

# **FAIRPLAY MIDDLE SCHOOL**

## **2009-2010 STUDENT/PARENT HANDBOOK**

8311 Highway 166, Douglasville, GA 30135

Phone: 770.651.5300

Fax: 770.920.4599

Website: <http://fairplay.dcm.schoolinsites.com/>

STUDENT NAME \_\_\_\_\_

HOMEROOM \_\_\_\_\_

## 2009-2010 DOUGLAS COUNTY SCHOOL CALENDAR

<b>AUGUST</b>	August 4	Open House 4:00-6:00 p.m. – Elementary Schools 5:00-7:00 p.m. – Middle Schools 6:00-8:00 p.m. – High Schools
	August 6	First student day
<b>SEPTEMBER</b>	September 4	Progress reports issued
	September 7	Holiday for students and all employees
	September 16	High school 1/2 day early release
	September 17	Middle school 1/2 day early release
	September 18	Elementary school 1/2 day early release
<b>OCTOBER</b>	October 8	Assessment period ends
	October 12	Holiday (except 240 employees)
	October 13	Student holiday/Professional learning day (School)
	October 14	Report cards issued (K-8); Mid-term report (9-12)
<b>NOVEMBER</b>	November 13	Progress reports issued
	November 23 - 24	*Holidays (Make up days if necessary)
	November 25 - 27	Holidays for students/all employees (except 240 employees)
<b>DECEMBER</b>	December 17, 18	High school 1/2 day early release after testing
	December 18	End first semester (89 days); Assessment period ends
	December 21 - January 1	Holidays (except 240 employees)
<b>JANUARY</b>	January 4	Student holiday/Professional learning day (System)
	January 5	*Student holiday/Teacher work day
	January 6	Students return / Report cards issued (K-12)
	January 18	Holiday for students/all employees
<b>FEBRUARY</b>	February 5	Progress reports issued
	February 15 - 19	*Holidays (Make up days if necessary) (except 240 employees)
<b>MARCH</b>	March 3	High school 1/2 day early release
	March 4	Middle school 1/2 day early release
	March 5	Elementary school 1/2 day early release
	March 17	Grading period ends
	March 22	Report cards issued (K-8); Mid-term report (9-12)
<b>APRIL</b>	April 2	*Student holiday/Professional learning day
	April 5 - 9	Holidays for students/all employees
	April 28	Progress reports issued
<b>MAY</b>	May 27, 28	High school 1/2 day early release after testing
	May 28	Last student day (91 days)
	May 28	Assessment period ends, Report cards issued K-8
	May 31	Holiday for all employees

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Dear Parents/Guardians and Students:

Welcome to Fairplay Middle School! The faculty and staff at Fairplay welcome you to the 2009-2010 school year. Our continued hope is that this year will prove to be a safe, satisfying, and rewarding experience for you and your child.

Middle school is a special time of development for early adolescents. It is the field upon which abilities are tested and perfected; a time when personalities take on unique characteristics; when patterns of a lifetime are established, and when value systems are defined and honed. As well, it is a time of tears and laughter, self-confidence and vulnerability, clumsiness and grace that are all part of the complex components of each child.

As adults, it is up to us to provide the guidelines to aid students through this time of transition and afford them every opportunity to grow, to develop, to be children, and to be young adults. The pages of this handbook are filled with important information regarding school policy and procedures. It is of vast importance that all parents, guardians, students, and staff understand the contents of this handbook so there is no mistake as to what the policy and procedures dictate in any given situation. You will find many answers to questions that you may have about discipline, school lunch and breakfast programs, extracurricular activities, school hours, etc. We find each year that many students would have been able to avoid situations which may cause them to be anxious or embarrassed if they had become familiar with this handbook. Parents/guardian and students, please use this handbook information to help make your school year at Fairplay a success.

Parents, our doors are open to you and we welcome your participation and support during the school year. We urge you to become members of the PTO. We have a very active PTO, which provides a positive link between home, community, and school. It has been proven time and time again that when teachers, parents, administrators, and students work together; success occurs. As we work together this year, please feel free to communicate concerns, to make suggestions, or to share information pertaining to your child's education with us. The staff at Fairplay looks forward to sharing in the celebration of your child's achievements during the 2009-2010 school year.

Sincerely,

The Faculty and Staff of Fairplay Middle School

***Remember to visit the FMS Web page for school information!***

***<http://fairplay.dcm.schoolinsites.com/>***

# FAIRPLAY MIDDLE SCHOOL SCHOOL FACULTY & STAFF

Mr. Beaver - Principal  
Ms. Hudson- Counselor  
Ms. Carter - Asst. Principal

Mr.Lamp'l- Psychologist  
Ms. Nicholson -Media Spec

## **MISSION:**

To Ensure Learning

## **VALUES:**

- Learning for All
- Safety for All
- Respect for All
- Collaboration among All

## **6TH GRADE TEACHERS**

Ms. Overton – Lang. Arts  
Ms. Campbell- Lang. Arts/Rding  
Ms. Palmer – Science  
Ms. Jochum – Math  
Mr. Pittman – Soc. Studies  
Ms. McDowell-Science  
Ms. Hindman – Soc. Studies  
Ms. George – Reading

## **7TH GRADE TEACHERS**

Mr. Sheperd – Math  
Ms. Roth – Reading  
Ms. McDowell – Science  
Ms. Hamilton – Soc. Studies  
Ms. Arrington - Science  
Mr. Pittman-Soc. Studies  
Ms. Davis-Math  
Ms. George- Reading  
Ms. Nostrom-Soc. Studies  
Ms. Poynter-Lang. Arts

## **8TH GRADE TEACHERS**

Ms. Lock – Reading  
Mr. Cornett- Soc. Studies  
Ms. Ms. Hilderbrand – Math  
Ms. Parham – Lang. Arts  
Ms. Rogers – Science  
Ms. Campbell-Reading  
Ms. McDowell-Science  
Ms. Nostrom-Soc. Studies  
Ms. Poynter- Lang. Arts  
Ms. Davis-Math

## **PROGRAM CHALLENGE**

Ms. Nostrom- Soc. Studies  
Ms. Arrington-Science  
Ms. Poynter- Lang. Arts  
Ms. Jochum-Math  
Ms. Campbell- Reading  
Ms. Palmer-Science  
Ms. Davis- Math  
Ms. Rogers- Science

## **CONNECTIONS**

Ms. Phillips - Band  
Ms. Griffin - PE  
Ms. Bailey – Study Skills  
Ms. Davis - PE  
Ms. Terry - Chorus  
Mr. Bridges - PE  
Mr. Hall – Art

Ms. Bonham – Spanish  
Ms. Sandberg – French

## **RESOURCE**

Ms. Douds – Ed. Evaluator  
Ms. Kitchens – Resource  
Ms. Gummere- Speech  
Ms. Lawley – Resource  
Ms. Bolton-Parapro.  
Ms. Oliver – Resource

## **SUPPORT STAFF**

Ms. Nelson – Office Manager  
Ms. Crumley - ISS  
Ms. Brown – Records Clerk  
Ms. Palmer- Health Monitor  
Ms. Chandler– Cafeteria Manager  
Ms. Cota-Media Clerk  
Mr. Gary Adams- Lead Custodian

## **MEDIA CENTER**

Fairplay Middle School Media Center has over 10,000 books, dozens of magazines, professional journals, computer programs, video tapes, newspapers, maps, globes, tapes, CDs, and records. The media center is open during regular school hours. Classes are frequently scheduled for research in the media center and individual students will be admitted with a teacher pass.

Multimedia computers are available for students' use during center hours. The Automated Card Catalog and World Book Encyclopedia are available on the network computers located throughout the building. The media center has 14 computers that are designated for student use. Odyssey, an individualized program, is available to students for remediation and enrichment.

## **PROCEDURES**

1. Students may check out three books at a time if they have no overdue books or outstanding fees. Books are due two weeks after checkout.
2. Many reference books may be checked out overnight. They are due before 1st period the day after checkout.
3. Magazines can be checked out overnight. Back issues are carefully filed by date for use in research.
4. A fine of \$.10 per day is charged for late books. For reference books, the fine is \$.10 per period.
5. Payment is expected for lost or damaged books and other materials before the end of the semester. The average price of a book is approximately \$20.
6. Students are encouraged to use the media center's resources as much and as often as possible. Students are encouraged to ask for assistance as needed to locate materials. If a student needs to stay after school to work on research, the staff will be glad to make arrangements. Fairplay has a school store located in the media center, where students may purchase paper, pens, pencils, or folders during homeroom each morning.

## **SCHOOL-WIDE DISCIPLINE PLAN**

Behavior that is disruptive to learning will not be tolerated at Fairplay Middle School. Students and parents are encouraged to review the Douglas County School Policy in the FMS Student Handbook or on line at [www.douglas.k12.ga.us](http://www.douglas.k12.ga.us). The administration will follow this policy in dealing with all discipline issues. Teachers will be responsible for mid-level interventions prior to an office referral in dealing with level three behaviors. Parents will be contacted by a teacher as such behaviors occur. Mid-level interventions may include, but are not limited to, parent phone calls or conferences, demerits, silent lunch, detention, in-team ISS, etc.

## **SCHOOL DETENTION**

After school detention will be held Monday- Wednesday, from 3:45-4:45 most weeks. Teachers who assign detention will contact the student's parents to schedule the detention. Parents will need to pick their student up at 4:45. A missed detention will be rescheduled once. If a student misses a second opportunity; they will be required to attend ISS.

Students are responsible for bringing paper, pencil/pen, and a reading book to detention. Students will be given an academic assignment and/or given time to do homework. Sleeping, talking, or moving around during detention without permission will not be permitted.

Misbehavior while in detention will result in an office referral and will be dealt with according to the discipline code.

Parents are responsible for providing transportation from After School Detention. Parents and students must make pick-up arrangements prior to the date of the detention.

## **AWARDS PROGRAM**

We strive to recognize students who have achieved perfect attendance and all A's and B's throughout the school year. Students who have received only A's and B's during the entire school year will be invited to attend a FMS Awards Program at the end of the school year.

## **IN SCHOOL SUSPENSION (ISS) / OUT-OF SCHOOL SUSPENSION (OSS)**

Students assigned ISS or OSS are not permitted to attend any extracurricular activities (athletic events, dances, club meeting, team practices, etc.) during the time of their suspension. This applies to events at Fairplay as well as any other Douglas County School.

## **LATE TO CLASS**

When a student is late to class, he/she should bring a note signed in the agenda by the teacher or staff member who detained him/her. Students who are tardy to class and do not have a note will be given a consequence.

## **GUM AND CANDY**

Gum is not allowed at school or on the school bus. Candy should only be eaten in the cafeteria at lunchtime. The selling of gum, candy or any other items by students at school is prohibited.

