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2015-2016 Handbook, Code of Conduct and Discipline Procedures

Haralson County High School

Topher Byrnes, Principal

HARALSON COUNTY HIGH SCHOOL
SCHOOL YEAR 2015 - 16

Documentation Sheet for Receipt of Student Agenda and Parental Notification

I, parent/guardian of _____ (student's name), have read and understand the following policies and procedures printed in the Haralson County Student agenda and any addendums effective for the current school term.

_____ _____
Name of Parent or Guardian Parent/Guardian Signature Date

As a student at Haralson County High School, I have read and understand the school rules and policies contained in this student agenda and any addendums, and I agree to abide by the stated rules or suffer the stated consequences.

_____ _____
Student’s Name Student's Signature Date

Technology Acceptable Use Agreement

Haralson County Schools has its own home page which may be found at: www.haralson.k12.ga.us The HCHS website may also be accessed from this address.

Haralson County High School has internet access in most classrooms. Students are to use the internet with direct supervision of a teacher or staff member. Misuse or abuse of the internet may result in a child losing the privilege to use the internet or other disciplinary action.

Acceptable Internet Use Summary- Every student who accesses the internet is responsible for all parts of the Acceptable Use Policy (Haralson School Board Policy IFBGA). If parents choose not to allow their student to have access to the internet on district equipment, they must complete the required forms (available in the district or school office). All use of the internet system must be in support of education and research. The district reserves the right to review system use; all users waive any right to privacy that they might not otherwise have. Any violation of the Acceptable Use Policy may result in disciplinary action up to and including suspension of the student. Severe violations may result in legal action.

Technology Resource Use Contract

Personal Responsibility: I understand that when I am using the technological resources in the school district I am a member of the school district, and I accept personal responsibility for use. I will report any misuse of the system or network to the Principal.
Acceptable Use: I understand that the use of technological resources must be in support of education and research, as well as the educational goals and objectives of the Haralson County School District. My parent/guardian and I have read the complete board policy IFBGA and are aware of the inappropriate use of technology resources which can be a violation of board policy, local, state, and federal laws. I understand that I can be prosecuted for violating those laws.
Privileges: I understand that the use of district technological resources is a privilege, not a right, and inappropriate use will result in cancellation of the privileges.
Network Etiquette and Privacy: I understand that use of the district's technological resources is not private. When using technological resources: I will be polite, use appropriate language, not reveal any personal information, and use the network in ways which will not disturb the use of the network by others.
Security: I understand that if I identify a security problem, I will notify the Principal at once.
Vandalism: I understand and will abide by the provisions and conditions of the agreement. I understand any violations of the above provisions may result in loss of access as well as appropriate legal action. I also agree to report any misuse of the information system to the site Principal.

Printed name:_____

Signature:_____ Date:_____

Opt Out Information for Clubs and School Organizations

O.C.G.A. 20-2-705, "Clubs and Organizations," provides that local boards of education shall include certain information related to clubs and organizations in the Student Code of Conduct distributed at the beginning of each school year. This information must include the name of the club or organization, its mission or purpose, and a method for parents or guardians to decline permission for his or her student to participate in a club. You will find information pertaining to all Haralson County clubs and organizations listed in this handbook (see section labeled School Clubs). After reviewing this section, if you choose to decline permission for your student to participate in one or more clubs or organizations, please complete the following information prior to returning this form.

I decline permission for my student, _____, to participate in
(Student Name)

_____.
Club(s) or Organization(s)

_____
(Signature of Parent/Guardian)

HCHS Title I Parent School Learning Compact 2015 - 2016

Effective schools are a result of families and school staff working together to ensure that children are successful in school. A learning compact is an agreement among groups that firmly unites them. Establishing an effective learning environment for students requires a commitment from all concerned parties – the parent, the student, the teacher, and the school administration. Necessary commitments from parents and students are listed below:

Parent/Guardian

I want my child to achieve; therefore I will encourage my child by doing the following:

- See that my child attends school regularly and is on time.
- Support school staff in maintaining proper discipline.
- Set aside a specific time and place for homework and review it.
- Encourage my child's efforts and be available for questions.
- Stay interested in and aware of what my child is learning.
- Communicate with my child's teacher on a regular basis.

Student

It is important that I work to the best of my ability; therefore, I will strive to do the following:

- Attend school on time regularly.
- Be prepared for school each day with completed assignments and supplies.
- Work cooperatively with my classmates.
- Respect myself, my school, and other people.
- Follow rules of student conduct.

Teacher

Every teacher employed at Haralson County High School will strive to do the following:

- Provide necessary assistance to parents so that they can help with homework.
- Encourage students and parents by communicating regularly about student progress.
- Provide high quality instruction in a supportive and non-threatening environment.
- Provide varied learning opportunities to enable students to meet academic expectations.
- Hold expectations high for all students in the belief that each student can learn.

School Administration

- The administrative staff at Haralson County High School fully supports this compact for parent involvement and will strive to do the following:
- Provide an environment that allows for positive communication between the teacher, parent, and the student.
- Encourage teachers to provide varied learning opportunities that address the specific needs of the learner.
- Support teachers and students in their academic ventures.

_____ , Principal
Topher Byrnes
Haralson County High School

_____
Star Advisor Signature

_____
Student Signature

_____
Parent Signature

_____
Date

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Haralson County High School

1655 Highway 120
Tallapoosa, GA 30176
Office: 770-574-7647 Fax: 770-574-7648
www.haralson.k12.ga.us

ADMINISTRATION

Topher Byrnes, Principal
Janet Pope, Assistant Principal
Angie Campbell, CTAE Director/Assistant Principal

ADMINISTRATIVE SUPPORT PERSONNEL

Jamie Robinson, Counselor
Debbie McFadden, Counselor
Lisa Warren, Athletic Director

SECRETARIAL STAFF

Charlene Thomas, Secretary, Principal's Office
Mitzi Boswell, Bookkeeper, Principal's Office
LeAnn Addison, Secretary/Records Clerk
Misty Coy, Secretary/Attendance

Visit our School web page and our Facebook page for more information regarding departmental news, teacher contact information, the school's plan for continued improvement, sports schedules, and much more. You can connect to the web page by going to www.haralson.k12.ga.us and clicking on Haralson County High School under the drop down tab for schools.

HCHS Faculty

All faculty and staff email utilizes the format *firstname.lastname@haralson.k12.ga.us.*

Language Arts
Jason Bearden
Jessica Bentley
Michael Clayton *
Shane Fountain
Julia Hollinshead
Katrina Smith
Valerie Yearta

Science
Janie Barkley
Polly Baron
Jeff Barron*
Jon Edwards
Josh Lawler
Steven Smith

Career Technical
Andrew Brown
Tommy Cannon
Tim Cole
Laura Davis
Rebecca East
Stacey Gilbert
Joseph Hickman
Melisa Holdbrooks
Jesika Holloway
Lisa Hughes
Chris Roberts
Edd Saxon *

Mathematics
Gale Brown*
Mari Clark
Gage Gober
Brient Hobbs
DeeDee Johnson
Sara Limbaugh
Rodney Murphree
Maggie Sarver
Bart Young

Foreign Language
Kristin Compton
Mercedes Miller
Susan Secord
Cheryl Smith*

Special Programs
Julie Biggers
Emily Cash
Steve Cash
Amanda Davis
Amy Foster
Gina Johnson
Jenny Johnston
Esther Partridge
Jill Patterson
Julie Patterson
Kathryn Shirey
Katrina Sullivan*
Levi Wigley

Social Studies
Amber Adams
Jennifer Cofield
Levi Crowdis
Matt Harrell *
Bob House
Elizabeth House
Victor Coggins

Physical Education
Tammy Norred
Lynn Rowe
Brent Vohun
Frank Vohun
Lisa Warren *
Chris Wigley

Media Specialist
Cathy Smith

Fine Arts
Jeff Abney*
Martie Abney
Mark Stich
Troy Thompson

School Nurse
Rebecca Maddox

Paraprofessionals
Elizabeth Alford
Sandi Caldwell
Laura Cole
Penny Dewberry
Rhonda Prather
Brenda Tillman
Barbara Wilkerson
Cassie Wilson

GNET Program
Amanda Aldridge *
Pat Ayers
Rebecca Switzer
Amanda Thurman
Regina Walker

Custodian
Stacy Jackson*
Sandra Robinson

ISS
Ken Walker

*Department Chairs

Haralson County Board Of Education

299 Robertson Avenue
Tallapoosa, GA 30176
Office: 770-574-2500
Fax: 770-574-2225
www.haralson.k12.ga.us

Superintendent of Education Mr. Jerry Bell

Board Members
Mike Benefield
Matthew Hobbs
William M. Johnston, Vice Chairperson
Gail Ray, Chairperson
Dr. Martha Smith

Past, Present, Future: Building on Rebel Tradition

Mission

To inspire students to do their best in achieving a quality education, to spare no effort in providing a quality learning atmosphere for every student, and to graduate responsible and productive citizens.

Vision

Haralson County Schools will be recognized as a leader in improving student achievement for all students.

Beliefs

- Building relationships is key to achieving academic success.
- The health, safety, and welfare of all students and employees are a prerequisite to student success.
- All students deserve to be held to high expectations that reflect individual objectives.
- Every person, student and teacher, deserves to be treated with respect.
- Effective communication is essential for all stakeholders.
- Students must be taught academic and life skills including technology to succeed in an ever changing world.
- School experience should be relevant practice for adulthood.
- Regular attendance is fundamental to learning.

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provide parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.

2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR104.33.

3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.

4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.

5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.

6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.

7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.

9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.

10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.

11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.

12. You have the right to examine your child's educational records. 34 CFR 104.36.

13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34CFR 104.36.

14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.

15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

SECTION 504 PROCEDURAL SAFEGUARDS

1. Overview
   Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.
2. Hearing Request
   The Request for the Hearing must include the following:
   a. The name of the student.
   b. The address of the residence of the student.
   c. The name of the school the student is attending.
   d. The decision that is the subject of the hearing.
   e. The requested reasons for review.
   f. The proposed remedy sought by the grievant.
   g. The name and contact information of the grievant.

   Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.
3. Mediation
   The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.
4. Hearing Procedures
   a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
   b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
   c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
   d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must

inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R.§104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
h. The hearing shall be closed to the public.
i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. Decision
The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.
6. Review
If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

Parents' Right to Know

In compliance with the requirements of the Elementary and Secondary Act (ESEA), the Haralson County School District informs parents that you may request information about the professional qualifications of your student's teacher(s) or paraprofessional(s). The following information may be requested:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived
- The college major of any graduate certification or degree held by the teacher
- Whether the student is provided services by a paraprofessional, and if so, their qualifications

If you wish to request information concerning your student's teacher's qualification, please contact Topher Byrnes, Principal, at 770-574-7647.

