

Tallapoosa
Primary School
School-wide Title I Program



2020-2021 Handbook

Please sign and return the last 4 pages of the handbook.

HCS District Office
299 Robertson Ave. Tallapoosa, GA 30176 (770-574-2500)
www.haralson.k12.ga.us

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 and become productive and responsible citizens.

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 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 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, GA 30176 (770) 574-2500
Section 504 and ADA - Jerry Bell, Superintendent, Haralson County Board of Education, 299 Robertson Ave., Tallapoosa, GA 30176 (770) 574-2500

TALLAPOOSA PRIMARY SCHOOL Student/Parent Handbook 2020-2021

At Tallapoosa Primary School, we are continually seeking to improve instruction for our students. We hope that you will become involved in our school improvement initiatives as we continue to monitor student achievement and set high expectations. We encourage you to get to know your child's teachers and their expectations. We are proud of the professional credentials of our teaching staff. Upon request, we can provide the professional qualifications of any of your student's classroom teachers. This includes information concerning the grade levels and subject areas in which the teacher is certified, the major fields and degrees held by the teacher, and the qualifications of any paraprofessional who provides services to your child.

ADDRESSES AND PHONE NUMBER

The school **MUST** have a parent's current address and telephone number at all times. This is particularly important in case of an emergency. Please notify the school immediately when changing address or telephone number. All information is confidential.

ATTENDANCE

In responding to student attendance, the Haralson County Board of Education shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Policy.

Attendance Policy

Students shall attend school regularly. Excessive absences must be reported, investigated, and resolved, keeping the students' best interests in mind.

Parents/Guardians may write an excuse for up to four (4) absences per year. Students must turn in excuses within 3 days of the absence. A physician's statement may be required in order to excuse any absence due to illness after a student has accumulated four (4) absences.

Promotion/Retention: Students in grades K-8 are in danger of promotion (not promoted) to the next grade level if they are absent more than 14 excused and/or unexcused days in a school year.

Excused Absences

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

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school. A statement from a student's pastor or leader of his/her religious organization may be required to excuse absences due to religious holidays after a student has accumulated four (4) absences.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. The Board authorizes high school administrators to allow for eligible students a period not to exceed one-half (1/2) day for registering to vote or voting in a public election.
7. A student whose parent is in military service in the armed forces of the United States or the National Guard and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting shall be granted excused absences up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such parents leave.
8. Students shall be counted present when they are present for at least one half of the instructional day or serving as pages of the Georgia General Assembly. Students must also provide clear documentation from the Georgia General Assembly or member thereof in order to be considered present for the day(s) he/she served as a Page.
9. Students in foster care shall be counted present when attending court proceedings related to their foster care.
10. At the discretion of the principal or administrative designee.

Tardies/Checkouts

Tardy is defined as: Any time the student enters classroom after instruction begins.

Checkout is defined as: Any time the student leaves the classroom before instruction ends.

Truancy and Chronic Absence Procedures

- Families of students who accumulate three (3) unexcused absences will meet with the School Attendance Team.
- Five (5) unexcused absences will result in the Haralson County School System filing a complaint for Truancy and/or Educational Neglect with Haralson County Magistrate Court, such filing is subject to all penalties available under the Official Code of Georgia.

Board Policy is subject to change. Please refer to Policy JB for the most current policy

CAFETERIA

The 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).

CONFERENCES/COMMUNICATION

Parent-Teacher Conference Days scheduled during the school year; please make plans to attend all conference dates. If a parent/guardian would like a conference with a teacher, please send a note or call the school to schedule an appointment. 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.

TPS is also part of the Crisis Communication System. This system sends automated telephone messages directly to homes informing parents about events or schedule changes at school. **Please make sure the school has your current phone numbers so that you will receive all communications.**

COUNSELING PROGRAM

TPS has a full-time counselor who is available to assist students and parents. Parents may request to talk to the counselor by calling the school to schedule a time. Teachers and administrators may also refer students to the counselor for assistance.

