

Heard County Elementary School

Student Handbook and Agenda

Heard County Elementary School

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Franklin, GA 30217

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Paul Mixon, Principal

Maggie Bonner, Asst. Principal

Kim Tisdale, Asst. Principal

This agenda belongs to:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Grade: _____ Homeroom Teacher: _____

**HEARD COUNTY SCHOOL SYSTEM
SCHOOL CALENDAR
2019-2020 (179 SCHOOL DAYS)**

Preplanning	August 1,2,5,6
1st Day of School	August 7
Labor Day Holiday	September 2
Progress Reports	September 4
Student Holiday/Flex Day	October 2
Fall Holidays	October 3,4
End 1st Nine Weeks	October 11
Report Cards	October 22
Progress Reports	November 13
Thanksgiving Holidays	November 25-29
School Level Appeals (HCHS)	December 19
System Level Appeals (BOE)	December 20
End 1st Semester	December 20
Christmas Holidays	December 23-January 1
Student Holiday/Flex Day	January 2
Student Holiday/Professional Learning Day	January 3
1st Day of 2nd Semester	January 6
Report Cards	January 14
MLK Jr. Holiday	January 20
Progress Reports	February 5
Winter Holidays/Severe Weather Make-Up Days	February 14, 17
School Holiday	March 6
Student Holiday/Flex Day	March 9
End 3rd Nine Weeks	March 13
Report Cards	March 24
Spring Break	April 6-10
Progress Reports	April 16
Last Day of School	May 22
Senior Graduation (8:00 pm)	May 22
Flex Day	May 25
Postplanning	May 26
School Level Appeals	May 26
System Level Appeals	May 27
Report Cards (Mailed)	May 28

Welcome to Heard County Elementary School

Parents and Students:

The faculty and staff of Heard County Elementary School would like to welcome you to our school and to the 2019-2020 school year. We want to work in partnership with parents to help your child grow and achieve at the highest possible levels, and to help them learn life lessons that will serve them well and promote success in the years to come. We ask for your support and assistance as we work towards these goals.

This handbook contains some of the rules, procedures, and expectations we use to promote a safe learning environment at HCES. I encourage both you and your child to familiarize yourselves with this information.

We look forward to working with you and your child this year.

Paul Mixon
Principal

Kim Tisdale
Asst. Principal

Maggie Bonner
Asst. Principal

MISSION STATEMENT

Produce Responsible Individuals and Develop Excellence

BELIEF STATEMENTS

At Heard County Elementary School, we want every individual, which includes students, faculty, staff, parents, and community members, to have a positive relationship with our school.

We believe:

Every individual has a strength or talent that should be recognized and nurtured.

Every individual has something to contribute.

Every individual wants and needs to be accepted.

Every individual can progress when taught at the appropriate level.

Education is a shared responsibility.

Expectation determines performance.

Honorable behavior should be taught and expected.

Every individual deserves a safe environment.

SCHOOL MOTTO

“Working Together Today to Ensure a Successful Tomorrow”

PROGRAMS

EXPLORATORY CLASSES- Students will have Art, Music, P.E., and Technology each grading period. The state requires all students to take P.E. unless medically excused. Students should wear or bring tennis shoes when they are scheduled to have P.E. A note approved through the office is required to sit out during P.E. Alternate assignments will be given to be completed while not actively participating.

MEDIA CENTER- Students are encouraged to use the school media center for research on school assignments and for their own personal reading pleasure.

Students in K-2 may borrow one book from the Media Center. Students in grades 3-5 may borrow two books.

Students are responsible for any book lost or damaged and will be required to pay the cost of the book. In addition, students may receive an office referral for damaging library books or materials. If a lost book is found within one year, the student will receive a full refund. Students who choose not to pay for damaged or lost books will be denied book check-out privileges until the book is returned or the fine paid.

The media center is open every school day for individuals with a pass from their teacher and for groups as scheduled by the teacher. Classes do not have a regularly scheduled time to come each week, but times may be arranged by the teacher.

Specific rules, policies, and procedures related to the Media Center are discussed at the beginning of each school year and a copy provided to each student.

EARLY INTERVENTION PROGRAM- The Early Intervention Program (EIP) is designed to serve students with identified developmental deficiencies which are likely to result in problems in maintaining a level of performance consistent with expectations for their respective ages. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time. Academic success is our top priority.

TITLE I- The Title I program is funded by the federal government to assist students who are at least six months behind in Reading and/or Math. It is not a Special Education Program but is specifically designed to provide extra help to students who might not otherwise be able to keep up with their work in the classroom. Heard County Elementary School uses a school-wide plan for Title I so that any resources available can be used to benefit all students. In a school-wide plan, all teachers are Title I teachers.

EXCEPTIONAL CHILDREN'S PROGRAM- Students who have been identified with special needs are served at our school through resource services, self-contained class placement, inclusion services in the regular classroom, consultative services and/or counseling. Referrals for these services, except Gifted, are channeled through the Child Study Team (CST) via the Response to Intervention, or RTI, process. The Child Study Team consists of various professionals on staff who have special knowledge in each level of elementary education.

PARENT RESOURCE CENTER- A parent resource center is available in our front conference area. Resources, including books, games and activities, and information regarding local services are available for check out to all parents. Parents interested in checking out items should enter the school, where the receptionist will direct them to the center and assist them in checking out items.

STANDARDIZED TESTING- Students in grades 3-5 participate in the Georgia Milestones Assessment, which is the state mandated test for grades 3-8. This test occurs in April/May of the year after Spring Break.

STUDENT SERVICES

CHROMEBOOKS- Chromebooks are furnished to students free of charge. Chromebooks become the responsibility of the student when issued. Students are expected to pay for lost or damaged Chromebooks, unless Chromebook insurance is purchased. Chromebook insurance may be purchased at the school for \$10 per year.

MEDICINE AND FIRST AID- Students are not allowed to have any prescription or non-prescription medication in their possession while at school. **If a child has to take medication of any kind at school, the parent should bring that medication to the school in the original container and complete a medication form giving permission for administration and specific dosage instructions.** The nurse or other staff members may administer basic first aid including using topical ointments, applying bandages, checking temperatures, etc. No oral medication will be provided by the school. In case of a severe accident or health problem, the school will attempt to contact the parents and/or the Heard County Emergency Services for assistance. A copy of the accident report will be sent home as soon as possible and a copy will be filed at school.

SNACKS- The State Department of Education has regulations which prohibit the selling of any non-nutritional food during the school day. **Please note that school system policy states that no homemade snacks may be distributed to students. Any snacks provided to students or party items must be store-bought and still in the original sealed packaging.**

SCHOOL NUTRITION PROGRAM- It is our privilege to provide good, nutritious, low cost breakfast and lunch meals to all students and staff of Heard County Schools. Nutrition is a very important part of the educational process since a hungry child cannot learn.

FOODS AND BEVERAGES BROUGHT INTO THE CAFETERIA DURING THE SCHOOL DAY

USDA regulations prohibit the sale of non-nutritional foods and carbonated beverages during meal times in the cafeteria at all school levels. With this in mind and in order to encourage better nutrition and develop healthy eating habits, students or their parents are not allowed to bring foods to school from outside restaurants. Of course, lunches sent with students when they come to school in the morning in lunch boxes, or plain bags are allowed.

MEAL ACCOUNTS: Each cafeteria has a computer program for tracking meals and payments. All students are assigned a number that serves as their meal account number. All students in grades one through twelve must learn their account number to use at the cashier station at the end of the meal line.

PRE-PAY FOR YOUR CONVENIENCE:

*Pre-payment for school meals makes life easier for you and your child. You don't have to think about sending money every day and your child does not have to keep up with money every day. Prepayments also enable the meal line to move more quickly.

Pre-payment may be made weekly, monthly or yearly.

***Paying with cash-** put your payment in a sealed envelope on which you have written your child's name, lunch number, and teacher's name.

***Paying by check-** write the child's name, lunch number, and teacher's name on the check.

***Paying for more than one student at the same school-** Please write each student's name, each student's lunch number, their teacher's name, and the amount of money you are paying for each child on the check or envelope. Checks are to be made to the nutrition program for the school your child attends. *Other purchases from the school office or classroom must not be included with meal payments.*

***EZSchoolPay.com** - You may put money on or see how much money is on your child's school nutrition account from the convenience of your home by using your computer and EZSchoolPay.com. All you need is your child's student ID number. You can get this number from your child or the school. Go to EZSchoolPay.com for instructions. You can also go to the Heard County web site, Log on to www.heard.k12.ga.us then go to public information.

Please check on a regular basis to be sure your student has adequate money in his/her school meal account, especially if you allow your student to use money from their account to buy extras in the school cafeteria. Meal balances positive or negative will carry over to the next school year. If you have money on your account at the end of the year and want a refund, please let the nutrition manager know before the last week of school.

MEAL PRICES FOR 2019-2020

BREAKFAST

Full price	Free per day
Reduced price	Free per day
Visitor price	\$2.00 per day

Students who qualify for free or reduced price lunch automatically qualify for free or reduced- price breakfast.

