worker.

ATTENDANCE AWARDS

Students will be recognized with perfect attendance if they have been counted present each day and have no more than three (3) tardies / early dismissals / late arrivals.

ABSENTEE REPORTING

Student absences are reported by official progress reports and grade reports. Teachers should refer students with five (5) unexcused absences per academic year to the principal, or designee. The school system will make reasonable efforts to notify the parent, guardian, or other person having charge or control of the student when such student has five (5) unexcused absences, explaining that each unexcused absence thereafter will constitute a separate offense. After two (2) reasonable attempts to notify the parent, guardian, or person having charge or control of a student of five (5) unexcused days of absence without response, the school system will send a written notice via certified mail with return receipt requested. Parents with questions or concerns about attendance are encouraged to call the school. Students who violate the compulsory attendance laws may be referred to the Juvenile Court for a hearing.

TRUANCY TREATMENT TEAM

Floyd County Schools participate in a community effort to assure the best possible opportunities for our students. The Truancy Treatment Team consists of representatives from several community organizations. Students who have attendance problems may be referred to this program; parents must then attend the required meeting for planning and assistance.

STUDENT RECORDS

It is the policy of the Board of Education that the School District shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act). For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or

guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of post-secondary education.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, parents and eligible students, including parents who are disabled or who have a primary or home language other than English, of their rights under the FERPA and the Act, either through a student handbook distributed to each student in the school or by any means that are reasonably likely to inform them of their rights. Generally, a parent or eligible student will be permitted to obtain a copy of the student's education records upon reasonable notice and payment of reasonable copying costs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students, and school officials with legitimate educational interests, as described in the annual parent notice.

With the exception of directory information as defined below, personally identifiable information will not be released by the school district from an education record without prior written consent of the parent or eligible student, except to the extent authorized by the FERPA and its implementing regulations at 34 C.F.R. § 99.31.

The Board of Education designates the following information as "directory information". A parent of an eligible student may make a timely request, in writing, to the principal of the school where the student is enrolled that such information not be designated as directory information for the individual student.

- Student's name;
- Student's participation in official school activities and sports;
- Weight and height of members of an athletic team;
- Dates of attendance at schools within the district;
- Honors and awards received during the time enrolled in district schools;
- Major field of study;
- Withdrawal and re-entry;
- Diplomas and certificates;
- Most recent educational agency or institution attended by the student;
- Photographs; and
- Grade level

TRANSFER OF SST RECORDS

The Student Support Team is a function by law of the regular education program. SST records will be transferred from one school to another as follows:

1. If a student is transferring to another school in the Floyd County School System, the SST Coordinator at the sending school should send the student's records to the SST Coordinator at the receiving school.
2. If the student is transferring to any school outside the system, a copy of the SST records should be sent along with the regular education records (upon receipt of a release-of-records form signed by the parent/guardian) to the receiving school. The School SST Coordinator should retain the original copy.
3. SST Coordinators should sign each student's "transfer/withdrawal" sheet or receive a copy of the Student Withdrawal Form so that they will be immediately notified if the withdrawing student is currently being served by SST. This will allow them to expedite SST information to the sending school.
4. The school principal shall be responsible for ensuring that SST procedures are followed. Therefore, SST

records transfers require the principal's signature/initial and date.

DOCUMENTS AND PROOFS NECESSARY FOR ENROLLMENT

Parent/legal guardian must accompany enrolling student.

SCHOOL SYSTEM DOCUMENTATION REQUIRED:

AGE VERIFICATION

Evidence of the student's date of birth.
(Accepts as evidence, a certified copy of child's birth certificate, a certified hospital issued birth record).

IMMUNIZATION CERTIFICATE

Proof of immunization as required by O.C.G.A. § 20-2-771, which includes an exemption for religious grounds.

NUTRITIONAL SCREENING AND EYE / EAR / DENTAL EXAM CERTIFICATE

The school system complies with the provisions of O.C.G.A. § 20-2-770 concerning nutritional screening and eye, ear, and dental examinations of students entering the first grade or at other times as public health rules may require.

SOCIAL SECURITY NUMBER

The school system complies with the provisions of O.C.G.A. § 20-2-150, which requires a person enrolling the student to provide a copy of the student's social security number or to sign a form stating that the person does not wish to provide the social security number.

ACADEMIC AND/OR TRANSFER RECORDS, IF APPLICABLE

Student enrollment and placement decisions are based on performance in previous schools or programs. A transferring student in a grade higher than the sixth grade must present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

PROOF OF RESIDENCY

Documents used to prove residency needs to include the name of the parent, guardian, grandparent, or other person enrolling the student (or the name of the emancipated minor) and a street address. The person enrolling the student or in the case of an emancipated minor, the student, should provide a current utility bill and any one (1) of the following items.

- Current lease / rental agreement;
- Most recent income tax return;
- Current paycheck stub;
- Current Medicaid card;
- Current residential property tax statement or bill;
- Current warranty or quick claim deed;
- Current home purchase agreement;
- Third-person affidavit of residency (notarized affidavit shall be completed and signed by parent, guardian, or other person, as well as the legal owner or lessor of the property where the student and the parent, guardian, or other person reside); or
- Current homeowner's insurance policy

WITHDRAWAL POLICY

Students may be withdrawn **ONLY** by the person who registered them and signed the registration form, except in cases where the student lives with both natural parents. In these cases, either natural parent may withdraw students. Stepparents and non-custodial parents are not allowed to withdraw students without an appropriate court order requiring the school to release the student to them.

Students planning to withdraw will need to bring a note to the school several days before withdrawing. It should state the last day at our school, your new address, and the name and address of the new school your child will be attending. Remember that all textbooks, library books and fees (includes After School Care fees) must be cleared before you withdraw to avoid problems transferring records.

WALKERS AND RIDERS

Students who live more than 1½ miles from school may ride a school bus. They must ride the same bus and get on and off of the bus at the same place every day unless the student has a "school bus pass" from the school office stating the child needs to get off at a different bus stop or ride a different bus.

GA DFCS guidelines state that children under nine (9) years of age should never be left alone; therefore, bus drivers will not let children of this age off of the bus without a parent/guardian or older sibling of middle school age to accompany them. In such situations, the student must be returned to his/her home school and parents/guardians notified.

OFFENSE

1st time child is returned to school

PROTOCOL

Warning is issued to parent/guardian, explaining consequences.

OFFENSE

2nd time child is returned to school

PROTOCOL

Child will be prohibited from riding school-sponsored transportation in the afternoon for (3) three days

OFFENSE

3rd time child is returned to school

PROTOCOL

Child will be prohibited from riding school-sponsored transportation in the afternoon for (5) five days

OFFENSE

4th time child is returned to school

PROTOCOL

Child will be prohibited from riding school-sponsored transportation in the afternoon for (10) ten days

OFFENSE

5th time child is returned to school

PROTOCOL

Child will be prohibited from riding school-sponsored transportation in the afternoon for (20) twenty days

OFFENSE

6th time child is returned to school

PROTOCOL

Child will be prohibited from riding school-sponsored transportation in the afternoon for (30) thirty days

OFFENSE

7th time child is returned to school

PROTOCOL

Child will be prohibited from riding school-sponsored transportation in the afternoon for the remainder of the semester or (40) forty days (whichever is longer)

OFFENSE

8th time child is returned to school

PROTOCOL

School Administration will meet parent/guardian to discuss the situation and a referral will be made to DFAC

Transportation is a privilege and not a right, so students must cooperate in order to ride the bus. Details on the bus discipline procedures are found in this section. The Student Behavior Code applies to all school transportation.

Many of the violations of the Student Behavior Code will result in immediate removal from any school transportation. This places the burden of transporting students to and from school on the family.

AFTER SCHOOL CARE PROGRAM (ASCP)

Elementary Schools offer an excellent After School Care Program from 3:30 PM until 6:00 PM daily. Students report to this program after school is over and remain there until

picked up by parents no later than 6:00 pm. Children have a snack, recreation and time to work on their school assignments.

The cost for this service is \$7.00 per day for the first child and \$3.00 per day for each additional child from the home. Children can stay any number of days during the week and payment is required (IN ADVANCE) for only the days attending. A \$2.00 charge per minute after 6:00 PM is strictly enforced. Call the school office for more information or for an application for your child.

HEALTH AND MEDICATION

ALL MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER

Although it is recognized that many students require some form of medication for various chronic or temporary conditions, treatment schedules that allow doses to be given at other than school hours are preferred and encouraged. If it is necessary that medication be given during school hours, appropriate school personnel will retrieve, administer and witness the medication process, in accordance with the instructions from the parent and FCBOE policy. All required forms must be completed before medicine can be administered.

MEDICATION

All medications other than the exceptions listed in this policy, whether prescription or over the counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent/guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

PRESCRIPTION DRUGS

Parents must obtain the "REQUEST FOR MEDICATION AT SCHOOL" form at the school office and have the student's physician complete it. Both the physician and the parent must sign and date the form. This form must be returned to school where it will remain on file. For recurring illness or chronic conditions an updated form is required each school year. Students who need to take a prescription drug on a temporary basis must also bring the "REQUEST FOR MEDICATION AT SCHOOL" form.

Parents are responsible for providing the school with the prescribed drugs. Medicine should not be sent to school with the student. All medication must be in the original container, and each separate medication should list:

- Student's name**
- Name of drug**
- Time and amount of dosage**
- Method of administration**

The school will be responsible for providing a safe method of storage for the medication.

NON-PRESCRIPTION MEDICATION

Parents may request that non-prescription medication be given at school on a temporary basis. The non-prescription medication should be carried to school by the parent in the original container. Parents should write specific instructions on administering the medication that coincides with the instructions on the medication bottle. This statement should include the student's symptoms and who to contact if there are concerns about the student's health. If child takes medication for more than three (3) consecutive days a doctor's note will be required.

ACCIDENTS / INSURANCE

It is the responsibility of each parent/guardian to pick up his/her child from school should the child become ill or injured during the school day. The child will be sent to the nurse or school office until a parent/guardian arrives. Injuries or severe illness requiring medical attention will be handled on an emergency basis. The school reserves the right to call an ambulance if deemed necessary for the welfare of a child. If a parent/guardian cannot be located, an emergency contact will be called.

Student insurance is available at the beginning of the school year. Application forms are sent home by each student if you are interested in purchasing coverage.

STUDENT INOCULATIONS

IMMUNIZATIONS

No child shall be admitted to school in Georgia without a current immunization certificate. This is based on GEORGIA LAW. The local Health Department will assist you in meeting this requirement.

Every child entering a Floyd County School for the first time, regardless of grade level, must present a completed adequate certificate of immunization to the school, and a copy must be retained in the child's permanent record. This

record must include immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, hepatitis B, and mumps. The record must be on a form provided by the Georgia Department of Human Resources. Verification of immunization can be made only by a physician or a qualified employee of the local board of health. A physician is authorized to issue a Certificate of Immunization indicating a medical exemption for a child.

The Superintendent or a designee may grant a 30-calendar-day waiver for Georgia residents for a justifiable reason. Students entering the sixth grade or its equivalent age must have at least one (1) additional dose of the MMR vaccine.

PARENT / GUARDIAN OBJECTION

If a parent/guardian objects to the immunization of his/her child on religious grounds, the parent/guardian must furnish an affidavit swearing or affirming that the immunization required conflicts with the religious beliefs of the parent/guardian.

PHYSICAL EXAMINATIONS

Upon initial school enrollment in a Georgia public school, students must show evidence of having completed an eye, ear, and dental examination by a public health department or a private physician. Evidence shall be shown by the filing of a certificate designed for such purposes with the local school. Schools shall maintain files including copies of eye, ear, and dental examination certificates in each student's permanent record.

HOSPITAL HOMEBOUND SERVICES

Floyd County provides two (2) homebound services: Regular and Intermittent. Regular is for students that are anticipated to be out of school for ten (10) consecutive school days or more due to accident, surgery, medical causes, etc. The Intermittent program is for students with chronic illnesses such as cancer, cystic fibrosis, etc. that are expected to require intermittent absences of ten (10) or more days throughout the school year.

ACADEMIC INFORMATION

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

Whether the student's teacher:

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teachers' qualification, please contact Human Resources at 706/234-1031. Furthermore, if you wish to receive additional information regarding federal programs within Floyd County Schools, please contact the Federal Programs Department at 706/234-1031, Ext. 7185.