## **SCHOOL HOURS**

School hours are 8:30 - 3:40. Students may not arrive at school before 7:30 a.m. Supervision will not be available for students arriving earlier than 7:30. Students who arrive between 7:30 and 8:05 a.m. must report directly to the cafeteria. At 8:05 students are released to their homerooms.

## **GENERAL INFORMATION**

### **VISITORS**

All parents/guardians are welcome to observe their child's classes. We ask that you call one day in advance to schedule your visit. On the day of the visit, report to the office and someone will assist you. Students from other schools wishing to visit teachers will not be allowed during instructional time.

No students will be allowed to check out after 3:15 p.m. daily. In emergency situations, please contact an administrator at 770-651-5300.

### **CHANGE OF BUS TRANSPORTATION:**

Written requests from a parent or guardian will be filed with the principal or his designee if it becomes necessary for a student to depart a bus other than at his/her regular stop, or to ride another bus home. The principal/designee will authorize the request by issuing a pink bus slip to the student. The student should give the slip to the bus driver.

### **CAR RIDERS**

The school must have on file a signed permission slip from a parent or guardian stating that their student is a regular car rider. If someone other than the parent/guardian will be picking up a student, the school must be notified before 2:45 p.m. If there is a change in transportation, the appropriate procedures must be followed. For those students who are not regular car riders, a parent or guardian must call the office and the student will be given a permission note to give to one of the teachers on car rider duty.

Students who are brought to school in a car should be dropped off at the first walk way on the east side of the building near the gymnasium. 7th and 8th grade students are to walk around the front of the building and enter the cafeteria entrance. 6th grade students are to enter the outside door to the gym lobby. Students are not permitted to be dropped off at the front of the building after 7:30 as it is the bus lane and could be dangerous for car-riders.

After school car-riders will be picked up from the gym lobby area. Parents are asked to follow the flow of traffic as well as car/rider procedures as outlined in the letter that will be sent home on the first day of school.

### **WALKERS**

The school must also have on file a signed permission slip from the parent or guardian stating that their student will walk home from school each day. When walkers are dismissed, they are to exit through the main doors and leave the campus immediately. Walkers will be the last group of students to be dismissed each day. If there is a change in transportation for these students, parents must call the office before 2:45 p.m.

### **MEDICATION**

All medication (prescription and non-prescription) must be delivered to the school office by the parent. Parents must sign a Medication Permission Form to allow office personnel to administer medication at school. Medication must be in the original, childproof container. When empty, containers will be sent home. However, when refilled, the parent must bring them in. All over-the-counter medications (Advil,

Tylenol, cold/allergy medication, etc.) must be left in the office. Students should not carry these medications with them throughout the school day.

#### **ATTENDANCE**

It is very important that students are present and on time to school daily. Parents should send a signed excuse to their child's homeroom teacher when absences occur.

#### **SCHOOL BREAKFAST/LUNCH**

Breakfast is served each morning from 8:10 a.m. to 8:30 a.m. Lunch begins 11:25. At lunchtime, students have several menu choices: fast food, traditional hot meal, salad bar, and deli bar

Students may pay for their meals in advance by the week, month or year. Refer to the school website for cost.

School board policy restricts the amount that a student may charge for lunch.

#### **PARENT CONFERENCES**

Your student's team of teachers may request a conference during the year. Should you have any questions or desire a conference, you may contact the school office. You may also request a personal conference with the school counselors, graduation coach, or social worker.

#### **TELEPHONE USE**

The school phones are for business purposes and are available for students to use for emergencies only: injury, illness (fever). Students will not be permitted to use the phone to arrange rides with friends or to retrieve homework left at home. These arrangements should be made before the school day begins. In order to use the office telephone, students must have a signed pass from their teacher. Students will not be excused from the instructional setting to receive a phone call.

#### **SCHOOL ACTIVITIES**

Students who are not picked up within 30 minutes of the end of the activity will lose the privilege of attending future activities.

#### **AUTHORIZED AREAS**

Students must remain in designated areas of the building before, during, and after school. Students who stay after school must remain under the direct supervision of a teacher or staff member.

#### **STUDENT AGENDA**

All students will use the student agenda (daily calendar) to assist with organizing daily, weekly, and long-term assignments. Consequences (Jaguar Justice) are given when a student does not write the agenda message for each class and does not have a parent signature each day. The agendas are also used as hall passes. This will help teachers and parents monitor students' time out of class. We hope that the use of agendas will improve your student's organizational skills.

The agenda is available to your child for a \$3 fee. Should your child be unable to purchase one, an agenda will be provided. Due to printing and replacement costs, lost agendas will be replaced for \$5.

Please work with your student in maintaining accurate daily schedules. As well, parents and teachers may communicate with each other using the agenda.

#### **LOST AND FOUND**

Students are encouraged to label all clothing brought to school. Each year many items of clothing are left unidentified. Students are responsible for clothing and must put clothing and other personal items in lockers during PE.

Items not claimed from the lost and found are removed from school each 9 weeks and donated to charity.

#### **BOOK BAGS**

Due to limited space in the classrooms, students may not bring their book bags into the classrooms. Students must place their book bags in their lockers and bring to class the materials that they will need. When purchasing book bags, keep in mind the limited space students will have in their lockers

#### **CELLULAR PHONES, PAGERS, ELECTRONIC DEVICES**

The possession of cellular phones and pagers are not allowed at school. Student may be charged with a Level II offense for possession of these items. If these items are brought to school, they will be taken up. They will only be returned when a parent/guardian comes to school to claim them. The school is not responsible for lost or stolen electronic items and is not required to investigate cases involving these items.

#### **SOFT DRINKS, JUICES, BOTTLED WATER, ETC.**

No drinks may be brought to school in a plastic or glass enclosable container. Students may bring can drinks or "juice boxes" in their lunches. Food and drink are allowed in the cafeteria or classrooms during designated times only.

#### **STUDENT ASSISTANCE**

At any time a student needs to speak with an administrator or counselor, a student may fill out a Student Services Request Form in the office. Students are seen as quickly as possible.

#### **SPORTS TEAMS**

The following sports are available to eligible 7th & 8th grade students: softball, football, basketball, track, soccer, and cheerleading.

### **CLUB AND EXTRACURRICULAR OPPORTUNITIES**

Middle school affords many opportunities for students to explore different interests. Students are strongly encouraged to find a club, sport, organization or other school sponsored activity to participate in. Any parent desiring non participation of their child in a particular club must submit a letter to that effect to the principal.

#### **ART**

The FMS Art Club will serve as an extension of the visual arts program with special focus on service to the school and community. Serious art students who are willing to work after school hours on continuous projects will be considered. A portfolio of your work should be submitted to the art teacher. The sponsor will be Mr. Hall. This club is open to all students.

#### **BETA**

BETA club is an academic honors organization. Students who maintain the required high academic standards will be invited to join.

#### **FOREIGN LANGUAGE CLUB**

The foreign language club offers students opportunities to explore cultural diversity and languages. This club is open to 7th and 8th grade foreign language students.

#### **STUDENT COUNCIL**

These elected students are the voice of the school and work for the benefit of the school and community. Club officers are usually elected by the student body.

#### **YEARBOOK**

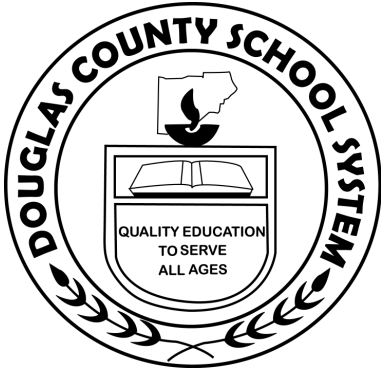
Students in 7th and 8th grade may participate in the process of creating a yearbook. Students with high academic standing and satisfactory conduct may apply.

#### **FMS READERS**

All students are encouraged to read 25 books. Some students will be invited to participate in the Kathy Brock Reading Bowl. .

#### **PTO**

All students and parents are encouraged to become members of the Fairplay Middle School PTO. It is a great way to become actively involved and to show support for the school. Cost: Free



# **DOUGLAS COUNTY SCHOOL SYSTEM**

## **2009-2010 Middle School Policies and Procedures**

CHAPEL HILL MIDDLE SCHOOL

CHESTNUT LOG MIDDLE SCHOOL

FACTORY SHOALS MIDDLE SCHOOL

FAIRPLAY MIDDLE SCHOOL

MASON CREEK MIDDLE SCHOOL

STEWART MIDDLE SCHOOL

TURNER MIDDLE SCHOOL

YEAGER MIDDLE SCHOOL

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Section II consists of selected Douglas County School System Policies and Procedures that directly affect middle school students and their parents or guardians. In some cases, the policies and procedures have been condensed. Policies and Procedures are subject to change throughout the school year. A current copy of these policies is available in the main office of each middle school or on the Douglas County web site at [www.douglas.k12.ga.us](http://www.douglas.k12.ga.us).

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

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

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## **NO CHILD LEFT BEHIND ACT**

### **ANNUAL REPORT CARDS**

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

### **INDIVIDUAL STUDENT ASSESSMENT REPORTS**

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

### **PROGRESS REVIEW**

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

### **LEAS IDENTIFIED FOR IMPROVEMENT**

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

### **LEAS IDENTIFIED FOR CORRECTIVE ACTION**

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

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

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

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

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

### **SCHOOLS IDENTIFIED FOR RESTRUCTURING**

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

### **WRITTEN PARENTAL INVOLVEMENT POLICIES**

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

### **WRITTEN SEA COMPLAINT PROCEDURES**

The Douglas County school system will provide free of charge to parents of students, and to appropriate private school officials or representatives, adequate information

about the State Department of Georgia's written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I Programs. Requests can be made by calling (770) 651-2001.