Parent Notification of the Intradistrict Transfer Option

The Intradistrict Transfer (O.C.G.A § 20-2-2130) allows a parent/guardian the option to request a transfer from their child's assigned school, to a school of the parent's choice within the school zone/district in which their child resides, IF there is another school available for that grade level. However, the Intradistrict Transfer may be granted to your child only if, the school to which the request for transfer has classroom space available; after all the assigned students have been enrolled. The Intradistrict Transfer option does not require the District to pay for transportation to the transfer school; therefore, Haralson County School System will not be paying for transportation for your child if the Intradistrict Transfer option is granted.

Only after the assigned students have been enrolled may students be allowed to exercise the Intradistrict Transfer option. In addition, if the school of choice has classroom space available, the parent/guardian will be responsible for transportation for the child to and from the school of choice. Requests will only be accepted after AUGUST 10th when all assigned students have been enrolled, and you will be notified by US Mail of Haralson County School System's decision regarding your transfer request. If the request is granted, notification will include the name of the school of choice your child will attend. This only pertains to students going into grades kindergarten through 5th grade since these are the only grades for which there are 2 schools available.

If you have additional questions or concerns, please contact Janet Goodman, Chief Academic Officer, at 770-574-2500 ext. 237 or email janet.goodman@haralson.k12.ga.us.

Parent Notification of Online Options

In compliance with Senate Bill 289, districts must notify students and parents of online options beginning in the 2013-2014 school year. Districts must allow students to take an online course even if the course is offered in the local district. Online courses can be accessed through the Georgia Virtual School, local virtual schools, or vendor online schools. If the online course is taken as part of the regular school day, then the school will pay for the course (some limitations may apply). If an online course is taken outside of the regular school day, then the parent will pay for the course.

Additionally, House Bill 175 mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses.

The Georgia Online Clearinghouse provides students and parent with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to: http://www.gadoe.org/_layouts/GADOEPublic.SPApp/Clearinghouse.aspx

Step One: Type in the course you need (for example 9th grade Literature)
Step Two: Type in your zip code. You will then see a list of the online course providers in Georgia who have the course you selected. The program provider's names have been linked for users to access their site for registration information.
Step Three: Utilize the provider's site to register the student in the selected online course.

Public Notice of Compliance

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

Students, parents, employees, and the general public are hereby notified that Haralson County High

School does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

Title VI, IX, and Federal Programs	Dr. Janet Goodman	770-574-2500
504 and ADA	Dr. Janet Goodman	770-574-2500

Visit the Haralson County School System's web page at *www.haralson.k12.ga.us* for additional information relating to existing and pending board policies, school calendars, Power School login information, and other important information regarding the Haralson County School System.

Section 504 Resolution Agreement
Adopting 504 Safeguards Frequently Asked Questions

Under the Section 504 Resolution Agreement, each LEA must adopt and implement policies regarding student rights and procedural safeguards under Section 504 that are consistent with GaDOE's model rights and safeguards, provide written evidence to OCR that the LEA has adopted and implemented Section 504 rights and safeguards, and notify parents and students of the rights and safeguards. **These actions must be taken by each LEA before June 15, 2012.**

The following frequently asked questions are designed to help guide LEAs as they adopt and implement student rights and procedural safeguards under Section 504.

1. **Where can I find GaDOE's model student rights and procedural safeguards under Section 504?**

   You may find GaDOE's model student rights and procedural safeguards under Section 504, as well as other information relevant to complying with the Section 504 Resolution Agreement on GaDOE's website at the following link: http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx

2. **Does my LEA need to adopt the exact same student rights and procedural safeguards as GaDOE?**

   No. Your LEA may adopt the model rights and safeguards as written, or it may modify the model rights and safeguards in a manner that is consistent with Section 504 law and regulations. If you wish to modify the model rights and safeguards, we encourage you to seek advice of your legal counsel regarding your proposed modifications.

3. **Can my LEA adopt documents, such as eligibility forms or student placement guidance, in addition to the procedural safeguards?**

   Yes. Procedural safeguards and student rights must be in place under Section 504 and Title II of the ADA. GaDOE encourages LEAs and schools to fulfill all obligations under Section 504 and Title II of the ADA in the manner it deems most appropriate, which may include adopting additional guidance or forms to assist decision-makers.

4. **Is GaDOE going to adopt documents, such as eligibility forms or student placement guidance, in addition to the procedural safeguards?**

   GaDOE will not adopt additional guidance or forms as a result of the Section 504 Resolution Agreement. Though GaDOE does not have any current plans to adopt additional guidance or forms for implementing Section 504 or Title II of the ADA, any future guidance will be posted on the GaDOE website.

5. **What process does my LEA need to follow to adopt the student rights and procedural safeguards?**

   To adopt the student rights and procedural safeguards, the LEA should utilize the same process as it would for any internal policy or procedure.

6. **How does my LEA notify OCR that it has adopted and implemented the student rights and procedural safeguards?**

   By June 15, 2012, each must notify OCR in writing that the LEA has adopted and implemented its student rights and procedural safeguards. This can be done as a letter or email to OCR that includes the student rights and procedural safeguards adopted by the LEA, a link to where the student rights and procedural safeguards may be found on the LEA's webpage, a written description of the notice it provides to parents and guardians, a description of the hearing process, and the identity of the entity or hearing officer that the LEA will contract with to provide impartial hearings, or the procedure by which a hearing officer will be obtained.

7. **To whom should my LEA send the notification to OCR that we have implemented the student rights and procedural safeguards?**

   Written notification that the LEA has adopted and implemented its student rights and procedural safeguards should be sent via email or U.S. mail to:

   U.S. Department of Education
   Office for Civil Rights
   ATTN: Vicki Lewis
   61 Forsyth Street S.W. Suite 19T10
   Atlanta, GA 30303
   vicki.lewis@ed.gov

   You may also want to copy GaDOE at:

   Georgia Department of Education
   Office of Legal Services
   2052 Twin Towers East
   205 Jesse Hill Jr. Drive
   Atlanta, GA 30334
   legal.services@doe.k12.ga.us

8. **What needs to be included in my LEA's notification to OCR that we have implemented the student rights and procedural safeguards?**

   The notification must that include the student rights and procedural safeguards adopted by the LEA, a written description of the notice it provides to parents and guardians, a link to where the student rights and procedural safeguards may be found on the LEA's webpage, a description of the hearing process,

and the identity of the entity or hearing officer that the LEA will contract with to provide impartial hearings, or the procedure by which a hearing officer will be obtained.

9. How does an LEA obtain a hearing officer for Section 504?

An LEA may utilize any process for obtaining a hearing officer for Section 504 that is consistent with its internal policies and procedures for obtaining professional services. This may include soliciting requests for proposals from qualified individuals, which in the context of hearing officers, typically includes law firms or other subject-area experts. GaDOE does not provide hearing officers for LEA hearings under Section 504.

10. How does an LEA notify parents and students that it has implemented the student rights and procedural safeguards?

At a minimum, the LEA must notify parents and students that it has implemented the student rights and procedural safeguards by including the student rights and procedural safeguards in its student handbooks and LEA website. The LEA must also furnish the student rights and procedural safeguards to those who request them.

11. In what written materials do the student rights and procedural safeguards need to appear?

At a minimum, the LEA must include the student rights and procedural safeguards in its student handbooks. LEAs are also encouraged to include the student rights and procedural safeguards in other materials it deems appropriate, such as a Section 504 Handbook or Student Services Manual.

12. Do I need to print the entire student rights and procedural safeguards in our student handbooks?

Yes.

13. Do I need to post the entire student rights and procedural safeguards on our LEA's website?

Yes.

14. Will adopting these student rights and procedural safeguards, and notifying OCR and parents satisfy my LEA's obligations under the Section 504 Resolution Agreement?

No. As part of the Section 504 Resolution Agreement, all LEA key administrators and critical staff must complete training from OCR by June 1, 2012 and the LEA must notify OCR of that training by June 20, 2012. LEA key administrators and critical staff that must attend training are those that are involved in the oversight for or identification, evaluation and placement of students under Section 504 and Title II of the Americans with Disabilities Act. You may find more information regarding this training requirement GaDOE's website in a document entitled "Section 504 Training Details" at the following link: http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Student-Support-Teams/Pages/default.aspx

HCHS BELL AND LUNCH SCHEDULE

8:05	Doors Open for Students
8:20	Morning Release Bell
8:29	One Minute Warning Bell
8:30	Final Morning Bell

All students entering class after this bell will be counted tardy.

8:30 – 10:10	1st Block
10:17 – 11:57	2nd Block
12:04 – 2:09	3rd Block
11:57 – 12:20	*1st lunch*
12:25 – 12:50	*2nd lunch*
12:55 – 1:20	*3rd lunch*
1:25 – 1:50	*4th lunch*
2:16 – 4:04	4th Block

School Calendar 2015-2016

First Semester

July 30 – Open House
Aug 4 – 1st Day of School
Oct 8 – End of 1st 9 Weeks
Oct 12 – Teacher Work Day
Oct 19 – Parent Teacher Conferences
Oct 23 – Homecoming
Nov 24-27 – Thanksgiving Break
Dec 1-18 – EOC Window
Dec 18 – End of 2nd 9 Weeks
Dec 2 – Jan1 – Christmas Break

Second Semester

Jan 5 – Teacher Work Day
Jan 6 – 1st Day of Second Semester
Feb 8 – Parent Teacher Conferences
Mar 10 – End of 3rd 9 Weeks
Mar 18 – Teacher Work Day
Mar 29 – Apr 1 - Spring Break
Apr 16 – Prom
May 2 – 13 AP Tests
May 3 – 27 – EOC Window
May 27 – End of 4th 9 Weeks
May 27 – Graduation

Important Parent Information

Student Photograph Release
By signing the Documentation Sheet for receipt of the Haralson County High School Student Agenda, I grant permission to the Haralson County School System (HCSS) to use my student's photograph, video, or audio clip on the HCSS web site, individual school web pages, or in other official HCSS publications without further notice.

I acknowledge HCSS's right to crop, edit, or treat the photograph, video, or audio clip at its discretion. Personal information, such as a student's full name, parents' names, addresses and telephone number will never be published. If a student's name is used with a photograph, video, or audio clip, it will be in the form of a first name and last initial. For example, student Jane Doe may be listed as "Jane D."

Therefore, I agree to indemnify, defend, and hold harmless the members of the Haralson County Board of Education, its officers, employees, agents, successors, and assignees from and against any and all claims and liabilities resulting from this publishing.

I understand that I may void this release at any time for any reason by informing my child's teacher in writing. The teacher will then forward my request to the appropriate parties.