FACULTY

Our faculty and staff take special pride in the leadership they provide for your progress and education. They are student-centered, and take initiative to maintain a spirit of lifelong learning and service to our communities. We encourage you to take every advantage to utilize the talents and knowledge of our faculty and staff for your personal preparation for excellence.

SCHOOL COUNSELOR

Developmental Guidance is the essential thrust of the philosophy for the Guidance and Counseling Department. We are striving for a program in which guidance and counseling is a part of the school's instructional program and actively involved in the educational, career, personal and social development of all students. With teachers and counselors working as a team, students are assisted in their maturation.

All parents are encouraged to get acquainted with the school counselor through phone contact or personal appointments. Support and cooperation between parents, teachers, and the counselor can help make a child's school years a rewarding experience.

PROMOTION / RETENTION / PLACEMENT K-12

I. DEFINITIONS

A. Accelerated Instruction

Challenging instructional activities intensely focused on student academic deficiencies in reading and/or mathematics; instruction designed to enable a student who has not achieved grade level to meet grade-level standards in the shortest possible time.

B. Additional Instruction

Academic instruction beyond regularly scheduled academic classes designed to bring students not performing on grade level to grade level performance; may include more instructional time being allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer instruction.

C. Differentiated Instruction

Instructional strategies designed to meet individual student learning needs.

D. Placement

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

E. Placement Committee

Committee established by local school principal or designee to make placement decisions concerning a student who does not meet expectations on the state-mandated test; committee comprised of principal or designee, student's parent/guardian, and teacher(s) in the content area(s) in which the student did not achieve grade level on the state-mandated test.

F. Promotion

Assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

G. Retention

The re-assignment of a student to the current grade level during the next school year.

II. PROMOTION STANDARDS AND CRITERIA

A. Promotion standards for grades K-5 will be based on a consideration of the following:

1. Teacher recommendation
2. Parent recommendation
3. Reading placement test results
4. State-mandated test results
5. Classroom performance
6. Retention history

B. Promotion standards for grades 6-8 will be based on a consideration of the following:

1. Teacher recommendation
2. Parent recommendation
3. State-mandated test results
4. Course grades
5. Classroom performance
6. Retention history

- C. All teachers will use data from state-mandated tests and/or other relevant data in order to focus instruction on each student's identified academic need(s). Any student who is at risk of not meeting promotion standards will be referred to the Response to Intervention (RTI) process.
- D. In grades 3, 5, and 8, students shall be promoted based on achieving grade level standards in reading and mathematics (grades 5 and 8), meeting academic requirements (e.g. class work, homework), and/or achieving a passing score on state-mandated tests at specified grade levels.
- E. In grades K, 1, 2, 4, 6, and 7, students shall be promoted based on achieving grade level standards in reading and mathematics and meeting academic requirements (e.g. class work, homework).

III. RETENTION AND PLACEMENT

- A. A teacher shall have the authority to recommend retention of a student in a given grade. Generally a student may not be retained more than once, and no student shall remain in kindergarten more than two years.
- B. A student who does not meet promotion requirements shall be retained in the current grade or placed in the next grade. A parent, guardian, or teacher may appeal the decision to a placement committee.
- C. Whenever a student in grades K-8 is retained or when a student in grades 3-8 fails the reading and/or mathematics portion of the state-mandated test, a written plan of action shall be developed. This plan will provide the student with an opportunity for accelerated, differentiated, or additional instruction in order to perform at grade level at the end of the next school year. Instruction for these students shall be based on a plan of continuous assessment.
- D. High school students are promoted to the next grade level based on the number of units they have earned toward graduation. Specific information regarding promotion and grade level placement shall be included in the student handbook.

EVALUATION OF PUPIL PROGRESS

All students shall receive periodic evaluation of their achievement by staff members to whom they are assigned for instruction and supervision on uniform reporting forms approved for School District use. The Executive Director of Academics, working with principals and other staff professionals, shall recommend forms and procedures to be used at each level. Continuous effort shall be devoted to assuring that parents understand the meaning of all scales used to evaluate student performance and achievement. Staff members shall arrange for private conferences with parents for the interpretation of such information where it may be deemed appropriate or necessary.

Kindergarten uses the G-Kids as their report card.

Grades 1-4 use a Standards Based report card with the following grading scale:

- 1 = Beginning Learner
- 2 = Developing Learner
- 3 = Proficient Learner

4 = Distinguished Learner

The following grading scale shall be used in determining grades for students in Grades 5 - 12:

A = 90-100	E = Excellent
B = 80-89	S = Satisfactory
C = 71-79	N = Needs Improvement
D = 70	U = Unsatisfactory, below 70
F = Below 70	I = Improving

Report cards are sent home at the end of each 9-week grading period. Mid-term Progress Reports are sent home each 4 ½ weeks, beginning in Grade 3, to keep parents informed about their child's progress. A report card may not be issued if a student has been absent nine or more days during the grading period.

STATE STANDARDIZED TESTING PROGRAMS

All 3rd to 8th graders will take the Georgia Milestones End of Grade Assessment in English, Language Arts, and Mathematics.

Additionally, all 5th and 8th graders will take the Georgia Milestones End of Grade Assessment in Science and Social Studies.

STUDENT SUPPORT

A Response to Intervention (RTI) team may suggest interventions and strategies to address the academic and/or behavioral difficulties. If the student's needs can be met through alternative strategies and/or accommodations to the curriculum, no other services are provided. A student continuing to have academic or behavioral concerns after the implementation of scientifically researched based interventions may be referred to a Student Support Team (SST). The SST consists of a school administrator, the parent/guardian, the child's teacher, and counselors, other teachers or educational specialists as needed to determine the most appropriate educational services for the child. Parents may request information regarding SST by contacting the teacher or counselor.

When it is determined that more information is needed in developing individual modifications, permission to administer a series of screening tests may be requested from parents. The SST serves all students before consideration is given for Special Education services. Each child who is in danger of retention in the current grade is referred to the appropriate support committee.

SCHOOL / HOME COMMUNICATIONS CONFERENCES

Parent/teacher conferences are an important part of the educational process. If you have questions or concerns about your child, make sure to call and arrange for a meeting with the teacher. The following suggestions may help your conference be more informative and helpful.

1. Discuss the conference with your child and ask if he/she would like you to talk with the teacher about anything.
2. Write notes about your questions to help you remember.
3. Decide what to tell the teacher about your child that may help in the educational experience.
4. Ask questions and clarify anything you don't understand.
5. Time will be limited, so arrive on time and remain focused on important issues.
6. Remember that a strong partnership between the school and family is the foundation of an excellent education.

GIFTED EDUCATION PROGRAM

Floyd County Schools recognizes the need to provide gifted education to students who meet state guidelines in grades K-12.

These students demonstrate a high degree of intellectual, creative and/or artistic abilities, possess exceptional motivational leadership skills or excel in specific academic fields and need special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.

A differentiated curriculum will be utilized in courses of study in which the content, teaching strategies and expectations of student mastery have been adjusted to provide gifted students with a rich and rigorous curriculum.

In order to facilitate the development of academic talent and in accordance with requirements of policies of the Georgia State Board of Education, the Floyd County School System shall develop programs and procedures for gifted students consistent with State Rule 160-4-2-.38 and best practices.

RULE

The state of Georgia provides rules and regulations for the operation of gifted programs and services that require local Districts to meet standards regarding notice, referrals, eligibility, curriculum programming, delivery models, and continuation criteria requirements.

PROGRAMS AND SERVICE

Floyd County Schools will provide services for all students who are eligible according to Georgia Rule 160-4-2-.38. A minimum of five segments a week of service is required under Georgia Rule. At the elementary level, these services may be provided through the Resource Model and/or the Cluster Grouping Model. At the middle grades level, services may be provided through the Advanced Content Model and/or the Cluster Grouping Model. At the secondary level, services may be provided through the Advanced Content Model, Cluster Grouping Model, and/or Internship Model.

NOMINATION AND REFERRAL PROCEDURES

The purpose of nomination is to determine a student's need for gifted education services. To nominate a student for consideration of gifted services, an individual familiar with a student's abilities begins the process by completing the Nomination Form and collecting the required information and documents about the student, which includes but not limited to, report cards, testing history, samples of work that show student's strength, etc.

NOMINATION PROCEDURE

The following information must be provided by the nominating person and given in its entirety to the gifted education teacher for submission to the Nomination Committee:

- A. Completed Nomination Form including complete biographical information.
- B. Photocopies of standardized testing history and most recent report card.
- C. At least one existing sample of the student's work. Possibilities include story, play, script, poetry, report, journal, book, speech, artwork, performance, videotape, invention, Science Fair project, etc. A spelling test or math test is not sufficient. It must be something that shows evidence that the student has a need to be addressed.
- D. Observations of the student using gifted behavior rating scales completed by an adult (three completed scales would be preferred). One of the scales must be completed by the nominating person, and in addition, may be supported by self and peer nominations in which age appropriate forms will be

provided and must be completed at school. Parents are not allowed to complete a checklist.

The rating scale that Floyd County Schools uses is the Gifted Rating Scale (GRS).

REFERRAL PROCESS

The Nomination Committee shall meet annually for nominations to review the needs of students who have been nominated.

Completed profiles of students should be submitted by the nomination deadline in order for the nomination to be considered for referral for gifted testing. Considerations made for 1st to 12th graders will be for placement during the current school year at the next available grading period, while considerations made for kindergarten students will be for placement beginning the following school year. Exceptions will be made for new students who have been identified gifted in another state and move in during the year, and exceptions may be made at the discretion of the Nomination Committee and Gifted Coordinator.

GIFTED EDUCATION SERVICES ELIGIBILITY

As described in Rule 160-4-2-.38, students in kindergarten through grade twelve in Floyd County must meet eligibility criteria in at least three of the four criteria.

All students who are referred are assessed in each of the four criteria:

1. **Mental Ability**
2. **Achievement**
3. **Creativity**
4. **Motivation**

Data is collected in each of the four (4) areas, documented on an Eligibility Form, and reviewed by an Eligibility Review Committee to determine final Eligibility.

Floyd County Schools is nondiscriminatory with respect to race, religion, national origin, sex, disabilities, or economic background in regards to testing and evaluating students in their gifted education program.

MENTAL ABILITY

Students must achieve a score at or above the 96% national age percentile on a standardized mental ability test on either a composite or an appropriate component score.

Floyd County Schools administers the following mental ability tests:

- A. **COGNITIVE ABILITY TEST (COGAT)**
Administer this test first to students. Use verbal, quantitative nonverbal and / or total score. Online version for 1st to 12th grades. Kindergarten use paper copy.
- B. **OTIS-LENNON ABILITY TEST (OLSAT8)**
Only use total score. Use this only as a second test to administer to students that show strength in the verbal domain.
- C. **NAGLIERI'S NONVERBAL ABILITY TEST 2 (NNAT2)**
Use only a total score. Beneficial for ESOL, ELL, and minority students. Use this as a second test for students that demonstrate a strength in quantitative and / or nonverbal domains.

ACHIEVEMENT

Students must achieve a score at or above the 90th national grade percentile on the core total, total mathematics and/or total reading score of a standardized achievement test that meets criteria outlined in assessment instrument eligibility. Floyd County School administers the following achievement test:

- A. **MAP- System-wide level testing - use this first.**

B. IOWA TEST OF BASIC SKILLS (ITBS)

Use total reading, total math and/or total composite score. Administer the online version for grades 1st to 12th, and paper version for Kindergarten students. Administer this test first for achievement. Make sure to do Total Reading and Total Math. If you need Total Core the ELA section must also be administered.

CREATIVITY

Students may be assessed using any of the following measures:

- A. Students must receive a score at or above the 90th percentile on a standardized creativity characteristics rating scale.

Floyd County Schools administers the following behavior rating scale for creativity:

THE GIFTED RATING SCALE - GRS

- B. Students must achieve a score at or above the 90th national age percentile on the total battery of a standardized test of creativity that meets criteria of creativity instruments.

Floyd County Schools administers the following tests for creativity:

TORRANCE TESTS OF CREATIVE THINKING (TTCT)

Figural Use only for ages five (5) and up. Use Age norms, not grade level norms. This is a secondary test to use only with students that demonstrate a need in their area creativity. This is also an appropriate test for ELL students.