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

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

### **PARENTS' RIGHT TO KNOW – STUDENT ACHIEVEMENT**

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

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

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

### **TITLE I PART A INFORMATIONAL MEETING**

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

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

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

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

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

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

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

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

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

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

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

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## HIGHLY QUALIFIED TEACHER INFORMATION

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

We hope that as a parent you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teacher and the class routines and expectations. We are proud of the professional credentials of our teaching staff. Upon written request, we will furnish to you the professional qualifications of your child's classroom teacher(s). This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

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

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## EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITIES

Federal law prohibits discrimination on the basis of age, race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and Americans With Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

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

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

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

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

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

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## ADMINISTRATIVE PROCEDURE Descriptive Code: GAAA/JAA/KN(2)-R EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITIES COMPLAINT PROCEDURE Date: 7/15/02

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

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

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

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

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

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

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

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

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

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

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

*LEGAL REF.: The Perkins Act of 1998, Title VI and IX of the Civil Rights of 1964; Civil Rights Restoration Act of 1987; Age Discrimination Act of 1973; Rehabilitation Act of 1973, Section 504; Title IX of the Educational Amendments of 1972; Section 504/ADA Americans Disabilities Act. 28, FR ADA 1990, PL. 101-336; O.C.G.A., 20-2-211 (d); 30-1-1 et seq.; 34-1-2; 34-5-1 et seq.; 6-6A-1 et seq.; 45-19-20 et seq.  
REVISED: 8/09/96; 5/19/97; 9/20/99; 9/18/00; 7/09/01; 7/15/02  
Douglas County Board of Education*

## BOARD POLICY

### FAMILY EDUCATIONAL AND PRIVACY RIGHTS

Regulations: None

Descriptive Code: JRA

Date: 5/15/06

Exhibits: JRA-E

It is the policy of the Douglas County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the schools of this school district. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, guardians, and eligible students (eligible students are defined as those 18 years of age or older, those enrolled in postsecondary educational institutions, or those younger than 18 who are emancipated), to professional educators with legitimate educational interests, to those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported education programs or with the enforcement of or compliance with federal legal requirements related to those programs, and to courts and others pursuant to subpoenas or similar documents.

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

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

Directory information is as follows:

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

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

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

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

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

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

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

Disclosures will be made to school administrators, teachers, or other professionals employed or associated by the school system who have some role in evaluating or educating the student.

Records will be sent to a school where the student has enrolled upon request of that school.

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

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

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

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

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

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

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

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

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

#### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

##### DEFINITION OF TERMS USED IN PPRA

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

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

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

#### REQUIREMENTS

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

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

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

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

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

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

*ADOPTED: 2/15/99 (Eff. 7/1/99)  
REVISED: 1/6/03; 5/15/06  
Douglas County Board of Education*

## EXHIBIT NOTIFICATION OF RIGHTS UNDER FERPA

**Descriptive Code: JRA-E**

**Date: 3/18/03**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

#### THESE RIGHTS ARE OUTLINED BELOW:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Douglas County School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

#### RELEASE OF DIRECTORY INFORMATION

The Douglas County School District has designated the following information as directory information:

1. Student's name.
2. Student's date of birth.
3. Student's participation in official school clubs and sports.

4. Weight and height of student if he/she is a member of an athletic team.
5. Dates of attendance at the Douglas County School System schools.
6. Awards received during the time enrolled in the Douglas County School System.
7. Photographs
8. Program of Study
9. School System Security Video/Audio Tapes except when tapes are used in a disciplinary, juvenile or criminal matter.

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

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon written request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 15 days after the first day on school roll.

*ADOPTED: 2/15/99 (Eff. 7/1/99);  
REVISED: 3/18/03  
Douglas County Board of Education*

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## **BOARD POLICY STUDENTS SEXUAL HARASSMENT**

**Regulations: JCAC-R(1) JCAC-R(2)**

**Descriptive Code: JCAC  
Date: 4/21/08  
Exhibits: JCAC-E**

It is the policy of the Board of Education to maintain an educational environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff, any student, or for any third party to harass a student through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student, or when made by a third party to a student constitutes sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's education or participation in school related activities;
2. submission to or rejection of such conduct by an individual is used as the basis for school related decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or participation in school related activities or creates an intimidating, hostile or offensive environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, jobs, etc.

Any person who alleges sexual harassment by a staff member, a student in the school district, or a third party at school or a school-sponsored event, may file a complaint directly to an administrator, guidance counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be investigated and immediate, appropriate corrective or disciplinary action shall be initiated by the administration. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student may subject that student to a disciplinary action including suspension or expulsion and the notification to law enforcement and/or DFACS. A substantiated charge against a third party will be dealt with appropriately on a case by case basis.

*APPROVED: 5/6/91  
REVISED: 1/19/99; 4/21/08  
STATE REF: Georgia Board of Education Policy JGI (Rule 160-4-8.04)  
LEGAL REF: O.C.G.A., 19-7-5; 42-9-44.1; (See also Georgia Legal Reference Manual)  
Title VII of the Civil Rights Act of 1964, 42 USC 2000e-2  
Title IX of the Educational Amendment of 1972  
Douglas County Board of Education*

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## **ADMINISTRATIVE PROCEDURE CHILD ABUSE AND NEGLECT REPORTING**

**Descriptive Code: JGI R  
Date: 3/17/08**

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

As used in this policy, the term:

- (1) "Abused" means subjected to child abuse.
- (2) "Child" means any person under 18 years of age.
- (3) "Child Abuse" means:
  - (A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, physical forms of discipline may be used as long as there is no physical injury to the child;
  - (B) Neglect or exploitation of a child by a parent or caretaker thereof;
  - (C) Sexual abuse or unwelcome touching of a child; or
  - (D) Sexual exploitation of a child.
  - (E) However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be an "abused" child.

Any school employee having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made to the principal or the principal's designee. A staff member who makes a report to the principal or designee shall be deemed to have fully complied with the policy. The principal/principal's designee shall make an oral report immediately, but in no case later than twenty-four hours

from the time there is reasonable cause to believe a child has been abused and followed by a report in writing to the Department of Family and Children Services (DFACS) and the appropriate police authority or district attorney. Under no circumstances may the principal or designee to whom a notification of child abuse has been made "exercise any control, restraint, modification or make other change to the information provided by the reporter, although each of the aforementioned persons (mandated reporters) may be consulted prior to the making of a report and may provide additional, relevant, and necessary information when making the report". The official referral shall be documented on the appropriate reporting form (Exhibit). Any school employee who reports or causes a report to be made under s policy shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such reports are made in good faith. The principal shall be notified of all referrals on child abuse/neglect. The school superintendent and principal will receive a copy of the written referral.

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

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

Any school system employee having reasonable cause to believe that a student has been abused by another school system employee shall report or cause reports of that abuse to be made to the appropriate agency in accordance with the procedure above. The principal or designee who receives such a report shall immediately notify the direct supervisor of the alleged perpetrator that the report has been made. The supervisor shall immediately notify local law enforcement and DFACS and begin a cooperative investigation with these agencies to determine the facts and whether sufficient grounds exist to warrant a reprimand, termination, suspension, or other adverse personnel action against the employee. Upon the conclusion of the investigation, the supervisor shall submit a written report of his or her findings to the Superintendent.

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

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

*ADOPTED: 1/17/89*

*REVISED: 6/4/90; 9/18/95; 5/17/99; 9/20/99; 11/20/0; 6/5/06; 3/17/08*  
*Douglas County Board of Education*

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## CODE OF ETHICS FOR EDUCATORS

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

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

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## ADMINISTRATIVE PROCEDURE COMPLAINTS AND GRIEVANCES

**Descriptive Code: JCE-R**

**Date: 5/15/89**

### RESOLUTION OF SCHOOL RELATED CONCERNS

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

Students' concerns and grievances shall be resolved through orderly processes and at the lowest possible level. However, the Board shall provide channels for eventual hearing, should circumstances dictate.

Concerns and grievances shall be approached in the following manner:

1. The opportunity shall be provided any student or parents, to discuss with the teacher a decision or situation that is considered unjust or unfair;
2. If the matter remains unresolved, the student or parents, or the teacher, may bring the matter to the principal's attention for consideration;
3. If the matter remains unresolved, it may be brought to the Superintendent or a designee for consideration;
4. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board. The Board's decision, if it chooses to make one, shall be final.

*CROSS REF.: JCEB - Student Hearing Procedures*

*LEGAL REF.: 1972 Education Amendments, Title IX: 45 CFR Part 86; 1964 Civil Rights Act, Title VI: 1973 Rehabilitation Act, Section 504; 45 CFR Part 84 O.C.G.A., 20-2-50; 20-2-57; 20-2-1160*  
*Douglas County Board of Education*

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## INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS

### INTERROGATIONS

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

### SEARCHES AND SEIZURE

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

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

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

### PERSONAL SEARCHES

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

### LOCKER SEARCHES

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

## **SEIZURE OF ILLEGAL MATERIALS**

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

## **SCHOOL PROPERTY**

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

## **SUGGESTED PROCEDURES**

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

## **USE OF CANINES**

The Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property only upon the approval of the Superintendent or his/her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

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

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

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

## **NOTICE**

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

## **DEFINITIONS**

For purposes of this policy the following definitions are applicable:

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

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

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

## **APPLICATION OF POLICY**

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

## **SCHOOL RESOURCE OFFICER**

Each middle school has a uniformed law enforcement officer serving as School Resource Officer (SRO). The purpose of the SRO Program is to provide a resource and support for students, teachers and staff in any and all areas that relate to law and law enforcement matters. This support includes providing classroom instruction, group or individual counseling, protecting persons and property on school campuses, gathering information concerning criminal activity involving students on or off school property, investigating crimes which occur on school grounds, and enforcing laws and ordinances of Douglas County and the State of Georgia.

In a continuing effort to make our school system safe, a Rewards Program has been instituted to help rid our schools of gang, drugs, and weapons. The Reward Program is a financially based incentive program sponsored by the Douglas County Board of Education and the Douglas County Sheriff's Office which rewards a student with \$100.00 cash if they provide information anonymously to the school administration or School Resource Officer and the information that was provided leads to a felony drug, gang, or weapons arrest.

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## **COUNSELING AND GUIDANCE**

The middle school guidance program is designed to help facilitate the growth and development of students as they progress through the in-between years. The services provide opportunities for students to develop self-understanding, self-evaluation and self-direction. The middle school counselor's goal is for the student to mature as an individual who understands his responsibility for making decisions and for living with the consequences for his decisions.

The program has three supportive arms: individual counseling, classroom guidance, and group counseling and guidance.

Individual counseling is mainly at the student's request through a self-referral system. Teachers, administrators, and discipline boards also make referrals of student who need help in a specific area.

Classroom guidance is designed to reach all students and work on a general need at their level. Sixth grade classroom guidance is taught in two units. The self-concept unit is designed to help students better understand themselves and to help them have a more positive attitude toward themselves and others. The other unit is on personal safety/sexual abuse prevention and is designed to help students realize their personal right to say "NO" when faced with sexual abuse.

Seventh grade classroom guidance is also made up of two units. The first unit is a problem solving/decision-making unit designed to help students more clearly define what they want and do not want. This unit is made up of five sessions and is taught by the classroom teacher with assistance of the counselor. The other unit is on personal safety and deals with the issues of sexual exploitation and sexual abuse.

The eighth grade classroom guidance is made up of three units. One unit is part of the Planning for High School exploratory course, and the counselor works with the exploratory teachers for approximately five class sections. The other units are on Decision Making and Personal Responsibility and Personal Safety (Acquaintance and Date Rape). These units assist students in exploring their feelings about peer pressure and sexual interaction and making responsible decisions.

