

**Believe ~ Excel ~ Succeed**



**Buchanan Elementary School  
Schoolwide Title 1 Program  
Student/Parent Handbook  
2024-2025**

*The mission of Buchanan Elementary is to prepare and inspire each student to be a lifelong learner and a responsible, productive citizen.*

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215 College Circle  
Buchanan, Georgia 30113  
(770) 646-5140  
(770) 646-8893 (FAX)

[http://www.haralson.k12.ga.us/buchananelementaryschool\\_home.aspx](http://www.haralson.k12.ga.us/buchananelementaryschool_home.aspx)





August 6, 2024

Dear Buchanan Elementary School Students and Parents,

Welcome back! We are so excited to begin a new school year. We look forward to opening our doors and are ready to take care of our students and serve our families.

Our mission at Buchanan Elementary School is to prepare and inspire students and we will provide a challenging and nurturing learning environment. Our motto is Believe~Excel~Succeed. The faculty and staff of Buchanan Elementary School are committed to empowering all students to reach their personal best. Everyone ~ administrators, faculty, parents, staff, and students ~ work together to create a solid foundation for success in all areas of life.

With this in mind, it is important that all students and parents thoroughly read the parent/student handbook. It is a guide to all the policies and procedures that govern our school. When there is no confusion about procedures or expectations of student behavior, school days run smoother. While the handbook is not all-inclusive, it describes Buchanan Elementary School procedures as well as Haralson County School Board Policy. More detailed information regarding school board policies may be found on the school system's website, <http://www.haralson.k12.ga.us>.

Once you have read and reviewed the handbook with your child, please complete and sign:

- Technology Resource Use Contract
- Student Technology Use Agreement
- Publication of Photo, Good Touch/Bad Touch, Walking Field Trip
- Earned Field Trip
- Signature Page
- Any other forms that apply to your child(ren)

All forms are found in the appendix at the end of the handbook. Return the completed and signed forms to your child's homeroom teacher. Thank you in advance for your support.

Through our on-going partnership this school year at Buchanan Elementary will be the best yet! A Buchanan Elementary School Rebel is someone who models the Rebel Way by being **Respectful**, **Responsible**, and **Reliable** on a daily basis in all settings. We look forward to working together to continue to build Rebel Pride.

Sincerely,  
*Ethelyn W. Johnson*  
Principal

# BUCHANAN ELEMENTARY

THIS PLANNER BELONGS TO

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MY HOMEROOM TEACHER IS

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MY TEACHER'S EMAIL IS

---

MY LOGIN INFO



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# IMPORTANT DATES 2024-2025

<b>July</b> <b>20</b> Rebel Fest (10-12 ~HCHS) <b>25</b> Back to School Bash 5-6:30pm  <b>August</b> <b>1</b> Open House 3:00-5:30 pm {3rd grade orientation 2:15pm} <b>6</b> First Day of School <b>21</b> Back to School Dance (2:30-3:45) <b>22</b> Fall Pictures <b>29</b> GO Team (all parents and/or guardians welcome)	<b>September</b> <b>3</b> Fall Pictures Make-Up Day <b>5</b> Progress Reports <b>5</b> Grits with Gran <b>5-18</b> Fall Book Fair <b>9</b> Teacher PL Day <b>11</b> Volunteer Training/ GO Team <b>12</b> Ms BES <b>17</b> STREAM Night <b>24</b> 5th Grade WGTC <b>25</b> PBIS special snack <b>26</b> Farm Day (3rd)	<b>October</b> <b>1</b> Spirit Week <b>7</b> Teacher Work Day <b>10</b> Report Cards <b>14-18</b> National School Lunch Week <b>18</b> PBIS Breakfast in cafe (bring breakfast from classroom) <b>21</b> Parent/Teacher Conference Day <b>29-11/1</b> Red Ribbon Week <b>29</b> Pumpkin Caper <b>30</b> Halloween Dance (2:30-3:45)	<b>November</b> <b>7</b> Jr. BETA induction <b>7</b> Progress Reports <b>8</b> Veteran's Day Breakfast (Chorus Singing) <b>15</b> PBIS Rebel Store (during CAMP) <b>14</b> GO Team Meeting (all parents/guardians welcome) <b>21</b> Thanksgiving Lunch <b>26-29</b> Thanksgiving Break	<b>December</b> <b>7</b> Robotics Competition HCMS <b>6-13</b> Santa Shop (during CAMP) <b>12</b> Christmas Chorus Concert <b>20</b> Singing on the Square <b>21-31</b> Winter Break
<b>January</b> <b>1-3</b> Winter Break <b>6</b> Teacher Work Day <b>7</b> Students Return <b>9</b> Report Cards <b>17</b> PBIS bingo (during CAMP) <b>24</b> 1st Semester Awards <b>31</b> Winter Princess Pageant	<b>February</b> <b>6</b> Progress Reports <b>6</b> GO Team Meeting (all parents/guardians welcome) <b>6-19</b> Winter Book Fair <b>7</b> PBIS special snack <b>7</b> Daddy Daughter Dance <b>10</b> Parent/Teacher Conference Day <b>20</b> Club Pictures	<b>March</b> <b>4-7</b> Read Across America Week <b>4-7</b> National Breakfast Week <b>7</b> PBIS Breakfast in cafe (pancakes) <b>7</b> Kona Ice <b>13</b> Art Show <b>17</b> Teacher Work Day <b>18</b> Spring / Class Pictures <b>20</b> Report Cards	<b>April</b> <b>1-4</b> Spring Break <b>16</b> PBIS Popcorn Bar <b>24</b> Progress Report <b>TBD</b> EOG Testing	<b>May</b> <b>1</b> GO Team Meeting (all parents/guardians welcome) <b>6-9</b> Teacher Appreciation Week <b>9</b> 5th Grade Luncheon / Field day <b>15</b> 3rd Field Day <b>16</b> 4th Field Day <b>20</b> Talent Show <b>20</b> 3rd&4th Awards Day <b>21</b> 5th Awards Day <b>23</b> Last Day

\*\*Dates are subject to change and additional events added i.e., STEM assembly, Meet the author.



# The Rebel Way

<b>Responsible</b>	<ul style="list-style-type: none"><li>• Positive Attitude</li><li>• Leader</li><li>• Flexibility</li><li>• Organization</li><li>• On Task</li><li>• Honest</li></ul>
<b>Respectful</b>	<ul style="list-style-type: none"><li>• Respect self and others</li><li>• Effective communication</li><li>• Team Work</li></ul>
<b>Reliable</b>	<ul style="list-style-type: none"><li>• Attendance</li><li>• Good helper</li><li>• Do your best</li></ul>

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# Buchanan Elementary School Faculty and Staff 2024-2025

<b><u>Administration</u></b>	
Ethelyn Johnson, Principal	
Kathy Campbell, Assistant Principal	
<b><u>Office Staff</u></b>	
Deanna Chafin	
Amanda Presnal Craft	
<b><u>Third Grade</u></b>	<b><u>Special Services</u></b>
Breanna Bailey	Hannah Davis
Kass Butler	Maggie Driese
Sandy Edwards	Gracie Forthman
Ashley Hunter	Emily Leak - SLP
Chip Jett	Bethany Pittman
Angel Peugh	Brianna Ransom
Laura Stamps	Mickey Summerville
Dawn Thompson	Keala Taylor
	Tara Young -Lead
<b><u>Fourth Grade</u></b>	
Millie Cheatwood	<b><u>Support Staff</u></b>
Sydney Eubanks	Cynthia Landon, Art
Kristi Gilley	Rena Cook, Academic Coach
Angela Mannino	Lena Mullany, Counselor
Emily Murphy	Lance Hardin, Computer
Christy Worthy	John Hester, Gifted
	Lisa Carroll, Media
	Julie Randolph, Music
	Dannial Vincent, Nurse
<b><u>Fifth Grade</u></b>	Jason Johnson, PE
Jennifer Catlin	Shannon Williams, PE
Valarie Davis	Erin Davis, STEM
Alice Martin	
Drew Moon	
Allison Piepmeier	<b><u>Lunchroom</u></b>
Taylor Windom	Debbie Smith, Manager
	Patricia Layton
<b><u>Paraprofessionals</u></b>	Nikki Schaus
Jennifer Dean	
Callie Edwards	
Tammy Forrister	<b><u>Custodian</u></b>
Patricia Gavin	Megan Lankford

Julie Hines	
Tunya Parker	

**Buchanan Elementary School is a Schoolwide Title I Program and was fully accredited by Cognia Global Commission and the North Central Association Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.**

### **HCSS Central Office**

299 Robertson Ave. Tallapoosa, GA 30176 (770-574-2500)

[www.haralson.k12.ga.us](http://www.haralson.k12.ga.us)

### **HCSS Transportation**

1192 Macedonia Church Rd, Buchanan GA 30113 (770-574-2500)

### **The Vision of Haralson County Schools:**

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

### **The Mission of Haralson County Schools:**

Haralson County Schools will produce high-achieving students who will graduate.