MOTIVATION

Students may be assessed using any of the following measures:

- A. Students in grades 8 to 12 must achieve a grade point average over a two-year period of 3.5 on a scale of 4.0, or numerical average of 85 or higher in the subjects of math, science, language arts, social studies, and foreign languages, over the previous two years.
- B. Students shall receive a rating at or above the 90th percentile on a standardized motivational characteristic rating scale which relates to the construct of motivation.
- C. Motivation Portfolio - Evaluated by panel of 3 gifted educators with a locally developed rubric.

Floyd County Schools administers the following behavior rating scale for motivation.

THE GIFTED RATING SCALE - GRS

*Parents are notified in writing regarding the status of the formal evaluation of their student. A letter will be sent home with tests scores.

ADDITIONAL EXPLANATION OF CRITERIA

- 1. Eligibility determination must include a nationally normed test. Any data used to establish eligibility in one category will not be used to establish eligibility in another category.
- 2. Only one observational behavioral checklist can be used in eligibility.
- 3. All test data used to establish eligibility for placement must be current within two calendar years of the testing date. All tests and procedures used in the assessment process and used to determine eligibility for gifted education services must meet standards of validity and reliability and will be non-discriminatory with respect to race, religion, national origin, sex, disabilities, or economic background.

- 4. Eligibility Review Committees will meet to review all data submitted in referrals. These teams will consist of the gifted program teacher at the school and two other gifted certified teachers and / or administrators. The Eligibility Review Committee is responsible for determining eligibility status, appropriate delivery model, and appropriate secondary tests to administer and recommended instructional services.

- 5. All tests must on the Georgia Department of Education list that is provided to school systems by the DOE Gifted Specialist.

- 6. Floyd County Schools makes every effort to address diversity issues with our population of students. The NNAT2 is beneficial for our ELL students. Tests can be ordered for students in large-print or Braille if needed and directions in other languages. OLSAT is beneficial for verbal students.

- 7. Outside testing may be used in the nomination process to establish a need for testing. Outside testing will not be used for eligibility purposes.

- 8. Students will be assessed in all four (4) data categories- achievement, mental ability, motivation, and creativity before eligibility is determined.

CONTINUATION CRITERIA

The Floyd County Gifted Education Program requires that students meet the specific performance standards for their grade for continuation criteria for students in the Gifted Program.

ACADEMIC

Maintain the following:

Mastered = M or Proficient = P in Kaleidoscope classes for each grading period on gifted education progress report.

*If the above criterion is not met, a team of teachers and/or administrators will meet to formulate an improvement plan and consider the following options:

- 1. A probationary period during which the student will not participate in Kaleidoscope.
- 2. A probationary period during which the student will participate in Kaleidoscope.

*Parents will be notified of all decisions and may request a conference with the Kaleidoscope teacher.

After the probationary period, the student's performance during the probationary period will be evaluated. At that time the following options will be considered:

- 1. Termination/Withdrawal from Kaleidoscope program.
- 2. Continuation of probation.
- 3. Termination of probation status.

SECTION 504 PROCEDURAL SAFEGUARDS

OVERVIEW

Any student or parent/guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator.

The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

HEARING REQUEST

1. The Request for the Hearing must include the following:
2. The name of the student;
3. The address of the residence of the student;
4. The name of the school the student is attending;
5. The decision that is the subject of the hearing;
6. The requested reasons for review;
7. The proposed remedy sought by the grievant;
8. The name and contact information of the grievant.

Within ten (10) business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

MEDIATION

The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

HEARING PROCEDURES

- A. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- B. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- C. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- D. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least ten (10) calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- E. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. § 104.34). One (1) or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

- F. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- G. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- H. The hearing shall be closed to the public.
- I. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- J. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- K. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- L. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- M. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

DECISION

The impartial review official shall issue a written documentation within twenty (20) calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

REVIEW

If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

The Rehabilitation Act of 1973, commonly known in the schools as "Section 504," is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, Section 504 applies to ensure that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

Under Section 504, a student is considered "disabled" if he or she suffers from a physical or mental impairment that substantially limits one or more major life activities. Section 504 also protects students with a record of impairment, or, who are regarded as having impairment, from discrimination on the basis of disability. Students can be considered disabled, and can receive services under Section 504, including regular or special education and related aids and services, even if they do not qualify for, or receive, special education services under the IDEA.

The purpose of this Notice is to inform parents and students of the rights granted them under Section 504. The federal regulations that implement Section 504 are found at Title 34, Part 104 of the Code of Federal Regulations

(CFR) and entitle eligible students and their parents, to the following rights:

1. You have a right to be informed about your rights under Section 504. [34 CFR 104.32]. The School District must provide you with written notice of your rights under Section 504 (this document represents written notice of rights as required under Section 504). If you need further explanation or clarification of any of the rights described in this Notice, contact appropriate staff persons at the District's Section 504 Office and they will assist you in understanding your rights.
2. Under Section 504, your child has the right to an appropriate education designed to meet his or her educational needs as adequately as the needs of non-disabled students are met. [34 CFR 104.33]. You have the right to refuse consent for services at any time.
3. Your child has the right to free educational services, with the exception of certain costs normally also paid by the parents of non-disabled students. Insurance companies and other similar third parties are not relieved of any existing obligation to provide or pay for services to a student that becomes eligible for services under Section 504. [34 CFR 104.33].
4. To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services. [34 CFR 104.34].
5. Your child has the right to services, facilities, and activities comparable to those provided to non-disabled students. [34 CFR 104.34].
6. The School District must undertake an evaluation of your child prior to determining his or her appropriate educational placement or program of services under Section 504, and also before every subsequent significant change in placement. [34 CFR 104.35]. You have the right to refuse consent for initial evaluation.
7. If formal assessment instruments are used as part of an evaluation, procedures used to administer assessments and other instruments must comply with the requirements of Section 504 regarding test validity, proper method of administration, and appropriate test selection. [34 CFR 104.35]. The District will appropriately consider information from a variety of sources in making its determinations, including, for example: aptitude and achievement tests, teacher recommendations, reports of physical condition, social and cultural background, adaptive behavior, health records, report cards, progress notes, parent observations, statewide assessment scores, and mitigating measures, among others. [34 CFR 104.35].
8. Placement decision regarding your child must be made by a group of persons (a Section 504 committee) knowledgeable about your child, the meaning of the evaluation data, possible placement options, and the requirement that to the maximum extent appropriate, disabled children should be educated with non-disabled children. [34 CFR 104.35].
9. If your child is eligible under Section 504, he or she has a right to periodic reevaluations. A reevaluation must take place at least every three years. [34 CFR 104.35].

10. You have the right to be notified by the District prior to any action regarding the identification, evaluation, or placement of your child. [34 CFR 104.36].
11. You have the right to examine relevant documents and records regarding your child (generally documents relating to identification, evaluation, and placement of your child under Section 504). [34 CFR 104.36].
12. You have the right to an impartial due process hearing if you wish to contest any action of the District with regard to your child's identification, evaluation, or placement under Section 504. [34 CFR 104.36]. You have the right to participate personally at the hearing, and to be represented by an attorney, if you wish to hire one.
13. If you wish to contest an action taken by the Section 504 Committee by means of an impartial due process hearing, you must submit a Notice of Appeal or a Request for Hearing to the District's Section 504 Coordinator. You must submit the required notice or request in writing within thirty (30) calendar days of the action or omission giving rise to your complaint. Failure to make a timely request will result in the loss of your opportunity to pursue a due process hearing on that action or omission. A date will be set for the hearing and an impartial hearing officer will be appointed. You will then be notified in writing of the hearing date, time, and place.
14. If you disagree with the decision of the hearing officer, you have a right to seek a review of the decision by making a written request to the District's Section 504 Coordinator, and/or you may seek relief in state or federal court as allowed by law.
15. You also have the right to present a grievance or complaint through the District's local grievance process. The District will investigate the situation and take into account the nature of the complaint and all necessary factors, and respond appropriately to you within a reasonable time. Parents may contact the District's Section 504 Coordinator for more information about the District's grievance process.
16. You also have a right to file a complaint with the Office for Civil Rights (OCR) of the Department of Education. The address of the OCR Regional Office that covers this school district is:

United States Department of Education, U.S. Department of Education, Region IV, 61 Forsyth Street SW, Ste. 19T10, Atlanta, GA 30303. Telephone: (800) 368-1019.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Floyd County Schools
600 Riverside Parkway
Rome, Georgia 30161
706-234-1031
trinawood@floydboe.net

INTERNET USE

The Floyd County School System supports the use of technology to enhance education. Access to the Internet through school resources is a privilege based on acceptable use as defined by the district policy IFBG. Acceptable Internet use includes the following guidelines.

STUDENTS MUST:

- Have teacher permission before using the computer/chromebook.

- Use the computers/chromebooks and other equipment for academic purposes only.
- Follow all federal, state, and local laws and policies regarding computer/chromebook use.

Obtaining or using an employee's password to any software, vandalism, "hacking", and theft of technology equipment or data, sending SPAM, and/or harassing others by sending unwanted messages or using inappropriate language is not allowed. Students are not allowed to connect any network capable device to the school network unless it is on the approved guest wireless account. Students engaging in any of the above activities may lose their computer use rights, will be disciplined through the school and/or law enforcement/court system, and may be charged restitution for behavior or actions that lead to the loss of service, loss of equipment, or the loss of data.

Floyd County Schools uses a sophisticated filtering system to block offensive, illegal, and/or inappropriate web sites. It is the user's responsibility not to initiate access to inappropriate material. If inappropriate material is accidentally viewed on a web site, the student must inform an adult school employee immediately of the inappropriate site and material. Students, who willfully or continually view inappropriate content or try to circumvent the school district's Internet filters by using proxy sites, servers, or other methods, may lose all computer privileges and will be subject to disciplinary measures as set forth by the school and/or court system.

FEES AND FINES FOR PK-5:

No late fees for overdue books or magazines. For lost, severely damaged items (not useable), or any item not returned, the fee shall be a minimum of \$10.00, or the original cost of the book/item.

FCBOE GENERAL DISCIPLINE INFORMATION

It is important that students read this section on the Student Behavior Code and follow the guidelines carefully. The Floyd County Schools standards for student behavior during school hours, at school-related functions, on school buses and at bus stops are 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, respect each other and school district employees, obey student behavior policies adopted by the Board of Education, and obey student behavior rules established by individual schools. The consequences of engaging in activities that are illegal or prohibited can be severe and have far-reaching effects on a student's educational experience and personal life.

School safety is important to everyone. Providing an environment that is safe and promotes education and growth requires an impartial Student Behavior Code that must be respected and observed. Our Student Behavior Code has been developed to include local, state, and national laws and to follow the rules and regulations of the Floyd County School System. Students are required to follow the behavior code during regular school hours, on any school transportation, and at any time while attending or participating in school-sponsored activities.

Questions regarding appropriate disciplinary action shall be referred to the Superintendent or designee. In situations where out-of-school suspension is used as a disciplinary action, effort will be made to contact the parent of the student involved. Should personal or phone contact not be successful, sending the appropriate paperwork home with the student shall be considered adequate parental notification of the action taken. School officials are in charge and have the responsibility for disciplinary supervision. Administrators have the authority to use professional judgment in disciplining students within the guidelines of the Floyd County Student Behavior Code.

Parents shall be invited to a conference to devise a behavioral plan before students who have been suspended or expelled return to school. Failure of the parent to attend such conference does not preclude the student from being readmitted; however, school officials shall meet with the student to devise a behavior plan.

STAFF PROTECTION

The Board will support, protect, and aid any school employee who suffers physical assault by a pupil or other person while the school employee is acting in the discharge of his/her duties within the scope of the district's written policies.

Should a pupil or other person physically assault a school employee, the incident shall immediately be reported to the building principal. The building principal will notify the Superintendent of Schools who shall notify the Board members.

DISCIPLINE PROCEDURES AND DEFINITIONS

CHRONIC DISCIPLINARY PROBLEMS

Students who continue to have multiple discipline referrals may be identified as a "chronic disciplinary problem" (as defined in O.C.G.A. § 20-2-764). When that occurs, the parents of that student will be requested to schedule an appointment to observe the student in a classroom situation and to meet with the school personnel to devise a discipline and behavior plan.