Safe and Drug Free Schools Parental Notification Statement
In order to provide the best drug and violence prevention activities for your child and in accordance with state and federal guidelines, your child may be asked to complete surveys that pertain to student involvement in and attitudes toward substance abuse and violence. These surveys are completely anonymous and may be administered throughout the school year. The data collected will be used to identify critical areas of need and help us:

- maintain a school environment that is free of drugs and violence
- promote a class atmosphere that allows teachers to teach and students to learn
- develop and offer experiences that involve students in applying the concepts of making healthy decisions, accepting responsibility for their behavior, and understanding consequences

If you do not wish for your child to participate or if you have questions, please contact the school.

Parent Access to Power School
Any parent or legal guardian may secure access to their student's Power School grade and attendance records by visiting the counselor's office and completing a Power School Parent Access Request Form. Once the form has been completed and returned, the parent or guardian will be issued a secure User ID and Password and can access their student's records at www.haralson.k12.ga.us (click on Parent/Community, then click on Power School Parent).

Internet Acceptable Use Policy
The Haralson County School System's Internet Acceptable Use Policy can be reviewed on the HCSS's web page (*www.haralson.k12.ga.us*).

Important Telephone Numbers

Haralson County Board of Education		770-574-2500
Haralson County High School		770-574-7647
Haralson County High School	FAX	770-574-7648
Transportation Department		770-646-5532

Graduation Requirements for Students Enrolled in Ninth Grade for the First Time Prior to the 2013-14 School Year

To be eligible for graduation with a secondary school credential as defined in the State Board of Education ("SBOE") Rule 160-4-2-.48, High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years, students must successfully complete the minimum requirements in the SBOE rule and satisfy additional requirements specified in this policy.
Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in the State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.
When students enroll in the ninth (9th) grade and subsequently withdraw, they must meet the current graduation requirements and the assessment requirements specified in State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.
All students who enrolled in ninth grade for the first time prior to 2013-2014 must obtain 24 units to graduate. Specific graduation requirements can be found in the student's copy of HCHS Road Map through High School.

The courses required to meet the **24** required units must include, at minimum, the following:

- 4 units of English
- 4 units of Mathematics
- 4 units of Science
- 4 units of Social Studies
- 1 Health/Physical Education Course
- At least 4 additional electives
- At least 3 units required from Foreign Language and/or CTAE and/or Fine Arts
    - *Students planning to enter or transfer into a University System in Georgia must pass two units (semesters) of the same Foreign Language.*

To be eligible to be an Honor graduate, the student must have enrolled in Haralson County High School by the beginning of the second semester of his/her senior year and must meet the graduation requirements for a high school diploma. Honor graduates will be determined by averaging semester grades from 9th grade through the end of the first semester of his/her senior year. Third quarter grades for the senior year will also be averaged. Any grade over 100 will be capped at 100 in order to maintain consistency throughout the student's enrollment. Honor graduates will have at least a 90.0 GPA without rounding.

Valedictorian must meet all requirements listed above for Honor graduates. He/she will be selected based solely on having the highest GPA, and calculations will be factored to the second decimal place. In case of a tie, there will be two valedictorians and no salutatorian. Salutatorian will be the senior with the 2nd highest GPA. In case of a tie, the student with the highest content-only GPA will be chosen. If a tie remains, the student will the highest SAT score will be selected.

Grade Level Promotion Requirements
To be classified as a sophomore, a student must pass 1 unit in each of the Core areas (English, Mathematics, Science, and Social Studies).

To be classified as a junior, a student must pass 2 units in each of the Core areas (English, Mathematics, Science, and Social Studies).

To be classified as a senior, a student must pass 3 units in each of the Core areas (English, Mathematics, Science, and Social Studies).

For detailed high school graduation requirements visit the system web page (www.haralson.k12.ga.us).

Graduation Requirements for Students Enrolled in the Ninth Grade for the First Time during or after the 2013-2014 School Year

In order to graduate, students enrolling in ninth grade for the first time during or after the 2013-2014 school year are required to complete either a technical pathway, a world language pathway, a fine arts pathway, or an advanced academic pathway.

In order to be considered an Honor Graduate, students must meet all of the following criteria:

- Cumulative GPA of 90 or better
- Successfully complete one Advanced Placement class and a combination of three or more additional Honors or Advanced Placement level classes
- Successfully complete 2 consecutive world language classes

Valedictorian and Salutatorian honors are based on student ranking (1st and 2nd in their class, respectively) and must be an Honor Graduate to be considered for such awards.

The Board shall make available to all students the required areas of study.

1. High School Diploma - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements.
2. Certificate of Attendance – the document awarded to pupils who have not passed the state assessment requirements, but who have earned the required 26 units as specified in the graduation requirements.
3. Employable Skills Diploma – the document awarded to student with disabilities assigned to a special education program who have not met the state assessment requirements or who have not completed all the requirements for a high school diploma but who have nevertheless completed their Individualized Education Program (IEP).

A course shall count only once for satisfying any unit of credit requirement for graduation. See the following chart.

All students enrolling in 9th grade after 2013-2014 must obtain **26** units of required credit to graduate. The courses required to meet the 26 required units must include, at minimum, the following:

Required Units per Area of Study

- 4 units of English*
- 4 units of Mathematics*
- 4 units of Science*
- 4 units of Social Studies*
- 1 Health/Physical Education Course (or 3 JROTC Courses)
- 6 locally required or elective units
- 3 units to complete a technical, fine arts, world language, or advanced academic pathway

26 TOTAL UNITS (MINIMUM)

*Core Courses

Students are required to take core courses each semester enrolled in HCHS unless a student's Individualized Education Plan ("IEP") specifies otherwise and or the student requests a waiver or variance or qualifies for programs under the rules of State Board of Education that would allow for waiver or variance.

Course Credit

1. Unit credit shall be awarded only for courses that include concepts and skills based on the current state curriculum for grades 9-12 or those approved by the State Board of Education. Unit credit may be awarded for courses offered in the middle grades that meet the 9-12 current state curriculum requirements. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.
2. Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

Grade Level Promotion Requirements
To be classified as a sophomore, a student must pass a minimum of 5 courses (3 core classes).

To be classified as a junior, a student must pass a minimum of 12 courses (6 core classes).

To be classified as a senior, a student must pass a minimum of 20 courses (9 core classes).

Students with Significant Cognitive Disabilities
A student with significant cognitive disabilities may graduate and receive a regular high school diploma when the student's IEP team determines that the student has satisfied the requirements as outlined in the State Student Assessment Handbook.

Graduation Support Services
The Board provides instructional support and delivery services that include, but are not limited to, the following:

1. A continuous guidance component beginning with the ninth (9th) grade will be provided. The purposes of the guidance component is to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of work studies they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.
2. Record keeping and reporting services that document student progress toward graduation and include information for the school, parents and students.
3. Instructional programs, curriculum and course guides, and remedial opportunities to assist each student in meeting graduation requirements.
4. Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

Georgia Milestone Assessments
Georgia Milestone Assessments are required to receive credit in the following courses: 9th Grade Literature, American Literature, Biology, Physical Science, Algebra I, Analytic Geometry, US History, and Economics. These scores will be factored into student grades as directed by the Georgia Department of Education. Georgia Milestone Assessment reports shall provide students, parents, and educators with individual scores on each test taken, and student scores will be recorded in the individual student records.

Student Learning Objective Assessments (SLO)
In an effort to maintain the integrity of all courses and determine student growth in each content area, the state and local school system have implemented Student Learning Objective Assessments (SLOs) in many non-Milestone courses. These tests consist of pre- and post-tests that are administered at the beginning and end of each course and will be utilized to ascertain student learning. SLO post-test scores may be used as final exams in certain courses.

Progress Reports and Report Cards
The school year is divided into 4 nine-week periods. A progress report will be issued at the end of each 4½ week period, which is the midpoint of each nine week period. A report card will be issued at the end of each nine week period.

Transcripts
A student's permanent record is on file in the Counselor's Office and is accessible to the student and parent at all times. If a student is under 18 years of age, a parent's written request is required before a copy of the transcript is released. For seniors, the Counselor's Office will issue transcripts for no charge; graduates and undergraduates will be charged $2.00 per transcript.

Emancipated Minor (Definition)
An emancipated minor is an individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation of law or pursuant to a petition filed by the minor with the juvenile court as provided in O.C.G.A 15-11-202. Emancipation by operation of law occurs when a minor is validly married or as otherwise prescribed by law. Emancipation by petition is granted by a judge in juvenile court after the judge determines emancipation is in the best interest of the minor.

School Admissions
Students must live in the Haralson County School District with their parents, legal guardians, or be emancipated and be eligible for enrollment under Georgia law to be enrolled in the Haralson County School System.

A. Non-resident students
Children of non-resident school system employees shall be admitted to the Haralson County School System and are subject to the payment of tuition as determined by the board. Also, based upon availability of space, children of parents who own property in Haralson County may attend Haralson County School System by paying tuition in the amount of $1,000. Tuition may be paid in two ways:

1. In full prior to the start of the school year
2. In two payments prior to the start date of each semester

Failure to pay tuition as prescribed will result in withdrawal from HCHS once payment becomes over ten (10) days delinquent (10 days past the due date).

The continued enrollment of non-resident students in all schools within the school system shall be conditioned on the following additional criteria:

a. Consistent attendance with no excessive unexcused absenteeism
b. Satisfactory discipline
c. Academic progress maintained (e.g. passing scores in all coursework)

In the event a non-resident student becomes a disciplinary or attendance problem, the Principal may revoke the student's permission to attend school at HCHS without the necessity of convening a disciplinary tribunal. The Principal's decision may be appealed to the Superintendent, whose decision shall be final and not subject to further appeal.

Any non-resident student who is registered in the Haralson County School System under falsified information shall be immediately withdrawn from the school system.

B. Students transferring from a non-accredited school
In order to meet accreditation standards by both the Georgia Accrediting Commission and Southern Association of Colleges and Schools, all transfer credit from non-accredited schools shall be validated by examination or scholastic performance. Credit earned at non-accredited schools or programs shall be validated using standardized tests, if available. If standardized tests are not available, locally developed tests may be used. School tests shall focus on group placement, subject area, and/or grade level. In high school sequenced courses, successful completion of the next course in the sequence may be used to validate credit for the preceding course. Grade placement shall be based upon the number of units accumulated and shall be consistent with local promotion criteria.

C. Birth Certificate

A birth certificate may be requested from pupils transferring into the system when deemed necessary by the Principal and teacher. The birth certificate number will be entered on all records.

D. Social Security Number

No student shall be denied enrollment in the Haralson County School System for declining to provide his/her Social Security number or for declining to apply for such a number.