### **The Beliefs of Haralson County Schools:**

- We believe all students deserve to be held to high expectations that reflect individual abilities.
- We believe every person deserves to be treated with respect.
- We believe the health, safety, and welfare of all students and employees are a prerequisite to student success.
- We believe students must be taught academic and life skills, including technology, to succeed in an ever-changing world.
- We believe the school experience should be relevant practice for adulthood.
- We believe regular attendance is fundamental to learning.
- We believe all stakeholders share the responsibility for educating students.
- We believe effective communication is essential for all stakeholders.

### **Public Notice of Compliance**

Federal law prohibits discrimination on the basis of race, color or nation origin (Title VI of the Civil Rights Act of 1964); gender (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 the Board of Education does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

Title VI, Title IX – Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa,





# BES PROCEDURES

## Our School Day

**6:50** Doors Open  
**7:15** Doors Lock  
**7:20** Tardy Bell Rings  
**11:15-12:05** 5th Grade Lunch  
**11:55-12:45** 4th Grade Lunch  
**12:20-1:10** 3rd Grade Lunch  
**2:30** Bus Rider Dismissed  
**2:35** Car Riders Dismissed  
**4:00** End of Teacher Work Day

## Car Rider Procedures

Morning drop off is at the end doors of 3rd grade hallway.

Afternoon pick up is in front of school following bus dismissal.

Car rider tag must be present in order to pick up students. Without tag, please see office staff with ID

Transportation changes cannot be requested on the phone. Changes must be emailed, faxed, or requested in person to ensure the safety of all students.

Students cannot be checked out after 2:00pm.

## Meal prices for 2024-2025/Food Services

Haralson County School District has qualified for the Community Eligibility Provision (CEP). CEP is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Please encourage your student(s) to eat breakfast and lunch so we can continue to receive CEP (meals at no charge for all our students).

Visitor Breakfast \$3.00

Visitor Lunch \$5.50

Extra Entree Students - \$2.00



Although students are encouraged to eat a cafeteria breakfast and lunch, students may bring food from home. Students MAY NOT bring any type of glass containers, cans or bottles of carbonated drinks, energy drinks or food from fast food restaurants. Eating lunch with your child is welcomed, any outside food or drinks from restaurants is prohibited. Microwave use is for staff only.

Information and the BES master calendar can be found on our [website](#). Please follow Buchanan Elementary School on Facebook.

## **After-School Program (ASP)**

Buchanan Elementary School offers after school services for students who attend both Buchanan Primary School and Buchanan Elementary School. This service is available any day school is in operation. ASP ends each day at 6:00 p.m. The cost of this service is \$7.00 per day per child. If you would like to enroll your child into this program, please contact the school for BES ASP enrollment paperwork. A completed pre-registration packet and pre-payment must be received prior to attending.

## **Attendance**

### **Attendance Expectations**

- Parents have three (3) days to send an excuse to school after each absence. If a parent note is not turned in within 3 days, the absence will remain unexcused.
- A parent note may be submitted for four (4) absences each year.

### **Truancy**

- Following three (3) unexcused absences, parents are invited to attend School Attendance Team Meetings (ATM)
- Following five (5) unexcused absences, parents are referred to Haralson County Truancy Court.
- Every accumulation of seven (7) unexcused tardies or checkouts will equal one (1) unexcused absence for purposes of Truancy and Chronic Absenteeism determinations.

## **Policy**

If students are absent from school students are not allowed to attend extracurricular activities.

## **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 front office with a verified adult. Students cannot be checked out after 2:00 pm.

## **Complaint Procedures under the Every Student Succeeds Act (ESSA)**

### **A. Grounds for a Complaint**

Any individual, organization or agency ("complainant") may file a complaint with the Haralson School District Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

### **B. Federal Programs for Which Complaints Can Be Filed**

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part A: Foster Care Program
3. Title I, Part C: Education of Migratory Children
4. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
5. Title II, Part A: Teacher and Principal Training and Recruiting Fund
6. Title II, Part D: Enhancing Education Through Technology
7. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
8. Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
9. Title VI, Part B: Rural Education Initiative
10. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

11. Title X, Part C: McKinney-Vento Education for Homeless Children and Youth

**C. Filing a Complaint**

1. A formal complaint must be filed in writing to the Haralson School District superintendent or his/her designee.
2. The complaint must include the following:
3. A statement that the LEA has violated a requirement of a Federal statute or regulation that applies to an applicable program;
4. The date on which the violation occurred;
5. The facts on which the statement is based and the specific requirement allegedly violated (include citation to the Federal statute or regulation);
6. A list of names and telephone numbers of individuals who can provide additional information;
7. Copies of all applicable documents supporting the complaint's position; and
8. The address of the complaint.

**D. Investigation of Complaint**

1. Within ten (10) days of receipt of the complaint, the Superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:
2. The date the Department received the complaint;
3. How the complainant may provide additional information;
4. A statement of the ways in which the Department may investigate or address the complaint; and
5. Any other pertinent information.

If additional information or an investigation is necessary, the Superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

**E. Right of Appeal**

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education, Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Tower East  
Atlanta, GA 30334

**Divisive Concepts Complaint Resolution Process (IKBB)**

The Board of Education hereby adopts this policy to address complaints submitted by parents or permanent guardians, school personnel or a student who has reached the age of majority or is a lawfully emancipated minor and who is enrolled at the school where the alleged violation occurred, alleging a violation to the policy has occurred.

Complaints must be submitted in writing to the principal of the school in which the alleged violation occurred.

**Dress Code**

- Leggings and Jeggings are only allowed if the top can be worn alone as a dress.
- Bust line, midriff and back must be covered.
- Clothing must be free of gang affiliation or activity.

- Clothing must be free of inappropriate writings, drawings, symbols and/or decals.
- Pants must cover the pelvic girdle, no slacking.
- Sunglasses, caps, hats or bandanas are not permitted.
- “Cut-off” shorts are not permitted.
- Spaghetti strap/strapless tanks/tops are not permitted.
- Cleated or wheeled shoes are not permitted.
- Crossbody bags are not permitted to be worn on students throughout the school day. If they are worn to school they will need to be stored in students' personal bookbags.
- Anything deemed inappropriate by school administration

### **EIP- Early Intervention Program**

The Early Intervention Program (EIP) is designed to serve students who are at risk of not reaching or maintaining academic grade level expectations in reading and/or math. The purpose of the Early Intervention Program is to provide additional instructional resources to help students who are performing below grade level obtain the necessary academic skills to reach grade level performance in the shortest possible time.

### **Emergency Information/Drills**

In case of an injury or illness, students should notify the nearest adult who would then take appropriate steps. Accident reports are available in the school office and must be completed in all cases of injury.

Fire, Severe Weather, Evacuation and Intruder drills are conducted often and as required by the local and state boards of education. See Letter in Appendix.

### **Emergency Procedures**

In the event of severe weather or hazardous conditions that create the need to close schools, local television and radio stations will be notified as soon as the decision is made by the superintendent. Parents and students should seek information regarding school closings from the media instead of attempting to call the schools or school personnel. School closings will also be announced using the mass call system and posted on the BES Facebook page. On various occasions, emergency information may be communicated to parents/guardians and employees using the Crisis Communication System (CCS), known as Rebel Alert. The CCS delivers a pre-recorded message to students and parents via phone using numbers listed in our student information software. Please be sure to update your contact information when changes occur.

If schools are closed, released early, or if extra curricular activities are canceled the After-School Program will be closed also.