CHRONIC DISCIPLINARY STUDENT

When a teacher or principal identifies a student as a "chronic disciplinary problem student" as defined in O.C.G.A. § 20-2-764, the principal shall notify the student's parent/guardian of the discipline problem, and request the parent/guardian to observe the student in a classroom situation, and to attend a conference with the principal or teacher or both to devise a disciplinary and behavior correction plan. The notification shall include a telephone call and either certified or first class mail.

IN-SCHOOL SUSPENSION PROGRAM

The Board of Education believes that disruptive students should be reassigned to isolated individually in-school suspension programs rather than be suspended or expelled from school. This program shall be designed to address those factors contributing to the disruptive behavior of students.

THE PURPOSES OF THE PROGRAM ARE TO:

1. Isolate the disruptive students during the school day from the regular classrooms and activities of the school;
2. Continue the student's progress with classroom assignments; and
3. Provide individually oriented instruction in essential skills and knowledge areas for which low achievement levels may be contributing to the student's adjustment problems.

The Superintendent of Schools shall develop regulations, standards, and eligibility criteria necessary to guide the effective operation of the in-school suspension program. The Superintendent shall provide the Georgia Department of Education the necessary documents in order to receive state funding to operate the in-school suspension program.

EXPULSION

The Superintendent is empowered to permanently exclude a student from school within the Floyd County School System. Such exclusion shall only be for drastic action causing serious disruption in the normal operation of the educational program. Due process rights of students shall

be guaranteed prior to any action directed toward the exclusion of a student from the Floyd County School System. Such expulsion may be recommended by a duly established Disciplinary Tribunal acting in accord with board policy.

Students who commit any act of violence resulting in substantial injury to a teacher must participate in a mandatory disciplinary tribunal hearing. If found guilty by a hearing tribunal, the student must be referred to juvenile court with a petition alleging delinquent behavior. For elementary school students, the hearing tribunal may recommend to the Superintendent short-term suspension up to expulsion for a specified time, which may include permanent expulsion. For middle and high school students, the hearing tribunal must recommend to the Superintendent permanent expulsion. Upon recommendation, the student may be permitted to attend an alternative school during the period of expulsion. Upon recommendation of the Tribunal, the Superintendent may readmit a middle school student to the regular education program for grades 9-12.

If the offense occurred on a school bus, the parent/guardian must meet with a school administrator to form a bus behavior contract.

STUDENT SEARCHES

School officials may conduct searches at the discretion of the administration whenever circumstances indicate a need for such action. These searches may include clothing, bookbags, purses, lockers, automobiles or any other property on school grounds. Searches may be conducted at any time before, during, or after school hours, or at any school-sponsored activity. Hand-held metal detectors may be used to search students or student's property. Dogs may be used to search automobiles, lockers, and personal bookbags.

BULLYING

The Floyd County School System believes that all students can learn best in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as defined by Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

BULLYING IS DEFINED AS

AN ACT THAT IS:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that;
4. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
5. Has the effect of substantially interfering with a student's education;
6. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
7. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, in school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software

that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. 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.

REPORTING

Any student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, is encouraged to report or otherwise provide information on bullying activity to the principal or designee.

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying should immediately report it to the school principal.

Any report of bullying will be appropriately investigated by the administration and/or counselor/designee in a timely manner based on the nature of the complaint to determine:

1. Whether bullying has occurred;
2. Whether there are other procedures related to illegal harassment or discrimination that should be implemented; and
3. What other steps should be taken.

DISCIPLINE

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 3-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Nothing herein shall prohibit the tribunal panel from assigning the student to an alternative school before a third offense of bullying should the circumstances warrant.

NOTIFICATION OF BULLYING OFFENSE

Upon a finding by a school administrator and/or counselor/designee that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student of such incident by telephone call or through written notice, which may be done electronically.

Retaliation for reporting incidents of "bullying" is prohibited:

Pursuant to O.C.G.A. § 20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry regarding an incident of bullying is prohibited. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

GENERAL NOTIFICATION OF BULLYING PROHIBITION

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting such information at each school in the Floyd County School System and by way of inclusion of such information in the Student Code of Conduct.

IMMUNITY AND FALSE REPORTING

Any person who in good faith reports an incident of bullying shall be immune from civil liability for any damages caused by such reporting. However, any student who knowingly files a false report of bullying, harassment, or intimidation may be subject to punishment under the Student Code of Conduct.

In determining when and how to implement this policy and any procedures related to it, educators exercise their professional judgment and discretion. There, this policy is not to be construed as imposing any ministerial duties on individual employees. Further, this policy is not intended to interfere with the duties of law enforcement.

WEAPONS

It is the policy of the Floyd County Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two (2) or more inches, straight edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon type weapon, or any flailing instrument consisting of two (2) 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 (2) 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 instrument of like kind, any nonlethal air gun, and any stun gun or Taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one (1) calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one (1) year expulsion under circumstances where the one (1) year expulsion appears excessive to the Superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

REPORTING REQUIREMENTS

Any employee who has reasonable cause to believe that a student possesses a weapon as defined in paragraph one (1), is involved in an assault using a weapon as defined in paragraph two (2), or is involved in a second offense with a weapon on campus must report such violations to the principal or assistant principal of the school. If the principal has reasonable cause to believe that such report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

The student's parents/guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the **Code of Conduct**, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

TOBACCO AND VAPING USE

The Floyd County Schools Board of Education recognizes that the use of tobacco and vaping products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities.

In accordance with the "Georgia Smoke Free Air Act of 2005", tobacco and vaping use shall be prohibited at any time in any school building or property owned or leased by the Floyd County Schools Board of Education; or at any time in any system-owned vehicle, including any school buses, or at any school sponsored activity on campus or off campus.

No student, staff member, school visitor, or volunteer is permitted to possess or use any tobacco or vaping product at any time, including non-school hours 24 hours per day, seven days per week:

1. In any building, facility, or vehicle owned, leased, rented or chartered by the Floyd County Schools;
2. On any school grounds and property - including athletic fields and parking lots - owned, leased, rented or chartered by the Floyd County Schools; or
3. At any school-sponsored or school-related event on - campus or off-campus.

Students who violate this policy may be subject to disciplinary action in accordance with the student code of conduct, the student/parent handbook and/or Policy JCDA.

Consequences for students engaging in the behavior will be provided in accordance with Floyd County Schools Behavior Rule, JCDA.

Consequences for employees who violate the tobacco/vaping use policy will be in accordance with personnel policies and may include verbal warning, written reprimand, or termination. Visitors using tobacco/vaping products will be asked to refrain while on school property or leave the premises.

STUDENT DRUG USE

No student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use, or transmit drug paraphernalia or counterfeit drugs, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. Such

use, possession or transmitting of illegal drugs or alcohol is a violation of federal, state, and local laws as well as a violation of Floyd County Board of Education Policy.

This policy shall apply to all students before, during, and after school hours at school, in any school building and on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. Any student found to be in violation of this policy is subject to disciplinary sanctions as outlined in JCDA-R. These sanctions include notification of legal authorities and possible expulsion. This policy shall not apply to the proper possession and use of prescription medication or to the legal possession of any of the above-listed substances in connection with an approved school project.

Students who have personal problems with drug addiction will be provided information concerning available drug and alcohol counseling and rehabilitation programs. Students suspended from school for violation of the policy on illegal drugs and alcohol will be advised of options for re-entry into the school program of studies.

Students and parents are provided a copy of the student handbook at registration in the school system. This handbook contains detailed information on the required standards of conduct and consequences for any violations. Compliance with the behavior policy is mandatory.

SECRET SOCIETIES (GANGS)

The Floyd County Board of Education is dedicated to preventing the influence and activities of gangs in school. This policy is designed to eliminate or prevent such influence and activities and should be interpreted in the broadest form permissible to effectuate these purposes.

DEFINITIONS

For the purposes of this policy, a "gang" is defined as any group or association of three (3) or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures or abets any illegal or disruptive activity or behavior of any kind, whether on or off school campuses or school property.

PROHIBITED ACTIVITY

No student shall:

- A. Display or wear gang articles, paraphernalia, or clothing.
- B. Display or wear clothing relating to race or color, or logos relating to any sadistic cult, or bearing obscenities, libelous, or slanderous.
- C. Threaten to commit, or actually commit, any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, school bus, or other school facility or otherwise causing disruption to the orderly operation of any activity on any school campus or school property, or in reckless disregard of the risk of causing such terror or disruption.
- D. Shoot at or throw an object at a school bus or other school owned or operated vehicle which is being operated or which is occupied by passengers.
- E. Recruit or solicit membership in any gang or gang-related organization.
- F. Write or practice writing gang names, symbols, or any other gang graffiti on any school property or

school related materials such as folders, notebooks or paper.

- G. Hold oneself out as a member of a gang.

PARTIES TO THE OFFENSE

Any student who urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures or abets any other students to violate any section or paragraph of this policy shall be deemed to have violated that section or paragraph.

BEHAVIOR NOT COVERED

The appropriate school officials reserve the right to punish any other gang-related behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

RECOMMENDED DISPOSITIONS

Assignment of any of the following punishments at the discretion of the administrator includes but are not limited to;

- A. Administrative conference and/or parent contact;
- B. Administrative detention;
- C. Suspension out of school pending a parent conference;
- D. In School Suspension;
- E. Out of School Suspension (ten (10) days or less);
- F. Out of School Suspension pending a Tribunal Hearing; or
- G. Referral to law enforcement agencies.

Student with active Individual Education Plans (IEP) will not lose their due process rights under this policy.

TRANSFER STUDENTS

Most public school systems honor the disciplinary recommendation of an alternative school assignment, long term out-of-school suspension, and/or expulsion assigned by another school system. Any student under disciplinary action may not participate, in any way, in a regular education program until the disciplinary assignment is completed.

RECORDS

In addition to the files maintained in local schools, the following system-wide records are required regarding Student Discipline Procedures and Actions:

- A. **Disciplinary Record** - to be completed for each disciplinary action which involves;
 1. Expulsion
 2. Suspension
 3. Transitional Academy assignment
 4. Detention assignments
 5. Other (such as warrants, arrests, referral to juvenile authorities).
- B. **Record of Tribunal** - a written or recorded account of a tribunal, findings, and disposition of the case. Copies of the findings shall be sent to the student, the parent/guardian, and to the following:
 - Superintendent or designee;
- C. **Discipline file** - local school - hard copies should be retained in student discipline files and in the student's computer record (or electronic file).

TRIBUNAL PROCEDURE

The following procedural guidelines shall govern the Disciplinary Tribunal:

1. Written notice of charges against a student shall be supplied to the student and the parent/guardian.
2. Students under the age of eighteen (18) may not attend a tribunal without a parent/guardian, or other appropriate adult representative.
3. The student, parent/guardian may be represented by legal counsel; provided the Director of Student Services is timely notified that the student will be represented by counsel.
4. The student shall be given an opportunity to give his/her version of the facts and their implications. The student shall be allowed to offer testimony of other witnesses and/or other evidence.
5. The student shall be allowed to observe all evidence offered and the student shall be allowed to question any witness.
6. The tribunal shall be conducted by impartial members who shall make a determination solely upon the evidence presented at the tribunal.
7. The tribunal shall state within a reasonable time after the tribunal the findings as to whether or not the student charged is guilty of the conduct charged and the decision, if any, as to disciplinary action.
8. The findings of the tribunal shall be reduced to writing and sent to the student and the parent/guardian.

The Floyd County School District, as a Georgia charter school system, is not subject to the provisions of O.C.G.A. § 20-2-750 through O.C. G.A. § 20-2-758, which establish procedures for school disciplinary tribunals and appeals. However, without waiving its exemption from such provisions, the student and the parent or guardian may appeal the decision of the tribunal in writing to the Superintendent by no later than ten (10) days after the tribunal's decision. The written appeal must state the specific reason for the review, distinctly set forth the question in dispute, provide a concise statement of the reasons why the decision is being appealed, and must be timely delivered to the Superintendent. The Superintendent shall review the appeal and send a written decision to the student's parent or guardian confirming, modifying, or reversing the Tribunal's decision, in whole or in part, within twenty (20) days of the Superintendent's receipt of the written appeal.

This policy supersedes and replaces former JCEB and JCEB-R in the entirety. To the extent there is any FCBOE policy or procedure which is inconsistent herewith, the terms of this policy shall control.