E. Homeless Students

In accordance with the McKinney-Vento Homeless Assistance Act, as amended by the Elementary and Secondary Education Act (ESEA) of 2001, the Haralson County School District will work with homeless children and youths and their families to provide stability in school attendance and other services. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act. Special attention will be given to ensuring the enrollment and attendance of homeless children and youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented programs, and school nutrition programs.

Every child of a homeless individual and every homeless child is entitled to equal access to the same free, appropriate public education as provided to other students. The district will assign and admit a child who is homeless to a school regardless of residence or whether the homeless child is able to produce records normally required for enrollment.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records, and other documentation. The Superintendent will appoint a liaison for homeless children.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the district homeless liaison that shall carry out the dispute resolution process as defined in the state plan for the Education of Homeless Children and Youths.

Student Attendance

A. Excused Absences/Tardies/Check Outs

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

- Personal illness or attendance in school that endangers a student's health or the health of others that is documented with a medical note
- A serious illness or death in a student's immediate family necessitating absence from school
- 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
- The observance of religious holidays, necessitating absence from school
- Conditions rendering attendance impossible or hazardous to student health or safety
- Voting in a public election or voter registration (if preapproved by an administrator)
- Deployment or temporary leave of a parent, guardian, or sibling (up to a maximum of five school days per school year)

Parents may also write up to 4 parent notes to excuse students from class. Notes must contain the date of the absence, the student's name, and a contact number.

B. HCHS Attendance Policy

In order to document any of the excused absences listed above, a note from a doctor, pastor, court official, and/or any other official is necessary to validate the reason for the absence. Students must provide clear documentation

for absences due to government mandate, court order, or voter registration in order for these absences to be excused.

Parents/Guardians may write an excuse for up to 4 absences (tardies and early check outs included) per semester. Any absences that exceed this limit will be considered unexcused.

Students are allowed no more than 3 unexcused absences per semester. Barring any extenuating circumstances, students who are absent more than 3 unexcused days in a semester will not receive credit for the course. Prior to a student acquiring 3 unexcused absences, the school will make contact with the parent/guardian to inform them the student has reached his/her limit for unexcused absences.

Students may attend afterschool tutoring sessions in order to recoup up to 3 absences per class. Attending one session will result in a Principal's excuse (Z) for the absence to replace the unexcused absence (U).

C. Truancy Procedures

After 3 unexcused absences, the school will make contact with the parent/guardian through written notification. On the 7th unexcused absence, the designated system contact will be notified by the school counselor. The school system social worker will then refer the student to the Truancy Treatment Team. The Truancy Treatment Team will develop an attendance contract with the student and/or the student's parent or guardian. The contract will stipulate expectations for the student's attendance for the remainder of the school year. Should the contract be broken and truancy continues, the school system social worker will seek relief on behalf of the Haralson County School System from the Juvenile Court or the State Court, whichever is appropriate.

D. Tardies

Students are tardy if they are not in the classroom when the final bell rings to signal the beginning of class. It is essential for students to be on time to class. If a student is more than 50 minutes late to a class, he/she is no longer considered tardy and will be counted absent from the class.

If students are late to school, they must check-in in the Attendance Office. All HCSS-approved excuses apply to tardies and require documentation. Parent notes may also be written to excuse tardies, and these parent notes can contribute to the 4 permitted per class per semester.

Two unexcused tardies is considered equivalent to an unexcused absence. This unexcused absence may be made up after school by spending one hour with the teacher of the class. Once a student has exceeded his/her 3 unexcused absences, the student will be referred to an administrator. Excessive tardies may result in parent contact.

E. Procedure for Making Up Work Missed During an Absence

Students are responsible for keeping a documented copy (the admit slip) of the absence. This documentation will be used in the event of an absence-related discrepancy. Students are responsible for collecting and completing make-up work, and it should be done at the convenience of the teacher. In situations where the assignment was made to the student prior to the absence, make-up work can be required by the teacher on the first day the student returns to school unless illness would preclude the work from being completed.

Students who are pre-approved by the Principal to miss school due to out of town or family business will receive absences classified as "UNEXCUSED." While the student will be allowed to make up all work missed at the convenience of the teacher and within the five-day grace period, these absences count as unexcused absences and, should the student exceed the limit of 3 unexcused absences, the student will have to attend scheduled make-up sessions to excuse the excessive absences. Students should take notes requesting such pre-approved absences to the Principal's office for approval prior to the anticipated absence(s).

F. Student Check-Out Procedures

The school day begins for a student when he/she arrives on campus. Once on campus, regardless of whether or not a student has entered the building, he/she is considered on campus and may not leave school except by checking out through the attendance office.

Excluding emergencies and pre-approved requests, all students must be checked out by parent, guardian, or approved adult from the attendance office.

A written parental request must be made before permission will be given for a student to leave campus early for any reason. This written request must be taken to the attendance office prior to the beginning of the school day. All notes requesting an early dismissal must contain a telephone number where a parent may be reached for confirmation. All early dismissal requests must be confirmed with the parent. If a parent cannot be reached, the student may not leave for any reason.

At the time of the check out, the student must sign out in the attendance office. The check-out request will act as a parent note to excuse the absence. If the student has accumulated 4 parent notes, the check-out will be recorded as an unexcused absence until a medical note or other documentation is secured.

Parking and Driving Privileges

Students who have a current driver's license and proof of insurance may purchase a parking space by paying a $35 fee. This fee is non-refundable and cannot be prorated if a student does not purchase a pass until later in the year. Vehicles parked illegally on school premises may be towed at owner's expense. Driving and parking on campus is a privilege not a right, and those privileges can and will be suspended for repeated violations of parking procedure. Students must obey traffic laws while in the parking lot.

Students may not, under any circumstances:

- Park in a space that is not their own
- Park without a permit
- Leave campus without permission
- Remain in a parked car upon arriving at school
- Go to a parked car during the school day without written consent from the office
- Drive behind the main building. This area is reserved for bus traffic.

The parking lot behind the Fine Arts Building requires a permit. Students parking in this lot must submit to the same rules and guidelines as those parking in the main lot.

The parking lot is a restricted area during the school day. Upon arrival at school each day, students are to promptly exit vehicles and report to the cafeteria or other designated area. The rear drive behind the building is reserved for bus loading and unloading. No students/parents are allowed to drive behind the building without prior administrative approval. At the end of the school day, car riders should promptly exit the parking lot.

Regulations for Securing and Holding a Driver's License (House Bill 1190)

Students and parents should be aware that an instructional permit or driver's license will be suspended for one full year or until the student reaches the age of 18 for the following:

- Student drops out of school
- Student has 10 days of unexcused absences in a semester or two consecutive quarters
- Student is suspended from school for threatening, striking, or harming a teacher or school official, possession or sale of alcohol or drugs on school property, possession or use of weapon on school property or any sexual offense

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- Student is suspended from school for threatening, striking, or harming a teacher or school official, possession or sale of alcohol or drugs on school property, possession or use of weapon on school property or any sexual offense

Bus Information
All students must complete a bus registration form in order to utilize the bus transportation provided by HCSS. Students must conduct themselves in an orderly manner and follow all the bus rules in order to be transported. Students who disobey the driver will not be allowed to continue to ride. A student who threatens, verbally assaults, or physically assaults a school bus driver in any manner will be immediately suspended from the bus and may be referred to the Student Hearing Tribunal for possible out of school suspension (Georgia code 20-2-7515). Suspension may be permanent.

Bus Rules:

1. Respect and obey the driver.
2. Remain properly seated.
3. Be silent at railroad crossings.
4. No food or drinks on the bus.
5. Keep all body parts inside the bus.
6. All other school rules apply while students are on the bus.

Consequences for disciplinary infractions will be determined by the school administrator designated to handle bus discipline.

Cell Phone Use
Cell phone use is allowed between classes in the hallways and cafeteria. Cell phones are also permitted during a student's lunch time. No cell phones will be allowed in the classroom at any time unless necessary for instruction as indicated by the red/green cell technology signs posted in each classroom. Cell phones are to be turned off and out of sight during class time. Any violation of this will result in administrative intervention.

Charging of cell phones is prohibited while on campus.

Telephone Calls
Students will not be permitted to accept telephone calls during school hours. In the event of an emergency, the office will deliver a message to the student.

Unauthorized Areas
Students should only be in approved, supervised areas during the school day. During the assigned lunch period, all students will go to the cafeteria and will remain there until the end of lunch is signaled. Failure to remain in authorized areas may result in disciplinary action.

Visitors at Haralson County High School
All individuals who are not students or employees of Haralson County High School must report to the Main Office to receive permission to be on campus and obtain a visitor's pass. A numbered identification badge will be issued to visitors and must be worn at all times while on school property. Students may not bring friends or children to school for visits to the classroom. Parents are not allowed to walk through the school building during the school day without the express permission of the school administration.

Deliveries
No deliveries to the school of CANDY, FLOWERS OR GIFTS will be permitted.

Hall Passes
During class time, students in the halls must have a pass. Passes should be signed by the issuing teacher with the date, departure time from class, and the student's destination listed on the pass, thus giving permission for the student to be out of class.

Dress Code
It is imperative for all students to be appropriately dressed for school. Specific rules shall be followed in reference to dress code:

1. The following items and/or articles of clothing are prohibited:
    A. Clothing that advertises alcoholic beverages, sex, drugs, or tobacco
    B. Hats, non-prescription sunglasses, head coverings that exceed 2" in width, beanies, and/or bandanas
    C. Clothing that displays obscene or suggestive titles, profanity, weapons or violence
    D. Clothing associated with gangs or gang membership
    E. Clothing which may be considered racially or politically insensitive
    F. Any chains not permanently attached to clothing

2. The following are general guidelines for appropriate clothing.
    A. All tops, blouses, and shirts must extend to the edge of the shoulder. No cropped tops, halter-tops, spaghetti strap shirts, racer back tank tops, or any item exposing the midriff. The bottom of the shirt, blouse, or other top must overlap or be tucked into the pants, shorts, skirts, etc. Clothing is to be worn so that the midriff or underwear is not exposed whether standing or sitting. The administrative team may also deem other clothing as inappropriate.
    B. Sheer shirts are permitted only if an appropriate undershirt is worn that covers chest and midriff.
    C. Clothing (skirts, dresses, shorts, etc.) cannot be worn shorter than 5 inches above the knee. Splits in dresses or skirts cannot measure more than five inches above the knee.
    D. Yoga pants, leggings, jeggings, skinny jeans, and any other similar pants are permitted as long as the accompanying shirt covers the hips and pelvic region in the front and back. Sheer leggings are not allowed unless worn with a shirt, dress, or skirt that is no shorter than five inches above the knee.
    E. Large and baggy clothing that does not properly cover or fit the body will be prohibited. The clothing should not be so large or baggy that it creates a safety hazard or exposes skin or underwear. In the event the jeans or pants are too loose, a belt must be worn.
    F. Any holes which are more than 5 inches above the knees and exposes what appears to be undergarments or skin will not be allowed.
    G. Proper shoes must be worn at all times. House shoes and/or slippers are not permitted. Students may be subject to specific restrictions regarding shoes if they are enrolled in shop classes where personal safety is a concern. The shop instructors will provide additional information regarding these situations as they discuss shop safety rules.
    H. Clothing that is, or appears to be, pajamas are not permitted.
    I. Hoods are not permitted to be worn inside any buildings.
    J. Headbands may not be wider than 3 inches.