### **English Speakers of Other Languages (ESOL)**

The purpose of the ESOL program is to help students for whom the primary or home language is one other than English to acquire the English language skills necessary to be successful in school. In order to succeed, students must develop English language proficiency in listening, speaking, reading, and writing across all areas of the curriculum. Service may be provided through the following state-approved delivery models: pull-out, collaborative teaching, push-in, sheltered courses, and/or a cluster center program. In addition, interventions will be provided through supplemental classroom instructional strategies.

### **Enrollment**

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 Haralson County School System. Two valid proofs of residence are required to enroll a student.

## **FERPA - Notice to Parents/Guardians and Eligible Students of Rights Under The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a written request within the first 30 days of enrollment to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- a) Student's name, address and telephone number
- b) Student's date and place of birth;
- c) Student's participation in official school clubs and sports;
- d) Weight and height of student of members of an athletic team;
- e) Dates of attendance at schools within the school district;
- f) Honors and awards received during the time enrolled in the district schools;
- g) Photograph; and
- h) Grade level

### **Gifted Education (Board Policy IDDD) - [Policy](#)**

Students in grades kindergarten through twelve in Haralson County School System (HCSS) who demonstrate a high degree of intellectual, academic, and/or creative ability shall be provided special services by the program for gifted students. Students may be referred for gifted screening by teachers, counselors, administrators, parents, guardians, self or other individuals with knowledge of the student's abilities. Additionally, automatic referrals are made when norm- referenced test scores (ex. ITBS) are made available.

Students who are accepted for further evaluation will complete assessments in four areas: achievement, ability, motivation and creativity. No assessment will be given without parent/guardian permission. Data gathered from a source other than Haralson County School System will not be used in the assessment process.

To be eligible for gifted services, a student must score at the 96<sup>th</sup> percentile (for grades 3-12) on the composite score on a standardized test of mental ability and score at or above the 90<sup>th</sup> percentile on the total battery, total math, or total reading of a standardized achievement test or qualify through a multiple-criteria assessment process by meeting the criteria in any three of the following four areas: mental ability, achievement, creativity, and motivation. Any student who meets the state eligibility criteria for gifted education services in another Georgia school system shall be considered eligible in Haralson County and will, therefore, receive gifted services.

### **Good Touch/Bad Touch, Harassment, Sex Education, and AIDS Prevention**

Georgia law requires that instruction in Good-Touch Programs, Sex Education, and AIDS Prevention be taught at all grade levels, kindergarten through twelfth grade. We recognize that even though sex education and AIDS prevention are a part of the comprehensive health curriculum, there are still sensitive issues in which you could have concern. This also includes the Good-Touch Program. A very dedicated committee with members of the community has worked closely with teachers in reviewing all instructional materials to be used. All of the materials to be used to teach these objectives are available to you. If you would like to preview any of the materials, please call the school and schedule a time for your visit. Letters will be sent home with each student when these programs are taught at school. A letter must be presented to the school stating that you do not wish for your child to participate in the program. Please indicate on the sheet that you will turn in to your child's teacher at the end of this handbook if you do not want your child to participate in the Good-Touch Program. No response will be considered an automatic approval.

[See Haralson County Board Policy for Harassment.](#)

### **Homework**

The amount and frequency of homework assigned varies among grade levels and subjects taught. If parents have questions at any time, they should contact the teacher by calling the school office for an appointment or by sending a note with their child.

## Hospital/Homebound Services

Haralson County Schools, under State Board Rule 160-4-2-.31, is authorized to provide instructional services to eligible students who have a medically diagnosed physical or mental condition that confines the student to home or hospital and whose activities are restricted for an extended period of time. To be eligible for services, students must meet the following criteria:

1. A licensed physician must certify that the student is expected to be absent from school due to physical or mental condition, or due to a repeated intermittent chronic condition, for at least 10 school days and will be able to participate and benefit from an instructional program.
2. The student is under medical care for the illness, which may be acute or chronic in nature.
3. The physician must certify that the student can receive instruction without endangering the health of the instructor or other students with whom the instructor may come in contact.
4. The student is enrolled in Haralson County school prior to the referral of Hospital/Homebound services or has met the criteria for eligibility for an exceptional education program.
5. The parent or guardian must sign the parental agreement section regarding the Hospital/Homebound guidelines.

We are committed to continually seeking to improve instruction for our students. We hope that as a parent/guardian, you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations.

## Immunizations

Georgia Law requires all students enrolled in a Georgia school to have a Certificate of Adequate Immunization to be admitted to school. This form may be secured from the Haralson County Health Department or from the child's personal physician. A new student may be temporarily enrolled for thirty (30) days without this certificate. Certificate and evidence of an eye, ear, and dental examination is also required.

## Infinite Campus - Parent Portal

Infinite Campus is a district-wide student information system designed to manage attendance, grades and household information. Parents can utilize one login to stay up to date on grades, assignments, attendance, announcements and more. Please see the appendix for directions on how to step up.

## Interruptions During the School Day

The focus at Buchanan Elementary School is teaching and learning. Instruction cannot be interrupted unless there is an **emergency**. Complete cooperation from all parents and students is encouraged!

**Messages:** Classes will not be interrupted for non-emergency messages to be delivered. Parents and students are asked to make afternoon transportation arrangements **BEFORE** students leave for school in the morning. If there is an emergency that requires you to change transportation arrangements you must **email [amanda.craft@haralson.k12.ga.us](mailto:amanda.craft@haralson.k12.ga.us) and the bookkeeper [deanna.chafin@haralson.k12.ga.us](mailto:deanna.chafin@haralson.k12.ga.us), fax 770-646-8893 or come** to the school in person prior to 11:00 am. If the transportation change is different from transportation listed in Infinite Campus parents/guardians must come to the school and **make the change in person** prior to 12:00pm.

**For the safety of the student, you cannot call with a change of transportation.**

**Phone calls:** Students will not leave classes to make or accept phone calls of a non-emergency nature. If a caller considers the situation to be an emergency, an administrator will take the call and make the determination. Students will, of course, be permitted to call home if they are too ill to remain at school.

**Forgotten items:** Students are expected to bring snack money, gym clothes, band instruments, projects, homework, books, etc. to school in the mornings. Office personnel cannot leave the office unattended to deliver items to students during the school day.

**Deliveries:** No balloons, flowers, gifts, etc. for students will be accepted at school, and such items should be sent to the student's home.

## Items Not Allowed at School / Not Allowed to be Used at School



In addition to the serious items (firearms, weapons, drugs, alcohol) listed in the **STUDENT CODE OF CONDUCT** section, students **may not** bring the following to school:

1. Any item capable of doing harm to others
2. Any item which could damage school facilities
3. Electronic devices such as radios, tape/CD/mp3 players, Walkmans, Gamboys, etc.
4. Chewing gum, bubble gum, or candy
5. Toys or any non-educational items (baseball cards, yo-yos, playing cards, etc.)
6. Money in large amounts or other valuables
7. Any disruptive items or items designated by the administration
8. Permanent markers, liquid paper/white out, staplers, scissors, etc.
9. Backpacks with wheels/rollers
10. Stanley or Yeti type water bottles (only clear reusable water bottles are permitted)
11. Cell phone or Smart watches are not allowed to be used during school and use can result in disciplinary action

This specification is for the safety of students and others, the protection of property, and the promotion of an atmosphere conducive to education. Teachers are asked to take these items from the student and send the items to the school office. Parents may reclaim such items in the school office during regular school hours. Any item not claimed by the end of the school year will be disposed of. Students who bring such items to school may be subject to discipline.

**NOTE:** Please label personal items students bring to school such as book bags, jackets, etc. Although students have to be responsible for their own personal property, punishment will be administered to students who steal, damage, or destroy the property of others.

### **Material Harmful to Minors Complaint Resolution Process (IKBC)**

The Board of Education hereby adopts this policy to address complaints submitted by parents or permanent guardians alleging that material that is harmful to minors has been provided or is currently available to his or her child who is enrolled in this school system.

Complaints must be submitted in writing by the parent or permanent guardian to the principal of the school in which the child is enrolled.