LUNCH

Full Price Elem.	\$2.50 per day	\$12.50 per week
Full Price Middle/High	\$2.75 per day	\$13.75 per week
Reduced Price	\$0.40 per day	\$2.00 per week
Visitor price	\$4.00 per day	

Parents/guardians are encouraged to prepay for meals on a weekly or monthly basis. Extra milk \$0.50. Additional pricing of a-la-carte items are posted in the school cafeterias.

FAMILY APPLICATIONS FOR FREE AND REDUCED PRICE MEALS

Family applications for free and reduced price meals are available in each school office or cafeteria and are handed out during pre-registration. **BECAUSE OF FEDERAL REQUIRMENTS, A NEW APPLICATION MUST BE COMPLETED FOR YOUR FAMILY EACH SCHOOL YEAR.** Even if your student(s) were determined eligible for the benefit last year, a new application must be completed for this year. *Parents are responsible for charges incurred until a current approved free and reduced- price meal application is on file. Please complete the application as quickly as possible. (Applications may take a few days for approval).* Applications can also be printed from the Heard County School system website at: www.heard.k12.ga.us. Click on public information and go to the bottom of the page. Completed applications may be turned in to the school that your child attends or you may submit completed applications to the Heard County Board of Education, P. O. Box 1330, 131 East Court Square, Franklin, GA 30217.

Exception: If you receive a letter from the school nutrition office before school starts, stating that your child/children have been approved for free meals because you receive SNAP or TANF you do not have to complete a free and reduced- price meal application.

If you have questions about completing your application, please feel free to contact the school nutrition manager at your school at the number listed below:

Heard County Elementary School Cafeteria **706-675-5963**

Please feel free to call Anita Wood, School Nutrition Bookkeeper or Melissa Van Norden, School Nutrition Program Director if you have a question. **706-675-3320**

HEARD COUNTY SCHOOLS POLICY ON CHARGED MEALS

5/14

MEAL CHARGES

It is the responsibility of the student to pay for the meal at the point of service unless the student is approved for free meals. In certain situations a student may need to charge a meal. Elementary and middle school students are allowed three meal charges. Students enrolled in high school and adults are not allowed to charge meals through the school food service program.

The following procedure will be implemented concerning elementary and middle school charges:

*Every effort should be made to be discrete and not to embarrass any child who does not have money for school meals. Each school nutrition manager will be responsible for seeing that this charge regulation is enforced.

*Each time a student charges a meal; a note will be sent home advising parents that the child owes money. The parent will be asked to send money for the charged meal as well as money to pay for meals for the rest of the week. Managers may e-mail, call or send letters to parents who owe money.

*If the manager has not received a response from the parent, the manager will send a letter to the parent. In this letter, the parent will be notified that arrangements for payment of all charges must be made immediately. The manager may attempt to e-mail and or call the parent. A free/reduced meal application will also be sent home.

The School Nutrition Director and or Principal may also contact parents.

No charges will be allowed during the last two weeks of school.

It is our hope that parents will not place their child in unpleasant circumstances because of meal charges.

Non-discrimination statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992(voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

The State School Food Service regulations, supported by the Heard County Board of Education, **prohibit students from bringing commercially prepared meals from restaurants, stores, or fundraisers into the school cafeteria.** Parents who visit school for meals cannot compete with the cafeteria by bringing commercially prepared food. No glass containers are allowed in the school cafeteria. All beverages brought from home must be in a thermos bottle. Carbonated beverages may be brought in cans only if the labels are covered.

While home-prepared meals are allowed, we urge parents to remember the importance of good nutrition in helping children to do their best in school. Lunches of candy, chips, cookies, beverages high in sugar and meats high in fat do not help children develop good eating habits. We encourage homemade meals to include fruits and vegetables, bread, cereals, lean meat, and proteins. Milk or juices contribute to a well-balanced meal. It is a benefit to all children in the school if meals brought from home are consistent with meals prepared at school. If you need help in planning homemade meals, please call the school nutritionist for assistance. Students with special diet requirements should bring a note from their doctor.

Parents can now pay for meals using an on-line account called Lunchbox and eFunds for School Meals. Parents can:

1. View and print the student's transaction history
2. Set spending limits for students
3. Limit or prevent the purchase of a la carte items by the student
4. Check to see how much money the student has in his/her cafeteria account
5. Quickly access the eFunds for Schools account to deposit funds

Information on how to start an eFunds account for students will be sent home with students during the first week of school.

Applications for free/reduced lunch can be completed anytime during the year. We qualify for state and federal funds for our school based upon the free/reduced lunch forms, so please fill out an application if you feel that you might qualify.

SCHOOL POLICIES

AUDIO/VIDEO TAPING AND PHOTOGRAPHS- At different times of the year, there may be instances where your child could be photographed, audiotaped, and/or videotaped. These pictures and/or videos may be used in newspaper articles, displays around the school, newsletters, school yearbook, school website, school Facebook page, or in other print or social media. **If you do not wish your child's image to be used in this manner, you must notify the school in writing by the end of the first week of classes.**

RELEASE OF STUDENTS- Students will be released only to custodial parent(s) or guardian(s). Individuals other than a custodial parent or guardian must have written permission from the parent/guardian before a student will be released to them unless the individual presents a court order specifically authorizing or directing the release of custody by the school. A parent or guardian may designate those who have permission to check out the student on the school transportation card. **IMPORTANT - Please make sure that the transportation card contains updated names and phone numbers for contact.**

SCHOOL PHONES- Students are not permitted to use the school phones except with permission from the teacher or office personnel. Neither students nor teachers should be called during the regular school day except in cases of emergency. A message will be given to the teacher or student by office personnel.

VISITORS AT SCHOOL- All visitors should report to the Reception Desk immediately upon entering school property in order to sign in and obtain a visitor's badge. Failure to sign in will be considered trespassing. Please do not escort students to the room in the morning. If the student needs directions, we have staff members who can help. **NO SMOKING** is allowed by anyone on the school campus. Parents are also asked not to smoke around students or on the bus while acting as a chaperone on field trips. **Middle and high school students who have checked out of school should not be on campus unsupervised at the elementary school. This includes party days and Field/Fun Days.**

EARLY ARRIVALS AT SCHOOL- The school building will be opened to students from 7:10 a.m. until 3:30 p.m. No student should be in the building before 7:10 a.m. or after 3:30 p.m. unless they are accompanied by a teacher or adult or for school-sponsored events. Students who arrive at school before 7:35 a.m. should promptly report to the following designated areas and remain until dismissed:

All Pre-K Students	Go to their normal classroom on the Yellow Hall
K	Go to Room 322 on the Yellow Hall
1-2	Cafeteria
4	Media Center
3 & 5	Gym

TARDY TO SCHOOL- Homeroom begins at 7:35 a.m. and instruction begins shortly thereafter. **Students who arrive at school after 7:40 a.m. are tardy and must report to the school receptionist to obtain a tardy slip. As per school system policy, attendance referrals will be made for students who are excessively tardy, absent, or check out frequently.**

CHECKING OUT EARLY- Leaving school early is strongly discouraged because students miss important instruction and/or work. If a student needs to be checked out early, the person picking the child up must report to the receptionist to sign the child out and give a reason for the child leaving. Students checking out before 11:30 a.m. will be counted absent for the day. **All student early check-out should be done prior to 3:00 because of traffic at car dismissal.**

AFTERNOON SUPERVISION FOR NON-BUS RIDERS- Students who do not have a note, fax or e-mail message to do otherwise will be sent home by their usual means of transportation. All cars should have a school car-rider sign visible in the front window with the names of the students being picked up. For the safety of our students, if you do not have a car rider sign, please park and report to the reception desk to pick up students. Additional car rider signs can be obtained at the reception desk. **All car riders must be picked up by 3:30.**

SCHOOL TRAFFIC- Parents who bring students in the morning or pick students up in the afternoon should use the first driveway off PeaRidge Road.

WITHDRAWAL POLICY- Students withdrawing from school need to notify the school records clerk as early as possible, but at least one day prior to withdrawal, so that the necessary forms and reports can be completed. All textbooks, library books, and lunchroom charges must be turned in before leaving. **Withdrawal forms will be available for release the next school day after the request is made. The parent/guardian must provide the name, address, and phone number of the next school the student will attend, as well as the student's new home address.**

PROGRESS REPORTS AND REPORT CARDS- Progress reports are sent to parents near the mid-point of each grading period. Parents should sign and return the progress report by the student to the homeroom teacher. Parents are encouraged to contact the teacher for a conference, if needed. Report cards are sent home every nine weeks (approximately 45 school days). For Kindergarten through 2nd Grade, students will receive a standards-based report card. In grades 3-5, grades shall be numerical and any yearly average below seventy (70) shall be considered failure.

PROMOTION POLICY- In order to be promoted a student must meet the following requirements:

Kindergarten

1. Have a teacher recommendation for promotion
2. Pass the G.K.I.D.S. assessment

Although a child passes the GKIDS and may be eligible to be promoted to first grade, the child may be retained in kindergarten if a school-based committee determines retention to be appropriate. The child's kindergarten team, teacher, and the principal, as well as any other educators appointed by the principal, will serve on this committee. Parents will be informed of the committee's decision. Documentation must be kept in the child's school records.