DISCIPLINE - STUDENT CODE OF CONDUCT

******Please refer to the Haralson County Student Code of Conduct (K-5) which starts on page 13******

DANCES/EXTRA-CURRICULAR EVENTS

All after-school activities such as dances scheduled with a specific end time. Please arrange to have your student picked up within 15 minutes of the specific end time. Students that are left at school for more than 15 minutes after the end of any school dance or event may be banned from participation in future events.

DRESS CODE

To promote an orderly educational setting, the school expects students to maintain an appearance, which is not distracting to teachers, or other students and does not disrupt the instructional program. Some of the clothing, which is NOT appropriate for school wear, includes, but is not limited to:

1. Hats/Caps, bandanas, or bands around the head.
2. Non-prescription sunglasses.
3. Clothing that advertises alcoholic beverages, sex or tobacco, display obscene or suggestive titles or profanity, those associated with gangs or gang membership. **, those that may be considered racially or politically insensitive, and any other element of a student's personal appearance that is deemed by administrators to be disruptive to the learning process.
4. No cropped tops, halter-tops, strapless dresses, (unless worn under clothes that meet code); see-through clothing. Either sex may not wear muscle shirts or any item exposing the midriff.
5. Tank tops, or similar garments, must have a shoulder strap of at least 2 inches (no spaghetti straps).

6. Shorts, dresses, culottes, etc. cannot be worn shorter than four inches above the knee. Splits in dresses or skirts cannot measure more than four inches above the bend of the knee. Undergarments are not allowed to show. **Large and baggy clothing that does not properly cover or fit the body is prohibited.** The clothing should not be so large or baggy that it creates a safety hazard. **The practice of "Sagging" is prohibited.** Jeans, shorts, and pants should be worn at waist level. In the event the jeans or pants are loose, a belt must be worn.
7. Spandex type material is not allowed.
8. Shoes must be worn at all times. Cleated shoes or shoes with wheels are not permitted.
9. No see-through clothing will be permitted.
10. Make up that is deemed distracting to the educational process is prohibited.
11. No chains or chain-like necklaces.
12. Facial piercings (other than ear piercings) are a safety hazard and are not permitted.

**** A gang is defined as any group or association of two (2) or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, further advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind whether on or off school campus or school property.**

The principal has the discretion to change the dress code on special event days. Such days will be scheduled and announced in advance.

When a teacher feels that a student is wearing items of apparel not specifically addressed in the rules or that the student is inappropriately dressed, the student should be referred to the principal's office. Any student wearing clothing that is determined to be inappropriate will be given the opportunity to secure other clothing.

Administrators will have final discretion as to what is appropriate attire for school.

EMERGENCY INFORMATION

Fire Drills - Fire drills are necessary for the safety of all students, faculty, and staff of Tallapoosa Primary School. Fire drills scheduled once a month to prepare for the orderly evacuation of the buildings. Specific directions for reaching a point of safety posted in each room and each teacher will spend time with all classes discussing procedures and information. Misconduct can endanger lives, and therefore cannot be tolerated during emergency drills.

Tornado - Tornado drills scheduled periodically to make all students and personnel aware of proper procedures. Students must follow instructions given by teachers to assume safe positions, while students remain calm and quiet at all times during drills.

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

School Closing - In the event of severe weather or hazardous conditions that create the need to close schools, television and radio stations available to the area will be notified when the decision is made in Haralson County. Parents and students requested to seek this information from the media instead of attempting to call the school or school personnel.

On various occasions, emergency information may be communicated to parents/guardians and employees using the **Crisis Communication System**. 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.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The purpose of the ESOL program is to help students for whom the 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 may be provided through supplemental classroom instructional strategies.

EXTRA-CURRICULAR ACTIVITIES/NONDISCRIMINATION NOTICE (Extra-curricular activities will be postponed to a later date due to the pandemic.)

The school recognizes the importance of offering a comprehensive, balanced program to all students, and the school system supports the academic curriculum by making available to students a series of extra-curricular activities. Students are encouraged to participate as a part of their school experience. Clubs and other activities will be included throughout the year. School administration monitors student participation in activities governed by State of Georgia eligibility requirements, and rules and requirements followed, with **no exceptions**. **The State requires that students must physically**

attend their regular classroom THAT day in order to practice or participate in an extra-curricular activity. Therefore, if a student is OSS or ISS on the day of a particular activity and he/she is involved, he/she may not participate.