### **Medication**

- Medication must be brought in by the parent/guardian in an unopened container with dosing instructions.
- Parents are required to complete medication paperwork.
- Prescribed medication must have physician authorization

### **Multi-Tiered Support System (MTSS)**

MTSS is a large framework system composed of 5 essential components. It is designed to support academics, attendance, behavior, and PBIS. The student's instructional team routinely meets to collaborate and discuss the effectiveness of each intervention in helping him/her become more successful. MTSS provides high-quality instruction and interventions matched to each individual student's needs. It involves progress monitoring students frequently to make decisions about change in instruction or goals.

### **Non-Resident Students**

Students must live in the Haralson County School District with their parents or legal guardians or be otherwise eligible for enrollment under Georgia law to be enrolled in the Haralson County School System. Any non-resident student who is registered in Haralson County School System under falsified information shall be immediately withdrawn from the school system.

### **Observances During Morning Homeroom**



In compliance with Georgia law, BES will conduct a brief period of quiet reflection and will afford each student the opportunity to recite the Pledge of Allegiance. The period of quiet reflection will not last for more than 60 seconds. This moment of quiet reflection is not intended to be a religious service or exercise and is an opportunity for a moment of silent reflection.

### **Parents' Bill of Rights (JRB)**

The Board of Education promotes parental involvement in school district schools. This district shall ensure that parents are allowed to: review records relating to his or her minor child, learn about his or her minor child's courses of study, object to instructional material intended for use in his or her minor child's classroom, withdraw his or her minor child from the school's prescribed course of study for sex education and provide written notice that photographs or video or voice recording of his or her minor child are not permitted.

### **Parent Engagement/Involvement**

Parental involvement is strongly encouraged at BES. There are many opportunities for parents to become an active part of their child's education program including The BES School Governance Team (GO Team), family night activities, and parent teacher conference days.

We also have a volunteer program & sponsorship committee for parents and others interested to support various activities such as field day, orientation, making copies, helping teachers, sponsoring student & teacher appreciation etc. Please call the school if you would like to become a volunteer or sponsor. A copy of our BES Parental Involvement Plan is available upon request and at our Parent Resource Center (located in the front atrium during normal school hours or on our website).

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 by telephone call and by mail to the student's parent or guardian of the disciplinary problem; invite the parent or guardian to observe the student in a classroom situation; and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school 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. After notice and opportunity for hearing, the court may impose a fine not to exceed \$500.00 on a parent or guardian who willfully disobeys an order of the court under this law.

### **Parents Right to Know: Teacher Qualification**

See Letter in Appendix

### **Parent-Teacher Conferences**

- Conferences must be scheduled in advance.
- Conferences can be held before school, after school or during a teacher's planning time in person or by phone conference.
- Although you are welcome to contact and schedule conferences throughout the year, two Mondays per year have been established as Parent-Teacher Conference Days.
- When a parent, guardian, teacher or student has a concern or complaint, it is important to follow the proper chain of command. This begins with the classroom teacher and progresses through the principal, director of student services and superintendent.

### **Positive Behavior Intervention and Support (PBIS)**

PBIS is an evidence-based, data driven framework proven to reduce disciplinary incidents, increase a school's sense of safety, improve school climate and support improved academic outcomes for all students. Students that exhibit the Rebel Way of **Respectful**, **Responsible**, and **Reliable** on a daily basis in all settings will be recognized with Rebel Rewards on a daily, quarterly and yearly basis.

### **Posting of Flyers or Announcements**

All announcements, notices, posters, flyers, bulletins, and the like must be approved by the principal prior to posting on Buchanan Elementary School campus.

### **Progress Reports and Report Cards**

The school year is divided into four 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 the 1st, 2nd, & 3rd nine-week periods. The final report card will be sent home with students per request from parent(s) and available through Infinite Campus Parent Portal. Grades are always available through the Infinite Campus Parent Portal.

### **Promotion and Retention of Students**

The professional staff of Haralson County Schools has the expertise required to make meaningful decisions regarding the promotion and retention of students. At all times, this decision must be governed by what is best for the sound educational progress of the student.

The following grade specific criteria should be considered for promotion of a student.

#### **Grades 3-5**

Students must achieve at 70% or better in core academic subjects of language arts/reading and math and must achieve 70% or better in at least one of the following subjects: science or social studies.

Students not meeting the criteria for promotion may qualify for placement in the next grade level through examination of specific academic documentation. Parents may request a school-level appeal directly to the principal. The principal, or his/her designee, shall notify the parents of the decision within 10 business days and cite the specific documentation reviewed during the appeal.

### **Safe and Drug Free Schools Needs Assessment Parental Notification**

In order to provide the best drug and violence prevention activities for your child, and in accordance with the guidelines for the Elementary and Secondary Act (ESEA), your child may be asked to complete surveys that

pertain to student involvement in and attitudes toward substance abuse and violent situations (i.e. PRIDE, YRBS, etc. or locally developed surveys). 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 to do the following:

- 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.**

## **Search and Seizure**

### Interrogations:

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

### Searches:

The Haralson County School District 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. **If a student refuses to comply with the search (Insubordination - Level III), consequences may include requesting a tribunal hearing and expulsion from the Haralson County School District.**

Student cars brought on campus, student 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 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 District reserves the right to use “walk-through” or “hand-held” metal detectors, alcohol intoximeters, and “drug-sniffing” dogs at any school function including activities that occur outside normal school hours or off the school campus when, during 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 intoximeter 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.

## **Section 504 Notice of Rights of Students and Parents**

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 rights. Please see administration or 504 coordinator for a copy of the rights.

## **Section 504 Resolution Agreement**

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 GA DOE’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.

## **Selling of Items**

No one is permitted to sell anything on the Buchanan Elementary School campus without prior permission of an Administrator and if applicable, Board of Education.

## **Snacks and Snack Time**

- Snack time is set aside for students daily
- Snacks are available in price ranging from .25¢- \$1.00
- Students are responsible for keeping up with their own snack money

## **Special Education**

Students that qualify for Special Education are protected under the Individuals with Disabilities Education Act. Their educational goals are determined by the Individual Education Program (IEP) committee and articulated within the IEP. An IEP meeting is held at least once every year to determine the educational goals and to assess progress. Parents are involved in practically every aspect of the student's educational plan. Parents have the right to call an IEP meeting at any point during the school year and may disagree or appeal the decisions of the IEP committee through special hearings or court proceedings.

## **Students on Campus After School Hours**

Students should never be on campus unsupervised. Only those students who have specific permission from a school employee (teacher, sponsor, director) as well as their parent's permission or attending after-school program should be on campus after school is dismissed for the day or weekend. Those students are required to stay in the area designated by their teacher, sponsor, or director.

## **Supplies/Textbooks**

Textbooks and certain supplementary materials are provided. Students should bring all other school supplies such as paper, pencils, and notebooks to school every day so that they can participate in class. Students are not to bring items such as permanent markers, liquid paper/white out, glue, paste, paint, etc., which could damage flooring and furniture.

Textbooks may be furnished. This resource is without cost to students. Textbooks are the property of the State of Georgia and the Haralson County School System. Each student is responsible for the care of all books issued to him/her. Any damage to the book, other than normal wear and tear is the responsibility of the student and charges for damages will be made. Students will be charged a replacement cost for lost textbooks. Fines for damaged or lost books must be settled prior to the end of the school year. Students will not be cleared for transfer or withdrawal until this obligation has been met.

**Each student will have digital access to the school handbook and parents can request a paper copy. Each student is responsible for understanding all information in the BES handbook. Lost handbooks can be replaced for a \$5 replacement fee.**

## **Technology Acceptable Use Agreement**

Buchanan Elementary 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. Haralson County Schools has its own homepage which may be found at [www.haralson.k12.ga.us](http://www.haralson.k12.ga.us) The BES website may also be accessed from this address. 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.

## **Telephone Use by Students**

Students needing to call home due to illness may use school telephones. All other arrangements (after school transportation, permission to participate in an activity after school, missing schoolwork, band instruments, etc.) need to be taken care of at home before students leave for school in the mornings. Any cellular device including but not limited to watches are prohibited during the school day.

### **Textbooks & Library Books**

- Textbooks and library books are provided by Haralson County Schools
- Parents or legal guardians are responsible for any lost or damaged books
- Any book not returned or paid for will result in a “hold” being placed on the student’s report card(s)

### **Visitors**

The following guidelines are to insure the safety of our students and to protect the learning environment. The guidelines apply to everyone, no exceptions. Failure to comply with the BES volunteer/visitor guidelines may result in the administration requesting you to leave campus and/or charges of criminal trespass.