Grades 1 through 5

The student must either pass all subjects for the year or the student's teacher must recommend the student for promotion. The teacher may consider the student's score on the state-mandated or other standardized test in making a recommendation for promotion and retention, as well as the grade benchmarks.

Exceptions may be considered at the school level by a school-level promotion/retention committee made up of the principal and all grade level teachers of the student. The school-level committee shall have the authority to make exceptions to the stated requirements for promotion if the committee, after a careful review of all factors involved, decides that an exception is warranted.

Third grade students must pass the Reading section of the state-mandated test to be promoted. Fifth grade students must pass both Reading and Math sections of the state-mandated test to be promoted.

Decisions made by school-level promotion/retention committees will stand unless appealed and overruled by the system-level promotion/retention committee appointed by the Superintendent.

The I.E.P. committee will determine promotion for Special Education students.

PARENT CONFERENCES- Parents are encouraged to contact teachers to schedule conferences whenever needed. Parents may call the school at any time during school hours (7:10-3:30) and leave a message (including a phone number) requesting a conference with a school secretary. At times, teachers or other school personnel may also request a parent conference to discuss academic, behavioral, emotional, or other concerns.

MAKE-UP WORK- Make-up work should be completed as soon as possible upon returning to school. If students are to be absent for more than one day, arrangements can be made to pick up assignments in the office. It is the student's responsibility to make arrangements with the teacher for make-up work. A note signed by the parent stating the reason for the absence must be sent to school.

ATTENDANCE- All students are expected to attend school regularly as provided under the Compulsory School Attendance Law. This law states that a child must attend school from the ages of 6 to 16. Children who have attendance problems could cause their parent to be charged with failure to obey this law. A student must be present at least 50% of the school day in order to be counted present. As per system policy, after 5 unexcused absences in a school year, the system will notify the parent/guardian of the penalty and possible consequences of such absences and that every subsequent absence will constitute a separate offense. Another letter is sent after the tenth unexcused absence. If the student has unexcused absences beyond ten, the student and family are referred to the Attendance Protocol Committee at the system level, where decisions on further actions are made, which may include a juvenile referral. Each student who is absent must bring a note explaining the absence to the homeroom teacher signed by the parent/guardian. Only three parent written excuses per semester are allowed. Parent notes must be turned in within three days of returning to school. Out-of-school suspensions are considered excused absences.

A Perfect Attendance certificate may be awarded for attendance of all days of school for the year (usually 180 days). Tardies or check-outs do not affect this award unless the student misses more than 50% of the school day.

RECOGNIZING ACADEMIC EXCELLENCE- Heard County Schools have two Honor Rolls. The "A" Honor Roll recognizes students who have grades in all subjects of 90 or above. The Honor Roll recognizes students who have no grade below 85.

INFORMATION AVAILABLE TO PARENTS- Parents of children who attend Title I schools may request information regarding their children's teachers, including information on completion of state requirements for licensure and certification; emergency or provisional status; educational background, and whether paraprofessionals are serving the child, and if so, the paraprofessional's qualifications. If you are interested in obtaining this information, please contact the principal of your child's school.

STUDENT DRESS CODE

Students should dress appropriately each day for a school environment. **Please stress to your child that some clothing is not appropriate for a school environment and may be a distraction to themselves or others.** Violations of dress code guidelines will result in students being required to change clothes or being assigned to ISS until a change of clothes is obtained. Questionable school attire not covered in these descriptions or which may be considered as disruptive will be subject to administrative discretion.

1. All students are expected to groom themselves in a neat, orderly manner in clothing appropriate for the school environment.
2. Clothes should be worn in the manner in which they were intended. Underwear is not to be visible.

3. All students will wear shoes. Flip Flops are permissible, but need to be worn in caution. It is recommended that flip flops not be worn when playing on the playground for safety reasons.
4. Shirts and Blouses:
 - a. Shirts and Blouses should be buttoned unless another shirt is worn underneath it.
 - b. Sleeveless shirts are acceptable as long as the strap over the shoulder is thick. Cold Shoulder shirts are acceptable if the strap is thick.
 - c. No see through or shirts with holes that expose skin from the chest down.
 - d. **No halter tops or strapless tops are allowed at any grade level. No midriff should be showing at any time and students will be asked to change.**
5. Pants, slacks, and leggings:
 - a. Pants and slacks should be worn at waist level at all times. No sagging pants.
 - b. If pants or capris have holes that are above the knee, students **MUST** wear leggings under them.
 - c. Leggings or jeggings are **NOT** acceptable to be worn as "pants". **You must have a long shirts or skirts that come past the student's longest fingertip when the arm is held straight at the side.**
6. No clothing that advertises drugs, alcohol, tobacco, or contains inappropriate messages is allowed.
7. Caps, hats, sunglasses or other head attire may not be worn inside school buildings.
8. The following items are prohibited for grades 3-5, and should be avoided at all grades:
 - a. Net shirts, "see-through" tops, midriff tops (if the student's midriff or abdomen shows when the arms are extended parallel to the floor, it is considered a midriff top).
 - b. Spandex or skin-tight clothing.
 - c. Shorts, dresses, or skirts that are shorter than the student's longest finger when arm is held straight down by the student's side. If fingertips touch skin, the item is considered too short.
 - d. No tank tops or spaghetti straps.
 - e. No spiked bracelets, chains, chained wallets, etc.
 - f. No tops with extremely low-cut necklines.
 - g. No trench coats.

VOLUNTEER POLICY

1. If you are interested in volunteering at the school or on **field trips**, please contact the front office or your child's teacher.
2. All volunteers who will be with students other than their own child(ren), at school or on any field trips, should have a background check completed and filed with the school system annually.
3. Volunteers should not be at school unless called by a certified staff member or PTO officer.
4. Volunteers must sign in at the office and get an approved badge.
5. Volunteers are expected to adhere to the same dress code as the students in grades 3-5.
6. Substitute teachers and college interns should dress professionally in the same manner as regular faculty and staff.

PROVISIONAL ENROLLMENT

Transfer students are enrolled provisionally for 30 days to allow time for the five required items for the permanent record to be received. Parents will be notified when records are incomplete. Unfortunately, some records may become missing, and when this occurs parents will be given 30 days to provide additional information. Students who do not have complete records will be withdrawn at the end of the 30 days.

GUIDELINES FOR AWARDS PROGRAM

1. All end of year/awards programs will be consolidated into one program held on the last day of school in the school gym. Students who are to receive an award at the award program will be given an invitation. The program will **only** be for students (and families) who are receiving an award.
2. Awards for Academic Excellence will be presented to students with a yearly average of 90 or above in every subject.
3. Awards for Academic Achievement will be presented to students who have a yearly average below 90 in at least one subject, but have a yearly average of 85 or above in every subject.
4. Students who are ineligible for the Academic Excellence or Academic Achievement Awards with a yearly average of 90 or above in Math, Reading, Language, Spelling, Science, or Social Studies will receive a certificate.
5. Award certificates will be presented to students for the Highest Overall Average in each homeroom, the Teresa Golden Congeniality Award (one per homeroom), the Denise Burson Citizenship Award (one per homeroom), Perfect Attendance, Academic Bowl Team, and Accelerated Reader Program.

6. The Lisa Alford Award will be given to the most outstanding fifth grade student in the resource program.
7. The Melinda Parker Outstanding Writer award will be given to the most outstanding student in writing in 5th grade.
8. Award certificates may be presented to outstanding students in P.E., Music, Art, and Technology.
9. Award certificates will be given in grades 1-3 to a maximum of three students from each homeroom for most improvement in academic areas or behavior.
10. Pre-K and Kindergarten will determine their own awards.

HEARD COUNTY ELEMENTARY SCHOOL DISCIPLINE

EXPECTATIONS- Students who fail to follow the basic rules set up by the classroom teacher may be subject to various consequences as determined by the teacher. The rules and consequences for each classroom will be posted and explained to students the first week of school, as well as reviewed throughout the year. Cell phones, pocket pagers, radios, tape players, electronic games and similar devices are prohibited during school hours. All cell phones should be turned off and remain put up at all times during the school day. Phones confiscated under this policy will be held until a parent or guardian can come to school to pick it up. The school is not responsible for any cell phones or electronic devices lost or stolen at school or on the bus. Only walking will be permitted in the building, to the bus, and on the walkways. **Threats against persons or property will not be tolerated and will result in severe consequences. Students will not be allowed to tease, harass, or make fun of other students.** Buying, selling, or trading merchandise is also prohibited.

BRAVES BUCKS POSITIVE REWARD PROGRAM- Students in grades K-5 can earn Braves Bucks from any faculty or staff member to reward positive behavior, performance, or work ethic. These Braves Bucks can then be used during the year to purchase ice cream and participate in school activities.

UNAUTHORIZED ORGANIZATIONS- No clubs, organizations, societies, groups or similar entities are permitted without prior approval of the principal. School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, indicates or implies membership or affiliation with such a gang or group, presents danger and is prohibited. Students participating in gang activity or other unauthorized organizations will be subject to appropriate disciplinary action.