GIFTED EDUCATION (Board Policy IDDD)

Students in grades kindergarten through twelve in the 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. Teachers, counselors, administrators, parents, guardians, self or other individuals with knowledge of the student's abilities, may refer students for gifted screening. Additionally, automatic referrals are made when norm-referenced test scores (ex. ITBS) are made available.

Students accepted for further evaluation will complete assessments in four areas: achievement, ability, motivation and creativity. Parent/guardian permission is required for assessments. 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 96th percentile (for grades 3-12) on the composite score of a standardized test of mental ability and score at or above the 90th 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.

Continued placement in the gifted program shall include satisfactory performance in both regular education and gifted classes and must provide for a probationary period. In grades 6-12, satisfactory performance in gifted shall be based on the student maintaining at least a 70 in non-gifted served academic classes and a minimum of an 80 in gifted-served classes for each grading period of one nine (9) weeks and each semester. Any student who fails to meet the continuation criteria will be placed on probation for a **minimum** of one nine (9) weeks period. Parents will be notified in writing of a student's probationary status and will be afforded the opportunity to meet with appropriate school/system personnel. If at the end of the probationary period, the student has not resumed satisfactory performance, s/he will be withdrawn from the gifted program, including advanced content classes. If a student achieves satisfactory performance, s/he will continue in the gifted program. **Probation may not occur more than one time at any instructional level (K-5, middle, and high).**

GOOD-TOUCH PROGRAM, SEX EDUCATION, and AIDS PREVENTION

Georgia law requires that instruction in Good-Touch Programs, Sex Education, and Aids Prevention 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, 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 used. All of the materials 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. 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 form the end of this handbook if you **do not** want your child to participate in the Good/Touch Program. **No response will be considered as an automatic approval.**

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 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 schooldays 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 a 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 attend school. This form may be secured from the Haralson County Health Department or from the child's personal physician. A new student can only temporarily enroll for up to thirty- (30) days without this certificate. Certificate and evidence of an eye, ear, and dental examination is also required.

ITEMS NOT ALLOWED 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, Gameboys, etc.
4. Chewing gum or bubble gum
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

This specification is for the safety of students and others, the protection of property, and the promotion of an atmosphere conducive to education. Teachers 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.

MEDICATION/ILLNESS

If a student becomes ill during the school day, they should ask permission to go to the school nurse. If the nurse determines the student is too ill to remain at school, she will contact the parent to pick the student up medically excusing the student for the remainder of the day. For minor problems, the nurse will refer to students medical information form for permission to administer over the counter medication. Parent/guardian notified of nurse visit through phone call or note home.

Medication registered in the school nurse's office. Parents are encouraged to bring all medication to the school. The student should NEVER transport controlled substances. Students are not allowed to keep medication with them unless authorized by the school nurse.

MEDICATION BROUGHT TO THE SCHOOL MUST BE IN THE ORIGINAL LABELED CONTAINER! If a medication is administered during the school day, proper forms must be completed. Forms obtained from the school nurse.

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

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

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for fees imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.

4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232G) (the "Act"), you have the right to:

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

regulations promulgated there under. The name and address of the Office, U.S. Department of Education, 400 Maryland Ave., S.W. Washington, D.C. 20202-4605. For additional information, visit the U.S. Department of Education website at <http://www.ed.gov>.

OBSERVANCES DURING MORNING HOMEROOM

In compliance with Georgia Law, this school will conduct, during morning homeroom, or first period a brief period of quiet reflection and will afford each student the opportunity to recite the Pledge of Allegiance to the American Flag. The period of quiet reflection will not last for more than 60 seconds. This moment of quiet reflection, not intended to be a religious service or exercise but is an opportunity for a moment of silent reflection on the anticipated activities of the day.

PARENT INVOLVEMENT

Parental involvement is strongly encouraged at TPS. **However, Parents need to contact the school to discuss current opportunities due to the pandemic.** There are many opportunities for parents to become an active part of their child's education program including the TPS Parent Teacher Organization (PTO) or The TPS School Council.