STUDENT DUE PROCESS RIGHTS

PROCEDURE

1. The hallmark of the exercise of disciplinary authority will be fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and the parent/guardian.
3. If a hearing is not waived by a student or if the hearing is required under this Code of Conduct or state law, the hearing will take place whether or not the student or parent/guardian chooses to participate.
4. A student may be given an opportunity for a hearing if the student or the parent/guardian timely indicates the desire for one. It should be held to allow the student and the parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary action, or to

allege prejudice or unfairness on the part of the school district official responsible for the discipline.

5. The Superintendent or designee may request that the student and parent/guardian confer with school administration first, but if the student and parent/guardian declines the request, a tribunal shall be scheduled as soon as possible, this would be for any suspension for more than ten (10) days.
6. For students in grades 6 - 12, Disciplinary Tribunal hearings shall be conducted by a Tribunal Panel and a Disciplinary Hearing Officer. For students in grades Pre K - 6, Disciplinary Hearings may be conducted by a Tribunal Panel or a Disciplinary Hearing Officer, depending on the infraction and determination of the Superintendent or designee.

The following procedural guidelines shall govern the Disciplinary Tribunal:

- A. Written notice of charges against student shall be supplied to the student and the parent/guardian.
- B. The parent/guardian or other appropriate designated adult representative shall have the opportunity to be present at the tribunal.
- C. The student, parent/guardian may be represented by legal counsel.
- D. Written notice of charges against student shall be supplied to the student and the parent/guardian.
- E. The parent/guardian or other appropriate designated adult representative shall have the opportunity to be present at the tribunal.
- F. The student, parent/guardian may be represented by legal counsel.
- G. The student shall be given an opportunity to give his/her version of the facts and their implications. The student shall have the opportunity to offer testimony of other witnesses and/or other evidence, and the witnesses and/or other evidence, and the student shall be permitted to cross examine any evidence or witness presented by the school.
- H. The student shall have the opportunity to review all evidence, and the student shall be allowed to question any witness.
- I. The tribunal shall be conducted by an impartial hearing authority that shall make a determination solely upon the evidence presented at the tribunal.
- J. A verbatim record shall be kept of the tribunal.
- K. The hearing officer or panel shall state in writing within three (3) business days after the conclusion of the tribunal hearing findings as to whether or not the student charged violated the particular behavior code or offense and the decision, if any, as to disciplinary action.
- L. The findings of the hearing officer shall be reduced to writing and sent to the student and the parent/guardian.
- M. The student and the parent/guardian shall be made aware of their right to appeal the decision of the Disciplinary Tribunal.
- N. The appeal shall be made in accordance with Policy JCEB.

In addition to the mandatory hearings discussed for certain offenses, a recommendation of long term out of school suspension, expulsion for more than ten (10) days or permanent expulsion requires a formal hearing with a Disciplinary Tribunal. Due process rights are part of the referral process and include the following:

- Written notice of the charges in a timely manner.
- Written notice of the witnesses and evidence to be presented.

- An opportunity for the student to:
 - (a) Review evidence
 - (b) Present a defense, and
 - (c) Question witnesses
- Specific recommendations for discipline.
- Procedures for re-admission to school programs.

**EQUAL EDUCATIONAL OPPORTUNITIES
POLICY JAA**

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, parent or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

- Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education, the Superintendent or the principal. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
- If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
- The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.

- If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
- The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
- This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
- The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.
- No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
- The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

HARASSMENT / POLICY JCAC

It is the policy of this School District to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student. Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent, employee, or other individual who believes that a student has been subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also

report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy

and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

STUDENT BEHAVIOR CODE / CODE OF CONDUCT

POLICIES AND/OR REGULATIONS ARE SUBJECT TO CHANGE.

PLEASE CONSULT FLOYD COUNTY BOARD OF EDUCATION WEBSITE FOR UPDATES

INTRODUCTION

The Floyd County Board of Education is dedicated to sound discipline practices. The purpose of this Code of Conduct is to provide students in the Floyd County School District an effective and safe learning environment and to promote learning and encourage responsibility during the school day as well as during all school related activities. The degree of discipline imposed for violations of this Behavior Code are age appropriate and shall reflect the severity of the charged offense, the student's disciplinary history, the maturity level of the student, and any other relevant factors. In addition to discipline of students by the Floyd County School District, student conduct may be reported to appropriate law enforcement authorities. Compliance with these requirements is mandatory.

Pursuant to SB413, all information regarding school clubs and organizations are to be made available for parents/guardians. This information includes the name, mission or purpose, name of faculty advisor, planned or past activities of the club or organization.

Students and their parents need to know and understand the Code of Conduct in order to achieve a successful learning experience. This student code of conduct is not limited to Policy JCDA. Instead, it includes all student behavior policies in Section J of the Floyd County Board of Education Policy Manual.

Questions regarding appropriate disciplinary action shall be referred to the Superintendent or designee. In situations where out-of-school suspension is used as a disciplinary action, effort will be made to contact the parent of the student involved. Should personal or phone contact not be successful, sending the appropriate paperwork home with the student or to the student's residence shall be considered adequate parental notification of the action taken.

BEHAVIORS

In general, each student is expected to:

- Demonstrate courtesy with all individuals regardless of circumstances, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet Floyd County School System and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of teachers and other Floyd County School System staff.
- Respect the property of others, including Floyd County School System property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Refrain from committing violations of the Student Behavior Code/Code of Student Conduct.

The disciplinary procedures outlined in this Student Behavior Code/Code of Student Conduct are clearly stated to ensure that all students are aware of unacceptable behavior that is in violation of school system policies and the consequences of such policy violations. The behavior code is in effect at school or on school property at any time, off school grounds at any school sponsored activity, function or event and while traveling to and from such events, on vehicles provided for student transportation by the school system; at all designated bus stops; during the regular school day and while the student is going to and from school on Floyd County School System transportation; on Floyd County School System sponsored transportation (approved school trip on a private carrier); while the student is in attendance at any school related activity, regardless of time or location; for any school related misconduct, regardless of time or location; while attending a school sponsored or school related activity of another school system in Georgia; when retaliation or terrorist threats against a school employee or volunteer occurs or is threatened, regardless of time or locations; when a violent or dangerous incident may jeopardize the safety or well-being of staff and/or students, regardless of time or locations; and when a student commits an act that could be punished as a felony, as provided by O.C.G.A. 20-2-768. Conduct of students during off-school hours that may have a direct impact on the safety or well-being of students or which created a school disturbance are subject to disciplinary action.

AUTHORITY

School rules and the authority of the Floyd County School System to administer discipline apply whenever the interest of the Floyd County School System is involved. The Code of Conduct specifically applies to offenses that students commit while on school property at school sponsored events, during off-school hours as stated above, or while using the school technology resources.

As used in this Code of Conduct, school property includes, but is not limited to:

1. The land and improvements which constitute the school;
2. Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted;
3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the Floyd County School District and privately owned vehicles used for transportation to and from school activities; and
4. Personal belongings, automobiles or other vehicles which are located on school property.

School technology resources include, but are not limited to:

1. Electronic media systems such as computers, electronic networks, messaging, and web site publishing; and
2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

SCHOOL OFFICIALS HAVE THE AUTHORITY TO USE PROFESSIONAL JUDGEMENT IN DISCIPLINING STUDENTS WITHIN THE GUIDELINES OF THIS BEHAVIOR CODE

The school system requires administrators to inform all teachers to whom the student is assigned when a student, including a “transfer student”, has been convicted of certain felonies as defined in Georgia Code Annotated, (O.C.G.A.), Section 15-11-63.

A school is authorized to refuse to enroll or subject a student to short term suspension, long term suspension, or expulsion for any time remaining in another school system's or school's disciplinary order upon receiving a certified copy of such order if the offense which led to such suspension or expulsion in the other school system or school was an offense for which suspension or expulsion could be imposed in the enrolling school. A school may refuse to re-admit or enroll students who have previously been expelled/suspended for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or delinquent act under Code Section 15-11-28 which would be a felony if committed by an adult. Enrolling students must provide an official copy of records from the previous school system, including discipline records, for admission. Schools may enroll students “conditionally” if parents sign a release authorizing the previous school system to forward records. Further, the release must indicate whether the student is currently serving a suspension/expulsion from another school system and/or if the student has ever been adjudicated guilty of a designated felony acts as defined in O.C.G.A. Section 15-11-63. The act(s) must be listed on the release form. Students eighteen (18) years of age or older may complete the release form as appropriate. The content of these records may be challenged by appealing to the Superintendent or designee.

The Student Behavior Code shall be provided annually to students through a handbook upon enrollment. The parent and student shall acknowledge their receipt of the code by completing the required form. Parents and students shall be notified of any changes in procedures by voice mail, newsletters, parent conferences, or web pages. A copy of the code shall be posted in all classrooms.

IEP / COMMITTEE REVIEW FOR STUDENTS WITH DISABILITIES

Special education personnel shall be consulted in matters involving special education students. A special education student shall be afforded all rights under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400, et al. seq., Section 504 of the Rehabilitation Act of 1973, 29 U.S.C., §706(8), 794, 794a, and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101, et al. seq.

Any student who is receiving special education services or who has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) and whose acts are determined by the Principal, or designee, Disciplinary Hearing Officer or Tribunal to have violated any of the rules, regulations or laws as alleged, shall be referred to an IEP committee if cumulative days of exclusion exceeds ten days, or the recommendation constitutes a change in placement. The IEP committee is responsible for determining if the student's conduct resulted as a consequence of his/her disability, whether such conduct warrants a change in placement, amendments to the individual educational plan (IEP) and/or disciplinary actions. If the IEP committee determines that the student's conduct is not a consequence of the student's disability, the student may be disciplined as any other regular education student, but shall receive educational services during this discipline. The IEP committee shall also have the authority to consider, recommend and implement any changes in the student's IEP or educational placement. Nothing in this rule shall alter or adversely affect the rights of students with disabilities under applicable federal and state laws.

DISCIPLINES

A suspension is defined as any disciplinary action that removes a student from regular classes and other school activities. Floyd County schools use both in-school and out of school suspensions in an effort to provide a safe and appropriate learning environment. Georgia law (O.C.G.A. 20-2-764-766) requires students who have been suspended to have a conference with their parents and a school official before returning to class. They will discuss the reason for the suspension and write a plan designed to support more appropriate behavior. Parents who are unable to attend a conference must contact the school for further information. A notation of the conference is placed in the student's permanent file.

SUSPENSION / EXPULSION

1. **In School Suspension (ISS)**

An educational environment for students whose behavior precludes attendance in the regular school program. This setting is in the local school and is staffed by a paraprofessional or designated school employee.

2. Out of School Suspension (OSS)

Removal of the student from the school campus and exclusion from school sponsored activities. Students serving OSS may forfeit the opportunity to make-up missed class assignments.

3. Short Term Suspension

An In School or Out of School assignment for a specific period of time up to ten (10) days.

4. Long Term Suspension

An In School or Out of School assignment for a specific period of time ranging from eleven (11) days to the end of the current semester.

5. Expulsion

Removal of the student from the school campus and exclusion from school sponsored activities beyond the current school quarter or semester.

6. Permanent Expulsion

Removal of a student from the school system with no opportunity to return.

FLOYD COUNTY TRANSITIONAL ACADEMY

An educational environment for students in Grades 3-12 whose behavior precludes continued attendance in the regular school program and where the instructional program is based upon normal course content, and behavior is carefully monitored. (Policy JDD defines specific criteria and guidelines).

DETENTION

Detention is defined as the requirement that a student report to a specified school location and to a designated teacher or school official to make up work missed or to receive specific instruction in behavior management.

Detention may require the removal of the student from his/her regular schedule if it is deemed necessary to do so for the well-being of the student or school and the requirement for his/her attendance before school, after school, on Saturdays, or during scheduled class or school activity time to specified locations.

Parents must be notified in advance of any detention procedures that would require a student's attendance at any time other than his/her normal school hours.

Minor punishment of this nature is not protected by due process, thus a notice and hearing are not required.

CORPORAL PUNISHMENT

Physical restraint may be used against a student without advance notice to the principal or parents when it is essential for self-defense, for the preservation of order or for protection of other persons or the property of the Board.