OFFICE REFERRALS- Students who violate a teacher's discipline plan or commit other infractions which require more stringent disciplinary action will be referred to the office. Consequences will be determined by the administrator considering the age of the child, severity of the offense, and the student's previous record of misconduct for the year. Parents will be notified by phone or in writing of office referrals.

IN SCHOOL SUSPENSION (ISS) - ISS is an alternative form of discipline for students who have been referred for disciplinary infractions. Students are assigned to the ISS area, called the "Opportunity Room," during the school day. The amount of time that a student is assigned depends upon the student's age, the severity of the offense, and the student's previous record of misconduct. Students in the Opportunity Room are given work to complete by their teacher and/or the ISS supervisor. Students are assigned to ISS by an administrator with a discipline referral. ISS is under the supervision of Mrs. Kim Tisdale and Mrs. Maggie Bonner, Assistant Principals. A student may be given additional time in ISS, additional writing assignments, and/or an office referral for misbehavior or refusal to cooperate in the Opportunity Room. Students assigned to ISS will have no breaks, P.E., playtime, or other privileges. A limited number of supervised restroom trips will be permitted. Lunch will be served in the Opportunity Room if a student is assigned to the ISS room during his/her normal lunch period.

Any student who receives two or more Level II office referrals within the last four weeks of school may be suspended for the Fun/Field Day and/or Awards Day.

CORPORAL PUNISHMENT- (taken from the GA. Code 32-835 & 32-836) In keeping with the state laws and in order to maintain proper control and discipline of students, principals and assistant principals and their designees may administer corporal punishment to students under the following conditions:

1. The corporal punishment shall not be excessive or unduly severe.
2. Corporal punishment shall not be used as the first line of punishment for misbehavior unless the student was informed that specific misbehavior could occasion its use; provided that corporal punishment may be used as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience.

3. Corporal punishment must be administered in the presence of the principal, assistant principal, or the principal's designee and the principal, assistant principal, or a designee shall be informed beforehand in the presence of the student of the reason for the punishment.
4. The Principal or designee administering corporal punishment must provide the child's parent, upon request, a written explanation of the reason for the punishment; provided that such an explanation shall not be used as evidence in any subsequent civil action brought as a result of said corporal punishment.
5. Corporal punishment shall not be administered to a child whose parents or guardians have, upon the day the child enrolls, filed with the principal of the school a statement from a medical doctor licensed in Georgia stating that it is detrimental to the child's mental or emotional stability.

A written record of administration of corporal punishment showing the student, reason, number of pops, and witnesses shall be kept by the administration of each school. Corporal punishment may be used at Heard Elementary as punishment for repeated or severe misbehavior and as a deterrent to breaking the rules established by the teachers and administration. Corporal punishment may be used upon parent request on the first offense for disciplinary offenses. Our school discipline plan conforms to both state and local policies.

SUSPENSION- Out of school suspension will be used in severe cases or for repeated misbehavior. The number of offenses will accumulate throughout the year. Bus infractions do not count toward school suspension. **Extremely unruly or uncooperative students will be suspended. Severe disruptions or severe disrespect to faculty/staff members will not be tolerated from any student.** Severe disruptions or severe disrespect could include the following: foul language directed to a faculty/staff member; physical assault directed to or at a faculty/staff member or another student; extremely rude comments or disrespect to a faculty/staff member; blatant insubordination towards a faculty/staff member; pretending to use and/or sell drugs; possession of illegal weapons; possession or distribution of drugs, alcohol or tobacco; threats; any other anti-social behavior which discredits a faculty/staff or the school. Severe disruptions or severe disrespect will result in immediate suspension from the school. The number of days will depend upon the age of the student, the placement of the student, the severity of the offense, and the student's previous record of misconduct. Proper authorities will be notified if the incident warrants. Suspensions during a semester may cause the student to be ineligible for attending extra-curricular activities (including school dances). **Loss of Field Day/Fun Day time may be used as a consequence during the last weeks of school for student misbehavior, failure to turn in textbooks, or failure to turn in library books.**

CAFETERIA BEHAVIOR

The monitors on duty are responsible for monitoring behavior in the cafeteria. All students are expected to clean up around their eating area and help keep the cafeteria clean. Students are permitted to talk softly using an "inside voice," except during "silent time." When the noise level becomes excessive, there will be three (3) minutes of "**SILENT TIME.**"

Possible cafeteria infractions are as follows:

- Talking during silent time
- Running in the cafeteria
- Breaking line
- Hitting, pushing, or tripping
- Harassing others
- Littering
- Not obeying cafeteria monitors
- Throwing or playing with food or other materials
- Excessive noise
- Out of seat without permission
- Wasting straws, napkins, etc.
- Kicking under the table
- Other inappropriate or disruptive behaviors

CONSEQUENCES

1. The first offense will result in assignment to the "Silent Table" for the remainder of the meal period. The student may also lose some break time, play time, or privileges as determined by the teacher.
2. The second offense will result in assignment to the "Silent Table" for the remainder of the period. In addition, the student (grades 1-5) may also be required to write an appropriate number of sentences. Failure to turn the sentences in the next school day will constitute a Level I school discipline infraction. Kindergarten students may receive additional loss of play time or privileges as determined by the teacher.
3. The third offense will result in assignment to the "Silent Table" for the remainder of the meal period. This will also constitute a Level I school discipline infraction. Once a student receives a discipline report at step 3, the consequences become progressive as any other Level I offense.
4. Misbehavior at the "Silent Table" will constitute a Level II school discipline infraction.
5. Major infractions of the school discipline code will be handled according to the normal school disciplinary procedures.

BUS POLICIES

Our primary concern is the safety of all students riding our county buses. Any behavior which distracts the driver or interferes with his/her ability to concentrate on the road is unacceptable. All students on the bus are under the supervision of the bus driver. **Incidents on the bus should be reported to the driver first. Students who violate bus rules should expect disciplinary action. Failure to obey the bus driver**

and the bus rules may result in a student losing their privilege to ride a bus. All disciplinary action is left to the discretion of the principal and/or assistant principals.

A student needing to ride a bus other than his/her usual one must have a note signed by a parent and approved by the office. A change of transportation cannot be made by phone. We will accept emails to es-busnote@heard.k12.ga.us or faxed requests at 706-675-0999 prior to 2:00 p.m. The Heard County Board of Education policy concerning bus stops states that a bus will stop only on county or state-maintained roads. Remember that buses cannot stop for a conference during a route. Attempting to interfere or disrupt the operation of the school bus violates Georgia Law 20-2-1181. A parent may call the school to schedule a conference with a bus driver.

BUS DISCIPLINE

Misbehavior on the bus may result in ISS, suspension from school, and/or loss of the privilege of riding the bus. Major offenses such as fighting, cursing, damaging property, disrespect to the driver, or failure to obey the driver after reasonable warning will not be tolerated. These offenses will result in bus suspension for an appropriate amount of time as determined by the seriousness of the offense, the age of the student, and the record of previous misconduct on the bus. **Riding the bus is a privilege which students may lose by misbehavior.** Unruly behavior shall be dealt with in accordance with Code Section 20-2-735.1 of the Code of Georgia. Missing the bus is an unexcused absence.

The State Office of School Readiness is the part of the State Department of Education that oversees the Pre-Kindergarten Program. They require that all Pre-K students be supervised at the bus stop by a visible adult in the morning and afternoon. **Bus Drivers cannot let Pre-K students off the bus when no adult is present. Any student who must be removed from the bus during the route will result in one additional day of suspension from the bus added to the consequence determined by the administration.** Students must move a safe distance away from the bus upon exiting. **After** the bus leaves the stop, a student may check the mailbox if directed by a parent.

BUS SUSPENSIONS

Students are directed to take the bus discipline form home to parents. We cannot mail these due to time constraints. The school will attempt to contact the parent via phone. Students who are suspended and attempt to board the bus will be sent back if someone appears to be home. **If the driver must transport a student who is suspended, the student will earn one additional day of suspension.**

POWERSCHOOL PARENT ACCESS

PowerSchool is the comprehensive student information system used in the Heard County School System. PowerSchool has a web component which allows a parent to access a variety of information regarding their child's education. This includes the ability to:

- View current grades
- View recent attendance
- View grades history
- View attendance history
- Request email notifications of grades and attendance
- View teacher comments
- View school information and/or announcements

In order to access this information on your child, you only need Internet access and a username and password, which is issued by the school your child attends. This username and password will allow you to access information on your child and your child only. No one else can view any information on your child. If you would like to take advantage of this opportunity, you can obtain your username and password by contacting your child's school (see form on page 35).

HEARD COUNTY ELEMENTARY P.T.O

Heard Elementary seeks to have an active and involved Parent-Teacher Organization. Each year we want to have officers and volunteers who partner with us to provide opportunities for school-home connections and activities. If you would be willing to serve as a PTO officer for the 2019-2020 school year, please contact the principal by phone, note, or email. The PTO holds 5 regular meetings throughout the school year. At each meeting, a group of students will perform. The PTO meeting schedule for the 2019-2020 school year is as follows. Each meeting begins at 6:30.