Group counseling is designed to meet a special need of a group of students sharing the same problem or experience. The groups are offered on a needs basis and usually contain 8-12 students. Topics include study skills, friendships, loneliness, divorce, death, weight control and other topics as needed.

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## TO WITHDRAW

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

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

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## SOCIAL SECURITY NUMBER

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

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

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## BOARD POLICY

**Descriptive Code: JBD(1)**

### STUDENT ATTENDANCE: ABSENCES AND EXCUSES

**Date: 5/15/06**

**Regulations: JBD-R(1), JBD-R(1.1), JBD-R(2), JBD-R(2.1), JBD-R(3), JBD-R(3.1)**

**Exhibits: JBD-E(1), JBD-E(2), JBD-E(3), JBD-E(4), JBD-E(5), JBD-E(6), JBD-E(7), JBD-E(8), JBD-E(9), JBD-E(10), JBD-E(10.1)**

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

#### 1. DEFINITIONS

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

#### 2. REQUIREMENTS

- (a) School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

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

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

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

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

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.

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

1. Requiring the schools to notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the schools shall send written notice via certified mail with return receipt requested; and
2. Requiring the schools to provide the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system's policy.

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

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

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

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

1. Local schools are authorized to withdraw a student who:
  - (i) Has missed more than 10 consecutive days of unexcused absences;
  - (ii) Is not subject to compulsory school attendance; and
  - (iii) Is not receiving instructional services from the local school system through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
  - (iv) Each principal shall use his or her best efforts to notify the parent, guardian, or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.
2. Local schools are authorized to withdraw a student subject to compulsory attendance if the principal has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.
3. Local schools shall withdraw students retroactive to the first day of the consecutive absences.
4. When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator shall make a reasonable attempt to have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not having earned a high school diploma.

STATE REF: Georgia Board of Education Policy JB, (Rule 160-5-1-.10)  
LEGAL REF.: O.C.G.A. 20-2-690.1; 20-2-735; 15-11-67; 40-5-2  
ADOPTED: 11/4/86  
REVISED: 5/16/88; 4/19/99; 5/19/03; 7/18/05, 10/3/05, 5/15/06  
Douglas County Board of Education

## ADMINISTRATIVE PROCEDURE MIDDLE SCHOOL ATTENDANCE

**Descriptive Code: JBD-R(2)**

**Date: 5/15/06**

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the student and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Douglas County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. To emphasize the importance of good attendance, and to provide consistency throughout the school system, the following guidelines will be used in the middle schools.

## ATTENDANCE RULES

1. Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as:
  - A. Personal illness or attendance in school endangers a student's health or the health of others.
  - B. A serious illness or death in a student's immediate family necessitating absence from school.
  - C. A court order or an order by a governmental agency mandating absence from school.
  - D. Observing religious holidays, necessitating absence from school.
  - E. Conditions rendering attendance impossible or hazardous to student health or safety.
  - F. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.
  - G. Any other reason approved by the Georgia State Board of Education.

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

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

2. Absences and tardies will be recorded in each class. Absences and tardies from school will be recorded on the student permanent record. A student must be present at school for at least one-half of the required instructional time (165 minutes) to be counted present for the day.
3. If a student is absent from school, the student must always bring an excuse from home the day the student returns. The student should take that excuse to the homeroom teacher when the student arrives. When the student is absent, the school will attempt to contact the parent to determine the cause of absence. However, the written excuse must be brought, whether or not a contact is made by phone. A phone call log will be kept by designated individual.

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

In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity. For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, etcetera, or court for the absence(s) to be excused.

4. Individual teachers (in grading policies) or schools will provide incentives for good attendance.
5. Unexcused or questionable absences will be followed up by school personnel including the school social worker in the following order:

A. Student absentee phone calls are made to parents (preferably by teachers) and documented on phone log in the attendance folders by the designated individual in each school.

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

Two reasonable attempts to notify the parent/guardian will be made by the school on the fifth unexcused absence. If no response is achieved the school shall send a notice by certified mail, return receipt requested. Each days absence from school after notification on the fifth unexcused absence shall constitute a separate offense.

ADOPTED: 6/16/97  
 REVISED: 8/17/98; 1/19/99; 5/19/03; 7/6/04; 1/18/05; 5/15/06  
 Douglas County Board of Education

**BOARD POLICY  
 GRADING SYSTEMS**

**Descriptive Code: IHA**  
**Date: 4/21/08 (Effective August 1, 2008)**  
**Exhibits: IHA-E1 IHA-E2**

The Douglas County Board of Education establishes 70 as the minimum passing score for each course taught in grades 4 -12. Numerical grades must be recorded and maintained for each course for which credit is given in grades 9 -12.

Accurate grade reporting to students and parents, completing report cards, and posting of student grades on permanent records are very important functions of all teachers.

A. Beginning with the 2004-2005 school year End-of-Course Tests shall be used as the final exam in the courses assessed by an End-of- Course Test.

B. A student's numeric score on the End-of-Course Test shall count for 15% of the student's final numeric grade in the course assessed by the End-of-Course Test.

**GRADING SCALES**

**GRADES 9-12 QUALITY POINTS**

In grades 9 - 12, quality points will be assigned using the following criteria per all courses including AP and four (4) year Postsecondary Institution courses.

(a) Academic Letter Grades	Quality Points
A = 90 - 100	4
B = 80 - 89	3
C = 74 - 79	2
D = 70 - 73	1
F = BELOW 70	0

**GRADE ENHANCEMENT (GRADES 9-12)**

Difficulty of course work may be taken into account in the assignment of grades based on consensus of the high schools.

**GRADES 6-12**

Numerical grades will be given on all report cards and posted on all permanent records in grades 6 -12, using the scale listed below. Progress Reports will show satisfactory or unsatisfactory performance or a need for improvement. Letter grades will be given on report cards and posted on all permanent records in grades 6-12 using the scale listed below:

- A = 90 - 100
- B = 80 - 89
- C = 74 - 79
- D = 70 - 73
- F = Below 70

Conduct/Citizenship includes attitudes and behavior. Citizenship or conduct grades will be posted on all report cards. Conduct grades are not recorded on student permanent records. Parents will be notified before issuing a "U" in conduct on report cards. The letters used for grade reporting are as follows:

- S = Satisfactory - acceptable behavior with few misbehaviors
- N = Needs improvement - mostly acceptable behavior with some repeated misbehaviors
- U = Unsatisfactory - unacceptable behavior

GRADES K-5 - OMITTED

**PROGRESS REPORTS AND REPORT CARDS:**

1. At the midpoint of each nine week period, progress reports will be sent home. The progress report is an informal assessment of academic progress and conduct.

2. Report cards will be sent to K - 12 parents four times per year.

(1) At the high school level, the semester report card will reflect accomplishment for the semester and earned credits.

(2) At the middle school level, final semester grades will determine eligibility status. Final yearly grades will be used for promotion decisions.

(3) At the elementary school level, the final report will reflect accomplishment for the year.

STATE REF: Georgia Board of Education Policy  
 LEGAL REF: O.C.G.A., 20-2-240; 160-4-2-.13  
 ADOPTED: 5/17/93  
 REVISED: 6/17/96; 7/12/99; 6/17/02; 7/6/04; 4/21/08  
 Douglas County Board of Education

**ADMINISTRATIVE PROCEDURE  
 PROMOTION AND RETENTION OF STUDENTS**

**Descriptive Code: IHE**

**Date: 5/19/08**  
**Exhibits: IHE-E(1), IHE-E(2), IHE-E(3), IHE-E(4), IHE-E(5), IHE-E(6)**

PROMOTION AND RETENTION OF STUDENTS IN GRADES 1 – 8.

**(1) DEFINITIONS.**

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

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

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

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

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

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

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

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

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

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

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

1. A student may be considered for retention if:

a. Absences total fifteen (15) days or more, especially if the academic progress is weak.

b. Final grades include failures in any two of the core areas of reading, language arts, science, social studies, mathematics, or academic foreign language. Possible retention of students in grades 6 or 7 must have supporting documentation and be discussed with the Director of Middle School Instruction prior to the placement committee meeting.

c. Performance indicates that additional remediation at the current grade level is needed in at least two academic subject areas.

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

2. Other considerations:

a. A student who has been retained two or more years prior to middle school should not be retained more than once in grades 6-8.

b. Middle school students who have been retained and are 15 years of age will be reviewed by the placement committee, principal, and middle school director for consideration of appropriate grade placement.

c. The retention of a middle school student for participation in interscholastic competition is prohibited.

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

3. For students with disabilities, the Individualized Education Program (IEP) team shall establish standards for promotion or retention.

## **(3) REQUIREMENTS FOR GRADES 1 – 8.**

(a) Each school principal shall distribute student data from the Criterion-Referenced Competency Test to teachers prior to the beginning of each school year. Each teacher shall use data to focus instruction on identified student academic performance in grades 1 – 8.

(b) Each school principal or designee shall establish a placement committee for each student in grades 1-8 who does not achieve grade level on reading and/or mathematics sections of the Criterion-Referenced Competency Test and does not meet previously stated promotion standards or criteria. In accordance with State Board Rule 160-4-2-.32 (IGB), the placement committee shall:

1. Determine whether each student shall be retained or promoted based on a review of the overall academic achievement of the student as well as the student's Criterion-Referenced Competency Test performance;

2. Develop an accelerated, differentiated, or additional instruction plan for all students who do not achieve grade level on the reading and/or mathematics sections of the Criterion-Referenced Competency Test; and

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

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

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

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

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

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

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

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

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

(i) The student's performance below grade level on the Criterion-Referenced Competency Tests;

(ii) The specific retest(s) to be given the student and testing date(s);

(iii) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the Criterion-Referenced Competency Test; and

(iv) The possibility that the student might be retained at the same grade level for the next school year.

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

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

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

1. The school principal or designee shall retain the student for the next school year except as otherwise follows.

2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.

(i) The notice shall describe the option of the parent, guardian, or teacher to appeal the decision to retain the student;

(ii) The notice shall describe the composition and functions of the placement committee; it may describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.

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

i. Level Director

ii. Associate Superintendent for Instruction

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

## **(5) PROMOTION REQUIREMENTS FOR GRADES 9 – 12 - OMITTED**

*STATE REF: Georgia Board of Education Policy (Rule 160-4-2-.11)*

*LEGAL REF.: O.C.G.A., 20-2-240; 20-2-281 (b)*

*ADOPTED: 11/21/95*

*REVISED: 7/12/99; 3/20/00; 5/20/02; 6/16/03; 6/5/06; 5/19/08*

*Douglas County Board of Education*

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## **TRANSFERS**

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

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

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

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

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

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

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

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## HOSPITAL/HOMEBOUND INSTRUCTION

Students who have a medically diagnosed physical condition, which restricts them to their home or to a hospital for a period of time, which will significantly interfere with their education, may be eligible for Hospital-Homebound Services. Students or their parent/guardian must submit a medical referral form completed by a licensed medical doctor. The doctor must project that the student will be absent a minimum of 10 school days.