We also have a parent volunteer program for parents to help with various activities such as field day, orientation, to help teachers, etc. Please call the school if you would like to become a parent volunteer. A copy of our TPS Parental Involvement Plan is available upon request at our Parent Resource Center (located in the main lobby during normal school hours or on our website at www.haralson.k12.ga.us.)

PARENTS RIGHT TO KNOW: TEACHER QUALIFICATION

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information from the principal: 1. 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. 2. Whether the child is provided services by paraprofessionals and, if so, their qualifications. If you wish to request information concerning your student's teacher qualification, please contact the principal, Jentsie Johns at 770-574-7444.

POSTING OF FLYERS, ANNOUNCEMENTS, NOTICE

No announcement, notices, posters, flyers, bulletins, and the like may be posted in the buildings or on the campus of Tallapoosa Primary School without the principal's prior approval.

PROMOTION AND RETENTION OF STUDENTS

In order to encourage appropriate achievement for all students, the Haralson County Board of Education has established the following basic promotion and retention criteria:

General Policies required for all students in the HCSS.

- a. A grade of 70 will be the minimum passing score for all subjects' grades 1-12. Special Education students fall under this same policy (excluding students with severe or profound disabilities).
- b. Grade placements of students who enter the system from non-accredited schools, including home schools, shall be temporarily placed in the age appropriate grade level until assessments are given and analyzed. Parent notification of this procedure upon registration. To receive high school credit, a student must pass the final exam for the course and/or the Georgia End of Course Test if applicable.
- c. Academic promotion requirements specified in a student with disabilities Individual Education Program (IEP) will establish the promotion standards for students with disabilities. Any academic requirements for promotion stated in this policy not modified in a student with disabilities Individual Education Program (IEP) shall remain as a requirement for promotion.
- d. No student shall be retained for athletic purposes at any grade level.

REGISTRATION/ENROLLING (Please call ahead 770-574-7444).

Information about registration at the beginning of each school year will be in the local newspaper. Registration of students to be enrolled at Tallapoosa Primary School must be in accordance with Georgia law as well as regulations adopted by the Board of Education. Georgia law requires that all students must have on file at the school a current Georgia Certification of Immunization (form 3032). In addition, all students entering a Georgia school for the first time are required to have an Eye, Ear and Dental Certificate. Students entering sixth grade must have a second MMR shot. Students will be asked to provide a Social Security number or have a parent waiver on file at the school. Students

requesting to register after the beginning of the school year must be accompanied by a parent or legal guardian and must have withdrawal papers from the previously attended school. The registration process completed in main office. TPS will follow the guidelines set forth by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g).

REPORT CARDS

Report cards issued every nine weeks. Please review your child's report card each time. The dates for report cards are located on the Haralson County School System Calendar. Final report cards sent home with the student on the last day of school.

RESPONSE TO INTERVENTION (RTI)

RTI is a Pyramid of Interventions that has 4 tiers. Designed to support students who are struggling academically with early assistance before their academic difficulties become overwhelming. The students' instructional team routinely meets to collaborate and discuss the effectiveness of each intervention in helping students become more successful. RTI provides high-quality instruction and interventions matched to each individual student's need. RTI involves progress-monitoring students frequently to make decisions about change in instruction or goals.

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:

- 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.

SELLING OF ITEMS

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

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 scheduled 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 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 are expected to bring all other school supplies such as paper, pencils, and notebooks to school 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 are furnished 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 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 has an agenda; agenda replacement fee is \$5.

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.

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.

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 complainant's position; and
8. The address of the complainant.

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

SCHOOL BOARD POLICIES RELATIVE TO STUDENT BEHAVIOR AND SAFE SCHOOLS

The Haralson County School Board establishes policies to govern the behavior of the Board, its employees and students. The Policy Manual is available for public review at the Board of Education Office and on the school system website (<http://www.haralson.k12.ga.us/>).

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

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

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

- On the way to school and on the way home from school, including at bus stops and on school buses or other vehicles provided for student transportation by the school system;
- At school or on school property at any time; and
- 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 enroute to or from school, or which could result in the student being criminally charged with a felony or its juvenile equivalent, and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

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

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

AUTHORITY OF THE PRINCIPAL

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

TEACHER AUTHORITY

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

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contact is extremely valuable. Therefore, each school's administrative staff will provide information to parents and guardians about on-going opportunities to communicate with school personnel.