### **Volunteer/Visitor Guidelines**

1. All volunteers/visitors must sign in the office & wear a visitor pass at all times.
2. Volunteers are limited in duties that they are able to do at school. Teachers are required to carry out all supervision of students i.e., escorting students in the hallway, to restrooms, lunchroom, snack sales, etc.
3. Volunteers must work directly under the supervision of the teacher.
4. Volunteers/Visitors are not allowed to administer discipline, take up money, or be alone with students.
5. Visitors for teachers/staff should be limited. Visitors distract from the learning environment and should be kept to a minimum.
6. Visitors/Volunteers are not allowed to go directly to a classroom for any reason.
7. Visitors/Volunteers must wait in the office for the teacher or student.

### **Withdrawal From School**

In order to withdraw a student from school, the parent/guardian must request the withdrawal in person. **The parent/guardian who enrolled the student must also be the person who signs the withdrawal forms.** Advance notice of withdrawal is required (24 hours) so that all paperwork can be taken care of beforehand. Textbooks and library books must be returned and costs for lost or damaged books must be paid before a student will be cleared for withdrawal. Withdrawal procedures are taken care of in the main office.

## **Code of Conduct**

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

It is the purpose of HCSD 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 of education, 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 the provisions of GA 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 in 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 of conduct should be addressed to the principal.

Parents and guardians are encouraged to review the code of conduct 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 to some other person. 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).

### **Prohibited Behaviors and Possible 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 District 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, a 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 a 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 a 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 weapons, bombs, other explosive devices, 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 a 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).
  - O.C.G.A. 20-2-751.1 - A weapon is defined as “any object used in a threatening manner.”
- E. Threats or acts of violence against a teacher, administrator, school bus driver, other school officials, employee, or their personal property: Examples include any verbal assault, the 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 the 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 employees 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 the 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 or any substance represented or believed to be tobacco (including pouches designed to simulate smokeless tobacco) is prohibited. No tobacco/smoking-related paraphernalia, including electronic cigarettes, vaporizers, or other smoking devices, are allowed.
- 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, could 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 the 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 a 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 District 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. The 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 includes 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 in classrooms during regular school hours: With BYOT (Bring Your Own Technology), a principal can authorize 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 records, 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 the 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. Cafeteria 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.

HCSD 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 HCSD 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 District 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 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 Not applicable in grades K-5
- 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 grades 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 to 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.

### **Rebel Academy - Alternative Education Program**

HCSD provides a structured alternative learning environment for students in grades 6-12 who have been placed on long term suspension and/or expulsion. The Rebel Academy is an alternative education program designed to focus on the remediation of issues, which frequently interfere with the learning process in order to prepare students for a successful return to school and ultimately to graduate. Students enrolled in the alternative education program will receive academic instruction in the core subjects. The student and parent/guardian must attend an orientation prior to attending the alternative education program and students will sign a contract agreeing to comply with the rules and regulations. The alternative education program holds rigorous expectations of all students according to a strict code of behavior. Random searches may also be conducted. Transportation is not provided for students attending the alternative program unless otherwise required by specific federal programs. Students enrolled in Rebel Academy at the time of graduation will not be allowed to participate in the graduation ceremony conducted at Haralson County High School.

### **School Bus Information**

#### Message to Parents and Students:

The bus riding privilege is granted to your child as a service of HCSD. In an effort to maintain a safe environment, students are expected to comply with the code of conduct and the HCSD Bus Code of Conduct

while walking to or from the 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 HCSD's transportation, including how student behavior is managed on the school bus, is addressed according to the operational procedures found on the HCSD 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.

#### **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 HCSS website.

#### **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. The 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 misappropriation of 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 to 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. O.C.G.A. 20-2-751.1 - A weapon is defined as "any object used in a threatening manner."

## **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 on 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, nunchuck, 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 the presence of pupils may be ordered to leave school premises. Any parent, guardian, or person other than a student at a 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 driver's 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

### **Important Notices**

#### **Bullying**

The Haralson County School District (HCSD) 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 District 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 includes 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**

HCSD 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 includes language regarding falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employees toward a student. Such false reporting may be punishable by law and is punishable by this code of conduct.

### **E-Cigarettes, Vapes, Juuls, etc.**

Any student caught using, distributing or in possession of E-cigarettes, vapes, pens, or any other electronic tools and delivery devices or any vaping paraphernalia, oils, juices, etc. at school or on school property at any time, off the school grounds at a school-sponsored activity, function, or event will be subject to severe disciplinary consequences that can include expulsion.

**\*Georgia Law - The minimum age for the sale and/or distribution of cigarettes, tobacco products, tobacco-related objects, alternative nicotine products, and vapor products is 21 years of age.**

# Appendix

Infinite Campus Parent Portal Sign-Up Instructions  
Right to Know Parent Letter (Title I)  
Safety Drill Procedures Parent Letter  
Transportation and School Bus Rules  
CEP Parent Notification Letter  
School Nurse Letter  
Medical Plan of Care for School Nutrition Program  
West GA Regional Library "Play Card"  
Technology Resource Use Contract **\*\*Required**  
Student Technology Use Agreement **\*\*Required**  
Publication of Photo, Good Touch/Bad Touch, Walking Field Trip **\*\* Required**  
*Earned Field Trip* **\*\*Required**  
Signature Page **\*\* Required**  
School Calendar



## **Haralson County Schools Infinite Campus Parent Portal Sign-Up Instructions**

1. Go to our district website: [www.haralson.k12.ga.us](http://www.haralson.k12.ga.us)
2. Choose IC - Infinite Campus (it's a box in the upper right side of the page)
3. Choose Campus Parent
4. This is the Infinite Campus login page. To the right, you will find the instructions to get an activation key. You will need the birthdate and social security number for one of your children.  
The Activation Key is the information after GUID (it is 32 characters long)
5. Once you have an Activation Key, go back to the login page and choose "New User". Follow instructions from there.

### **How to access Progress Reports & Report Cards**

1. Go to the 3 lines located in the top left corner ☰
2. Click on ☰
3. Click on Documents
4. Click on Progress Report OR Report Card
5. Choose Progress Report OR Report Card
6. Progress Report OR Report Card will populate with an option to download as PDF

### **How to access Final Report Card**

1. Go to the 3 lines located in the top left corner ☰
2. Click on ☰
3. Click on Documents
4. Click on Report Card
5. Choose Final Grade
6. Final Report Card will populate with an option to download as PDF



August 6, 2024

## **Right to Know Professional Qualifications of Teachers and Paraprofessionals**

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, Buchanan Elementary School, would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact the principal, Ethelyn Johnson at 770-646-5140.

Sincerely,  
*Ethelyn W. Johnson*  
Ethelyn W. Johnson, Ed.S.



## BES Safety Drill Procedures Parent Letter 2024/25

### Parents and Guardians:

Thank you for allowing Haralson County Schools to provide educational services to your child. We are proud to be able to serve you and your children and we will continually strive to provide a safe learning environment.

The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures. We have our own SPO, Officer Chris Bagley. He will serve BES daily in various ways.

We will be conducting various drills throughout the school year. This letter is to help you understand the importance of this as well as to understand each type of drill.

The students and staff of your school will be practicing 3 primary emergency drills each year. They are "FIRE DRILLS"; "LOCKDOWN DRILLS"; and "SEVERE WEATHER DRILLS". Each type of drill is explained below.

#### FIRE DRILLS

The school will conduct a "fire drill" each month that school is in session. This is a Fire Code requirement as well as a requirement by Haralson County Schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

#### LOCKDOWN DRILLS

The school will conduct one "Lockdown Drill" each semester of the school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorities authorize such a release.

#### SEVERE WEATHER DRILLS

The school will conduct one "Severe Weather" each semester of the school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or tornadoes.

Please remember that these safety practice drills are done to help maintain our schools as a safe place to learn and work.

If you have any questions regarding any of these Safety Drills or other safety concerns, please contact your school office. The telephone number is 770-646-5140.