Students are not eligible for this program if absence is due to a communicable disease, emotional problem, expulsion, suspension, abuse of chemical substance, or uncomplicated cases of pregnancy. The student is considered present each day if seen by the visiting instructor for the minimum number of hours per week.

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## HOMEWORK GUIDELINES FOR MIDDLE SCHOOLS

Homework is a necessary adjunct to the instructional program and enhances student achievement. Homework reinforces and extends skills and concepts taught in the classroom. It is of further merit in helping students learn self-discipline, self-direction and organizational and time management skills. Homework is designed to maximize student progress. It should be beneficial to the student. The following guidelines are recommended:

**A) QUALITY** - Homework should be well conceived, valuable and should have a direct relationship to classroom instruction. It should be used to review, reinforce, or extend skills and concepts or be of an independent nature that students understand.

**B) THERE ARE FOUR GENERAL TYPES OF HOMEWORK: PREPARATION, PRACTICE, EXTENSION, AND CREATIVITY.** Each type has its own purpose, and teachers should make their homework assignments with one of these purposes in mind.

**PREPARATION HOMEWORK** (getting ready) helps students inform themselves about the next day's lesson.

**PRACTICE HOMEWORK** (doing again) provides students with the needed review and reinforcement about material presented in a previous lesson.

**EXTENSION HOMEWORK** (going beyond) guides students so that they extend concepts, which were taught in class.

**CREATIVE HOMEWORK** (putting together) includes analysis, synthesis, and evaluation. This type of homework is inventive and resourceful. Students come up with their own ideas related to a class topic and then share those ideas with the class.

**C) QUANTITY** - It should be recognized that to give an exact amount of time for homework each night per subject area may be difficult. However, the amount of homework should range from at least (3) hours per week to a maximum of six (6) hours per week. Consideration will be given to other school activities that may place demands on the students' time.

**D) CLARITY** - Homework assignments will be explained thoroughly in class and students should understand what is expected. Students should clarify their understanding of the assignment before leaving the class. The student should write the assignment in their agenda notebook.

**E) COORDINATION** - Teacher teams will coordinate homework assignments so that the time needed for homework is reasonable. Interdisciplinary homework assignments are encouraged.

**F) EVALUATION** - At times, it may be appropriate for students to check their own homework. Sometimes, working with other students on homework is advantageous, and students will be made aware when this is proper or desired. At all times homework will be monitored. In order that class work and test grades receive suitable credit, homework will not count more than fifteen percent of the grade during any grading period. Students will be informed as to the graded value of the assignment. If it is a practice assignment, it should be checked for accuracy in class. Merely checking homework for completion, without checking the accuracy or quality of the work, does not provide for student feedback; therefore, learning cannot be positively reinforced.

**G) PARENTAL INVOLVEMENT** - If parental help with homework is required, parents will be made aware of the nature and amount of help to be given. If students have difficulty completing homework, parents should be involved in solving the problem. Parents should understand that no grade will be given for the homework unless the teacher receives it. Parents will be made aware of homework policies and the consequences for non-completion at the beginning of the school year.

**EXPECTATIONS** - Directions for homework should be given orally and noted in writing. An agenda notebook is used by all students and can be used for homework assignments. If students have a chronic problem in completing homework, teachers should assess the difficulty level of the assignments. Homework should never be given as punishment. The logical consequence of not completing homework is the loss of the grade and/or after-school detention to make up the missed work. If a student is absent he/she will be given an appropriate amount of time to complete the make up work.

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## MIDDLE SCHOOL OBSERVATIONS/VISITATIONS

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

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

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

The following guidelines will be observed:

- As a courtesy to the teacher, it is requested that an appointment be made for all visitations. Contacting the teacher by note or telephone, at least one day in advance, is recommended. If it is not possible to contact the teacher before or after school hours, the office should be contacted by telephone or note to arrange for a visit. Make your requests to the Principal at least 24 hours prior to the requested visitation time. In your request, please state the purpose of the visit.
- Sign in at the front office to receive your visitor's badge. You will then be escorted to your student's classroom.
- Classroom visitations are not a time for teacher-parent conference. Parents should not expect teachers to conference with them at these times. The regular school program must continue during such visits. During your visit, refrain from engaging the attention of teachers or students through conversation or other means.
- Remain as inconspicuous to the instructional process as possible.
- Return to the office at the end of your visit to check out and return your badge.

- For the safety of students, no unauthorized persons are allowed in the building without administrative approval. Students not enrolled at our school are not allowed to visit during the school day due to unnecessary classroom interruptions, which are detrimental to the learning process.
- Visitors are under the supervision of the administration while on campus. Any questions or concerns regarding your visit should be referred to the administration.

## INTERNET FILTERING REGULATION

### 1 PARENT/GUARDIAN AUTHORIZATION FORM

- 1.1 Form only needs to be signed one time and this will follow the student while he or she is in the Douglas County School System.
- 1.2 The Parent/Guardian Authorization Form should be kept in the Media Center for all students.
- 1.3 If the student transfers to another school, the original Authorization Form will be acceptable for the new school.
- 1.3.1 A copy of the form should be sent with the student's records.
- 1.3.2 Even if the copy is not sent to the other school, the original permission will be enough to allow the student to access the Internet, then the Parent or Guardian must state that in writing to the school.
- 1.4 If the Parent or Guardian wishes to change his or her previous wishes and not allow the student to access the Internet, then the Parent or Guardian must state that in writing to the school.
- 1.4.1 This must be made by the original Parent or Guardian if that person is still alive and is still responsible for the student.
- 1.4.2 If there is a new Parent or Guardian that has legal custody of the student and a previous Parent or Guardian signed the Parent/Guardian Authorization Form, then the current Parent/Guardian's wishes shall be followed. However, these wishes must be properly communicated to the school system in writing by either filing a Parent/Guardian Authorization Form or by writing the school requesting that the student not participate in Internet activity.
- 1.4.3 Should there be a change in Parent or Guardian custody of the student and that Parent or Guardian makes no specific requests, then the wishes of the previous Parent or Guardian will be observed.
- 1.4.3.1 For example, Parent A signs a Parent/Guardian Authorization Form for a student. Parent A then is divorced from Parent B and Parent B receives custody of the student. If Parent B does not indicate otherwise, then the student will still be allowed Internet access because Parent A had originally given that permission.

### 2 OBTAINING PARENT/GUARDIAN AUTHORIZATION FORM

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

### 3 ADDING STUDENT INTERNET ACCESS TO THE COMPUTERS

- 3.1 Students should not have Internet access unless a Parent/Guardian Authorization Form has been completed.
- 3.2 Parent/Guardian Authorization Forms should be kept in the Media Center.
- 3.3 Internet access will be given to the student upon verification from the Media Specialist at the school that the Authorization Form has been properly submitted.

3.3.1 The Media Specialist will place a work request to Technology Services requesting Internet Access for the student or students. This request will verify that the proper Parent/Guardian Authorization Form has been recorded and that the Media Specialist has this form in his or her files.

3.3.2 Internet Access will then be given to the student the same day that the Work Request has been placed by the Media Specialist.

### 3.4 Process for Removing Student Internet Access

3.4.1 The Media Specialist will place a work request to Technology Services Requesting the removal of Internet Access for the student or students. This request will verify that the proper written request from the Parent or Guardian has been recorded and that the Media Specialist has this letter in his or her files.

3.4.2 Internet Access will then be removed for the student the same day that the Work Request has been placed by the Media Specialist.

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

## 4 INTERNET FILTERING

4.1 Technology Service's goal is for the Internet Filter to be running at all times and to be consistently updated.

4.1.1 If there is a problem with the Internet Filter, Technology Services will notify the schools and the Central Office Administration through e-mail that the filter is temporarily out of service. To insure that all staff knows of the problem, this e-mail notification should be addressed to the "Everyone" e-mail group.

4.1.2 Should anything happen to the Internet Filter, it should be one of the top priorities of the Technology Department to correct.

4.1.3 Once the problem is corrected, the Technology Department should notify the same "Everyone" group that the filter is now working properly.

## 5 MONITORING STUDENTS WHILE ON THE INTERNET

5.1 Since no filter can absolutely guarantee that students will not be exposed to objectionable pages from the Internet, the teacher or some responsible adult should monitor Internet activity by all students. This monitoring should be the same whether the filter is working or not.

5.1.1 Classroom management is very important in classroom monitoring. Some suggestions for easier management are:

5.2.1 Teachers should be aware that Internet screens can be quickly minimized when they come and to be vigilant for this.

5.2.2 Computers should be arranged, whenever possible, so that all screens can be seen at all times by the teacher.

## 6 WHEN AN UNACCEPTABLE SITE IS ACCESSED

6.1 The student should immediately back out of the site by clicking on the "Back" button on the browser.

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

6.3 The adult monitor should remove the students from the monitor and write down the URL to the site so that it can be blocked in the future. This should be given to the Media Specialist who will then notify the Technology Department through a work request.

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

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

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

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

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

## 7 REQUESTING SITES TO BE BLOCKED OR UNBLOCKED

7.1 At times, the Internet Filter may block totally acceptable sites. If a teacher runs into this problem, he or she should place a work request to the Douglas County School System Help Desk stating the URL that they wish to have unblocked and stating the educational objective for having that site unblocked.

7.2 The requesting teacher, media specialist, or administrator takes responsibility for the educational value and acceptable use of the site. It is not the responsibility of the Technology Department to verify the validity of the unblocked site.

7.3 No site will be unblocked without a solid educational reason stated in the work request or without the expressed approval by an Assistant Superintendent or the Superintendent.

7.4 If there is any question by the Technology Department about the validity of unblocking a site, the Technology Department will obtain approval from an Assistant Superintendent or the Superintendent before unblocking the site.

may result in Long-Term Suspension or expulsion and, depending upon the severity of the offense, law enforcement officials may be contacted.

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

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

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

## AUTHORITY OF ADMINISTRATORS AND TEACHERS

Teachers have the authority to manage the classroom, discipline or refer students for discipline infractions to the principal. The principal and his/her administrative staff must respond by employing appropriate discipline management techniques consistent with regulations. Teachers and principals have the authority to take customary and reasonable measures to maintain proper control among students placed under their care and supervision. Such measures may include the use of reasonable force, as is reasonably necessary in the exercise of lawful authority to restrain pupils and maintain order, provided same is necessary to preserve property and/or the safety of students, staff and visitors. Corporal punishment will not be allowed in the Douglas County School System under any circumstances.