In recognition of research findings that corporal punishment seldom, if ever, results in positive, long-term changes in behavior, but more likely leads to increased incidents of aggressive, negative behavior, the Floyd County School System prohibits the use of such punishment as a method of administering a disciplinary consequence.

CHRONIC DISCIPLINARY PROBLEM STUDENTS

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.

If a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify the parent(s) and invite them to observe the student in a classroom situation. Additionally, at least one parent shall be invited to a conference to devise a disciplinary and behavioral correction plan.

If a chronic disciplinary problem student is suspended or expelled, the principal shall invite at least one (1) of the student's parents to a conference to devise a behavioral plan before the student returns to school. Failure of the parent to attend such conference does not preclude the student from being readmitted; however, school officials shall meet with the student to devise a behavior plan.

A student support process shall be in place. It may include, but is not limited to, character education, a parent conference, a behavior plan, mentoring, mediation, tutoring, advisement, anger management, violence prevention, Student Support Team (SST), Behavior Action Team (BAT), appropriate community agencies involvement, and exemplary intervention programs.

TEACHER'S AUTHORITY TO REMOVE A STUDENT FROM CLASS

The Superintendent shall, and does, fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law.

A teacher who has knowledge that a student has exhibited behaviors that repeatedly or substantially interfere with the teacher's ability to communicate effectively with students in the classroom or with the student's classmates' ability to learn and that violate the Code of Conduct shall file a report describing the behavior to the principal or administrator. The report must be filed within one school day of the most recent behavior. After receiving such a report, the principal or administrator shall send a copy of the report to the student's parent, investigate the incident, and within one day of school day of receiving such report send written notification to the teacher and the student's parent of any disciplinary action taken against the student.

Pursuant to O.C.G.A. §§ 20-2-737,738, a teacher may remove from class a student who repeatedly or substantially interferes with the teacher's ability to conduct instructional activities provided:

1. The student has previously been referred to the principal in accordance with the provisions set forth above; or
2. The teacher determines that the behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.

No student shall possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages (including related products such as “near” beer, non-alcoholic beer, and non-alcoholic wine coolers) and/or illegal drugs, drug residue, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be, or falsely represented by the student to be, alcohol or an illegal drug while on school property, on school buses, at school sponsored events, or while under school jurisdiction. No student shall possess, store, transmit, buy, sell, distribute and/or use drug paraphernalia on school premises, on school buses, at school sponsored events, or while under school jurisdiction. This offense prohibits the misuse, distribution, and sale or attempted sale of prescription and over-the counter drugs as well as the possession and/or use of pretend or imitation drugs or alcohol.

CONSEQUENCES **ELEMENTARY PK-5**

- Discretion of the building principal. Penalty may include reprimand, loss of privileges, and/or suspension.
- Contact the Principal and the student’s parent/guardian.

OFFENSE NUMBER 3 **INTENT / ATTEMPT TO SELL / DISTRIBUTE DRUGS OR ALCOHOL**

Students shall not buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified by the student as such, or believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.

CONSEQUENCES **ELEMENTARY PK-5**

- All violations shall result in short term suspension, long term suspension or expulsion.
- Depending on the substance involved and the severity of the violation, the incident may be reported to the superintendent or designee, the police, the district attorney, and/or the student’s parent/guardian.

OFFENSE NUMBER 4 **PROPERTY: DESTRUCTION / DAMAGE / ATTEMPTS / THREATS / THEFT**

No student shall intentionally cause substantial damage to, or commit theft of, personal property belonging to a Floyd County School District, a School District employee, or another student. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, steal, or set fire to school property or private property while either on school grounds or off school grounds during a school activity, function, or event. For purposes of this Behavior Code, “theft” shall mean the actual or attempted theft of public or private property by deception, extortion or attempted extortion, force, threat of force, violence, or coercion. No student shall possess, store, or transmit stolen property or counterfeit money or money orders on school grounds.

CONSEQUENCES **ELEMENTARY PK-5**

- Depending on the circumstances and severity of the violation, disciplinary assignments may include suspension and/or expulsion. Parents/guardians and/or students will be held responsible for restitution for damage/defacement/vandalism to school property.
- Violations resulting in substantial damage and/or repeated acts or attempts of vandalism may require a Disciplinary Tribunal.
- Contact the student’s parent/guardian.

OFFENSE NUMBER 5 **WEAPONS**

It shall be unlawful for a student to threaten, intimidate or use, a weapon in an aggressive manner as defined by O.C.G.A. §16-11-127.1.

“Weapon” means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two (2) or more inches, straight edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two (2) 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 (2) points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or Taser as defined in subsection (a) of Code Section 16-11-106. This excludes any of these instruments used for classroom work authorized by the teacher.

All weapons shall be confiscated and given to law enforcement agencies.

CONSEQUENCES **ELEMENTARY PK-5**

- Violators shall result in short term suspension, short term suspension, long term suspension, or expulsion.
- The Floyd County Board of Education, a disciplinary tribunal, a hearing officer or the Superintendent shall have the authority to modify such expulsion or student discipline on a case-by-case basis.
- Mandatory reporting to the Superintendent or designee, the police, the district attorney and the parent / guardian of the student.

A. FIREARMS

Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun); the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any explosive incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter 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 one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

CONSEQUENCES

ELEMENTARY PK-5

- Students committing such an act shall be expelled for a minimum of one calendar year up to permanent expulsion pursuant to Georgia law. (O.C.G.A. § 20-2-751.1(a) as amended).
- The Floyd County Board of Education shall have the authority to modify such expulsion or student discipline on a case-by-case basis.
- The Floyd County Board of Education, the disciplinary tribunal, a hearing officer, or the Superintendent shall be authorized to place any student determined to have committed such an act or offense in the Floyd County Transitional Academy.
- The appropriate superintendent or designee, the police, the district attorney, and the parent/guardian of the student will be notified.

B. HAZARDOUS OBJECTS

Any object listed in OCGA§16-11-127.1 that is not used in a threatening or aggressive manner.

CONSEQUENCES

ELEMENTARY PK-5

- Violations could result in short term suspension or long term suspension. The discipline will be at the discretion of the principal.
- All violations must be reported to the Superintendent or designee. The student's parents/guardian must be contacted.

C. WEAPONS

Any knife or instrument having a blade of less than two (2) inches, any "look-alike" firearm; or plastic disposable razor or sling shot.

CONSEQUENCES

ELEMENTARY PK-5

- Mandatory reporting to the Superintendent or designee and the student's parents or guardian.
- Discipline is at the discretion of the principal.

OFFENSE NUMBER 6

ELECTRONIC DEVICES (PAGING DEVICES, CELLULAR PHONES, IPODS, MP3 PLAYERS, WALKIE-TALKIES, CAMERAS, TRACKING DEVICES)

Students shall not display, or turn on cellular phones, video phones, pagers, walkie-talkies, cameras, or other electronic devices during regular school hours, including homeroom, instructional class time, class change time, breakfast or lunch, or while on school buses, except such devices that are expressly approved by the school administration. Taking pictures and/or videos at school is prohibited unless approved by an administrator. The school staff is not responsible for investigating lost or stolen electronic devices. Any electronic devices or cell phones confiscated by the School will be returned upon request by the parent or legal guardian for weekends and holidays, but must be left at home or returned to the school staff upon the students return to school.

CONSEQUENCE

ELEMENTARY PK-5

- Discretion of the principal.

OFFENSE NUMBER 7

POSSESSION OR USE OF ITEMS WHICH MAY CREATE SAFETY RISKS

Students may not possess ammunition, BB's, paint pellets, CO2 cartridges, laser pointers, mace, pepper spray, electrically charged items, pressurized items, or similar devices on school property, on school buses, at school sponsored events, or while under school jurisdiction. No student shall possess, light, and / or discharge or attempt to discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. These items are disruptive to the function of the school and may pose a safety risk.

CONSEQUENCES

ELEMENTARY PK-5

- Discretion of the principal.
- Depending on item and/or severity of the violation, the incident may be reported to the superintendent or designee, the police, the district attorney, or the parent/guardian of the student.

OFFENSE NUMBER 8

PHYSICAL VIOLENCE AGAINST SCHOOL EMPLOYEES

Physical Violence Definition: No student shall make physical contact of an insulting or provoking nature with the school employees or otherwise engage in any act of physical violence against a teacher, school bus driver, school official or other school employee as is outlined and further explained below.

PHYSICAL VIOLENCE AGAINST TEACHERS, BUS DRIVERS, SCHOOL OFFICIALS, OR OTHER SCHOOL EMPLOYEES

Any student alleged to have committed any act of physical violence as defined in this Code of Student Conduct against a teacher, school bus driver, school official, or other school employee shall be suspended pending a mandatory Disciplinary Tribunal Hearing.

- A. Penalty for Acts of Physical Violence Which Result in Physical Harm: A student found by the Disciplinary Tribunal to have committed an act of physical violence, which causes physical harm to a school employee shall be expelled from the public school system for the remainder of the student's eligibility to attend public school and referred to the juvenile court with a request for a petition alleging delinquent behavior. The local school board may permit the student to attend an alternative education program for the period of the student's expulsion; provided however, that if such student is in kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six (6), then the Board may permit a student in kindergarten through grade six (6) who commits such an act to re-enroll in the public school system.
- B. Penalty for Acts of Physical Violence Which do not Result in Physical Harm: A student found by a tribunal to have committed an act of physical violence which does not cause physical harm to a school employee may be subject to short term or long term suspension, expulsion and/or assignment to the Transitional Academy.

PHYSICAL THREAT AGAINST TEACHERS, BUS DRIVERS, SCHOOL OFFICIALS, OR OTHER SCHOOL EMPLOYEES

No student shall attempt to commit a violent injury to the person of a school employee or commit an act which places a school employee in reasonable apprehension of immediately receiving a serious or violent injury.

CONSEQUENCE ELEMENTARY PK-5

- A mandatory Disciplinary Tribunal Hearing shall be held. Depending on the severity of the violation, a student found to have committed a physical threat against a school employee by the Disciplinary Tribunal may receive short term suspension, long term suspension, placement in the Transitional Academy or expulsion.

OFFENSE NUMBER 9 VERBAL ASSAULT / THREATS / BULLYING BEHAVIOR

Verbal or written threatening, bullying, cyberbullying, stalking, and/or intimidating school employees, other students, or other persons without actual physical contact is prohibited. Bullying is specifically defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- A. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- B. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- C. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that;
- D. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such item is defined in Code Section 16-5-23.1;
- E. Has the effect of substantially interfering with a student's education;
- F. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school;
- G. Has the effect of substantially disrupting the orderly operation.

CONSEQUENCES ELEMENTARY PK-5

- Bullying violations shall result in short term suspension, long term suspension or assignment to the FCTA grades 3-5.
- Threatening or intimidating Tribunal witnesses may result in expulsion. Otherwise, discipline is at the discretion of the Principal. Punishment may range from a reprimand to long term suspension and/or assignment to the FCTA.

OFFENSE NUMBER 10 BATTERY / FIGHTING

No student shall directly or indirectly make, or attempt to make, physical contact of an insulting, provoking, or offensive nature with the person of another. Conduct which violates this rule includes, but is not limited to, fighting, hitting, shoving, pushing, or engaging in any other type of physical altercation or harassment. A student who intentionally acts in such a way as to cause a foreign object to make an insulting, provoking, or offensive contact with the person of another violates this rule. If person physically contacted by the student, directly or indirectly, is a teacher, school bus driver, school official, or other school employee the provisions of Offense Number 8 apply.

CONSEQUENCE ELEMENTARY PK-5

- At the discretion of the principal, the penalty may range from detention to long term suspension, and may include referral to the Disciplinary Hearing Officer for the purpose of a determination of the facts and intent.

OFFENSE NUMBER 11 RUDE / DISRESPECTFUL BEHAVIOR / DISHONEST / CHEATING

No student shall use any type of profane, vulgar, obscene or ethnically offensive language (written or oral) or gestures toward other students, school employees, or other people on school property or at school sponsored events. Dishonesty and/or cheating on tests or assignments are prohibited. No student shall refuse to identify one's self upon request of any school employee or designee. All students shall comply with reasonable directions or commands of all authorized school personnel or designees.

CONSEQUENCES ELEMENTARY PK-5

- Discretion of the principal. Punishment may result in detention, in-school suspension, short term suspension.
- Depending on severity of the violation, the incident may be reported to the parent/guardian of the student.

buttocks of a male or female and the breasts of a female. Parents/guardians are encouraged to inform their children of the consequences, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult.