The Principal has the discretion as to what is deemed appropriate attire for school and to change the dress code on special event days at the school. Such days will be announced in advance, and students will be advised of any adjustments to the dress code.

When a student is in violation of the school dress code or there is question about a student's attire, the student will be referred to an administrator for disciplinary action or clarification. Any student wearing clothing that is

determined to be inappropriate will be given an opportunity to secure other clothing. If that option is not acceptable, the student will be assigned to ISS for the remainder of the school day.

Harassment

It is the policy of this school district to prohibit any act of harassment of students by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student shall result in prompt and appropriate discipline, including the possible suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. Other comments and behaviors may also be considered harassment and would be forbidden by the policy.

Any student, employee, applicant for employment, parent, or other individual who believes he/she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the Principal. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

The school district does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs, and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Discrimination or Harassment Complaint Procedure

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

1. Any student, employee, applicant for employment, parent, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the Principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school Principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school Principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school Principal, reported by the Principal to the Superintendent. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student will not be tolerated. If a student falsifies a report of this nature, he/she will be dealt with according to the system and school Student Discipline Code, and the educator will be publicly exonerated.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint

detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
8. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated §20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.
10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
11. 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.
12. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Lockers

Students may rent a secure locker for $10 per school year. All students are urged to take advantage of this offer. The school cannot be responsible for loss or theft of personal items. Students are advised not to bring large sums of money and/or valuables to school. The student assigned to a locker will be held liable for any damage to the locker. Only the student assigned to the locker may be given the combination to the locker.

Search and Seizure

Interrogations:

The Principal, or an authorized representative, possesses the authority to conduct reasonable interrogations of students in order to properly investigate charges of student misconduct.

Searches:

The Haralson County School System endeavors to provide a safe and secure environment for all students. It is the policy of the Haralson County Board of Education that school administrators and other professional employees as designated by the Superintendent may search students when there is reason to believe a student may be in the possession of an item that is illegal or against school rules. Situations may include but are not limited to suspicion of possession of an illegal drug, controlled-substance, or weapon. Should an extensive search of a student be required, the search shall be conducted in private by an administrator, teacher, or law enforcement person of the same sex as the student with a witness present who is also of the same sex and with due consideration for the personal privacy and sensibility of the student.

Student cars brought on campus, student book bags, school lockers, desks, and other school property shall be subject to inspection and search by school authorities at any time without further notice to students or parents based on a reasonable suspicion of the presence of illegal and/or inappropriate items.

Lockers are subject to inspection and search by school officials. The school will maintain duplicate keys or records of all locker combinations and avoid any practices that lead students to believe that lockers are under their exclusive control.

The Haralson County School System reserves the right to use “walk-through” or “hand-held” metal detectors, alcohol toximeters, and “drug sniffing” dogs at any school function including activities which occur outside normal school hours or off the school campus when, in the opinion of the Superintendent or designee, such is necessary to protect the safety of students or employees. Under no circumstances may students be singled out for metal detector and/or alcohol toximeter testing based upon factors involving race, ethnic background, or because they have emotional or behavioral disabilities. In the event a search of a student’s person, personal possessions, or locker reveals the student is in possession of items prohibited by federal, state or local law enforcement, authorities shall be notified so that they may take appropriate action.

Selling of Merchandise during School

All fundraising activities must be pre-approved by the Haralson County Board of Education at the beginning of the school term so that a calendar of activities can be established. Because the sale of merchandise and materials from outside agencies provides competition for Board-approved fundraising activities, students are not allowed to sell such items during school hours.

Textbooks and Technology Equipment

Each student is responsible for the care of all books issued to the student. Damaged textbooks will be assessed a damage fee. Lost textbooks must be paid for in full.

Students also assume responsibility for the proper care of any technology equipment or materials provide to students for their use during or after school. Restitution fees will be assessed in the event that the equipment is damaged through the student’s neglect, and lost items must be paid for in full.

Athletics and Extracurricular Activities

A student and/or his/her guest may be barred or removed from an activity if, in the opinion of the sponsoring authority, he/she creates a disrupting influence. Any misconduct on the part of a student may be considered a disciplinary matter and will be handled as such in addition to the above actions. Only students properly enrolled in HCHS shall be permitted to participate in extra-curricular activities sponsored by the system. Students must physically be present in their regular classes at least one half day in order to practice or participate in an extra-

curricular activity on a date when the student is absent from school. The Principal or his designee has the authority to set aside this rule when circumstances are deemed appropriate.

No Pass, No Play

The State of Georgia mandates the No Pass, No Play regulation for all students in grades 6-12. A student must pass at least three of four courses that he/she is taking in a given semester to be eligible for any extracurricular activity in the following semester. A passing grade is 70 or above. A student who does not pass at least three (3) classes in a given semester will not be eligible to take part in any inter-scholastic competitive activity. This applies to sports, clubs, and competitive band activities.

Gender Equity Notification for Athletes

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A 20-2-315). Students are hereby notified that Haralson County School System does not discriminate based on gender in its athletic programs. The sports equity coordinator for this school system is Lisa Warren at Haralson County High School, 1655 Georgia Highway 120 East, Tallapoosa, Georgia 30176, phone number 770-574-7647.

Fire Drills - Weather Warnings

Required fire drills planned by the Principal or designated representative will be conducted at least one time per month. Disaster drills will be held as required.

All rooms will be evacuated when there is a continuous intermittent ringing of the fire alarm. A route is posted in each classroom, and students should move directly, quickly, and in an orderly fashion to designated areas. Each group shall be assembled so the teacher may check the roll and must then stay with that teacher during the duration of the drill. Students in restrooms or any place other than his or her assigned room should report immediately to his or her group for accountability. A bell will sound for students to return to classrooms. It is imperative that students remain with their assigned teacher during fire drill.

Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"). You have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the school Principal a written request identifying the record(s) they wish to inspect. The Principal will arrange for access and provide notice of such arrangements.
2. Request the amendment of the education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school Principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task, or a parent or student serving on an official committee. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Haralson County Board of Education to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the Office that administrators FERPA

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

Lunchroom Food Policies

The cafeteria operates on a nonprofit basis for the welfare and convenience of the students. Cooperation with the dietitian and the lunchroom staff is expected from all students. Noise in and around the cafeteria should be kept to a minimum. Each student will leave his/her table clean and take trays, bottles, napkins, and silverware to a place provided in the cafeteria.

The cafeteria breakfast line will close promptly at 8:20 a.m. Only late-arriving bus students will be served after this time.

Meal Prices

	Breakfast	Lunch
Regular student	$1.00	$2.25
Reduced	$0.30	$0.40
Employees	$1.25	$3.50
Visitor		$4.50

STUDENT ILLNESS/INJURY

Medication/Illness

If a student becomes ill during the school day, he/she should ask permission to go to the school nurse. If the nurse determines the student is too ill to remain at school, the nurse will contact the parent for check-out, and he/she will be medically excused for the day. For minor problems, the student may be given over-the-counter medication and sent back to class provided the parent has given permission for this on the student's medical information form. The student may be allowed to call home, if requested and deemed necessary by the school nurse.

Student medication of any kind, prescribed or over-the-counter, must be registered in the school nurse's office. Controlled substances should never be transported and/or kept by the student at school. Students are not allowed to keep medication with them unless authorized by the school nurse. MEDICATION BROUGHT TO THE SCHOOL MUST BE IN THE ORIGINAL LABELED CONTAINER. If a medication is to be administered during the school day, proper forms must be obtained from and submitted to the school nurse.

Communicable Disease

No student shall be denied access solely because he or she is infected with a communicable disease. A student who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Board of Education after consultation with the student's or employee's physician, public health official knowledgeable about the disease, and/or the Board of Education's physician if the Superintendent deems it necessary to consult a private physician.

The Board of Education provides educational opportunities for its employees to become informed concerning transmission of HIV infection and procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary.

Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

1. The nature of the risk, i.e. how the disease is transmitted
2. The duration of the risk, i.e. how long the carrier is infectious
3. The severity of the risk, i.e. the degree of potential harm to third parties
4. The probability that the disease will be transmitted and will cause harm

Once the student's medical condition has been determined, the Superintendent shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the

Haralson County Board of Education at the option of the board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other educational setting. If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then the student shall not be denied the right to participate in HCSS programs.

In order that HCSS may have time to obtain a reasonable medical judgment concerning the student who is infected by a contagious disease, the Superintendent is authorized to remove the infected student from Board of Education programs for a period not to exceed ten days during which time the Board of Education shall make a decision as to whether the student can be accommodated and does not pose a significant risk to others. The student shall be excluded only if the board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

Neither HCSS nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

Hospital/Homebound Program

The hospital/homebound program is provided for students who qualify when there is a prolonged illness or when medical care is required. Contact the Annette Johnson at HCSS District Office concerning eligibility and services for this program.

School Clubs and Organizations

The following is a list of clubs and organizations available to students at Haralson County High School. These clubs and organizations normally meet according to the school's club schedule. Various activities are sometimes held at irregular intervals outside of meeting times. These activities include competitive events, social functions, and school and community service projects.

Copies of all club constitutions and by-laws are maintained in the office of the Principal and are available for inspection by parents by appointment. Some of the clubs offered at Haralson County High School include:

Beta Club
Drama Club
Family Community and Career Leaders of America (FCCLA)
Fellowship of Christian Students (FCS)
French Club (Le Cercle Francais)
Future Business Leaders of America (FBLA)
Future Farmers of America (FFA)
Partners Club
Reading Guild
Skills USA
Spanish Club
Student Council
Volleyball Club
Thespian Club

School Board Policies Relative to Student Behavior and Safe Schools/Code of Conduct

The Haralson County Board of Education establishes policies to govern the behavior of the Board, its employees and students. These policies are the HCSS Code of Conduct and are available for public review at the Board of Education Office and on the school system website (http://www.haralson.k12.ga.us/).

It is the purpose of the Haralson County Board of Education to operate the school system in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students, staff and visitors who attend our schools. Students are required to conduct themselves at all times in a manner that facilitates 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 in the district. Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to provisions of State Board of Education Rule 160-4-8-.16.

Each 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 the policies, regulations and rules set forth in this Code of Conduct and Discipline Procedures. Student conduct is further governed by the rules contained in each school's Student Handbook.