There shall be no infringement on any right provided to students with Individualized Education Programs pursuant to the federal Individuals With Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or the federal Americans With Disabilities Act of 1990.

A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. The Superintendent shall fully support the authority of principals and teachers in the school system to remove a student from the classroom. Each school principal shall implement the policies and procedures of the superintendent and local board of education relating to the authority of every teacher to remove a student from the classroom and shall disseminate such policies and procedures to faculty, staff and parents or guardians of students. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall, within one school day after the student's removal from class, send to the parents or guardians written notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student's parents or guardians may contact the principal or the principal's designee.

If a teacher removes a student from class, the principal or the principal's designee shall discuss the matter with the teacher and the student by the end of the school day on which such removal occurs or at the beginning of the next school day. The principal or the principal's designee shall give the student oral or written notice of the grounds for his or her removal from class and, if the student denies engaging in such conduct, the principal or the principal's designee shall explain the evidence which supports his or her removal from class and give the student an opportunity to present his or her explanation of the situation.

If, after such discussions, the principal or the principal's designee seeks to return the student to the teacher's class and the teacher gives his or her consent, the student shall be returned to the class and the principal or the principal's designee may take action to discipline the student, as may be warranted. If, after such discussions, the principal or the principal's designee seeks to return the student to the teacher's class

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## BOARD POLICY STUDENT DISCIPLINE

Regulations: JD-R(1), JD-R(2), JD-R(3), JD-R(4)

Descriptive Code: JD

Date: 5/15/06

Exhibits: None

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

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

## STATEMENT OF STUDENT MISCONDUCT

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

## CONSEQUENCES OF STUDENT MISCONDUCT

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

and the teacher withholds his or her consent to the student's return to his or her class, the principal or the principal's designee shall determine an appropriate temporary placement for the student by the end of the first school day following such removal and shall also take steps to convene a meeting of a placement review committee. The placement review committee shall convene by the end of the second school day following such removal by the teacher and shall issue a decision by the end of the third school day following such removal by the teacher. An appropriate temporary placement for the student shall be a placement that, in the judgement of the principal or the principal's designee, provides the least interruption to the student's education and reflects other relevant factors, including, but not limited to, the severity of the behavior that was the basis for the removal, the student's behavioral history, the student's need for support services, and the available education settings; provided, however, that the student shall not be returned to the class of the teacher who removed him or her, as an appropriate temporary placement, unless the teacher gives his or her consent. The temporary placement shall be in effect until the decision of the placement review committee is issued. For each committee established, the faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member, and the principal shall choose one member of the professional staff of the school to serve as a member and one alternate. The teacher withholding consent to readmit the student may not serve on the committee. The placement review committee shall have the authority to:

Return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative; or

Refer the student to the principal or the principal's designee for appropriate action.

The decision of the placement review committee shall be in writing and shall be made within three school days after the teacher withholds consent to the return of a student.

If a placement review committee decides to return a student to a class from which he or she was removed, the principal or the principal's designee shall implement such decision of the placement review committee. In addition, the principal or the principal's designee may, consistent with any applicable procedural requirements of the Constitution of the United States and this state and after considering the use of any appropriate student support services, take any of the following actions which are authorized as a response to the alleged violation of the student code of conduct.

- A. Place the student in in-school suspension;
- B. Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class; or
- C. Make another disciplinary decision or recommendation consistent with the Discipline Code.

If a placement review committee decides not to return a student to a class from which he or she was removed, the principal or the principal's designee shall implement such decision of the placement review committee. In addition, the principal or the principal's designee shall determine appropriate placement for the student and may take action to discipline the student, in a manner consistent with any applicable procedural requirements of the Constitution of the United States and this state and after considering the use of any appropriate student support services, as follows, provided that the placement or disciplinary action is authorized as a response to the alleged violation of the student code of conduct.

- A. Place the student into another appropriate classroom, in-school suspension, or an alternative education program;
- B. Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class.
- C. Make another placement or disciplinary decision or recommendation consistent with the Discipline Code.
- D. Implement or recommend any appropriate combination of the above and return the student to the class from which he or she was removed upon the completion of any disciplinary or placement action taken pursuant to this paragraph.

Within one school day of taking action, the principal or the principal's designee shall send written notification of such action to the teacher and the parents or guardians of

the student and shall make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians.

Any teacher who removes more than two students from his or her class enrollment in any school year who are subsequently returned to the class by a placement review committee, may be required to complete professional development. This plan will be developed by the principal of the school in consultation with the teacher to improve classroom management skills, other skills on the identification and remediation of academic and behavioral student needs, or other instructional skills as identified.

The Board of Education directs the Superintendent to develop guidelines and regulations to establish a K-12 student discipline program which ensures an appropriate climate for learning.

LEGAL REF: O.C.G.A. , 20-2-735; 20-2-736; 20-2-737; 20-2-738; 20-2-741  
ADOPTED: 5/16/88  
REVISED: 7/24/89; 4/17/00; 7/6/04; 12/5/05; 5/15/06  
Douglas County Board of Education

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## SAFE SCHOOLS POLICY

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

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

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

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## ADMINISTRATIVE PROCEDURE MIDDLE SCHOOL DISCIPLINE CODE

Descriptive Code: JD-R(3)

Date: 5/18/09

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

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

### STUDENTS AND CRIMINAL CHARGES

Parents and guardians are encouraged to inform their children that certain acts of misconduct could result in legal charges. Please explain to your student(s) that for certain acts of underage sexual conduct and other crimes, a minor may be tried as an adult.

It is the responsibility of the student and the student's parents/guardians to demonstrate behavior that is appropriate at all times. Parents will be contacted when any major offense occurs. It is the policy of this state that it is preferable to assign disruptive students to alternative educational settings rather than to suspend such students from school. A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. (Board Policy JD) The parent will be required to attend a conference and develop a behavioral intervention plan.

### BUS CONDUCT

School bus transportation is a privilege afforded pupils by the Board of Education. It is not a right. To protect the safety and well being of all involved, pupils must adhere

to established bus conduct rules. Bus transportation privilege may be revoked if the pupil does not observe bus conduct expectations.

### **BUS CONDUCT RULES**

1. Students should always conduct themselves in an orderly manner and obey all bus safety rules.
2. All students are under the jurisdiction of the driver while aboard each bus.
3. The driver is responsible for seating arrangements on each bus.
4. Students will remain seated while bus is in motion.
5. Students must refrain from loud talking, horseplay, throwing objects on or from the bus, or doing anything that will detract from the driver's attention.
6. Anyone damaging a bus will be responsible for restitution.
7. All parts of the body must be kept inside the bus at all times.
8. Smoking, chewing gum, eating, or drinking on the bus is not permitted.
9. It is the responsibility of the driver and each rider to help keep the bus clean.
10. The use of profanity on the bus will not be allowed.
11. Students will be picked up and delivered at their regular designated site each day. Written requests from the parent or guardian will be filed with the principal if it becomes necessary for a student to depart a bus other than at his/her regular stop. The principal will authorize the driver to make such a stop. Exceptions may be made if a safety hazard is involved.
12. Buses are provided for transporting students: therefore, large objects such as boxes, recreation equipment, large band instruments, etc., should not be on a bus.
13. Students must refrain from inappropriate display of affection.
14. Assignments to specific buses will be made by school authorities.
15. Students are expected to abide by the Douglas County School System Student Discipline Code.
16. Students shall not possess or use objects such as mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

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

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

### **LEVEL ONE OFFENSES**

These offenses will be heard by a Discipline Tribunal after initial investigation is completed and temporary consequences (suspension) are assigned by school administrators. The Discipline Tribunal shall determine the appropriate discipline in each case based on its individual merits. The principal may recommend an appropriate discipline for the Tribunal to consider. Appropriate compensation shall be paid to replace losses to the school system resulting from commission of any offense. Level One Offenses are so serious in nature that offenses will be cumulative grades 6-8. The following offenses may require police contact and shall be grounds for long-term suspension/expulsion/permanent expulsion, or denial of enrollment. This could also result in long-term bus suspension.

1. Possession, or use of, or threat to use weapons, look a-like weapons, dangerous instruments, or explosive/implosive devices.

2. Terroristic threats.
3. Riotous Behavior.
4. Possession, use, or distribution of drugs, or possession, use or distribution of drug paraphernalia. Distribution of over the counter drugs, look-a-like drugs, or alcoholic beverages.
5. Physical or verbal assault on a school employee. (Any act of violence against a teacher, bus driver, or other school employee causing injury shall result in expulsion for the remainder of the student's school years.)
6. Assault/Battery
7. Bullying (3rd offense automatic assignment to alternative school)
8. Arson or destruction of property.
9. Sexual Battery and other Sexual Offenses.
10. Sexual Harassment (2nd offense).
11. Computer Trespass.
12. Chronic disciplinary problems. Repeated occurrences of Level Two or Three offenses shall be treated as a Level One offense.
13. Any act which substantially disrupts the orderly conduct of a school.
14. Any act, whether school related or non-school related, on-campus or off-campus, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process;
15. Gang related activities, a gang is defined as any three or more individuals who have a name, claim a territory, use graffiti to mark a schools territory, or themselves, have rivals/enemies, or interact together at the exclusion of other people. The existence of such gang affiliation may be established by evidence of a common name or common identifying signs, gestures, symbols, tattoos, graffiti, attire or other distinguishing characteristics. Evidence will be validated as characteristics of known gangs in consultation with local law enforcement.
16. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
17. Hazing
18. Aiding and/or abetting the commission of any Level I offense. A student who aids or abets the commission of a Level I offense by another student shall be charged with Level I aiding and abetting.

### **LEVEL TWO OFFENSES**

These major offenses are cumulative for the school year. Each offense shall result in suspension, in-school or out, not to exceed ten (10) days.

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

1. Possession or use of over the counter drugs, look-alike drugs, or alcoholic beverages.
2. Affray/Fighting.
3. Simple battery.
4. Bullying (1st and 2nd offenses).
5. Vandalism.
6. Possession or use of any tobacco product.

7. Theft/possession of stolen property.
8. Sexual Harassment (first offense).
9. Willful disobedience, insubordination, blatant disrespect, profane or verbal abuse directed toward any school board employee, bus driver, student, or visitor to campus.
10. Leaving campus without proper authorization/truancy.
11. Failure to serve or misbehavior while serving detention or in-school suspension.
12. Repeated occurrence of Level Three minor offenses shall be treated as a Level Two offense.
13. Possession of obscene materials.
14. Inappropriate use of technology.
15. Hitting/Roughing/Minor Physical Contact.
16. Aggression/confrontation towards others.
17. Behavior which is subversive to good order and discipline in the school.
18. Inappropriate drawings or notes.
19. Providing false information to a school board employee.