CONSEQUENCE **ELEMENTARY PK-5**

- Disposition at the discretion of the principal following consultation with the superintendent or designee. Penalty may range from detention to short term or long term suspension.

SEXUAL HARASSMENT

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. This applies to (a) on the school grounds at any time; (b) off the school grounds at a school activity, function, or event; or (c) en route to and from school or school sponsored activity. No student shall participate in verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs, electronically transmitted images, or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident. For purposes of this Student Code, sexual harassment includes requests or demands for sexual involvement, accompanied by implied or explicit threats.

CONSEQUENCE **ELEMENTARY PK-5**

- Disposition at the discretion of the principal following consultation with the superintendent or designee. Penalty may range from detention to short term or long term suspension.

SEXUAL BATTERY

Sexual battery is defined as a student intentionally making physical contact, and penetration with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. No student shall commit any act of sexual battery on school property, school buses, or at school sponsored events.

CONSEQUENCES **ELEMENTARY PK-5**

- Disposition at the discretion of the principal following consultation with the Superintendent or designee. Penalty may range from detention to short term or long term suspension.
- Depending on the nature of the offense and/or severity, it will be determined if it needs to be reported to the police, the district attorney, and/or the student's parents/guardian.

OFFENSE NUMBER 19 **SCHOOL DISTURBANCE / TRESPASSING / BREAKING AND ENTERING**

No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function. Students shall not act in such a way as to threaten the safety or well-being of other students. Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission. This shall include any unlawful or forced entry onto or into any property, building, structure, or vehicle owned by the School System. Students may not be present in unauthorized areas of school property.

CONSEQUENCES **ELEMENTARY PK-5**

- Discretion of the principal. Penalty may range from detention to short term or long term suspension.
- Depending on severity, may be reported to the superintendent or designee, the police, the district attorney, and parent/guardian.

OFFENSE NUMBER 20 **POSSESSION, USE, OR DISTRIBUTION OF PORNOGRAPHY / OBSCENE MATERIALS**

Any material or performance is "pornographic for minors" if it is primarily devoted to description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or is predominantly appealing to unhealthy or abnormal interest in sex. This offense includes accessing pornographic or obscene material through electronic means.

CONSEQUENCES **ELEMENTARY PK-5**

- Discretion of the principal. Penalty may range from detention to short term or long term suspension.
- Depending on severity, may be reported to the superintendent or designee, the police, the district attorney, and parent/guardian.

OFFENSE NUMBER 21 **OTHER BEHAVIORS**

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct.

CONSEQUENCES **ELEMENTARY PK-5**

- Discretion of the principal. Penalty may range from detention to short term or long term suspension. If suspension is considered, the superintendent or designee shall be consulted to determine and recommend disposition.
- Depending on the nature and severity of the violation, the incident may be reported to the Superintendent or designee, the police, the district attorney, or the student's parent/guardian.

- Disposition at the discretion of the principal. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Transitional Academy. If suspension is considered, the Assistant Superintendent of Administrative Services or designee shall be consulted to determine and recommend disposition.

OFFENSE NUMBER 28 GANG RELATED ACTIVITY OR ASSOCIATION

Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two (2) or more persons acting together for and with the purpose of committing an act of violence against another person whether on or off-campus. The following conduct is prohibited at all times on school property and at school sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang;
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang;
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited; to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person;
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols, notebooks, personal property, or signs on school property;
- Engaging in any other gang-related behavior which is subversive to the good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

In determining as part of the implementation of this regulation whether certain acts or conduct are gang related, school officials may consult with local law enforcement. If the School District determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The School District also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the School District has determined to be a gang indicator.

CONSEQUENCES ELEMENTARY PK-5

- Discretion of principal. Penalty may range from detention to short term or long term suspension. When an administrator is considering disciplinary action for off campus activities, he/she may contact the superintendent or designee for appropriate disciplinary action being considered.
- Depending on severity, may be reported to the superintendent or designee, the police, the district attorney, and parent/guardian.

The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of the particular student and will take into account the students' discipline history, the age of the student and other relevant factors. All due process procedures required by state and federal law will be followed. In general, disciplinary actions may include, but not be limited to, warning, loss of privileges, isolations, or time out, temporary removal from class or activity, notification of parents, parent conferences, detention, forfeiture of, in school suspension, out of school suspension (if available), assignment to the Transitional Academy, if applicable, or referral to a Disciplinary Hearing Tribunal, or Disciplinary Hearing Officer, for appropriate action, and/or expulsion. All principals are required to follow all reporting procedures as found in O.C.G.A. 20-2-984.2 and 20-2-1184 regardless of the age or grade level of the student.

OFFENSE NUMBER 29 VAPING

The use of vapes, vaporizers, e-cigarettes, or other devices used to inhale vapor by means of an electronic or similar device ("vaping") is harmful to the health of students and the good order of the School District and is a violation of this behavior code. In addition to the health risks, it is illegal for students under the age of eighteen to use or purchase vaping devices or to purchase vaping paraphernalia. Vaping involves the use of a purpose-made or homemade device ("vaping device") that vaporizes liquids, oils or gels that may contain flavoring, nicotine, Cannabidiol ("CBD") oil of varying concentrations, tetrahydrocannabinol ("THC") oil of varying concentrations, or other substances that may or may not be legal to possess ("vape juice"). A vaping device is generally composed of a vaporizer, battery, reservoir for smoking oil, and a battery charger. By way of example and not as a limitation, vaping devices may be called vapes, Juuls, e-cigarettes, e-cigs, dab pens or other brand names. Vape juice is a slang term for the liquid, oil, or gel used by the vaporizer to create vapor. Vape juice may contain flavored juice, nicotine, CBD oil, or THC oil. The possession, use, distribution, or attempted distribution of a vaping device or vape juice on school property, on school buses, at school sponsored events, or while under school jurisdiction is prohibited.

CONSEQUENCE ELEMENTARY PK - 5

- Discretion of the building principal. Penalty may include long or short term suspension or assignment to the Transitional Academy, based on the circumstances and age of the student.

Any student who violates this Offense Number 29 while on assignment to the Transitional Academy (for violation of this offense or any other offense in the student behavior code), shall be subject to immediate out of school suspension or expulsion, regardless of whether it is the student's 1st, 2nd, or 3rd violation of this offense.

If the offense occurs on a bus or at a bus stop, in addition to the consequences outlined above, the student may be suspended from bus transportation.

Vaping devices will be confiscated and retained by the School District for a period of ten (10) days. A parent or legal guardian must come to the School to pick-up the vaping device within such ten (10) day period. Any vaping devices which are not recovered by a parent or legal guardian within ten (10) days will be deemed abandoned and disposed of by the School District.

Absent clear and convincing evidence to the contrary, the use, possession, distribution or attempted distribution of any vaping device or vape juice that the School District reasonably believes (by a preponderance of the evidence) contains THC oil, shall be governed by Offense Numbers 2 and 3 of this Behavior Code respectively.

BUS CONDUCT AND SAFETY RULES

The Student Behavior Code applies to all school district transportation. Many of the violations of the Behavior Code will result in immediate removal from any school district transportation. A specific infraction of student conduct and safety rules on school buses as provided in Georgia Code Section 20-2-751.5 includes but are not limited to:

- Bullying (defined in Georgia Code Section 20-2-751.4, as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or (2) any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; physical assault or battery of other persons on the school bus; or verbal assault of other persons on the school bus; or disrespectful conduct toward the school bus driver or other persons on the school bus; or other unruly behavior.
- Use of any electronic devices during the operation of a school bus, including but not limited to cell phones; pagers; audible radios, tape or compact disc players without headphones; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Use of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

Disposition of the above offenses shall be at the discretion of the building administration and/or the director of transportation.

In addition to the penalties already provided for in this Code of Conduct, bus infractions shall be handled in the following manner:

1st Referral to School Administration

The bus driver has already tried intervention strategies, called the parent and/or sent home a notification concerning a student's bus behavior. The administrator shall discuss or assign appropriate bus discipline, contact the parent, and on the referral, write future steps that shall be followed.

2nd Referral to School Administration

Students will receive a five (5) day bus suspension and be required to attend the Bus Safety Intervention Program with their parents. Students may not ride the bus again until they have attended the Bus Intervention Program with their parents.

3rd Referral to School Administration

Fifteen (15) day suspension from riding the bus.

4th Referral to School Administration

Thirty (30) day suspension from riding the bus.

5th Referral to School Administration

Removal from riding the bus for the remainder of the school year. This includes all Floyd County school buses.

MAJOR OFFENSES

A major offense is defined as behavior beyond a driver's control. A major offense will result in automatic administrative referrals above and beyond the above process. The major offenses include, but are not limited to: a violation of any Student Behavior Code related to drugs, tobacco, substitute tobacco products, nicotine delivery systems, fighting, violence, weapons, explosives, throwing dangerous objects, or any other dangerous behavior.

A Bus Intervention Plan shall be used in dealing with matters related to bus transportation problems. This shall be provided to parents/students through a student handbook and Bus Behavior handout. In applying the bus conduct and safety rules to special education students, special education administrators should be consulted.

REPORTING PROCEDURES

The Floyd County School District's Behavior Code requires that the following actions be reported to the Floyd County Police Department, the District Attorney's Office, and the Assistant Superintendent of Administrative Services.

- A. Possession of a weapon
- B. Criminal gang activity
- C. Possession, sale or distribution of alcohol or drugs
- D. Assault and/or battery on a school system employee
- E. Assault and/or battery on a visitor to a school or a school event
- F. Assault and/or battery leading to injury of a fellow student
- G. Arson or attempted arson
- H. Bomb threats
- I. Homicide
- J. Sexual battery
- K. Kidnapping
- L. Burglary
- M. Vandalism
- N. Motor vehicle theft
- O. Aggravated child molestation
- P. Aggravated sodomy

- Q. Armed robbery
- R. Murder
- S. Rape
- T. Voluntary manslaughter
- U. Any attempt to commit an offence listed in subparagraphs A through T above
- V. Any person who conspires with another to commit an offense listed in subparagraphs A through T above

THE SCHOOL SAFETY ACT OF 1997

Requires Floyd County Superior Court and Floyd County Juvenile Court to notify us of any student 13-17 years of age who is convicted of a designated felony or a felony crime. This law also requires local school administrators to inform the student's teachers and provide them an opportunity to review information in the student's file. The information shall be kept confidential.

THE CHRONIC DISCIPLINARY STUDENT ACT

Requires the principal or designee to inform a student's parent/guardian by telephone and by either certified or statutory overnight delivery with return receipt requested or first class mail when a student has been designated a chronic disciplinary problem. This law also requires the principal to invite the parent/guardian to observe the student in class and to formulate a behavioral correction plan to be signed by the parent and student.

All employees are required to report suspected child abuse or neglect. Employees shall make such reports to their principal, school counselor, or system social worker. The building principal has the responsibility of ensuring that the necessary report is made to the Department of Family and Children Services.

Principals are required to report to the superintendent's office any accident or occurrence that results in an injury to students or staff. Principals should use the system reporting form designed for this purpose.

Georgia Code enables school officials to ask individuals loitering on the school premises, verbally insulting or abusing public school teachers, administrators or bus drivers, or using profane or vulgar language in the presence of minors to leave the school premises. Failure to comply will result in such a person being reported to the appropriate law enforcement agency.

THE JUVENILE JUSTICE REFORM ACT OF 1994

Requires any teacher or other person employed at an elementary or secondary school that has reasonable cause to believe that a student at that school has committed any prohibited act listed below upon school property or at any school function to immediately report the act and the name of the student to the principal. Prohibited acts include the following:

- A. Aggravated assault with a firearm.
- B. Aggravated battery.
- C. Sexual offenses (including rape, sodomy, solicitation of sodomy, aggravated sodomy, statutory rape, child molestation, aggravated child molestation, enticing a child for indecent purposes, public indecency, bestiality, necrophilia, prostitution, pimping, pandering, sexual battery, aggravated sexual battery).
- D. Carrying deadly weapons at public gatherings.
- E. Carrying weapons at school functions or on school property or within the school safety zone.
- F. Illegal possession of a pistol or revolver.
- G. Possession, purchase, sale, manufacture or distribution of marijuana or other controlled substance.