- August 29, 2019
- September 27, 2019 (Fall Festival)
- October 24, 2019
- December 5, 2019
- March 26, 2020

Our PTO is always seeking volunteers to help with various events throughout the year. If you would be interested in volunteering, please notify the school. Your support is appreciated.

**HEARD COUNTY
SCHOOL SYSTEM
HANDBOOK
2019-2020**

Dear Parents,

In compliance with the requirement of the Every Student Succeeds Act, the Heard County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

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

If you wish to request information concerning your child's teacher's qualification, please contact the school principal or the Heard County Board of Education at 706-675-3320.

Distribution of the Code of Conduct

The Heard County Schools Student Code of Conduct will be distributed to each student upon enrollment and to the parents and guardians of each student and may solicit the signatures of students and parents or guardians in acknowledgment of the receipt of such student codes of conduct. Student codes of conduct will be available in each school and classroom.

It is the purpose of the Heard County Board of Education to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event and while traveling to and from such events;
- On school buses and at school bus stops.

Also, students may be disciplined for conduct 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.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16, UNSAFE SCHOOL CHOICE OPTIONS.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

AUTHORITY OF THE PRINCIPAL

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

AUTHORITY OF THE TEACHER

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738, including establishing and disseminating procedures.

Each teacher shall comply with the provisions of O.C.G.A. § 20-2-737 which requires the filing of a report by a teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his or her class or with the ability of such student's classmates to learn, where such behavior is in violation of the student code of conduct. Such report shall be filed with the principal or designee on the school day of the most recent occurrence of such behavior, shall not exceed one page, and shall describe the behavior. The principal or designee shall, within one school day after receiving such a report from a teacher, send to the student's parents or guardian a copy of the report and information regarding how the student's parents or guardians may contact the principal or designee.

The principal or designee shall notify in writing the teacher and the student's parent(s) or guardian(s) of the discipline or student support services which has occurred as a result of the teacher's report within one school day from the imposition of discipline or the utilization of the support services. The principal or designee shall make a reasonable attempt to confirm that the student's parent(s) or guardian(s) has received the written notification, including information as to how the parent(s) or guardian(s) may contact the principal or designee.

PROGRESSIVE DISCIPLINE PROCEDURES

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will take into account the student's discipline history, the age of the student and other relevant factors. It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from the Georgia Character Education Program.

The following disciplinary actions may be imposed for any violation of this Code of Conduct:

- Warning and/or Counseling with a school administrator, counselor, or other school resource persons
- Confiscation of inappropriate materials and/or devices
- Behavior Contract
- Loss of Privileges
- Isolation or Time Out
- Temporary removal from class or activity
- Notification of Parents
- Parent conference
- Corporal punishment
- Detention
- Temporary placement in an Alternative Education Program
- Short-term Suspension
- Assignment to the Alternative Education Program
- Referral to a tribunal for long-term suspension or expulsion
- Suspension or expulsion from the school bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The school will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.

- Permanent expulsion from school in accordance with 20-2-751.6.
- Referral to juvenile court with a request for a petition alleging delinquent behavior.

The maximum punishments for an offense include long-term suspension or expulsion, including permanent expulsion, but those punishments will be determined only by a disciplinary tribunal as outlined in the Heard County Board of Education policies unless State Law mandates that the punishment is to be determined by the board of education.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with local board policy.

Before a student is suspended for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parents or guardians will be notified if possible. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students' vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES

The degree of discipline imposed will be in accordance with the progressive discipline process unless otherwise stated. Referral to law enforcement officials shall be made if the student is referred to the disciplinary tribunal. There **are** situations that warrant the administrator making referrals to law enforcement officials when there is not a referral to the disciplinary tribunal.

Possession, sale, use in any amount, distribution, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, drug paraphernalia or alcoholic beverage or other intoxicant

Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol

Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug

Possession or use of a weapon or dangerous instrument as provided for in Code Section 16-11-127.1: A student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon on property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Students who possess firearms on campus will be subject to a minimum of one calendar year suspension and will be referred to law enforcement officials. Other weapons as defined in 16-11-127.1 or by local policy are prohibited and will result in disciplinary procedures that could include referral to a disciplinary tribunal and to law enforcement.

Verbal assault, including threats of violence or bodily harm and/or sexual assault or harassment, of teachers, administrators, other school personnel, other students, or person attending school-related functions: Immediate suspension and automatic referral to disciplinary tribunal if a student is alleged to have committed an assault upon a teacher or other school personnel; possible referral to a disciplinary tribunal if a student is alleged to have committed an assault upon another student or a person attending a school-related function.

Physical assault or battery, including sexual battery, of other students, or persons attending school-related functions: possible referral to a disciplinary tribunal if a student is alleged to have committed battery upon another student or a person attending a school-related function.

Physical violence against a teacher, school bus driver, or other school personnel:

(1) Immediate suspension and automatic referral to the disciplinary tribunal if a student is alleged to have committed an act of physical violence against a teacher or other school personnel: Expulsion for the remainder of the student's eligibility to attend public schools for acts of physical violence found by a tribunal to have intentionally made physical contact which causes physical harm to another unless such physical contact or physical harm was in defense of himself or herself, as provided in Code Section 16-3-21; or the Board may authorize the student to attend alternative school for the period of the expulsion; provided, however, that if such student is in kindergarten through grade six, then the Board, upon the recommendation of the tribunal, may permit the student to re-enroll in regular programs for grades 9 through 12; and provided further that if the Board does not operate an alternative education program for grades kindergarten through grade six, then the Board may permit the student in kindergarten through grade six who commits such an act to re-enroll in the public school system. The student shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

(2) Possible punishments may include expulsion, long-term suspension, or short-term suspension for students found by a tribunal to have intentionally made physical contact of an insulting or provoking nature with the person of another.

ADDITIONAL BEHAVIOR WHICH WILL RESULT IN DISCIPLINARY PROCEDURES

Disrespectful conduct, including use of vulgar or profane language, toward teachers, administrators, other school personnel, other students, or persons attending school-related functions

Any behavior based on a student's race, national origin, sex, or disability that is unwelcome, unwanted, and/or uninvited by the recipient is prohibited, including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, up to and including sexual harassment as used in connection with Title IX of the Education Amendments of 1972.

Possession or use of tobacco in any form

Damaging or defacing personal property, including the property of another student or any person legitimately at the school, or school property (vandalism or graffiti) during school hours or off-school hours. (Substantial damage alleged to be intentionally caused by a student on school premises could justify referral to the disciplinary tribunal* for possible expulsion or long-term suspension. Referral to law enforcement officials shall be made if the student is referred to the disciplinary tribunal.)

Theft

Extortion or attempted extortion

Possession and/or use of fireworks or any explosive

Activating a fire alarm under false pretenses or making a bomb threat

Insubordination, disorderly conduct, disobeying school rules, regulations, or directives;

Disobeying directives given by teachers, administrators, or other school staff

Classroom and school disturbances

Violation of school dress code

Use of profane, vulgar, or obscene words or indecent exposure

Use during instructional time of cell phone or electronic communication device, except for health or other reasons approved by an administrator

Inappropriate public displays of affection

Gambling or possession of gambling devices

Moving and non-moving driving violations

Giving false information to school officials

Cheating on school assignments

Unexcused absence, chronic tardiness, skipping class, leaving campus without permission, failure to comply with compulsory attendance law Possible consequence include beginning school detention; in-school detention; loss of privileges, such as attending extracurricular activities and events; loss of course credit; loss of driver's permit or license; or juvenile court referral. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Bullying: Georgia law mandates that upon a finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Any finding that a child has committed the offense of bullying shall result in a parent meeting and the development of a behavior contract. This contract should be developed with input from administrators, teachers, the parents of the child, and the child.

Inciting, advising, or counseling of others to engage in prohibited acts.

Willful and persistent violation of the student code of conduct.

Criminal law violations/Off-campus misconduct: A student whose conduct off campus 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 may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal. Each local board of education is authorized to refuse to readmit or enroll any student who has been suspended or expelled for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or any delinquent act under Code Section 15-11-28 which would be a felony if committed by an adult.

Unauthorized organizations: No clubs, organizations, societies or similar entities are permitted without prior approval of the principal. Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group, presents a clear and present danger and is prohibited. Students participating in gang activity or other unauthorized organizations will be subject to appropriate disciplinary action.

DEFINITION OF TERMS

Assault: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening language or swinging at someone in an attempt to strike).

Battery: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person.

Bullying: In accordance with Georgia law, the term "bullying" means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

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

3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
- (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm such as term defined in Code Section 16-5-23.1;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
 - or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

Corporal Punishment: Physical punishment of a student by a school official in the presence of another school official.

Detention: A requirement that the student report to a specified school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one days' warning so that arrangements for transportation can be made by the parents or guardians.

Disciplinary Tribunal: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

Dress Code: The current dress code is explained in the student handbook.

Drug: The term drug does not include prescriptions issued to the individual, aspirin or similar medications and/or cold medications that are taken according to product use recommendations and board policy. Caffeine pills are considered drugs.