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

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

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal or designee shall notify 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.

CONFIDENTIAL AND ANONYMOUS REPORTING

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

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

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

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

- The following range of disciplinary actions may be imposed for violations of this Code of Conduct:
- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Time Out

- Temporary or Permanent Removal from Class, Activity, Event, or Recess
- Notification of Parent or Guardian
- Parent or Guardian Conference
- Detention
- Saturday School
- Suspension or Expulsion from the School Bus
- Temporary placement in an Alternative Education Program
- Short-Term Suspension-(Ten days or less)
- Referral to a Tribunal for Long-Term Suspension or Expulsion-(More than ten days)
- Referral to Law Enforcement, District Attorney or Juvenile Court Officials. Georgia law mandates that certain acts of misconduct be referred to law enforcement, the district attorney, or other public officials. School officials may also report other acts of misconduct as deemed appropriate.

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

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

Before a student is suspended ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. If the student is suspended, the student's parent or guardian will be notified if possible. School officials may involve law enforcement officials when evidence indicates that a law may have been violated or when there is a legal requirement to report the incident.

If there is reason to believe that a student is in possession of an item that violates the law or school rules, school officials may search that student and his/her personal property. Student vehicles brought on campus, student book bags, school lockers, school desks, and other school or personal property are subject to inspection and search by school authorities at any time and without further notice to students, parents or guardians. Given those conditions, students are required to cooperate if asked to open book bags, lockers, or any vehicle brought on campus. In addition, school administrators are further authorized to use metal detectors and drug or weapon sniffing dogs at school or at any school function or event.

IMPORTANT NOTICES

Bullying: The Haralson County School District prohibits conduct which may be construed as bullying.

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.

Georgia Compulsory Attendance: § 20-2-690.1. Mandatory education for children between ages six and 16 (a) 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 under O.C.G.A. § 20-2-690.1., please see local school attendance administrators.

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 include language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

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

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

False Reporting: The General Assembly of Georgia requires that this code of conduct include language regarding falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Such false reporting may be punishable by law and is punishable by this Code of Conduct. See Rule 5.

PROHIBITED BEHAVIORS AND THE RANGE OF ACCEPTABLE CONSEQUENCES FOR VIOLATIONS

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

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

- A. Alcohol and other drugs:** Actual or attempted possession, sale, use, distribution, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any other intoxicant, any substance represented or believed to be alcohol or another drug, or various forms of drug paraphernalia, including but not limited to hypodermic needles, "roach clips," rolling papers, pipes, scales, improvised smoking devices, etc. **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 apply to both A and B) parent/ guardian conference, counseling, ISS, OSS, tribunal, referral to law enforcement. Second or Subsequent Offense: Mandatory referral to tribunal.
- Violation of school medication control procedures:** Counseling, loss of privileges, detention, parent/guardian contact, parent/guardian conference, ISS, OSS, tribunal.
- Weapons, explosives and fireworks:** Actual or attempted possession, sale, purchase, transmission or use of any real or facsimile weapon, bomb, other explosive device, or explosive material as defined by this code, board policy, state or federal law: Confiscation, parent/guardian conference, detention, ISS, OSS, tribunal, referral to law enforcement. Weapon related law violations will be referred to tribunal and law enforcement. The minimum expulsion for possession of a firearm or other destructive device, excluding firecrackers, is one calendar year subject to the provisions of Board Policy JCD and Georgia Law (O.C.G.A. 20-2-751.1 and 16-11-127.1).
- Threats or acts of violence against a teacher, administrator, school bus driver, other school official, employee, or their personal property:** Examples include any verbal assault, threat of violence; threat or act of unwanted physical touching; sexual harassment; physical violence, assault or battery; attempt to 'frame' or entrap through deceit; stalking; intentional damage to personal property, etc.: Loss of privileges, counseling, detention, parent notification, parent/guardian conference, ISS, OSS, tribunal, referral to law enforcement.
- Disrespectful conduct toward teachers, administrators, or other school personnel, including use of vulgar or profane language:** Violations include but are not limited to the use of vulgar and profane language or gestures; and falsifying, misrepresenting, omitting, or erroneously reporting information regarding

instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Loss of privileges, counseling, detention, and parent/guardian contact, ISS, OSS, tribunal.