The principal shall make an oral report immediately by telephone to the Superintendent or designee. The principal will then make an oral report immediately by telephone to the appropriate police authority and the District Attorney's Office.

EXTRACURRICULAR CODE OF CONDUCT

This Code of Conduct shall be used only for situations that cannot be addressed by JCDA-R.

A participant in extracurricular activities, student organizations, or clubs represents not only himself/herself but also the school, school system and the community. Since participation is a privilege, it is important that students and parents/guardians be aware of the rules and expectations. A violation of the Extracurricular Code of Conduct may result in the denial of the privilege to participate in a sport, activity or club. Students volunteering to participate must assume the responsibilities of this privilege and are required to meet expectations beyond those set for non-athletes and non-participants in extracurricular activities.

TRAINING RULES

ATTENDANCE

Students must attend at least one-half of the school day in order to participate in any game, performance, practice, tryout, or conditioning unless a school administrator or designee approves the school absence.

PARTICIPATION

IN SCHOOL SUSPENSION (ISS)

Students who are assigned ISS may participate in practice or contests on the day the ISS assignment has been satisfactory completed. In the event that the ISS assignment continues over holidays, breaks or summer, the student may participate in all practices or contests beginning with the first day school is not in session and continuing until school resumes.

OUT OF SCHOOL SUSPENSION (OSS)

Students assigned OSS are ineligible to participate in extracurricular activities until their suspension has been served and they have been allowed to return to school. This includes an OSS assignment that continues over breaks, holidays or summer.

Any student assigned to the Floyd County Educational Center (FCEC) is not allowed to participate in extracurricular activities until his/her assignment ends and he/she return to their assigned school.

TRAVEL

Floyd County Schools will provide transportation to and from all competitive interscholastic events. Students are expected to ride school transportation when provided. Any exceptions must be approved by an administrator, coach or supervising teacher.

RULES OF CONDUCT

INFRACTIONS

The following infractions occurring on or off campus, during or after the school day, during or after the school year, may result in suspension or dismissal from extracurricular activities. Each case will be evaluated on an individual basis.

- A. Use, possession, distribution or being under the influence of illegal drugs or related paraphernalia, and the abuse of prescription or non-prescription drugs (maximum penalty required).
- B. Use, possession, distribution or being under the influence of alcohol.
- C. Theft or being in possession of stolen property.
- D. Vandalism of school property.
- E. Any act which results in out of school suspension.
- F. Any offensive act, which in the opinion of coaches/sponsors/administration, reflects in a negative manner on the activities program at a Floyd County high school or middle school.
- G. Possession of a weapon or assault with a weapon. In such cases where there is an allegation of a violation, the principal may temporarily suspend a student for up to three (3) school days to conduct an investigation to determine the validity of the allegations (maximum penalty required).
- H. Repeated violations of school rules. Violations that have required a minimum of three (3) interventions in an effort to correct behavior.

CONSEQUENCES

First Offense

Minimum: Suspension from at least one (1) contest, event or meeting for football;
Suspension from at least two (2) contests, events, or meetings for all others.

Maximum: Suspension for all of the current season (for athletics or performing groups) or school year (for club activities).

Second Offense

Minimum: Suspension from two (2) or more games, contest, or meetings for football;
Suspension from four (4) or more games, contests, or meetings for all others.

Maximum: Suspension for season or school year.

Third Offense

Suspension from all athletics, clubs, or performing events for the remainder of the student's school career. (current)

Minimum: Suspension for season or school year.

Maximum: Permanent suspension for student's school career.

SELF-REFERRAL

If a student seeks assistance from a coach, teacher, or school administrator for dealing with a tobacco or drug use and the student agrees to participate in a tobacco education program or drug treatment program, there will be no denial of participation from contests. This is still considered a violation for the purpose of accumulation of violations.

REASONABLE CONDUCT

The Floyd County School System reserves the right to permanently dismiss a student from all extracurricular activities for the remainder of a student's school career upon arrest, conviction or plea, including nolo-contendere, for any misdemeanor or felony. Any student arrested for, or charged with, a misdemeanor involving moral turpitude or a felony shall be automatically suspended from extracurricular activities. The student shall remain suspended until the matter is resolved in favor of the student. Appeals in such cases can only be made to the Director of Student Services at the Floyd County Board of Education.

APPEALS PROCESS

1. A student may appeal a penalty assessment to the Extracurricular Code of Conduct Council.
2. The principal and assistant principal shall convene the Council consisting of the athletic director, a certified teacher/coach from another sport or activity (selected by the student), and a non-coaching teacher upon appeal.
3. The student will have the opportunity to discuss the circumstances concerning the incident before the council.
4. The decision of the council shall be given to the student through verbal and written communication.
5. The student or parent has the right to appeal the Council's decision and/or penalty assessment to the superintendent. Any appeal must be requested in writing within five (5) calendar days of the decision notification. The recommended penalty assessment will continue throughout the appeal process unless specified by the principal.

REINSTATEMENT PROCEDURE

In an effort to assist a student who is denied participation, the student may reduce a suspension by completing an Improvement Plan designed specifically for the student and the situation. The Improvement Plan will be designed by the coach and others

(parents, counselors, dependency specialists, etc.) who can offer appropriate assistance and must be approved by the Assistant Superintendent in charge of extracurricular activities. The student must complete the plan and demonstrate tangible evidence of being able to resume participation without repeating the offense or violating other expectations of the Code of Conduct. The student must petition the council before the Code of Conduct Council for reinstatement. During the denial of participation period, while on the improvement plan, the student may be expected to practice and sit on the team bench dressed in appropriate street clothes during contests. All training rules and requirements of the sport will continue to be followed. Improvement plans will not be allowed for third offenses when the three (3) offenses involve drugs, alcohol, vandalism, theft, weapons violations or any combination of these or if the student has been arrested or convicted.



2020-2021

SCHOOL YEAR CALENDAR

INFORMATION

If bad weather causes school to be canceled, delayed, or dismissed early, communications will go out via Blackboard Mass Notifications through calls/ emails/ text messages, on all FCS websites, FCS official social media accounts, and via metro-Atlanta radio and television stations. Full-day cancellations are usually announced the night before or by 5:30 a.m. Announcements will also notify parents if a Digital Learning Day will be implemented on the canceled school day. On early dismissal days, dismissal will begin 3 hours prior to normal dismissal time. Normal dismissal times vary by school.

To keep from missing these notifications, parents and guardians should keep their phone numbers and email addresses current in PowerSchool.

FIND OUT MORE

Attend Board of Education meetings the third Monday of every month at the Floyd County Schools Central Office.

**600 Riverside Parkway NE
Rome, Georgia 30161
Phone- 706.234.1031**

FOLLOW US ONLINE

Keep up with school system news and current events online by visiting the FCS website or official social media profiles.

www.FloydBOE.net



1 First and Last Day of School

1 Teacher Planning Day (Student Holiday)

1 Early Dismissal Day (Students)
Professional Development (Staff)

1 Schools Closed
(Teacher & Student Holiday)

1 Parent/Teacher Conference Day
(Student Holiday)

JULY 2020

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	

AUGUST 2020

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					

SEPTEMBER 2020

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		

OCTOBER 2020

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

NOVEMBER 2020

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					

DECEMBER 2020

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	

JANUARY 2021

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						

FEBRUARY 2021

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						

MARCH 2021

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			

APRIL 2021

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	

MAY 2021

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					

JUNE 2021

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			

ABSENCES

Current research confirms that regular school attendance is directly proportional to academic achievement and development of sound social and work habits. The Floyd County School System strongly supports efforts designed to encourage regular school attendance and subscribes to the Georgia State Board of Education's definition of legally excused absences, as such definition may be amended from time to time by the State Board of Education.

STUDENTS MAY BE LEGALLY EXCUSED:

- ❖ Who are personally ill and whose attendance in school would endanger their health or the health of others;
- ❖ In whose immediate family there is serious illness or death which would reasonably necessitate absence from school;
- ❖ On special and recognized religious holidays observed by their faith;
- ❖ When mandated by order of governmental agencies;
- ❖ When prevented from attendance due to conditions rendering their attendance impossible to hazardous to their health or safety;
- ❖ Who are voting or registering as a voter (eighteen (18) years old - not to exceed one (1) day);
- ❖ A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to five (5) days of excused absences per school year to visit with his/her parent prior to the parent's deployment or during parental leave;
- ❖ Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the school principal.

STUDENTS COUNTED PRESENT

Students shall be counted present under the following circumstances:

- ❖ When they are serving as pages of the Georgia General Assembly.
- ❖ A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.

The Local Board has established a method for handling student absences and excuses. These procedures are in accordance with the policies and regulations of the State Board of Education. Further, each school has developed procedures for admitting students who report to school or class late and for students who must leave school during the school day, including a method by which teachers will be informed as to whether the portion of the day missed is excused or unexcused. All late arrivals and early dismissals must be cleared through the office of the principal or the principal's designee.

POLICIES AND PROCEDURES TO REDUCE UNEXCUSED ABSENCES: NOTIFICATION

- ❖ At the time of enrollment of a student, the school shall provide to the parent, guardian, or other person who has control or charge of the student to be enrolled, a written summary of possible consequences and penalties for failing to comply with the Board's attendance policy and State compulsory attendance laws. The parent, guardian, or person who has control or charge of the student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten (10) or older by September 1st will be asked to sign a statement indicating receipt of the written statement of possible consequences for non-compliance with the Board's attendance policy. If the school cannot obtain such signatures after two (2) reasonable attempts, the school will send a copy of the summary of possible consequences and penalties to the parent, guardian, or other person in control or charge of the student at their address of record by first-class mail.
- ❖ Prior to commencing any judicial proceedings to impose a penalty on the parent for failing to comply with the compulsory attendance laws, the school system will make two (2) reasonable attempts to notify the parent, guardian, or other person who has control or charge of a student (hereinafter referred to as "parent") when the student has five (5) unexcused absences in any academic school year. Such notifications will include a statement that each subsequent absence will constitute a separate offense. After two (2) reasonable attempts to notify the parent, the school system will send written notice by certified mail return receipt requested. Such notice will be sent.

COMPULSORY SCHOOL ATTENDANCE

Georgia's compulsory attendance law requires that every parent, guardian, or other person residing within the State having control or charge of any child or children between their sixth (6) and sixteenth (16) birthdays shall enroll and send such child or children to a State approved education program. O.C.G.A. §20-2-690.1)

EXCUSED ABSENCES

- ❖ Parent/Guardian notes will be accepted within three (3) days of a student's return to school
- ❖ Parent/Guardian notes will be accepted for a maximum of five (5) absences.
- ❖ Absences beyond five (5) days require medical notes or other acceptable documentation

POSITIVE BENEFITS OF SCHOOL ATTENDANCE

- ❖ The student becomes a part of the educational and social learning process.
- ❖ The student will have the opportunity to develop his/her own areas of interest for life skills.
- ❖ The student will be provided opportunities to make career choices.

CONSEQUENCES OF FAILURE TO COMPLY WITH THE COMPULSORY ATTENDANCE LAW

- ❖ The student becomes deficient in developing life-long learning skills.
- ❖ The student may be referred to the Rome City/Floyd County Truancy Treatment Team to assist the family in developing a plan to comply with the compulsory attendance law.
- ❖ The student is subject to failure or loss of school credit.
- ❖ The student's driver's license or permit can be revoked or suspended.

PENALTIES FOR FAILURE TO COMPLY WITH THE COMPULSORY ATTENDANCE LAW MAY INCLUDE

- ❖ The student and parents/guardians may be referred to the Floyd County Division of Family and Children Services (DFCS) on the grounds of educational neglect.
- ❖ The student and parents/guardians may be referred to Floyd County Juvenile Court for truancy.
- ❖ The parents/guardians may be subject to fines (\$25.00 to \$100.00), imprisonment (maximum thirty (30) days), and/or community service for each day absent, if found to be in violation.

FLOYD COUNTY SCHOOL'S ATTENDANCE POLICY CAN BE FOUND IN THE BOARD'S POLICIES AT: WWW.FLOYDBOE.NET.

By signing I agree that I have received the foregoing:

Child's Name (if age 10 or older) Please Print

Child's Signature (if age 10 or older)

Parent's Name Please Print

Parent's Signature

Date