Expulsion: Suspension of a student from a public school beyond the current school quarter or semester. Such action may be taken only by a disciplinary tribunal.

Extortion: Obtaining money or goods from another student by violence, threats, or misuse of authority.

Fireworks: The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

Gambling: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

Sexual Harassment: Under this Code of Conduct, sexual harassment could also be considered bullying.

In-School Suspension: Removal of a student from class(es) or regular school program and assignment of that student to an alternative program isolated from peers.

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.

Suspension: Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school-sponsored activities including practices, as well as competitive events, and/or activities sponsored by the school or its employees.

Theft: The offense of taking or misappropriating any property, of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

Waiver: A waiver is an agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of a hearing before a disciplinary tribunal.

Weapons: Weapons may include, but are not limited to:

1. Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
1. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction. Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

Unsafe Schools Designation

Major offenses including, but not limited to, drug and weapon offenses can lead to a school being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16.

Disciplinary Tribunal Hearings

The Heard County Board of Education shall make available to all Qualified Student Discipline Hearing Officers and Disciplinary Tribunal or Panel Members the initial and ongoing tribunal training course prior to the individual(s) serving in such capacity. The local board of education shall ensure initially trained student discipline hearing officers and disciplinary tribunal or panel members undergo continuing education so as to continue to serve in such capacity.

The Heard County Board of Education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary hearing officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. §20-2-751 through § 20-2-759 including the ability to honor disciplinary orders of private schools and other public schools/school systems pursuant to O.C.G.A. § 20-2-751-.2.

Bus Conduct

A school bus driver represents the school authority and is responsible for the safety of passengers in the bus. The driver has supervision and authority over the passengers and must require passengers to follow rules of behavior. All school discipline rules also apply on the bus. Misbehavior on the bus may result in detention, suspension or expulsion from school, and/or loss of the privilege of riding the bus.

The principal or his/her designated person(s) has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

“DON’T LOSE YOUR RIDING PRIVILEGE!”

Follow These Rules

1. The bus driver is authorized to assign seats.
2. Boys shall be seated on one side and girls on the other.
3. Students shall **always** sit with their backs against the back of the seat and their legs in front of the seat.
4. Students shall observe the same conduct as expected in the classroom.
5. Students shall remain seated as long as there are seats available and the bus is in motion.

6. Students must cooperate, obey, and respect the driver at all times and realize that the driver is the sole one in charge of the bus.
7. Students shall **NOT:**
 - Leave the bus between home and school, unless they have a written request from a parent or guardian and the principal's approval
 - Hold head, arms, or any object out of the window
 - Eat, drink or use tobacco
 - Yell, use bad language, or tussle
 - Throw paper on the floor, or abuse the bus in any way
 - Interfere with or endanger the safety of or well-being of others
 - Use reflective devices including laser pointers, mirrors, etc.

Students shall obey any other rules stated by the driver and approved by the Superintendent. The following specific provisions shall govern student conduct and safety on all school buses:

(1) All provisions of the Student Code of Conduct apply to behavior on the school bus, including but not limited to, acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of the Code Section 20-2-751.4, physical assault or battery of other persons on the school bus verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

(2) A meeting of the parent or guardian of the student and appropriate school district officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to, assigned seating, ongoing parental involvement, and suspension from riding the bus.

These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

(3) Students shall be prohibited from using 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.

STUDENT SUPPORT PROCESSES

The Board of Education provides a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include Student Support/Child Study Teams, school counselors, Behavior Intervention Plans, Behavior Management Plans, alternative education programs, peer mentoring, etc.

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts are extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are

encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

When a student desires to withdraw/dropout 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 will 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/drop out. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

The General Assembly of Georgia also requires that this code of conduct include language encouraging parents and guardians to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

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

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

CELL PHONES

The Heard County School System realizes that many families feel it is important for their children to carry cell phones for a variety of reasons. However, having a cell phone at school is a privilege and any student bringing a cell phone to school must abide by the following rules. The signature of the student and parent to this handbook indicates agreement to these rules:

1. The cell phone should not be turned on at any time during the instructional day without the specific permission and approval of a school administrator.
2. Any student violating this rule will have their cell phone confiscated and it will be returned only to the parent of the student with the student not being allowed to possess a cell phone at school again for the remainder of the school year.
3. Further, the School System reserves the right to inspect any and all information contained on a cell phone which has been used in violation of these rules, including phone numbers, inappropriate pictures, voice and text messages.

Students violating these rules will be punished in accordance with the code of conduct.

CLUBS

School sponsored clubs (excluding competitive interscholastic activities or events) are those under the sponsorship, direction and control of the school that organize and meet for common goals, objectives, and purposes. State law requires that parents have the right to withhold permission for their students to participate in any school sponsored club or organization designated by them. The following school sponsored clubs will be in operation during this school year, for which information is provided regarding the name of each club, its purpose, faculty sponsor and a description of past or planned activities. **You, as the parent/guardian, have the right to withhold in writing your permission for your student's participation in any club or organization.** If a club is added during the school year, you will be provided information on the club and your written permission will be required prior to your student's participation. Board Policy: JCDA

Student Attendance

In responding to student attendance issues, the Heard County School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol that has been developed by the county's Student Attendance Protocol Committee.

Excused Absences

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that 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 governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the U. S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.
7. Registering to vote or voting in a public election, which shall not exceed one day.
8. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.
9. The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

School days missed as a result of out of school suspension shall not be counted as unexcused for the purpose of determining student truancy, but shall be counted as unexcused for all other purposes.

Students Counted Present

Students shall be counted present under the following circumstances.

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

Perfect Attendance

Students who are present for at least one-half of the instructional day or four hours, whichever is greater, shall be counted present for perfect attendance purposes. High school students must be present at least two full blocks of instructional time to be counted present for perfect attendance purposes.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Grades and Absences

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.

Policies and Procedures to Reduce Unexcused Absences: Notification

1. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via 1st class mail or via certified mail, return receipt requested; and

2. Prior to any action to commence judicial proceedings to impose a penalty on the parent for failing to comply with compulsory attendance law, the school system will notify the parent by certified mail, return receipt requested; and
3. Each school shall provide to the parent of each student enrolled 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, the parent will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance with the local Board policy.

High School Attendance Policy

Any high school student having more than 10 excused or unexcused absences, as further set forth in this policy, in a class during a semester will receive no credit for that class unless a waiver is granted by the Attendance Committee. A student must be present in a class for at least sixty (60) minutes to be counted present in that class.

The Attendance Committee is a standing committee composed of three (3) members appointed by the principal and chaired by an administrator. The chair shall vote only in case of a tie.

The Attendance Committee shall use the following guidelines in determining whether to grant a waiver:

1. If all absences are excused, the student shall not be denied credit for the semester based on excessive absences.
2. If any absences are unexcused, the Attendance Committee shall determine whether there exist unusual conditions or extenuating circumstances relating to the student's personal life or family situation which would require that the provisions of this policy be waived. If so, the student shall not be denied credit for the semester based on excessive absences. If the student has any unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student shall not be allowed to receive credit for the semester, even if the student has passing grades.
3. The superintendent and/or his or her designee have the authority to enact rules to carry out this policy.

Board Policy: JB

HARASSMENT Board Policy: JCAC

It is the policy of this school district to forbid sexual, racial and other harassment of all employees and students at all times and during all occasions while at school, in the work place or at any school event or activity. Any act of harassment of students or employees by other students or employees based upon the race, color, sex, national origin, religion, age or disability of students or employees shall result in prompt and appropriate discipline, including termination of offending employees or suspension or expulsion of students guilty of harassment. Harassment includes, but is not necessarily limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment for a student or employee, as well as physical contact. There may be other speech or conduct which employees or students experience as illegal harassment which should be reported also; harassment can take many forms of and it is not possible to itemize every aspect of the harassment forbidden by this policy.

If a student or employee believes he or she is being subjected to harassment forbidden by this policy, if the student or employee should promptly report the offense to the coordinator designated by the board of education. If a student or employee reports such harassment to a counselor, principal or other school system employee other than the coordinator designated by the board of education, that employee shall be responsible for notifying the appropriate coordinator immediately. It will be the duty of the coordinator to interview the complainant and determine the acts which the complainant believes constitute harassment as well as the name or names or the perpetrators and any other relevant facts by interviewing any individuals who may have knowledge of the allegations or may assist in resolving the complaint. The coordinator shall report the substance of the investigation, conclusions reached and recommendations for corrective action and discipline to the following persons:

- a. If both the perpetrator and victim are students, to the principal of the school and the parents of the students;

b. If the victim is a student and the perpetrator an employee, to the parents of the student, the principal where the student is enrolled, the supervisor of the employee and the assistant superintendent of the school district;

c. If the victim and perpetrator are employees, to the supervisor of the perpetrator and the assistant superintendent of the school system.

The coordinator, to the extent it is reasonably possible, shall protect the confidentiality of students and employees as well, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding considerations. All records generated by the investigation shall be considered as student records protected by FERPA or as part of the personnel records of the employees dealing with performance of the employees.