6. **Disrespectful conduct toward other students, school visitors or persons attending school-related functions:** Examples include use of vulgar or profane language; verbal assault, including threat of violence; verbal or physical taunting; any threat or act of unwanted physical touching; sexual harassment; intentional damage to personal property; stalking; reckless endangerment; attempt to 'frame' or entrap through deceit; any threat or act of verbal or physical violence, assault, battery or fighting; sexual, racial or ethnic harassment; or any other violent act.: Loss of privileges, counseling, detention, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement.
7. **Tobacco: Actual or attempted possession, sale, purchase, transmission or use of tobacco, any substance represented or believed to be tobacco, or tobacco related paraphernalia to include electronic cigarettes or smoking devices:** Parent/Guardian notification, ISS, OSS. A possible tribunal referral for third and subsequent offenses.
8. **Off-Campus Behavior:** A student who is alleged to have committed an offense off-campus on the way to or from school, or any other time if the offense is a felony or would be a felony if the student were an adult, may be disciplined at school or excluded from school if his or her continued presence at school poses a potential danger to persons or property or is likely to disrupt the educational process: Parent/guardian contact, counseling, ISS, OSS, tribunal.
9. **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.: Clean-up detail, parent/ guardian conference, restitution, loss of computer privileges, ISS, OSS, tribunal, referral to law enforcement.
10. **Breaking and entering, burglary, theft, entering a school event without paying, bribery, possession of stolen property, possession/use of forged or photocopied money, extortion, or the attempt thereof:** Loss of privileges, parent/guardian contact, counseling, detention, restitution, ISS, OSS, tribunal, referral to law enforcement.
11. **Bullying, harassment (sexual, racial, ethnic, other), hazing, intimidation, verbal or non-verbal taunting or stalking:** Counseling, reprimand, warning, parent/ guardian notification, parent/guardian conference, physical separation from the victim via assignment to another class or situation, ISS, OSS, tribunal, 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
12. **Gang related activity:** Any act or exhibition, individual or collective, which communicates gang allegiance or affiliation; and/or would be a criminal act if committed by an adult and is deemed gang related by the principal. Gang related activity includes but is not limited to hand sign flashing; wearing of clothing articles in a certain way or color scheme typical of that worn by known gang members; jewelry, tattoos, graffiti on personal items; vandalism of public or private property; and acts of intimidation, threat, fighting and other forms of violence. Parent/guardian conference, counseling, detention, ISS, OSS, tribunal, referral to law enforcement.
13. **Terroristic threats or acts, false public alarms or prank 911 calls: 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.

14. **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:** Loss of computer privileges, removal from a school bus, class, activity, event or other situation; conference with teacher, parents or counselor; and/or detention, restitution, ISS, OSS, tribunal referral, law enforcement referral.
15. **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: Parent/guardian conference, detention, ISS, OSS, tribunal referral, law enforcement referral.
Note: The General Assembly of Georgia requires that this code of conduct include language encouraging parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.
16. **Electronic entertainment and electronic communication devices restrictions:** All electronic entertainment and electronic communication devices, including cell phones, must be turned OFF and kept out of sight during regular school hours: With BYOT (Bring Your Own Technology), a Principal can authorize for usage at times during the school day: Confiscation, Parent or guardian conference, detention, 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.
17. **Public displays of affection that are inappropriate for a school setting:** Parent or guardian conference, detention, ISS, OSS, tribunal.
18. **Gambling:** Loss of privileges, counseling, detention, parent/guardian contact, ISS, OSS, tribunal.
19. **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:** Loss of computer privileges, parent or guardian conference, detention, ISS, OSS.
20. **Cheating, plagiarism, altering record, or other fraudulent act on school assignments, exams, records, or college entrance examinations; using the computer network for any illegal activity such as copying or downloading copyrighted software, music, images or violation of copyright laws:** Loss of privileges, counseling, detention, parent/guardian contact, ISS, OSS (Cheating may result in loss of credit or completing an alternative assignment).
21. **Bus misconduct:** See School Bus Code of Conduct for specifics. Counseling, warning, seat assignment, parent/guardian contact, detention, ISS, OSS, loss of transportation privilege (bus suspension), tribunal referral.
22. **Lunchroom misconduct:** Loss of privileges, counseling, silent lunch, detention, parent/guardian contact, parent or guardian conference, ISS, OSS.
23. **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). Parent/Guardian conference, detention, ISS, loss of privileges, CHINS court referral, tribunal referral.
24. 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, detention, ISS, OSS, revocation of privileges for the use of electronics on campus, tribunal, and/or referral to law enforcement.