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

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

In addition, students may be disciplined for any off-campus behavior which occurs en route to or from school, or which could result in the student being criminally charged with a felony or its juvenile equivalent, 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.

State law requires a parent or guardian to sign a statement acknowledging receipt of the Code of Conduct. Questions about the Code should be addressed to the Principal.

Parents and guardians are encouraged to review the Code with their children and to support its enforcement throughout the community.

Authority of the Principal

The Principal is the leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. Principals are granted authority to enforce this Code of Conduct; and in cases of disruptive, disorderly or dangerous conduct not covered in this Code, the Principal is authorized to undertake corrective measures which he or she believes to be in the best interest of the students and the school, provided such action does not violate law, or a school board policy or procedure.

Teacher Authority

Each teacher is authorized by law to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of other students to learn, provided the student's behavior is in violation of the student Code of Conduct and the teacher has previously filed a report with the Principal; or if the teacher determines that such behavior poses an

immediate threat to the safety of that student or others. The Superintendent and Principal fully support the authority of every teacher to remove a student from the classroom under the conditions and procedures outlined in Georgia law (O.C.G.A. 20-2-738).

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 contact is extremely valuable. Therefore, each school's administrative staff will provide information to parents and guardians about on-going opportunities to communicate with school personnel.

Parents, guardians and students are invited to participate in the Code of Conduct revision process by making suggestions for improving the Code through the School Governance Team (SGT). Questions about the Code should be addressed with the Principal or an Assistant Principal.

The Code of Conduct specifies within its standards of behavior various violations that may result in a school staff member's request for a parent or guardian to come to the school for a conference. Parents and guardians are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes that are designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or Principal identifies a student as a chronic disciplinary problem student, the Principal or designee shall notify the student's parent or guardian of the disciplinary problem by telephone call and by mail 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 student with chronic disciplinary problems is permitted to return to school following 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 for the purpose of devising a disciplinary and behavioral correction plan.

The law authorizes the board of education to petition the juvenile court to require a parent or guardian to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the Principal pursuant to the laws cited above, the court may order the parent 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.

Confidential and Anonymous Reporting

Safe Schools Alert:

Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the Principal, an Assistant Principal, a teacher or another trusted adult. Anonymous TIPS can also be reported to the Haralson County Schools by one of four ways.

1. ANONYMOUS TEXT message to ALERT1 (253781) and begin your message with #1210 + your tip
2. ANONYMOUS Web tip at http://1210.alert1.us.
3. Call the ANONYMOUS tip line at 1-855-4ALERT1, ext. 1210
4. Email the ANONYMOUS tip to 1210@alert1.us

Positive Behavioral Interventions and Support (PBIS)

To the extent appropriate to the situation, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official should be in proportion to the severity of the behavior, while taking into account the totality of the situation, including the student's age, discipline history, and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to maintain an appropriate learning environment, encourage self-discipline, and to help students substitute behaviors that are consistent with the character traits from Georgia's Character Education Program for their inappropriate behaviors.
The following range of disciplinary actions may be imposed for violations of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of privileges
- Time Out
- Temporary or permanent removal from class, activity, event, or break
- Notification of parent or guardian
- Parent or guardian conference
- Suspension or expulsion from the school bus
- Temporary placement in an Alternative Education Program
- Short-Term suspension (10 days or less)
- Referral to a tribunal for long-term suspension (more than ten days) or expulsion
- Referral to law enforcement, District Attorney or Juvenile Court Officials.

Georgia law mandates that certain acts of misconduct be referred to law enforcement, the district attorney, or other public officials. School officials may also report other acts of misconduct as deemed appropriate.

Before a student is suspended 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 parent or guardian will be notified if possible. School officials may involve law enforcement officials when evidence indicates that a law may have been violated or when there is a legal requirement to report the incident.

In the event of a disciplinary tribunal hearing, a parent, guardian, or student may choose not to contest whether the student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parent, guardian, or student waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved by local school administration in accordance with local board policy.

The maximum punishment that can be imposed by a disciplinary tribunal is permanent expulsion from the school system.

Important Notices

Bullying:

The Haralson County School District prohibits conduct which may be construed as bullying (O.C.G.A. 20-2-751.4). As used in this Code section, 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
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 as such term is 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

d. Has the effect of substantially disrupting the orderly operation of the school

Georgia Compulsory Attendance § 20-2-690.1.
Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma. For additional requirements, see code O.C.G.A.§ 20-2-690.1.

Threats of Violence
The Haralson County School System will not tolerate threats of violence toward persons or property, whether the threat is made in seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter and will be investigated and dealt with accordingly.

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

Private Property
HCSS discourages bringing valuable private property items to school; will not be held accountable for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.

Instigating Rule Violations
A student shall not advise, counsel, urge, encourage, incite, cause or attempt to cause any other person to engage in a prohibited act or violate the school's student handbook, this Code of Conduct, or any Haralson County Board of Education policy.

False Reporting
The General Assembly of Georgia requires that this Code of Conduct include language regarding falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such false reporting may be punishable by law and is punishable by this Code of Conduct.

Prohibited Behaviors and the Range of Acceptable Consequences for Violations
Nothing in this Code section shall be construed to infringe on any right provided to students pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the federal Rehabilitation Act of 1973, or the federal Americans with Disabilities Act.

The Haralson County School System will facilitate the transfer of discipline records to any public or private school in which a student is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis in the school.

A. Alcohol and other drugs: Actual or attempted possession, sale, use, distribution, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any other intoxicant, any substance represented or believed to be alcohol or another drug, or various forms of drug paraphernalia, including but not limited to hypodermic needles, "roach clips," rolling papers, pipes, scales, improvised smoking devices, etc.
    - Consequences include but are not limited to parent/ guardian conference, counseling, ISS, OSS, tribunal, and/or referral to law enforcement. Any subsequent offense should result in a mandatory referral to tribunal.

B. Intentional misuse of prescribed medications, non-prescription medications, (including prescription and non-prescription skin patches), inhalants or any other chemical; also to include their sale, purchase, distribution or possession for the purpose of misuse
   - Consequences include but are not limited to parent/ guardian conference, counseling, ISS, OSS, tribunal, referral to law enforcement. Any subsequent offense should result in a mandatory referral to tribunal.

C. Violation of school medication control procedures
   - Consequences include but are not limited to counseling, loss of privileges, parent/guardian contact, parent/guardian conference, ISS, OSS, tribunal.

D. Weapons, explosives and fireworks: Actual or attempted possession, sale, purchase, transmission or use of any real or facsimile weapon, bomb, other explosive device, or explosive material as defined by this code, board policy, state or federal law. Exemptions to this code will be made for JROTC students enrolled in activities involving air guns under the direct supervision of the JROTC instructors.
   - Consequences include but are not limited to confiscation, parent/guardian conference, ISS, OSS, tribunal, referral to law enforcement. Weapon related law violations will be referred to tribunal and law enforcement. The minimum expulsion for possession of a firearm or other destructive device, excluding firecrackers, is one calendar year subject to the provisions of Board Policy JCD and Georgia Law (O.C.G.A. 20-2-751.1 and 16-11-127.1).

E. Threats or acts of violence against a teacher, administrator, school bus driver, other school official, employee, or their personal property: Examples include any verbal assault, threat of violence; threat or act of unwanted physical touching; sexual harassment; physical violence, assault or battery; attempt to 'frame' or entrap through deceit; stalking; intentional damage to personal property, etc.
   - Consequences include but are not limited to loss of privileges, counseling, parent notification, parent/guardian conference, ISS, OSS, tribunal, referral to law enforcement.

F. Disrespectful conduct toward teachers, administrators, or other school personnel, including use of vulgar or profane language: Violations include but are not limited to the use of vulgar and profane language or gestures; and falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
   - Consequences include but are not limited to parent/guardian conference, ISS, OSS, tribunal.

G. Disrespectful conduct toward other students, school visitors or persons attending school-related functions: Examples include use of vulgar or profane language; verbal assault, including threat of violence; verbal or physical taunting; any threat or act of unwanted physical touching; sexual harassment; intentional damage to personal property; stalking; reckless endangerment; attempt to 'frame' or entrap through deceit; any threat or act of verbal or physical violence, assault, battery or fighting; sexual, racial or ethnic harassment; or any other violent act.
   - Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement.

H. Tobacco: Actual or attempted possession, sale, purchase, transmission or use of tobacco, any substance represented or believed to be tobacco, or tobacco related paraphernalia to include electronic cigarettes or smoking devices.
   - Consequences include but are not limited to parent/guardian notification, ISS, OSS. A possible tribunal referral may occur for third and subsequent offenses.

I. Off-Campus Behavior: A student who is alleged to have committed an offense off-campus on the way to or from school, or any other time if the offense is a felony or would be a felony if the student were an adult, may be disciplined at school or excluded from school if his or her continued presence at school poses a potential danger to persons or property or is likely to disrupt the educational process.
   - Consequences include but are not limited to parent/guardian contact, counseling, ISS, OSS, tribunal.

J. Vandalism or arson: Actual, attempted or threatened willful or malicious damage to personal property, school property or school buses, to include the marking, defacing or destruction of property, downloading, installing, or using games, music files, public domain, shareware or any other unauthorized

program on any school's computer or computer system, altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software and attempting to vandalize, disconnect or disassemble any network or computer component and bringing on premises or accessing via email or file sharing any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data, bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.

- Consequences include but are not limited to clean-up detail, parent/ guardian conference, restitution, loss of computer privileges, ISS, OSS, tribunal, referral to law enforcement.

K. Breaking and entering, burglary, theft, entering a school event without paying, bribery, possession of stolen property, possession/use of forged or photocopied money, extortion, or the attempt thereof

- Consequences include but are not limited to restitution, parent/guardian conference, ISS, OSS, tribunal referral, referral to law enforcement. A referral to tribunal is mandatory for theft of standardized tests, answer keys or other restricted materials. Theft of a teacher's test will result in discipline to be administered by the school administration.

L. Bullying, harassment (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting or stalking

- Consequences include but are not limited to counseling, reprimand, warning, parent/ guardian notification, parent/guardian conference, physical separation from the victim via assignment to another class or situation, ISS, OSS, tribunal, or law enforcement referral.

Notice Regarding Bullying*: The Haralson County School System prohibits conduct which may be construed as bullying. Upon a finding by a tribunal that a middle or high school student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program. Ref. O.C.G.A. 20-2-751.4*

M. Gang related activity: Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang related by the Principal. Gang related activity includes but is not limited to hand sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.

- Consequences include but are not limited to parent/guardian conference, counseling, ISS, OSS, tribunal, referral to law enforcement.