### LEVEL THREE OFFENSES

These minor offenses will be dealt with at the discretion of the school administrators. Generally, consequences shall include but not be limited to detention, suspension (in-school or out-of-school), Saturday school/detention, making restitution, parental conferences, bus suspension, etc. Teachers and bus drivers will handle minor offenses by reporting offenses to administrators and in accordance with school procedures. Parents will be informed of misbehavior by phone or in writing.

Minor offenses include, but are not limited to: classroom and campus misbehavior, cutting class, tardiness, forgery, cheating, trespassing or being in an area without authorization, inappropriate public display of affection, dress code violations, possession of nuisance items, laser pointers, cameras, video or DVD videos, matches or lighters, use of profanity, vulgar or obscene words or gestures, open food or beverage outside of cafeteria or designated areas such as the bus, gambling, sleeping in class, failure to follow directions, any other behavior which disrupts the learning environment of the school which is not previously listed. Possession of electronic communication devices, including, but not limited to, beepers, cell phones, or other electronic devices on school property during the instructional day is prohibited. All content held in cellular phones, cameras or video phones, or other electronic devices is subject to inspection and/or review by school administrators at any time.

Tardies to school may include disciplinary action such as parent conference, detention, in-school suspension, and/or loss of extra-curricular privileges.

### DISCIPLINE OF STUDENTS WITH DISABILITIES

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

1. Determine which students have been identified as disabled and review their IEPs or Section 504 Plan at the start of the semester before there are discipline problems.
2. An IEP or Section 504 Plan may include a Behavior Intervention Plan, which specifies how certain behaviors are to be handled. This plan should be followed in all school settings - regular or special (see \* below).
3. Students whose IEPs or Section 504 Plan do not address behavior or discipline should be treated like non-disabled students with common sense consideration of the disability (see \* below).

\* In all cases, however, a student with a disability may not be suspended from school (including ISS - if the student does not receive the specified special education services) for more than a cumulative total of 10 days per school year. When the total

number of suspension days nears 10 or a significantly disruptive behavior occurs, the following procedure should be followed:

1. The Director/Coordinator (or designee) of Special Education should be notified to assure that all due process procedures are followed.
2. The IEP committee will carefully review the IEP and current placement to determine if the behavior is related to the disability and if change should be made in the IEP.
3. For Section 504 students, the SST will review the 504 Plan and determine if the behavior is related to the disability.
4. Classroom teachers should work closely with special education teachers and the Student Support Team to determine appropriate methods of discipline.

### DISCIPLINE CODE DEFINITIONS

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

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

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

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

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

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

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

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

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

**BULLYING** -

- 1) Any willful attempt to threat or inflict injury on another person, when accompanied by an apparent ability to do so.
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

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

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

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

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

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

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

**DESTRUCTION OF PROPERTY** - The willful or malicious destruction or major damage to school property or the property of others.

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

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

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

**DISRESPECT FOR AUTHORITY** - Inappropriate verbal or non-verbal behavior which demeans, degrades, antagonizes, humiliates, embarrasses, or intimidates a school system employee.

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

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

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

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

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

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

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

**FIGHTING** – See "Affray/Fighting"

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SMOKING (AND OTHER USE OF TOBACCO PRODUCTS)** - The unauthorized possession, use, distribution or sale of tobacco products on school system property, at a school event. This includes all students, while engaged in an official school sponsored event, who represent a team.

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

**SUPER STOP** – A Violence Prevention Program for youth and their parents, is a ten-hour educational and interactional program offered jointly to students and parents as;

1. A primary violence prevention and education program;
2. An intervention alternative for students facing suspension for violence, alcohol, other drugs, or drug-related offenses.

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

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

**TEEN S.H.A.R.P. PROGRAM** -(Teen Sobriety, Hope, and Relapse) – This is an educational and interactional program offered jointly to students and parents as: a) A prevention and education program; b) An intervention alternative for students facing suspension for violence, alcohol, other drugs, or drug-related offenses.

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

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

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

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

**UNAUTHORIZED AREAS INCLUDING THE FOLLOWING:**

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

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

**VANDALISM** – Willful or malicious acts which result in minor damage to real property or personal property of the school or to personal property of any person at the school.

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

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

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

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

## IMPORTANT INFORMATION ABOUT THE DISCIPLINE CODE

1. Students under short-term suspension must make-up any academic work missed during the suspension to receive credit. It will be the responsibility of the student to request make-up work. Students under suspension or expulsion are not allowed on any Douglas County School System campus or at any Douglas County School System functions.
2. Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle the illegal items.
3. School administrators and or their designated representatives possess the authority to conduct a reasonable search of students, their possessions, their lockers, or their automobiles when on school property. The administrator is required to have only reasonable suspicion to conduct such searches.
4. Students should be aware that any adult employee of the Douglas County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.
5. Student disciplinary records are maintained separately, however Georgia Law requires the transfer of those records for grades 6-12 to another Georgia school district.
6. These regulations apply to students: (a) who are on the school grounds during, immediately before, or immediately after school; (b) who are on the grounds at any other time that the school is being used by a school group; (c) who are off the school grounds at a school activity, school function, or event; (d) who are en route to or from any school function, or is otherwise subject to jurisdiction of school authorities.
7. The school system reserves the right to discipline behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the school's discipline code.
8. The penalty for committing a physical act of violence against a school employee is expulsion for the remainder of the student's school years. The local board may permit the student to attend an alternative school or program. If the student is in grades K-8, the local board may permit a student to reenroll in the regular school program for grades 9-12. If there is no alternative program for students grades K-6, the local board may permit such a student to reenroll in the public school system. Students committing acts of physical violence against school employees must also be referred to juvenile court authorities.

ADOPTED: 6/20/94

REVISED: 5/20/96; 5/18/98; 7/12/99; 4/17/00; 7/09/01; 6/17/02; 7/6/04; 7/18/05; 5/15/06; 5/22/07; 5/19/08; 5/18/09

Douglas County Board of Education

## SUBSTANCE ABUSE

The Douglas County School System acknowledges the problem of substance abuse in society. We value all our students and believe their use or possession of alcohol and other drugs is harmful to their physical, emotional and mental health. It is also wrong and unlawful. We believe the use of alcohol or other drugs decreases their ability to learn. It may also create dangerous situation for them, other students, or school system employees. It is our intention to maintain a safe and healthy environment conducive to learning for all students and to protect the reputation of the Douglas County School System. Accordingly, the following policy is set forth. This policy shall apply to all students. Compliance with this policy is mandatory as per requirements for the Drug-Free Schools and Communities Act of 1989.

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

These programs shall also provide information about any drug and alcohol counseling rehabilitation and re-entry programs available to students.

The Douglas County Board of Education firmly believes that the use and abuse of drugs that are not prescribed or used as described are detrimental to the physical, emotional and mental well being of its students. The Board further believes that this abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. These concerns have prompted the Board to authorize the Superintendent and his administrative staff to develop and implement drug screening procedures for all students who wish to participate in any privileged activities be it, interscholastic athletic activity, any interscholastic extracurricular activity, or any student who applies for a parking permit and intends to park a vehicle on school grounds of the Douglas County School System.

## CONFISCATED ITEMS

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

## STUDENT REGISTRATION

Parents/legal guardians must provide the following:

1. Proof of legal residence of the parents/legal guardians (current tax receipt, utility bill, deposit, must have street name and house number). The resident must live within the school attendance boundaries.
2. Complete transcript from previous school attended.
3. Ninth graders must present birth certificate and report card to verify promotion.
4. Adequate immunization record and health record on the State of Georgia form.
5. Suspended student must have a conference and board approval before registration.
6. Students out of school for one year or more must complete the current graduation requirements for Graduation.

## ADMINISTRATIVE PROCEDURE MIDDLE/HIGH SCHOOL DRESS CODE

Descriptive Code: JCDB-R(2)

Date: 5/19/08

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

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

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

### APPROVED FOR SCHOOL WEAR:

#### PANTS

Appropriate wear would include dress pants, khakis, jeans, and/or warm-ups that are size appropriate, worn at the waist and are hemmed or cuffed.

#### SHORTS

Shorts that are size appropriate, worn at the waist, are hemmed and are not more than three inches from the top of the knee are appropriate.

## SKIRTS AND DRESSES

Skirts must be worn at waistline, hemmed and no more than three inches from the top of the knee. Dresses must have sleeves and be no more than three inches from the top of the knee. Slits in dresses or skirts must be no more than three inches from the top of the knee. Skirts over leggings must meet the three inch rule.

## SHIRTS AND BLOUSES

Long or short sleeved, dress shirt, T-shirt, polo type shirt, sweaters and sweatshirts which are size appropriate. Shirrtails must be below the belt line even with arms raised above the head or when the student is seated; for males shirt tails must be tucked into the pants.

## SHOES

All students must wear appropriate shoes (examples: dress, tennis, sandals, clogs). Rubber and/or metal cleats are not allowed in school or on buses.

## UNDERGARMENTS

Appropriate undergarments must be worn at all times. Undergarments of any type must not be exposed.

## ACCESSORIES

Belts are optional and, if worn, are to be proper length tucked into belt loops. Belts may be required for students having difficulty with wearing pants at the waist.

## NOT APPROVED FOR SCHOOL WEAR:

- Pants that touch the ground or floor;
- Wide legged pants, skin-tight pants; form-fitting clothing;
- Holes above the knee;
- Pants, dresses, skirts, shorts, and shirts that have frayed ends;
- See-through clothing;
- Sleeveless shirts, dresses, halter tops, tank tops and spaghetti straps;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Rubber and/or metal cleats, bare feet; pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which displays or implies profane, vulgar, obscene or racially offensive language, symbols or sexual innuendo;
- Emblems, insignias, writing, graphics, pictures, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention or cause disruption of a class or disruption or interference with the operation of the school;
- Hats, sunglasses and caps, visors, sweatbands, skull caps, do rags, headbands and bandanas etc. (All hats and caps shall be properly stored during the school day).
- Large coats and hoods may not be worn in the school building. (Hoods on sweatshirts must not be pulled up on head);
- Chains hanging from wallets or clothing; dog collars or electronic belt buckles.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, T-shirts, jerseys, jackets, etc.);
- Jewelry that is offensive; distracts or is studded or pointed, including "grills" and heavy chains;

- Unnatural colored hair or any hairstyle which causes a distraction to the learning environment;
- Visible piercing type jewelry or paraphernalia (other than the ears) including tongue piercing is not allowed;
- Handwriting on clothing or body;
- Clothing worn in a manner inconsistent with the intended design (ex.: exposure of clothing designed and sold as undergarments, rolled up pants legs, bandanas used as belts, etc.).
- Shoes with any type of wheels or other rolling apparatus.