Sincerely,

*Ethelyn W. Johnson*

Ethelyn W. Johnson

School Principal

## ***BELIEVE~EXCEL~SUCCEED***



Transportation Department \* 1192 Macedonia Church Road \* Buchanan, GA 30113  
770-646-5532  
[www.haralson.k12.ga.us](http://www.haralson.k12.ga.us)

---

Dear Parent/Guardian:

Due to the potential hazards encountered while transporting students, we strive to provide an atmosphere of appropriate behavior conducive to passenger safety. No student shall interfere with the safe operation of the school bus. Maintaining order on the bus is the joint responsibility of students, parents, bus drivers, and school officials. Riding the bus is a privilege, which may be revoked for improper conduct. It is my duty as a school official to report your child's unsafe behavior and request that corrective action be taken. Please review the school bus rules listed on the back. If any bus rules are ignored, there is a 5 Step Behavior Correction procedure that will be followed and documented for minor violations. Major violations will go directly to the school for consequences. The 5 Step Behavior Correction Program goes as follows:

- 1<sup>st</sup> Offense – Driver will speak to the student privately
- 2<sup>nd</sup> Offense – The student's seat will be reassigned
- 3<sup>rd</sup> Offense – A letter will be sent home to the parent/guardian
- 4<sup>th</sup> Offense – Parent/Guardian will be called
- 5<sup>th</sup> Offense – 5 Step Behavior Correction form submitted to the school's administrator for 1 week bus suspension

If unsafe behavior continues once the student has returned to the bus, the 5 Steps will be followed for a 2<sup>nd</sup> time with a 2 week suspension. If unsafe behavior continues, the 5 Steps will be followed for a 3<sup>rd</sup> time and the student will lose their bus privileges for the remainder of the school year.

We ask that you and your child review the bus rules and the 5 Step Behavior Correction procedures. We appreciate your cooperation and thank you for supporting our drivers. If you have any questions please call the transportation department at 770-646-5532.

Respectfully,

John Daniel  
Transportation Director

## **SCHOOL BUS RULES**

1. Students will **FOLLOW the DIRECTIONS OF THE BUS DRIVER.**
2. Students shall **BE AT THE BUS STOP 5 MINUTES BEFORE THE BUS ARRIVES**, waiting in a safe place, clear of traffic and 12 feet from where the bus stops. Students will wait in an orderly line and avoid playing.
3. Students will cross the roadway in front of the bus; after the bus has stopped; they have looked at the bus driver for the hand signal; and they have looked in both directions for traffic (left, right, left).
4. Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up the object.
5. Students will make sure to use the handrails when entering or exiting the bus and go directly to their assigned seat when entering the bus. Keep aisles and exits clear.
6. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, book bags in their lap and hands to themselves.
7. Students will **NOT EAT, DRINK, CHEW GUM, OR BRING TOBACCO, ALCOHOL, DRUGS, OR ANY CONTROLLED SUBSTANCE ON THE BUS.**
8. Students will keep their bus clean, and in good, safe condition.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may only carry objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in the manner that might interfere with the drivers operations of the school bus.
11. Students will **OBSERVE SILENCE AT RAILROAD CROSSINGS.**
12. Students will stay seated until it is time to get off the bus and will not extend head, arms or objects out of the bus windows. The open door is a signal to get up from the bus seat.
13. Students shall be permitted to use electronic devices during the operation of a school bus as long as headphones with the audio system are being used in accordance to local school rules.



## Board of Education

Chair Dr. Martha Smith  
Vice Chair – Mike Benefield  
Brad Davis  
Kendall Robinson  
James Watson

*Dr. Jerry Bell, Superintendent*

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

Dear Parent/Guardian,

Haralson County Schools is committed to providing every student in our school community with all the tools they need to succeed, including nutritious meals. We are excited to announce that we will continue the Community Eligibility Provision (CEP) while participating in the National School Lunch and School Breakfast Programs for the 2024-25 school year.

**All students enrolled in Haralson County Schools will continue to receive breakfast and lunch at no-cost; regardless of household income.**

To ensure our meal program is a success, it is important that all students participate in our universal meal program because part of what makes a great school culture is everyone sharing the same meal together. When all of our students are eating the same meals together our cafeterias will become a place to learn more about new foods, make healthy choices and fuel up for learning and play.

Participating in the school breakfast and lunch program helps provide nutritious food for your student(s) at school so they can concentrate better, learn more and save your valuable time and money at home.

I hope you will join me and the school community in supporting the continuation of the CEP program by participating in school breakfast and lunch this year. Please feel free to contact the School Nutrition Office with any questions and to discuss any special dietary needs.

If you have other questions, please contact me at (770) 574-2500 ext. 41243.

Go Rebels,

Keshia M. Williams  
Director of School Nutrition

This institution is an equal opportunity provider.

299 Robertson Ave. Tallapoosa, GA 30176 • Phone (770) 574-2500 • Fax (770) 574-2225

*Accredited by the Southern Association of Colleges and Schools*





**From the Office of the School Nurse 2024-2025**

770-646-5140

Dear Parent(s)/Guardian(s):

All medications should be given at home before or after school hours if at all possible. If medications must be given during the school day, the parent/guardian should bring medicine and related equipment to the school clinic and a Medication Authorization Form must be completed and filed in the school clinic. All prescription medications will be recorded in the students Electronic Medication Administration Record (EMAR) with the time given and the nurse's initials recorded daily. Medicine cannot be given without written permission and instructions from the parent/guardian and physician when applicable. Under no circumstances should medication be sent to school by way of the student.

Medications, both prescription and over-the-counter, must be in the original labeled container. Under no circumstances should a student bring a "controlled" medication to school. The parent should bring prescription medications to the school clinic where the nurse will count and record the medication in the students EMAR. When a student needs more medication sent to the school, the nurse will send home a Parental Notice of Medication Refill form or by contacting the parent via email or phone. If medication is brought to school by a student, it should be taken to the school clinic upon arriving at school. All prescription and over-the-counter medicine must be kept in the school clinic unless approved by the principal.

Any student needing to carry an Epi-pen, inhaler, insulin or other type of medication on their person may do so only after completion of an authorization form by their physician. These forms are available in the school clinic. It is preferable that these types of medication be kept in the clinic at the primary and elementary school levels. Middle and high school students may carry them in their purse or backpack for use as needed.

The following medications may be available in the school clinic and may be given only with parental consent: Tylenol (Acetaminophen), Advil (Ibuprofen), Pepto-Bismol, Benadryl, Claritin, Tums or other antacids, anti-nausea liquid, cold and sinus medications, cough medication, and anti-diarrhea medications. Your child will bring home a Medical/Health Information Form the first day of school, and it should be completed and returned to school ASAP.

All clinic visits will be recorded in the medical log entries in Infinite Campus. Parents will be contacted for issues that the nurse deems appropriate. If you have any questions, please do not hesitate to call.



## Board of Education

Chair Dr. Martha Smith  
Vice Chair – Mike Benefield  
Brad Davis  
Kendall Robinson  
James Watson

*Dr. Jerry Bell, Superintendent*

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

SY 24/25

Dear Parent/Guardian,

It is the goal of the Haralson County School Nutrition Program to ensure that our students receive safe and most appropriate nutrition daily.

If you believe your child qualifies for a special diet, the attached form must be completed and returned to the School Nutrition Manager or emailed to [Keshia.williams@haralson.k12.ga.us](mailto:Keshia.williams@haralson.k12.ga.us). Special diet requests will be reviewed and created in the order they are received. If your student is eligible for a special diet based on this information, we will establish a plan that meets your student's needs.

The guidelines for receiving a special diet are as follows:

- Students with disabilities whose licensed physician/physician assistant/nurse practitioner certifies the student requires specialized diets or meals because of their disability/special dietary need.
- The forms must be filled out by a licensed physician/physician assistant/nurse practitioner.
- The forms must be filled out completely. If it is not, there may be a delay in creating and implementing a special diet for your child.
  - Please be sure to include a valid phone number and email address on the form.
- Once your student's special diet menu has been created, a member from our team will train the nutrition manager and staff on your student's specific dietary requirements and confirm a start date.

For SY 24/25, the form must be filled out after June 1, 2024. New forms are required each school year. Please review the form instructions to ensure that these forms are received correctly so that we may create a special diet as soon as possible for your child.