The coordinator shall report to the complaint and complainant's parents, if complainant is a student, at the conclusion of the investigation the conclusions reached and the recommendations of the coordinator. If the complainant is not satisfied with the manner in which the matter has been resolved, the complainant may appeal to the superintendent, who shall review all circumstances surrounding the allegations, conduct such further investigations as the superintendent believes appropriate and take such additional action or make recommendations as the superintendent determines is warranted. The superintendent shall inform the complainant and his/her parents, if complainant is a student, who, if dissatisfied may request this board to review further the substance of the complaint. The board will conduct a review or convene such hearings as the board believes the circumstances warrant and will resolve the matter appropriately. No reprisal shall occur as a result of reporting unlawful harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

It is the duty of all employees to report harassment forbidden by this policy to the coordinator designated below promptly. It is also the duty of all supervisors of personnel to instruct their subordinates as to the varied forms or expressions of illegal harassment. The principals of all schools in this district shall insure that students and parents are informed through student handbooks and verbally that harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Complaints of Discrimination/Harassment

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

The Title VI Coordinator is Federal Programs Director Ms. Sheri Calhoun

131 E. Court Square, P.O. Box 1330, Franklin, GA 30217 706-675-3320

The Title IX Coordinator is Federal Programs Director Ms. Sheri Calhoun

131 E. Court Square, P.O. Box 1330, Franklin, GA 30240 706-675-3320

The Section 504 and Americans with Disabilities Act Coordinator is Associate Superintendent Mr. Mike Roberts

131 E. Court Square, P.O. Box 1330, Franklin, GA 30217 706-675-3320

The Sports Equity Coordinator is Shane Lasseter

131 E. Court Square, P.O. Box 1330, Franklin, GA 30217 706-675-3656

Federal Programs Complaint Procedure

Any individual, organization, or agency ("complainant") may file a complaint with the Georgia Department of Education ("Department") if that individual, organization, or agency believes and alleges that a local educational agency ("LEA"), the state educational agency ("SEA"), or an agency or consortium of agencies is violating a federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA). The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing. For more information, please visit www.heard.k12.ga.us or contact the Federal Programs Director / (706) 675-3320.

NOTIFICATION FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and 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; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

TEACHER QUALIFICATIONS

Parents or guardians may request information regarding their children's teachers, including information on completion of state requirements for licensure and certification; emergency or provisional status; educational background; and whether paraprofessionals are serving the child, and if so, the paraprofessional's qualifications. If you are interested in obtaining this information, please contact the principal of your child's school.

STUDENT HEALTH IMMUNIZATIONS

Georgia Law states that all students in a public school must have completed the immunization requirements. Parents/Guardians must submit proof of immunizations on the Certificate of Immunization – FORM 3231. This is the only acceptable proof that immunization requirements have been met. If a student fails to have all immunizations before entering school or by the end of a 30-day grace period, the student will be withdrawn from school. There are requirements for students entering school in Pre-K and Kindergarten and in 6th grade. The forms may be obtained from the student's healthcare provider or the local Health Department.

HOSPITAL HOMEBOUND SERVICES

Hospital Homebound refers to those students who have a medically diagnosed injury or illness which is non-communicable which restricts them to their homes or hospital, and will be unable to attend school for a minimum of ten (10) consecutive school days or has a chronic health condition causing him/her to be absent for intermittent periods of time during the school year, and that he/she is able to receive and profit from home instruction. The absence must not be due to a communicable disease, expulsion, suspension, or uncomplicated cases of pregnancy. Any student employed in any capacity, or regularly participating in extracurricular activities is not eligible for Hospital Homebound services. Complete guidelines and request forms for services may be requested from the student's school H/H designee. Hospital Homebound instruction may not begin until all required forms are completed appropriately and has been received by the school designee.

Google Apps for Education (G-Suite) Student Agreement

Heard County School District provides students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the Heard County School District.

Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Acceptable Use

Google Apps for Education is primarily for educational use. Students may use Google Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

Limited personal use - Students may use Google Apps for personal projects but may not use them for:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a website to sell things)
- Inappropriate sexual or other offensive content

- Threatening another person
- Misrepresentation of Heard County Schools, staff or students.
- Google Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

Privacy - School staff, administrators, and parents (if requested) all have access to student email for monitoring purposes. Students have no expectation of privacy using Google Apps.

Safety - Student safety is our highest priority.

- Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

Access Restriction - Due Process

Access to Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, Heard County Schools also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Consumer Safety (Advice for Students and Parents)

Don't get scammed. Crooks are good at fooling people. They create fake emails and web pages that look real in a practice called phishing. Don't trust links or web pages sent by email. Instead, open a new browser window and type in the address yourself.

Don't get spammed. Spam is unwanted advertising sent by email. Never reply to spam and never do business with a company that sends spam. Use the "report spam" button to get rid of spam.

Digital Citizenship (Advice for All)

Treat others well. It hurts to get a mean email just like it hurts when someone is mean in the school hallway. When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.

Respect the rights of copyright owners. Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

Students have First Amendment rights to free speech. Your rights can be limited in school, though. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School websites, email, and groups are for educational use and are not

considered public forums for debating ideas. This means that a school has the right to limit student speech that disturbs the learning process in these areas.

Heard County Schools

Statement of Purpose

The purpose of providing Internet and network access in schools is to support the District's educational objectives.

Terms of Agreement

In order for a student to be allowed access to a school computer system, computer network, software applications, including Google Applications for Education, and the Internet, parents and students must sign and return the attached consent form.

Rules for Internet/Network Usage

The District is providing access to its school computer systems, computer networks, district-adopted tools and devices, software applications, including Google Applications for Education, and the Internet for **educational purposes only**, including accessing and sharing information with teachers and other students, storing files, conducting research, and collaborating on projects with others. If you have any doubt about whether a contemplated activity is educational, you should consult with the principal or teacher assigned to assist you. Use of the District network and Internet is a privilege. A user who violates this agreement shall, at a minimum, have access to the network and Internet terminated and is subject to additional disciplinary action based on the severity of the violation. All users are bound by the Heard County Schools Code of Conduct and the following terms and conditions:

Student Safety/Education

Cyber-bullying

Cyber-bullying means any intentional, electronically transmitted (including the use of text messaging, instant messaging, or the posting of text or images) verbal or graphic act that a student or group of students repeatedly exhibit toward another student(s) and the behavior causes mental harm (including humiliation and embarrassment) and is sufficiently severe, persistent or pervasive. **Any cyber-bullying, harassment, or intimidation is strictly prohibited.** If a student is found to have engaged in cyber-bullying, disciplinary action will be recommended. If a student thinks that he or she is the victim of cyber-bullying, the situation should be immediately reported to an adult staff member, such as a teacher or principal. Additionally, students are encouraged to notify school staff if they suspect another student is being cyber-bullied.

Sexting

Sexting is the sending of sexually explicit images through any electronic media, including but not limited to text messaging, instant messaging, or email. **Sexting is strictly prohibited** and is considered a Category III offense. Sexting should be immediately reported to an adult staff member, such as a teacher or principal.

Depictions of Prohibited Conduct

- Never make, reproduce or distribute videos, images, sound recording, or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices.
- Never post depictions of prohibited behavior on social networking sites such as Facebook, Instagram, SnapChat, Pinterest, Google Plus, YouTube, or any other similar Web site.
- Any depictions of prohibited behavior must be immediately turned over to the school principal.

Social Networks/Chat Rooms

- Never post personal information, such as full name, social security number, address, telephone number, bank or credit card number, etc.
- Consider not posting photographs of yourself. Never post sensitive or inappropriate photos. If you do post a photo, consider whether it's one your mother would display in the living room.
- Assume that anything you post is on the Internet permanently.
- Do not ever agree to meet in person someone you've met on a social networking site or chat room.

Basic Internet/Network Etiquette & Safety Rules

- The Heard County Schools Code of Conduct and District policies on "Plagiarism/Cheating," "Bullying and Other Forms of Aggressive Behavior," and "Harassment/Intimidation" apply to Internet/network conduct.

- GoGuardian will monitor and filter all student email and Google Apps content. Inappropriate or flagged messages will sent to an administrator.
- Be polite. Use appropriate language and graphics.
- Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites and other forms of direct electronic communications, including Gmail and Google Hangouts, for **educational purposes only** and with proper supervision.
- Do not sell or buy anything over the Internet.
- Do not transmit or access obscene or pornographic material; notify your teacher if you receive such material.
- Any subscription to list serves, bulletin boards, or on-line services shall be reviewed by a District-administrator and must be approved by the teacher prior to any such usage.
- Do not access the network or Internet by any means or device other than those approved by the teacher.
- Do not post inappropriate speech on any blogs, podcasts, Google Applications, or other web tools. Such tools are considered an extension of your classroom and any speech that is considered inappropriate in the classroom is also inappropriate in all uses of these web tools. This includes but is not limited to profanity and racist, sexist or other discriminatory remarks. Comments made on blogs will be monitored and - if they are inappropriate – deleted. Any student violating this rule will be subject to disciplinary actions.
- Do not use the network or Internet for any illegal activity, including (a) tampering with computer hardware, software or data, (b) unauthorized entry into computers and files (hacking/cracking), (c) knowledgeable vandalism or destruction of equipment, and (d) deletion of computer files. Such activity is considered a crime under both state and federal law and will be disciplined accordingly.
- Do not use the network or Internet to send messages relating to or in any way supporting illegal activities such as the sale or use of drugs or alcohol; support of criminal or gang activity; threats, intimidation or harassment of any other person.
- All of the above rules expressly apply to, but are not limited to, the use of Google Applications for Education, which include but are not limited to Gmail, Google Drive, Google Calendar, Google Hangouts, Google Docs, and Google Forms.