N. Terroristic threats or acts, false public alarms or prank 911 calls

- Consequences include but are not limited to mandatory parent/guardian contact, counseling, ISS, OSS, tribunal, referral to law enforcement.

Warning Statement*: Threats of violence toward persons or property will not be tolerated, whether the threat is made in seriousness or in jest. Any comment, statement, threat, situation, or condition that indicates the possibility of becoming a life-threatening situation is a serious matter, and will be investigated and dealt with accordingly*.

O. Disrupting public school, class disruption, disorderly conduct, insubordinate or disrespectful behavior, willful disobedience (school rules, regulations, or directives), or entering an unauthorized area or event including connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel

- Consequences include but are not limited to loss of computer privileges, removal from a school bus, class, activity, event or other situation, conference with teacher, parents or counselor, restitution, ISS, OSS, tribunal referral, law enforcement referral.

P. Language and sexual behavior restrictions: Use of lewd, profane, vulgar or obscene words or gestures, also to include videos or pictures taken of such behavior with or without subsequent posting to the internet or social media; use of speech or gestures that are perceived, or where the inference is intended, to demean or threaten the well-being, safety, or dignity of another person with or without that person's

knowledge; possession or transmission of obscene or pornographic pictures, materials or objects; indecent exposure; and all forms of sexual contact are prohibited.

- Consequences include but are not limited to parent/guardian conference, ISS, OSS, tribunal referral, law enforcement referral.

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

Q. Electronic entertainment and electronic communication devices restrictions**:** All electronic entertainment and electronic communication devices, including cell phones, must be turned OFF and kept out of sight during regular school hours: With BYOT (Bring Your Own Technology), a principal can authorize for usage at times during the school day.

- Consequences include but are not limited to confiscation, parent/guardian conference, ISS, OSS, tribunal referral.

Notice regarding private property: *The school and school system discourage bringing valuable private property items to school; will not be held responsible for lost or stolen private property; and will not investigate thefts of personal property to the extent that the investigation substantially interferes with the educational mission of the school. Personal items brought to school will be at the owner's risk.*

R. Public displays of affection that are inappropriate for a school setting (holding hands, hugging, kissing, etc.)

- Consequences include but are not limited to parent/guardian conference, ISS, OSS, tribunal.

S. Gambling

- Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS, tribunal.

T. Giving false information to school officials, dishonesty, forgery and using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account

- Consequences include but are not limited to loss of computer privileges, parent or guardian conference, ISS, OSS.

U. Cheating, plagiarism, altering record, or other fraudulent act on school assignments, exams, records, or college entrance examinations; using the computer network for any illegal activity such as copying or downloading copyrighted software, music, images or violation of copyright laws

- Consequences include but are not limited to loss of privileges, counseling, parent/guardian contact, ISS, OSS (Cheating may result in loss of credit or completing an alternative assignment).

V. Bus misconduct: See School Bus Code of Conduct for specifics.

- Consequences include but are not limited to counseling, warning, seat assignment, parent/guardian contact, loss of transportation privilege (bus suspension), tribunal referral.

W. Lunchroom misconduct

- Consequences include but are not limited to loss of privileges, counseling, silent lunch, parent/guardian contact, parent or guardian conference, ISS, OSS.

X. Violation of school attendance requirements**:** Violations include unexcused absence from school or class; unexcused late arrival (tardy) to school or class; unexcused early dismissal from school or class; and leaving school or class without permission (skipping).

- Consequences include but are not limited to parent/guardian conference, ISS, loss of privileges, CHINS court referral, tribunal referral.

Y. Misuse of School Technology: It is the responsibility of the students of Haralson County Schools to follow the Responsible Use Guidelines for Computer Hardware, Software, Network and Internet Access. The use of any electronic device that uses school system Internet access as well as any device brought onto Haralson County Schools campus is subject to these Responsible use Guidelines.

- Any violation of this procedure, whether intentional or unintentional, may result in the following consequences: parent/guardian notification, ISS, OSS, revocation of privileges for the use of electronics on campus, tribunal, and/or referral to law enforcement.

HCSS technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Attempt to read, alter, delete, or copy the electronic mail messages of other system users.
- Steal property.
- Gain access or attempt to access unauthorized websites, restricted network resources, and/or the data and documents of another person. This includes the use of "mirror" websites and programs designed to circumvent the proxy server to gain access to blocked Internet content.
- Provide another student with user account information or passwords (don't give your password to any other student)
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Purposely bring on the premises or infect any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.
- Utilize the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.

Failure to follow these guidelines could violate the Official Code of Georgia, 6-12 | 2013-14 Code of Conduct and Discipline Procedures O.C.G.A., Codes 16-9-90, 16-9-91 and 16-9-93 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act.

Warning Statement: *The act of entering or attempting to enter a computer network secured site (hacking) is a very serious offense that warrants a very serious consequence. This may include permanent expulsion from the school system and confiscation of the technology being used inappropriately. Access to the HCSS network and pass through to the Internet is a privilege and all students are expected to treat this learning tool with respect. Any device confiscated may be searched for content that may be deemed harmful to the Haralson County School System and/or for the protection of minors under the Children's Internet Protection Act.*

Z. Willful and persistent violation of the Code of Conduct: Students are considered to be willful and persistent violators of the Code of Conduct after receiving multiple referrals.

- Consequences include but are not limited to counseling, warning, loss of privileges, parent/guardian contact, parent/guardian conference, ISS, OSS, tribunal.

AA. Trespassing on any Haralson County High School campus while suspended or during non-school hours without cause or need to conduct legitimate school business

- Consequences include but are not limited to counseling, warning, parent/guardian notification or conference, OSS, tribunal, law enforcement referral. Ref. O.C.G.A. 20-2-1180

BB. Traffic or parking violations

- Consequences include but are not limited to parent/guardian conference, revocation of driving or parking privileges, ISS, OSS, notification of law enforcement.

CC. Instigating rule violations**:** A student shall not advise, counsel, urge, encourage, incite, cause or attempt to cause any other person to engage in a prohibited act or violate the school's student handbook, this Code of Conduct or any Haralson County Board of Education policy.

- Consequences include but are not limited to counseling, loss of privileges, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement.

DD. Possession of any item reasonably considered inappropriate to the school setting as determined by the Principal.

- Consequences include but are not limited to counseling, loss of privileges, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement

Violence against a Teacher, Administrator, Bus Driver, or Any Other School Employee
A disciplinary tribunal hearing will be held following any alleged assault or battery upon a teacher or any other school system employee (O.C.G.A. 20-2-753). In cases involving an alleged intentional act of physical violence by a student against a teacher, school bus driver, or other school official or employee, the student shall be suspended pending a hearing by a tribunal. Ref. O.C.G.A. 20-2-751.6

A student found by a tribunal to have committed an intentional act of physical violence against a teacher, school bus driver, school official, or school employee that results in physical harm to that person shall be referred to juvenile court with a request for a petition alleging delinquent behavior, and also shall be expelled from the public school system by the tribunal for the remainder of the student's eligibility to attend public school, subject to appeal to the board of education. The school board at its discretion: (1) may permit the student to attend an alternative education program for some or all of the period of expulsion; and, if recommended by a tribunal, (2) may permit a student in a grade K-8 to re-enroll in the regular public school program for grades 9-12; and/or (3) may also permit a student in a grade K-6 to re-enroll in the public school system. Ref. O.C.G.A. 20-2-751.6; 16-3-21
In addition, a disciplinary tribunal hearing will be held following any substantial damage intentionally caused by a student on school premises to the personal property of a teacher or any other school system employee or to the property of another student at the discretion of the Principal.

Disciplinary Tribunal Hearings
Disciplinary tribunal hearings are held following any instance of an alleged violation of the student Code of Conduct if the Principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee. The purpose of the hearing is to hear the charges and the evidence; to determine if the Code of Conduct was violated; and if so, to determine appropriate disciplinary action. The student and parents/guardians have a right to this due process hearing before a long-term suspension (more than ten days) or expulsion can be administered. The maximum penalty that can be imposed by a tribunal is permanent expulsion.

In the event that a student chooses to admit guilt or chooses not to contest the charges before a tribunal; and if the school and a parent/guardian agree as to appropriate disciplinary action; and if the parent/guardian chooses to waive the opportunity to participate in a tribunal hearing, present evidence, subpoena and cross examine witnesses and be represented by an attorney at such hearing; a Tribunal Waiver Agreement may be written, co-signed and dated. If the tribunal chooses to adopt the agreement as its decision, the decision will be final and cannot be appealed by the school or the family. If the agreement is not adopted as the decision of the tribunal, the document becomes null and void, all parent/guardian rights will be restored and a new hearing date and time will be established.

Ombudsman Alternative Education Program
Ombudsman provides a structured alternative learning environment for Haralson County School System students in grades 6-12 who have been placed on long term suspension and/or expulsion from their base school program. The program is designed to focus on the remediation of behavioral issues that frequently interfere with the learning process. The goal at Ombudsman is to prepare each student for a successful return to the base school and ultimately, to graduate. Emphasis is placed on goal setting and problem solving methods to help students make good choices. Study skills and organizational skills are also stressed. Ombudsman students will receive academic instruction in core subjects while the negative behaviors are being confronted and addressed. Because of the time lost away from the regular academic track at the base school, parents and students need to realize that the student may not be able to graduate on time. Students are referred to Ombudsman through a tribunal process, but must be accepted by the Ombudsman administration following a parent, student, principal conference held during orientation. The student and parent/guardian must attend orientation prior to attending Ombudsman and will be asked to sign a contract agreeing to comply with the rules and regulations. There are very rigorous expectations of all Ombudsman students following a strict code of behavior. Random searches may also be

conducted. Transportation is not provided for students enrolled in Ombudsman except that which is required through an Individual Educational Plan.

Students enrolled in the Ombudsman program at the time of graduation will not be allowed to participate in the graduation ceremony conducted at Haralson County High School.

Definitions of Terms
The terms used in this Code of Conduct are not intended to be limited to the definition of the same terms as they may be used in the criminal and other laws of this state.

Arson**:** Any willful or malicious burning of property, to include any threat or unsuccessful attempt to do so.

Assault: Any threat to the well-being, safety, or dignity of a person, to include any threat or attempt to physically harm another person that reasonably places another person in fear of physical harm; (Example: threatening language or attempt to strike someone)

Battery**:** (Also known as physical assault) Intentionally made direct or indirect physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Examples: shoving, fighting, hitting without provocation, etc.)

Bullying**:** Habitually cruel behavior meant to intimidate or hurt another person physically or emotionally. Bullying typically includes a desire to hurt; a hurtful action; a power imbalance; an unjust use of power; an evident enjoyment by the aggressor; a sense of being oppressed on the part of the victim; and repetition.