## EXCEPTIONS:

- Uniforms for school related activities are acceptable if approved by school administrators. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.
- School administrators may alter the dress code for special occasions or extracurricular activities.
- Parents of students who require an exemption from the dress code for religious, cultural, or short-term medical reasons may make application to the principal.

## CONSEQUENCES FOR FAILURE TO COMPLY:

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

Receipt of Student Handbook shall serve as first notice of Dress Code Policy.

*LEGAL REF.: Karr v. Schmidt, 460 R. 2d 609 (5th Cir. 1972)*

*ADOPTED: 5/16/88*

*REVISED: 7/24/89; 7/12/99; 7/09/01; 7/6/04; 12/05/05; 5/15/06; 5/22/07; 5/19/08*  
*Douglas County Board of Education*

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## OMBUDSMAN MIDDLE SCHOOL ALTERNATIVE PROGRAM

The Ombudsman Middle School Program is designed to serve middle school alternative school students identified by the Douglas County School System as eligible for alternative services.

The program will serve students who have been referred to the alternative setting through a tribunal or tribunal waiver, have been adjudicated or have returned from a youth detention center, or have enrolled from another school district in which the student was served in an alternative school setting but, did not complete the alternative assignment.

Eligible students must be enrolled at one of the school system's middle schools and must receive a school level referral followed by central office administrative approval of the referral in order to be interviewed for acceptance into the program.

All attendance and course requirements that apply to students enrolled in the regular middle school program also apply to the students in the Ombudsman Program. Students must participate in all standardized and state testing administered to the regular middle school students, and the student scores will be reported to the student's home-based school. The courses and grades earned at Ombudsman and attendance information will be reported to the home-base school's principal or his/her designee at the end of each semester.

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## EMERGENCY DRILLS

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

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

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## MEDICAL TRANSPORTATION

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

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## SCHOOL HEALTH SERVICES

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

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## EMERGENCY CONTACT INFORMATION

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

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## ILLNESS/INJURY TREATMENT INFORMATION

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

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

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## ACCIDENTS AND INSURANCE

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

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

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

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## SCHOOL HEALTH RECORDS

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

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

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

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## MEDICATION

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

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

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## INSURANCE

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

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## CARE OF SCHOOL PROPERTY

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

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## VISITORS

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

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## SCHOOL FOOD SERVICE

Students are encouraged to participate in the school nutrition programs. Nutritionally balanced breakfasts and lunches are available to all students. Menus are planned by a registered dietician. Breakfasts are designed to meet one-fourth of the recommended daily allowance of nutrients for Americans. Lunches meet one-third RDA. Several choices in menu offering are available. Prices are \$1.00 for breakfast and \$1.75 for lunch. However, free meals or reduced price meals (\$.30 breakfast and \$.40 lunch) are available to students who qualify.

Students are encouraged to pay in advance for meals to eliminate the necessity of bringing money daily. Any amount can be paid. The school cafeteria manager can provide information about student balances at any time.

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. All students must go to the cafeteria during the assigned lunch period.

The lunchroom management and other students will appreciate your cooperation in:

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

A breakfast program is also provided for students who arrive on campus early and have time to eat.

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## FOOD ON CAMPUS

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

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## PHYSICAL EXAMINATIONS

All students who wish to participate in interscholastic athletics and cheerleading are required to have a yearly physical examination signed and dated by a licensed medical doctor. Local hospitals provide this exam on dates published in local papers. If, for any reason, the parent or guardian wishes the student to have the examination done by the family physician, the Douglas County School System Interscholastic Activities Participation and Physical Form may be picked up in the office and must be submitted to the administrator in charge of athletics no later than the first day of practice.

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## EXTRA CURRICULAR ACTIVITIES

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

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## TELEPHONES

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

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

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## LOCKERS

Lockers will be issued by the office for a fee. In some cases, a locker must be shared by two students, in which case each student is expected to pay half of the locker rental for the year. No personal lock will be used on a locker.

There should not be any writing or other defacing of student lockers. A student is personally liable for any damage to the locker he/she is assigned. Lock combinations should not be told to anyone to insure the security of student property. Lockers are the property of the school and the school reserves the right to search them when necessary. Students will have designated times to use their lockers. Students need all required materials for class and the excuse of learning such materials in the locker will not be accepted.

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## PARENT CONFERENCES

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

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## COMPETITIVE INTERSCHOLASTIC ACTIVITIES ACADEMIC ELIGIBILITY

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

1. Pass at least six subjects that carry credit toward grade promotion in the semester immediately preceding participation. (The minimum length of ineligibility is one semester.)
2. Take at least six subjects that carry credit toward grade promotion during the semester of participation.
3. No student in grades 6-8 shall participate in more than one game or sport per week on a day preceding a school day.
4. Students in grades 7 and 8 shall not play more than 60 percent of the number of regularly scheduled games played by the high school varsity in any given sport. One tournament, not to exceed four games, may be played in addition to the regular season games.
5. Middle school students may not practice on Saturdays, Sundays, and school holidays.
6. Middle school students may not participate with nor compete on any high school team or in any high school interscholastic activity. This policy would prohibit middle school students from participating in any types of high school interscholastic practices, weight training, or band. Exceptions to this policy would allow flag corps tryouts, cheerleader tryouts.

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## FIELD TRIPS

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

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### CODE OF CONDUCT FOR FIELD TRIPS

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

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

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

## **BUS TRANSPORTATION**

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

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

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

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

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

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

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

**BUS CONDUCT RULES** – See Middle School Discipline Code JD-R(3)

## **BUS SUSPENSION**

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

## **STUDENT DISCIPLINE**

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

Bus misconduct falls into two categories:

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

## **STUDENT DISCIPLINE PROCEDURES**

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

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

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

- 1st Offense - Driver will first request the student to correct his/her behavior and counsel with the student after the other students are off the bus.
- 2nd Offense - Driver will file a \*Discipline Referral form with the Principal or the school's designated discipline administrator.

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

More serious or major offenses will result in moving to the 2nd Offense step or may require immediate attention by the Principal and/or Law Enforcement, or Resource Officer. Level 2 offenses are behaviors of a less serious nature, but serious enough to merit involvement by the school principal to correct on the first violation event. A Level 1 offense requires immediate attention by the Principal and/or Law

Enforcement, or Resource Officer. Examples of Level 1 offenses include (but are not limited to) weapons, illegal substances, assault, threats or intimidating behavior towards another student, bus driver, or bus monitor.

- Level 2: 1st Offense - Driver files a discipline referral form with the Principal or the school's designated discipline administrator identifying the student involved and the offense.
- Level 1: 1st Offense - Driver notifies Transportation to have the Principal or designated discipline administrator meet the bus or, depending on severity of incident, call for law enforcement officers to come to the bus' location.

## **BUS LOADING ZONES**

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

## **SERVICE PROVISIONS**

- Bus service is provided to and from a pupil's home and school. Service to other locations, such as after school daycare/babysitter, is provided only if the destination is located within the student's assigned school district. Bus service is not provided to or from business locations (other than daycare). No exceptions.
- Bus conduct rules must be obeyed. Failure to do so may result in suspension of bus privileges.
- Parents are responsible for their children going to and from the bus stop and while waiting at the bus stop.
- Written permission from a parent, signed by the principal, is required for a child to ride a bus on which he is not assigned or to leave the bus at a stop other than his assigned stop.
- Pupils must be at their designated bus stop when the bus arrives. Buses cannot wait for latecomers.
- Only authorized persons may board or ride a school bus.
- Glass, items too large to fit in a pupil's lap, weapons, firecrackers, pets, gum, drinks, food or candy, electronic devices, and hazardous materials are not permitted on the bus.

## **ON-STREET BUS SERVICE**

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

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

## **BUS STOPS**

- Drivers are not permitted to deviate from their route without permission from a route supervisor.
- State regulations require bus stops to be spaced at least one-tenth (.1) mile or more apart. Exceptions are allowed only in response to a safety hazard.
- Buses are not permitted to travel on closed or flooded roads. Bus stops served by such a road will be temporarily relocated to the closest safe location. Service will be restored once conditions permit.
- Bus stops on the routes are not always the same as the previous year. Buses are not to be routed on private property (this includes most mobile home parks and apartment complexes).
- A student will be returned to school if it is obvious there is no one home and the norm is for someone to be at home.

- If a student has no key, objects to disembarking the bus, or if the stop/home looks different than usual, the driver will radio for instructions from the school administrator.
- If the normal routine is for no one to be at home or at the stop, the student will be allowed to disembark alone.

Parents can help us by:

- Making sure your child is at the bus stop five minutes early.
- Review bus safety rules with your child and stress the necessity of observing them.
- Teaching your child to obey the bus driver.
- Cooperating with school officials and school bus drivers regarding appropriate conduct of your child at the bus stop and on the bus.
- Helping your student understand that student behavior on school buses is considered an extension of classroom behavior.
- Educating your children on the rules of school bus safety.
- Reminding your child to walk on the sidewalk, or the shoulder of the road, on the way to the bus stop and not on the traveled portion of the road.
- Reminding your child to wait in a safe place, well off the road, until the bus comes to a stop.
- Students should not move toward the bus until the bus and all traffic have stopped. Students should stop and look before crossing the road when preparing to board or depart the bus. It is very important to look – do not expect approaching traffic to stop.
- Periodically remind your child of the importance of mannerly and orderly behavior at the bus stop. Periodically check on students at the bus stop.
- Accompanying very young children to the bus stop and meeting them on their return from school when possible.

#### **SAFE RIDING**

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

1. Arrive at your bus stop 5 minutes before your scheduled pick-up time.
2. Dress for the weather – umbrella and raincoat for rain; coat and gloves when cold.
3. Never stand or play in the road. Wait for the bus a safe distance from the road.
4. Always use the handrail when boarding or leaving the bus.

5. Remain seated and keep head/hands inside when the bus is moving. Your seat is designed to protect you in the event of an accident.
6. Never try to reach for anything under or beside a bus. Ask your driver for help.
7. Observe silence when approaching and while stopped for railroad crossings so the driver can hear if a train is coming.
8. Look carefully before crossing the road. Do not assume a car will stop for you – wait to be sure it is stopped before crossing. Watch for your driver's signal before crossing the road.
9. Always cross in front of the bus – NEVER behind it!
10. Talk quietly while on the bus. Do not “horseplay”. Your driver must give full attention to driving to ensure your safety.

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

For information regarding:

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

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

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

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

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

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

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

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

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# DOUGLAS COUNTY SCHOOL SYSTEM TEAMWORK STUDENT HANDBOOK SIGNATURE PAGE

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

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

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

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

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

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

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

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

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

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

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

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

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