If you have any questions, please contact us via email at [Keshia.williams@haralson.k12.ga.us](mailto:Keshia.williams@haralson.k12.ga.us) or call 770-574-2500; extension 41243.

Go Rebels,

Keshia M. Williams  
Director of School Nutrition

## Medical Plan of Care for School Nutrition Program

For Students who require Special Dietary Accommodations

**Page 1 is to be completed by a Parent/Guardian. Page 2 is to be completed by a licensed physician/physician assistant/nurse practitioner.**

**Please return completed forms to the School Nutrition Manager or email to [keshia.williams@haralson.k12.ga.us](mailto:keshia.williams@haralson.k12.ga.us).**

The following child is a participant in one of the United States Department of Agriculture (USDA) school nutrition programs.

- USDA regulations 7 CFR Part 15B require substitutions or modifications in school nutrition program meals for children whose disability restricts their diet. The purpose of this form is for your licensed physician/physician assistant/nurse practitioner to document this disability.
- Under the Americans with Disabilities Act, any condition that substantially limits a major life activity constitutes a disability; included but not limited to special dietary needs for food allergens.
- Haralson County School Nutrition Program provides information based on label information provided to us and cannot guarantee that food products served are not processed in plants that also process nuts or other allergens.
- Labeled foods will only note the presence of nine major allergens: milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soybeans and sesame. **While efforts will be made to avoid other allergens, the Haralson County School District cannot guarantee that labels will disclose all possible allergens.**
- If you have specific questions, please contact the School Nutrition Department.

### Part 1: To be completed by Parent/Guardian

Child's Name:

Date of Birth:

Gender: M F

Name of School:

Grade Level/Classroom:

Parent's/Guardian's Name:

Address, City, State, Zip Code:

Phone:

Email Address:

### **Health Insurance Portability and Accountability Act Waiver**

In accordance with the provisions of the Health Insurance Portability and Accountability Act of 1996 and the Family Educational Rights and Privacy Act, I hereby authorize \_\_\_\_\_ (**medical authority**) to release such protected health information of my child as is necessary for the specific purpose of Special Diet information to the Haralson County School District and I consent to allow the physician/medical authority to freely exchange the information listed on this form and in their records concerning my child with the school program as necessary. I understand that I may refuse to sign this authorization without impact on the eligibility of my request for a special diet for my child. I understand that permission to release this information may be rescinded at any time except when the information has already been released. My permission to release this information will expire on \_\_\_\_\_ (**date**). This information is to be released for the specific purpose of Special Diet information.

The undersigned certifies that he/she is the parent/guardian, or official representative of the person listed on this document and has the legal authority to sign on behalf of that person.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signing this section is optional, but may prevent delays in allowing us to speak with the physician)

<b>Part 2: Parent Signature:</b>	<b>Date:</b>
----------------------------------	--------------

**Part 3: Disability/Special Dietary Needs (To be completed by Physician/Physician Assistant/Nurse Practitioner)**

Does the child have a **disability/special dietary need**? Yes ☐ No ☐

**If Yes,**  
Please identify the disability/special dietary need, describe the major life activity or activities affected by the disability/special dietary need:

Does the child's disability/special dietary need affect their nutritional or feeding needs? Yes ☐ No ☐

**If the child has a disability/special dietary need that requires a special dietary/feeding need, please have a licensed physician complete Part 4 of this form.**

**Part 4: Diet Order (To be completed by Physician/Physician Assistant/Nurse Practitioner)**

List any dietary restrictions **required** as a result of the student's disability/special dietary need (list specific foods to be omitted):

**NOTE: Labeled foods will only note the presence of nine major allergens: milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, soybeans and sesame. While efforts will be made to avoid other allergens, the Haralson County School District cannot guarantee that labels will disclose all possible allergens.**

List specific foods to be substituted (substitutions cannot be made unless section is completed):

List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "All."  
**Cut up/chopped into bite sized pieces:**

**Finely Ground:**

**Pureed:**

Indicate any other comments about the child's eating or feeding patterns:

Physician/Physician Assistant/Nurse Practitioner Name (Printed):

Office Address and Phone Number:

Physician/Physician Assistant/Nurse Practitioner **Signature**:

Date:

Please send this document to the School Nutrition Manager or email to [keshia.williams@haralson.k12.ga.us](mailto:keshia.williams@haralson.k12.ga.us)

A copy of this form should be kept by the School Nutrition Manager and the Nurse. FERPA allows school nurses to share student's medical information regarding dietary needs with school nutrition services.



The West Georgia Regional Library System is partnering with Haralson County Schools to introduce the PLAY Card to our students. The PLAY (PINES Library Access for Youth) Card is a digital library card that offers Haralson County Schools' students free access to public library materials and online resources to support their educational success. PINES (Public Information Network for Electronic Services) is the statewide network of public library systems serving 300 public libraries across the state of Georgia.

### **How Does It Work?**

Students will use their student ID number to access their PLAY Card account just like they would use a library card. The PLAY Card is free and access to public library resources and services are free. There are no overdue fines for materials checked out through a student's PLAY Card. Fees apply only for lost or damaged materials. If your student already has a library card, the student may use both the PLAY account and their original library card. The PLAY account will be an entirely separate account.

### **What Are the Benefits?**

Students with a digital PLAY Card can check out up to 5 physical items at a time, including books, DVDs, CDs, free passes to state parks, and more. The PLAY Card will also give your student free access to digital resources such as e-books through Cloud Library and eRead Kids, language learning through Mango Languages, practice tests for SAT, ACT, nursing entrance exams, and more.

### **What If I Don't Want to Participate?**

If you would prefer your student not to have a PLAY Card, you may opt out of this program by signing below and returning to your student's school. You can opt out at any time by notifying your student's school.

-----

**Please return to your student's school by August 16, 2024 if you would like to opt out.**

I would like my student \_\_\_\_\_ to opt out of  
(print first and last name)  
PLAY Card for the 23-24 school year.

Parent Name (printed):  
\_\_\_\_\_

Parent Signature:  
\_\_\_\_\_



**Buchanan Elementary School  
Technology Resource Use Contract 2024-2025**

**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. I and my parents/guardian 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, and that students 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(Child): \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Parent

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Buchanan Elementary School 2024-2025**  
Student Technology Required Use Agreement

**PURPOSE:** The Haralson County School District provides students access to a laptop computer (Chromebook) at designated grade levels, as a means to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the Haralson County Technology Use Guidelines. Additional rules may be added as necessary and will become a part of this policy.

## **TERMS OF THE REQUIRED USE AND INTERNET SAFETY AGREEMENT**

Specifically, the student will:

- Adhere to these guidelines each time the Internet is used at school.
- Make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on district-owned technology are not private.
- Use appropriate language in all communications avoiding profanity, obscenity, and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology are to be reported to responsible school personnel. Rules of etiquette should be followed by conducting oneself in a responsible, ethical, and polite manner.
- Follow copyright laws and should only download/import music or other files to a district owned device that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Never reveal identifying information such as student ID #s, SS#s, telephone #s, and addresses in files or communications to others through email or post to the Internet.
- Not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Not share passwords or attempt to discover passwords. Sharing a password could make you liable if problems arise with its use and subject to disciplinary action.
- Not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes Mac OS apps and iOS apps. This also includes the intentional introduction of computer viruses and other malicious software.
- Not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in felony criminal charges.
- Not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations. This includes the introduction of proxies via a USB device, web download, or any other means of installation.
- Use technology for school-related purposes only while refraining from use related to commercial, political, or other private purposes.
- Not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.
- Not connect any personal technologies such as laptops and workstations, wireless access points and routers, printers, etc. to district owned and maintained area networks without proper authorization.
- Back up data and other important files regularly. The HCSD will at times maintain Chromebooks by imaging. All files not backed up will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.
- Keep chromebook secure and damage free. Follow these general guidelines:
  1. **Do not loan your chromebook or charger.**
  2. **Do not leave your chromebook unattended.**
  3. **Do not eat or drink while using the chromebook or have food or drinks in close proximity to the chromebook.**
  4. **Do not place the chromebook on the floor or in a sitting area such as couches or chairs.**
  5. **Do not leave the chromebook near the table or desk edges.**
  6. **Do not stack objects on top of your chromebook.**
  7. **Do not place it in a backpack. Chromebooks need to be visible to instructional staff.**