Dress Code**:** The standard of dress for students. The school administration is authorized to determine what constitutes a violation of the dress code. With the approval of the Superintendent, principals are authorized to institute additional restrictions that are reasonable and do not violate board policy or procedures.

Expulsion**:** Suspension of a student from a public school beyond the current semester.

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, audible, or malodorous effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and/or tablets or 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.

Gang Member**:** A person who is part of an association of three or more people who form an allegiance for a common purpose and engages, individually or collectively, in illegal behavior.

Gang Related Activity**:** Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang related by the Principal. Gang related activity includes but is not limited to hand sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence.

In-School Suspension (ISS): Removal of a student from class (es) or regular school program and assignment of that student to an alternative program isolated from peers. During the period of suspension, the student is excluded from all school-sponsored activities regardless of location. Suspension days end at midnight.

Out-of School Suspension (OSS): 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 campuses and all school-sponsored activities regardless of location. This includes practices and events. Suspension days end at midnight.

Physical Violence**:** (1) Intentionally making physical contact of an insulting or provoking nature with the person of another; or (2) intentionally making physical contact which causes physical harm to another unless such physical contacts or harms were in defense of himself or herself, as provided by Georgia Law. Ref. O.C.G.A. 16-3-21; O.C.G.A. 20-2-751.6

Sexual Harassment**:** Unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, written, or physical conduct of a sexual nature. Also includes repeated remarks of a demeaning nature, demeaning jokes, stories, or actions.

Terroristic**:** The use or threatened use of force or violence to coerce or intimidate.

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.

Tribunal**:** A due process disciplinary hearing before a three-person tribunal to hear charges made against a student in any grade K-12 who is alleged to have violated the Code of Conduct. More information: disciplinary tribunal hearings are held following any instance of an alleged violation of the student Code of Conduct if the Principal recommends a suspension or expulsion of a student longer than ten days or following an alleged assault or battery upon any school system employee, if that employee requests a hearing. The objective of the hearing is to determine if the student did or did not violate the Code of Conduct, and if so, to determine appropriate disciplinary action.

Tribunal Waiver Agreement**:** 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 an actual hearing before a disciplinary tribunal. If the tribunal accepts the agreement as its decision, the agreement becomes a disciplinary order of the school system.

Truant**:** Any student subject to the state compulsory attendance law, who during the school calendar year accumulates more than five days of unexcused absences. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy. Note: Cases of truancy and excessive excused absenteeism will be handled in accordance with the protocol that was developed by the county-wide Student Attendance Protocol Committee.

Vandalism**:** Any willful or malicious act committed during or after school hours that marks, defaces, damages, alters, or destroys school property, the personal property of another student, or the personal property of any other person that is legitimately at the school or at a school event, or making any threat or attempt to damage the aforementioned property.

Weapon**:** Any object that is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. A partial list of items that may be defined as dangerous weapons includes: any real or facsimile firearm, pistol, starter pistol, or revolver; any BB gun, pellet gun, paintball gun, or any other object designed or intended to propel a missile capable of inflicting an injury; any knife or other bladed instrument of any blade length, including any pocket knife, switchblade, butterfly knife, dirk, Bowie knife, ballistic knife, straight edge razor or any tool containing a blade; any razor blade or other type blade; any destructive device, including explosive device, explosive material, flammable compound, ammunition, or fireworks; any toxic, caustic or infectious substance; any bat, club, blackjack or other bludgeon-type weapon; any stun gun or taser; any spring stick, metal knucks, or chain; any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nunchaku or fighting chain; any throwing star, oriental dart or any weapon of like

kind; any item that produces, directs or redirects a laser beam; or any object that is wielded in an attempt to inflict bodily injury or to place another in fear for personal safety or well-being.

School Bus Information

Message to Parents and Students**:**

The bus riding privilege is granted to your child as a service of the Haralson County School System. In an effort to maintain a safe environment, students are expected to follow the rules set forth in the Code of Conduct and the School Bus Code of Conduct while walking to or from the school bus stop, waiting at the school bus stop and riding on the school bus. Students are expected to be safe, orderly, and respectful at all times. Failure to act accordingly may result in suspension or expulsion from the bus. Concerns or issues pertaining to Haralson County Schools transportation, including how student behavior is managed on the school bus, is addressed according to the operational procedures found on the Haralson County Schools website.

Driver Authority**:** The bus driver is authorized to give directions, assign seats, and prohibit any item from the bus that may threaten the safety or welfare of any person. The driver's actions are subject to review by the Transportation Director.

School Bus Code of Conduct:

- Be respectful to the driver and all passengers.
- Audible electronic music playing devices such as radios, iPods, tape players, etc. may not be used without the permission of the driver and must be used without headphones.
- Electronic communication devices, including cell phones, pocket pagers, etc., may be transported on a school bus if not prohibited by the school, but they must be kept in the OFF mode and concealed in a book bag, purse or similar carrying device.
- On school buses, Georgia law specifically prohibits acts of physical violence, physical assault or battery, bullying, verbal assault, disrespectful conduct toward the bus driver or any other person, the use of mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that may interfere with the driver's operation of the bus, and engaging in any other unruly behavior.

Exception: Some items prohibited in another section of the Code of Conduct may be permitted on a bus during field trips, athletic trips, etc., if approved in advance by the Principal and the teacher/coach in charge (Example: baseball bats may be transported to a baseball game, radio with headphones may be used with permission on a field trip, etc.). Ref. O.C.G.A.§16-11-127.1

Some Critical School Bus Operational and Safety Procedures:

1. Transportation service is provided to/from an assigned bus stop ONLY. After school, students who board a bus other than their assigned bus or request to get off the bus at a different stop will be returned to the school where a parent or guardian may pick them up.
2. Arrive at the bus stop five minutes early. Wait in an orderly manner. Stay off the road and away from traffic. Do not approach a moving bus
3. Before crossing a road, follow the directions of the school bus driver. Students must understand and follow the "two-finger sweep" crossing procedure. Cross the road ten feet in front of the bus. Do not cross behind the bus. Use the handrail going up or down the steps.
4. If you drop something while crossing, signal the driver with a waving motion of your hand. Wait for the driver to signal back before picking it up.
5. Sit with your back against the back of the seat and bottom against the bottom of the seat. Stay seated while the bus is in motion. Keep head, hands and feet inside the bus. The open door is your signal to get up from your seat.
6. Talking in a quiet voice is permitted. Be silent at railroad crossings. Do not distract the driver.

Detailed information regarding these and other operational procedures is available at the Haralson County Schools' website.

Responsible Use Guidelines for Haralson County Schools' Community of Learners

The mission of Haralson County Schools (HCS) is to prepare and inspire all students to contribute and excel. The district provides ongoing student instruction that develops graduated digital citizenship for using technology as a tool to achieve this mission. Information and Communication Technology is an integral part of HCS' curriculum across subjects and grades in developmentally appropriate ways, and it is aligned to the competencies listed in the district's learner profile which includes: seek knowledge and understanding; think critically and solve problems; listen, communicate and interact effectively; exhibit strong personal qualities; and engage and compete in a global environment.

By signing the Technology Resource Use Contract on page 2 of the Student Handbook, students are agreeing with the following statement:

> I understand that using digital devices (whether personal or school owned) and the HCS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.
> All members of Haralson County Schools' community agree to follow the Haralson County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.
> I will:
> - Use digital devices, networks and software in school for educational purposes and activities.
> - Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
> - Show respect for myself and others when using technology including social media.
> - Give acknowledgement to others for their ideas and work.
> - Report inappropriate use of technology immediately.

The Responsible Use Procedure will be reviewed each school year together with students and teachers and will provide a springboard for teaching and learning around topics such as Internet safety, digital citizenship and ethical use of technology.

School Related Georgia Laws

Required Reporting**:**

Any teacher or other person employed at any public or private elementary or secondary school who has reasonable cause to believe that a student at that school has committed upon school property or at any school function any act prohibited by law relative to aggravated assault if a firearm is involved; aggravated battery; sexual offenses; carrying deadly weapons at public gatherings; carrying a weapon on school property, at school functions or in a school safety zone; or possession and other activities regarding marijuana and controlled substances, shall immediately report the act and the name of the student to the Principal or his/her designee. Any Principal who receives a report or has knowledge of any acts prohibited by these laws and has reasonable cause to believe the validity of the act(s) shall immediately notify the appropriate school system Superintendent, police authority. Ref. O.C.G.A. 20-2-1184

Weapon Possession**:**

Possession of deadly weapons on school property is punishable by law "..... it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound . . . Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than $10,000, by imprisonment for not less than two nor more than ten years, or both. . . As used in this code section. . . 'Weapon' means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or

propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. . .” Ref. O.C.G.A. 16-11-127.1

Prohibited drug use**:**
“It shall be unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any real property owned by or leased to any public or private elementary school, secondary school, or school board used for elementary or secondary education. Any person who violates or conspires to violate...this Code section shall be guilty of a felony. . .” Ref. O.C.G.A. 16-13-32.4

Loitering in School Safety Zone**:**
It is unlawful for any person to remain upon the premises or within the school safety zone of any public school when that person does not have a legitimate need or cause to be present. The Principal has the authority to exercise control over the buildings and grounds to prohibit any person who does not have a legitimate need or cause to be present thereon from loitering on the premises. The Principal shall notify the appropriate law enforcement agency to prohibit loitering. If a person refuses to remove himself from the premises if requested to do so by the Principal or designee, he shall be guilty of a misdemeanor of a high and aggravated nature. Ref. O.C.G.A. 20-2-1180

Disrupting public school**:**
It shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. Ref. O.C.G.A. 20-2-1181

Non-Student Conduct on School Premises and Buses**:**
Persons other than students who insult or abuse school teachers in presence of pupils may be ordered to leave school premises. Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated personnel to leave the school premises or school bus, and upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed $500.00. Ref. O.C.G.A. 20-2-1182

Bullying definition (O.C.G.A. 20-2-751.4):
(a) As used in this Code section, 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 as such term is 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.

Ineligibility for Driver’s License**:**
Schools are required to report students 14 through 17 years old whose drivers’ licenses are to be revoked or denied because such student dropped out of school without graduating and has remained out of school for ten consecutive school days; has accumulated ten or more school days of unexcused absences during the current or previous academic year; or has been found in violation by a hearing officer, panel or tribunal for committing one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses: (1) Threatening, striking, or

causing bodily harm to a teacher or other school personnel; (2) Possession or sale of drugs or alcohol on school property or at a school sponsored event; or (3) Possession or use of a weapon on school property or at a school sponsored event; (4) Any sexual offense prohibited by O.C.G.A. Chapter 6 of Title 16; or (5) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student. The suspension of the license shall be for a period of one year or shall end upon the date of such minor's eighteenth birthday, whichever comes first. Ref. O.C.G.A. 40-5-22