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

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

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

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

25. **Willful and persistent violation of the Code of Conduct, to include failure to abide by a Chronic Disciplinary and Behavioral Correction Plan:** Counseling, warning, loss of privileges, detention, parent/guardian contact, parent/guardian conference, ISS, OSS, tribunal.
26. **Trespassing on any Haralson County school campus while suspended or during non-school hours without cause or need to conduct legitimate school business:** Counseling, warning, parent/guardian notification or conference, OSS, tribunal, law enforcement referral. Ref. O.C.G.A. 20-2-1180
27. **Traffic or parking violations:** Not applicable to students in grades K-5.
28. **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. Counseling, loss of privileges, detention, parent/guardian contact, ISS, OSS, tribunal, referral to law enforcement.
29. **Possession of any item reasonably considered inappropriate to the school setting as determined by the principal.**

VIOLENCE AGAINST A TEACHER, ADMINISTRATOR, BUS DRIVER, OR ANY OTHER SCHOOL EMPLOYEE

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

A student found by a tribunal to have committed an intentional act of physical violence against a teacher, school bus driver, school official, or school employee that results in physical harm to that person shall be referred to juvenile court with a request for a petition alleging delinquent behavior, and also shall be expelled from the public school system by the tribunal for the remainder of the student's eligibility to attend public school, subject to appeal to the board of education. The school board at its discretion: (1) may permit the student to attend an alternative education

program for some or all of the period of expulsion; and, if recommended by a tribunal, (2) may permit a student in a grade K-8 to re-enroll in the regular public school program for grades 9-12; and/or (3) may also permit a student in a grade K-6 to re-enroll in the public school system. Ref. O.C.G.A. 20-2-751.6; 16-3-21

In addition, a disciplinary tribunal hearing will be held following any substantial damage intentionally caused by a student on school premises to the personal property of a teacher or any other school system employee, or at the discretion of the principal, to the property of another student.

DISCIPLINARY TRIBUNAL HEARINGS

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

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

DEFINITION 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.

Absence - Excused: Any absence from school or class CAUSED BY personal illness; serious illness or death in the immediate family; order of a governmental agency or court of law; celebration of a religious holiday; conditions that render attendance impossible or hazardous to health or safety; registration to vote or voting, not to exceed one day; and service as a page of the General Assembly.

Absence - Unexcused: Any absence from school NOT CAUSED BY personal illness; serious illness or death in the immediate family; order of a governmental agency or court of law; celebration of a religious holiday; conditions that render attendance impossible or hazardous to health or safety; registration to vote or voting, not to exceed one day; and service as a page of the General Assembly.

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.

Chronic Disciplinary Problem Student: A student who exhibits a pattern of intentionally violating the Code of Conduct or exhibiting behavioral characteristics which interfere with the learning process of other students and which are likely to recur.

Detention: Assignment of a student to a specified school location and to a designated teacher or school official as a disciplinary consequence or to make up work missed. Detention may require the student's attendance before school or after school, or on Saturday or a student holiday. Notice of the detention assignment will be given to the student no later than the day before the assignment to provide the student's parent or guardian an opportunity to make arrangements for transportation.

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

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

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

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

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

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

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

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

Out-of school suspension (OSS): Removal of a student from the regular school program for a period not to exceed 10 days (short-term) or for a period greater than 10 days (long-term, which may be imposed only by a disciplinary tribunal). During the period of suspension, the student is excluded from all school campuses and all school-sponsored activities regardless of location. This includes practices and events. Suspension days end at midnight.