Student Photos/Student Work - Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Images and products of K-12 students may be included on the website without identifying captions or names. Parents/guardians must indicate their written consent to publish their child’s photo or school work on any school related website before the item is published to the web. Please note that under no circumstances will K-12 student photos or work be identified with first and last names on district, school, or teacher websites.

Privacy - Network and Internet access is provided as a tool for your education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

Copyright - All students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Do not download copyrighted material or software without permission of the owner.

Network/System Security/Content Filtering

- If an Internet/network security issue is identified, the user must notify an adult, such as a teacher, who will in turn notify a system administrator. The problem should not be demonstrated to other users.
- Do not attempt to log on as a system administrator. This action will result in cancellation of privileges.
- Do not use anonymous proxies to circumvent District-implemented content filtering.

- Do not knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts the performance of the system.
- Do not install third party software without the consent of your assigned administrator.
- Do not share your passwords.
- Do not use another person's accounts or passwords.
- Do not participate in hacking/cracking activities or any form of unauthorized access to other computers, networks, or information systems.

Teacher Responsibilities

- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of this AUP according to the Heard County Schools Code of Conduct.
- Provide alternate activities for students who do not have network and Internet privileges.

Principal Responsibilities

- Include this AUP in the student handbook.
- Distribute handbooks to all students.
- Treat student infractions of this AUP according to the Heard County Schools Code of Conduct.
- Keep the signed Consent Forms on file for one year.
- Identify to the teaching staff those students who do not have permission to use the Internet.

District Responsibilities

- Ensure that filtering/blocking software is in use to block access to sites and materials that are inappropriate, offensive, obscene, contain pornography, or are otherwise harmful to minors.
- Restrict unauthorized disclosure, use, and dissemination of personal information regarding minors.
- Post this AUP on the district's website.

Laws and policies that help to protect our students online:

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

-- CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Google Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-- COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.

- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

- Parents may request that photos, names and general directory information about their children not be published.

- Parents have the right at any time to investigate the contents of their child's email and Google Apps for Education files.

- --FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

The following pages should be filled out, signed, and returned to your child's teacher.

Attendance/Truancy Information Sheet

- Every parent, guardian or other person residing in the school system is required either to enroll and send children in their care and charge between their sixth and sixteenth birthdays to a public or private school or to provide a home study program for these children which meet the requirements set forth in law, unless the child is specifically exempt. The Board of Education shall assure that all children between their sixth and sixteenth birthdays be enrolled in the public schools in the district in which they reside unless they are enrolled in a private school or home study program. Specific exemptions from the requirements of the compulsory school attendance law are provided in State Board Rule JB.
- The parent who fails to comply with mandatory attendance requirements may be found guilty of a misdemeanor through the Magistrate Court. Upon conviction, the parent may be fined not less than \$25, nor more than \$100, imprisoned for 30 days, required to do community service, or any combination of such penalties. *See Code Section 20-2-690.1(c).*
- A child who fails to comply with mandatory attendance requirements may be adjudicated unruly and either placed on probation, required to undergo a psychiatric or other mental health evaluation, placed on supervised or unsupervised abeyance, committed to the Department of Juvenile Justice, or ordered to do community service. As a general rule, the Court is not permitted to detain such a child in restrictive custody. If a child is found to have violated the mandatory attendance laws, the Court will enter a separate protective order requiring the parent to insure the child's future compliance with the law at the risk of being held in contempt, fined and/or imprisoned.
See Code Section 15-11-67.
- Absences will be classified as excused or unexcused. Excused absences are those due to emergencies such as illness, death in the family, or other extreme circumstances. Excused absences are also religious holidays, service as a page in the General Assembly, school-sponsored activities, and voter registration. Unexcused absences are all failures to attend school without proper documentation.
- Upon returning to school, students must bring documentation stating the date and reason for absence with the signature of a parent/guardian (informal documentation), or a doctor, dentist, health center or court (formal documentation). **The student and/or parent have the responsibility to present the written excuse within three (3) school days of the student's return to school.** The school administration will require **formal documentation** after **five (5) absences** from a class except for extreme mitigating circumstances such as a death in the family. The principal will resolve any question in determining whether an absence is excused or unexcused.
- For students in any grade 1-12, students are absent from school if not present for at least half of the instructional time required at each grade level. A student who misses one-half or more of a class period will be counted absent for that class.
- Excused and unexcused absences will result in the loss of full credit for class participation unless students arrange to make up the work within 3 school days of returning to school. The student must complete makeup work and tests within a reasonable amount of time. *See Heard High School Attendance policy in their student handbook.*
- The Heard County School System may file a juvenile complaint for excessive tardies and requests for early dismissals. Students may be required to serve in before or after school detention or lunch detention for excessive tardies.
- **Each individual school in the Heard County School System may add additional consequences for unexcused absences at the principal's discretion. Please check your child's student handbook for additional information.**

Student Name _____ Date _____

Signature of student (10 years of age or older) _____ Date _____

Parent/Guardian
Signature _____ Date _____

**Student Acceptable Use Policy and Internet/Network Safety Agreement
Consent Form**

STUDENT: I have read, understand, and agree to the Heard County Schools' Student Acceptable Use Policy (AUP) and Internet/Network Safety Agreement.

Student's Full Name (please print)_____

Student's Signature_____

Date of Birth ___/___/___

Today's Date_____

PARENT:

Use of the Internet/Network

I understand that Internet/network access is used for educational purposes and that precautions to eliminate inappropriate material have been taken. I accept responsibility for setting and conveying standards for my child to follow when independently using the Internet at school. I also consent to the monitoring of my child's accessed Internet sites and email messages (where applicable) as required by the Family Educational Rights and Privacy Act.

I understand that despite every effort for supervision and filtering, access to the Internet/network may include the potential for access to materials inappropriate for school-aged students. Every user must take personal responsibility for his or her own use of the network and Internet, and avoid these sites.

_____ **I GIVE** permission for my child to use the Internet/network independently for educational purposes (which may include an email account if available).

_____ **I DENY** permission for my child to use the Internet/network independently.

Release of Information

The universal nature of the Internet makes it necessary to use care when identifying students on the web. Heard County Schools' web sites may want to acknowledge student work, activities, and/or achievements on the Internet. Please indicate your consent below to include limited information about your child (**photograph, student work, first name, and/or grade level**) on the Internet.

_____ **I GIVE** permission for limited information about my child to be included on Heard County Schools web sites.

_____ **I DENY** permission for limited information about my child to be included on Heard County Schools web sites.

Parent/Guardian's Name (please print)_____

Parent/Guardian's Signature_____

Child's School_____ Grade_____

Date:_____

Heard County Schools reserves the right to change this policy at any time.

**HEARD COUNTY SCHOOL SYSTEM
HOME LANGUAGE SURVEY**

In order to comply with state guidelines, we are required to have a Home Language Survey on file for each student.

Student Name _____

Date _____

School _____

Grade _____

1. What was the language(s) the student first learned to speak?

2. What language(s) does the student speak at home?

3. What language(s) does the student speak most often?

PLACE IN PERMANENT RECORD FOLDER

**HEARD COUNTY ELEMENTARY SCHOOL
SCHOOL AND SYSTEM HANDBOOK SIGNOFF SHEET**

Please sign below and return this form to the school. Your signature indicates that you have received and read a copy of the school and system handbook, the Code of Conduct, Attendance Policy information, and that you have been notified that a copy of the complete system code of conduct is available at the system office.

WE HAVE RECEIVED A COPY OF THE SCHOOL AND SYSTEM HANDBOOKS, INCLUDING

- THE CODE OF CONDUCT,
- ATTENDANCE POLICY, AND
- OTHER INFORMATION REGARDING SCHOOL AND SYSTEM RULES, EXPECTATIONS, AND POLICIES.

BY SIGNING BELOW I INDICATE THAT BOTH PARENT AND STUDENT HAVE READ AND REVIEWED THIS INFORMATION AND AGREE TO FOLLOW THE RULES, GUIDELINES, EXPECTATIONS, AND POLICIES LISTED SET FORTH BY THE STATE, HEARD COUNTY SCHOOL SYSTEM, AND THE SCHOOL THAT MY CHILD ATTENDS.

Parent/Guardian Signature

Date

Student Signature

Date

CORPORAL PUNISHMENT

Student's Name _____ Homeroom Teacher _____

Please check one on the following:

- YES, if needed, you have my permission to use corporal punishment on my child.

- NO, you do not have permission to use corporal punishment on my child.

Parent's Signature

Date