**In the event that this district-issued device is lost, stolen, or damaged, YOU are responsible for any and all repair or replacement costs. The current cost to replace a Chromebook screen is \$65.00. The current cost to replace a keyboard is \$80.00. The current price to replace the entire Chromebook is \$240.00. These prices are subject to change. There will be a \$25.00 cleaning fee for vandalism. This device must be returned at the end of the school year or upon withdrawal from the HCSD. Devices that have not been returned within 10 days of the withdrawal date or the end of the school year will be reported stolen and the responsible parties prosecuted.**

*Chromebooks that are lost/stolen have been set as part of the HCSD network and will be unusable by anyone outside the network. Even if the device is reset, it will show a message that states that it belongs to the HCSD and to contact Technology Services at our phone number if found.*

**STUDENT** By signing this, I agree to abide by the conditions listed above and assume responsibility for the care and proper use of HCSD technology, including backing up personal data. The HCSD is not responsible for any loss resulting from delays, non-deliveries, missed deliveries, lost data, or service interruptions caused by user errors, omissions, or reasons beyond the district's control. Information obtained via the internet and other sources using HCSD technologies is not guaranteed as to its accuracy or quality. I understand that should I fail to honor all the terms of this policy, future internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action outlined in the HCSD Student Code of Conduct and, if applicable, my chromebook may be recalled. As the student, my signature indicates I have read or had explained to me and understand this required use agreement, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/GUARDIAN** By signing below, I give permission for the school to allow my child to have access to the internet under the conditions set forth above. As the parent/guardian, my signature indicates I have read and understand this required use agreement, and give my permission for my child to have access to the described electronic resources.

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**The Student Technology Agreement must be signed and returned prior to students being issued a Chromebook.**



Student Name \_\_\_\_\_ Homeroom \_\_\_\_\_

## 2024-2025

### Publication of photo

\_\_\_\_\_ I **do** give permission

\_\_\_\_\_ I **do not** give permission

For my child's photo to be published in partnership with Buchanan Elementary School which can include media news release, Facebook posts, BES website, etc. This will include print or broadcasts that highlight teachers, students and volunteers at BES.

### Good Touch/Bad Touch

\_\_\_\_\_ **Yes**, I do want my child to participate in Good Touch/Bad Touch Program.

\_\_\_\_\_ **No**, I do not want my child to participate in Good Touch/Bad Touch Program.

### Walking Field Trip

\_\_\_\_\_ **Yes**, I give permission for my child to participate in walking field trips with BES.

\_\_\_\_\_ **No**, I do not give permission for my child to participate in walking field trips with BES.

I authorize any medical treatment in case of emergency and agree that I am responsible for the cost of such treatment.

The undersigned agrees to release, hold harmless and indemnify Haralson County School System. its representatives, agents, and employees from all claims, damages, or other liabilities for injuries to my son/daughter which are not the result of gross negligence, intentional neglect. or willful conduct by the School or its agents, representatives or employees.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



## Earned Field Trip 2024-2025

Dear Parents,

We are excited to announce that each grade level will have an earned field trip or activity after Georgia Milestone testing. This year the field trip or activity will be aligned to our positive behavior and attendance expectations.

Student Requirements for the field trip:

- Students have 0 or 1 Major Office Referral
- Student infractions must be less than or equal to 7 total infractions for the entire school year
- Student absences must be less than or equal to 3 unexcused absences **AND** less than or equal to 10 total absences per class period, excused and unexcused (tardies and checkouts will impact class period absences)

We have discussed these requirements with the students at school, please review these at home with your child(ren).

Thanks,  
*Ethelyn W. Johnson*  
Ethelyn W Johnson, Principal  
Buchanan Elementary School

---

Please cut on the line above and return the bottom portion to your child's homeroom teacher.

I have received the Earned Field Trip expectations and guidelines.

\_\_\_\_\_ (parent or guardian)

\_\_\_\_\_ (student)

\_\_\_\_\_ Date

- **If this form is not signed and returned, your child might be opted out from the earned field trip.**



**Buchanan Elementary School**  
**215 College Circle**  
**Buchanan, Georgia 30113**  
**(770) 646-5140**  
**(770) 646-8893 (FAX)**  
**Principal - Ethelyn W. Johnson**  
**Assistant Principal ~ Kathy Campbell**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

We have read and understand all information found in Buchanan Elementary School's Digital Student/Parent Handbook. Forms not signed and returned could prevent your child from participating in events. Paper copy of the handbook is available upon request.

**Parent /Guardian's Signature** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

***Please return this form to your homeroom teacher as soon as possible. This will remain on file for SY 2024-2025.***



## Haralson County School District 2024-2025 Calendar

	July 2024								January 2025							
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S	
1st- 5th Closed for Holiday		1	2	3	4	5	6					1	2	3	4	1st-3rd Winter Break
	7	8	9	10	11	12	13		5	6	7	8	9	10	11	6th Teacher Work Day
	14	15	16	17	18	19	20		12	13	14	15	16	17	18	7th Students Return
	21	22	23	24	25	26	27		15	20	21	22	23	24	25	9th Report Cards
30th-31st Teacher Work Days	28	29	30	31					26	27	28	29	30	31		
	August 2024								February 2025							
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S	
1st-2nd Teacher Work Day					1	2	3								1	
6th Students Return	4	5	6	7	8	9	10		2	3	4	5	6	7	8	6th Progress Reports
	11	12	13	14	15	16	17		9	10	11	12	13	14	15	10th Conference Day
	18	19	20	21	22	23	24		16	17	18	19	20	21	22	
	25	26	27	28	29	30	31		23	24	25	26	27	28		
	September 2024								March 2025							
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S	
5th Progress Reports	1	2	3	4	5	6	7								1	
9th Professional Learning Day	8	9	10	11	12	13	14		2	3	4	5	6	7	8	
	15	16	17	18	19	20	21		9	10	11	12	13	14	15	14th End of 9 Weeks
	22	23	24	25	26	27	28		16	17	18	19	20	21	22	17th Teacher Work Day
	29	30							23	24	25	26	27	28	29	20th Report Cards
	October 2024								April 2025							
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S	
4th End of 9 Weeks			1	2	3	4	5				1	2	3	4	5	1st-4th Spring Break
7th Teacher Work Day	6	7	8	9	10	11	12		6	7	8	9	10	11	12	
10th Report Cards	13	14	15	16	17	18	19		13	14	15	16	17	18	19	
21st Conference Day	20	21	22	23	24	25	26		20	21	22	23	24	25	26	24th Progress Reports
25th No School	27	28	29	30	31				27	28	29	30				
	November 2024								May 2025							
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S	
						1	2						1	2	3	
7th Progress Reports	3	4	5	6	7	8	9		4	5	6	7	8	9	10	
	10	11	12	13	14	15	16		11	12	13	14	15	16	17	
	17	18	19	20	21	22	23		18	19	20	21	22	23	24	23rd Last Day of School
28th-29th Thanksgiving Break	24	25	26	27	28	29	30		25	26	27	28	29	30	31	27th-29th Teacher Work Days
	December 2024								June 2025							
	S	M	T	W	Th	F	S		S	M	T	W	Th	F	S	
	1	2	3	4	5	6	7		1	2	3	4	5	6	7	
	8	9	10	11	12	13	14		8	9	10	11	12	13	14	
20th End of 9 Weeks	15	16	17	18	19	20	21		15	16	17	18	19	20	21	
24th-31st Winter Break	22	23	24	25	26	27	28		22	23	24	25	26	27	28	
	29	30	31						29	30						

\*Emergency make-up days may occur on Mondays or during planned breaks (i.e., spring break). Changes may be made to the calendar due to unforeseen events such as weather, health issues, maintenance/mechanical issues, etc.

<span style="background-color: red; color: black; padding: 2px;"> </span> No School	<span style="background-color: yellow; color: black; padding: 2px;"> </span> Teacher Work Day/Conference Day
<span style="background-color: lightblue; color: black; padding: 2px;"> </span> Progress Report/Report Card	<span style="background-color: lightgreen; color: black; padding: 2px;"> </span> Students 1st/Last Day of Semester