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

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

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

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

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

Tribunal Waiver Agreement: An agreement not to contest whether a student has committed an infraction of the Code of Conduct and the acceptance of consequences in lieu of an actual hearing before a disciplinary tribunal. If the tribunal accepts the agreement as its decision, the agreement becomes a disciplinary order of the school system.

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

Vandalism: Any willful or malicious act committed during or after school hours that marks, defaces, damages, alters, or destroys school property, the personal property of another student, or the personal property of any other person

that is legitimately at the school or at a school event, or making any threat or attempt to damage the aforementioned property.

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

RESPONSIBLE USE GUIDELINES FOR HARALSON COUNTY SCHOOLS' COMMUNITY

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

I understand that using digital devices (whether personal or school owned) and the HCS network is a privilege, and when I use them according to the Responsible Use Guidelines I will keep that privilege.

All members of Haralson County Schools' community agree to follow the Haralson County Schools Code of Conduct, school rules and commit to the following responsible use guidelines.

I will:

- Use digital devices, networks and software in school for **educational purposes and activities**.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others **private**.
- Show **respect** for myself and others when using technology including social media.
- Give **acknowledgement** to others for their ideas and work.
- Report inappropriate use of technology immediately.

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

SCHOOL RELATED GEORGIA LAWS

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

Weapon Possession: Possession of deadly weapons on school property is punishable by law "..... it shall be unlawful for any person to carry to or to possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound . . . Any person who violates this subsection shall be guilty of a felony and, upon conviction thereof, be punished by a fine of not more than \$10,000, by imprisonment for not less than two nor more than ten years, or both. . . As used in this code section. . . 'Weapon' means and includes any pistol,

revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. . .” Ref. O.C.G.A. 16-11-127.1

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

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

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

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

Bullying definition (O.C.G.A. 20-2-751.4)

(a) As used in this Code section, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (B) Has the effect of substantially interfering with a student’s education; (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (D) Has the effect of substantially disrupting the orderly operation of the school.

Haralson County School Nutrition Allergy Form

In Cases of Food Allergy

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or art B of IDEA, and the school food service may, but is not required to, make food substitutions for them. However, with a **licensed physician's assessment**, food allergies may result in severe, **life-threatening (anaphylactic) reactions**, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made.

Child's Name _____

Disability/ Food Allergy _____

Life Threatening (Anaphylactic) reactions

Foods to be Omitted _____

Food to be Substituted _____

Doctor's Signature: _____

Phone Number: _____

Parents:

This form must to be filled out by your physician and returned to the manager in the cafeteria. If you have questions please call Pepper Moon, Nutrition Director (770)574-2500

**Haralson County Schools are an equal opportunity provider and employer.*

TPS Technology Resource Use Contract

Personal Responsibility: I understand that when I am using the technological resources in the school district I am a member of the school district and I accept personal responsibility for use and 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 am aware the inappropriate use of technology resources can be a violation of local, state, and federal laws, and that I can be prosecuted for violating those laws.

Privileges: 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: When using technological resources: be polite, use appropriate language, do not reveal any personal information, and use the network in ways which will not disturb the use of the network by others. Use of the district's technological resources is not private.

Security: If you identify a security problem please 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 and appropriate legal action. I also agree to report any misuse of the information system to the site principal.

Student's Name: _____

Parent Signature: _____ Date: _____

Tallapoosa Primary School Acknowledgement of Receipt of Student Handbook

All Tallapoosa Primary students and parents are responsible for reading and acknowledging that they understand the content of the school handbook and code of conduct. This document includes the school rules and important information regarding the school's policies and procedures.

PARENTS/GUARDIANS ARE REQUIRED TO SIGN AND RETURN THIS FORM TO THEIR CHILD'S TEACHER BY August 19, 2020.

Please thoroughly read the procedures in the TPS Handbook and Code of Conduct then carefully review them with your student(s) so they fully understand them and all of the implications.

I have read the 2020-2021 Tallapoosa Primary Student Handbook, and have carefully reviewed and discussed it with my student. We are aware of our rights, responsibilities, all school rules, codes, and procedures for discipline.

STUDENT SIGNATURE: _____ Date: _____

PARENT SIGNATURE: _____ Date: _____