Middle and High School Parent & Student Information Guide

2021-2022

3236 Atlanta Highway

Dallas, Georgia 30132

Telephone: 770-443-8000

www.paulding.k21.ga.us

Our Mission
Engage. Inspire. Prepare.

Our Vision
The vision of the Paulding County School District is to prepare ALL students for success today and tomorrow.

Our Beliefs

- We believe **preparing** students is our first priority.
- We believe in fostering a culture of high expectations in student achievement and personal development.
- We believe all students are **inspired** to learn when provided rigorous and relevant instruction and positive relationships.
- We believe students thrive best when provided a safe, challenging, and healthy environment.
- We believe in the use of collaborative learning communities where best practices are partnered with data driven decisions.
- We believe in **engaging** all stakeholders in student success.

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Welcome to the 2021-2022 School Year!

Hello PCSD Parents & Guardians,

We are excited to have our students and staff back for the start of another great school year, and I am honored for the privilege of being able to serve our students, staff – and you – as interim superintendent! While last year was defined by the many challenges presented by the pandemic, our students, their parents, and our school staff as well, are looking forward to a renewed sense of normalcy and routine.

For most, teaching and learning this school year will resume as we remember it pre-COVID, with students and school staff interacting in person in classrooms. But the experience of the pandemic has forever changed the education landscape and has actually opened new possibilities for a growing number of students in Paulding County. Online learning is here to stay. The school district has expanded the Paulding Virtual Academy, and now, for the first time outside of a pandemic, a kindergarten-through-12th-grade virtual instruction program is available to all students in all grades. Last year we offered families a choice of either virtual or in-person instruction. For the 2021-2022 school year, we still offered that choice and will for the foreseeable future as online learning continues to grow in popularity.

Whether your family has been with our schools for a while or is enrolling for the first time, it is truly an exciting time to be a part of the Paulding County School District. Our district has more than 30,000 students in 33 schools and continues to grow and improve in remarkable ways. Our Literacy for Learning, Living and Leading in Georgia (L4GA) initiative is showing impressive results by continuing to develop reading and writing skills across the curriculum in all of our schools. Our Paulding College & Career Academy continues to offer exciting new opportunities for high school students in four high-demand pathways, including Manufacturing/Mechatronics, Energy, Healthcare and Cybersecurity. Meanwhile, magnet programs such as the Academy of Computer Science at Hiram High School and the Academy of Science, Research & Medicine at Paulding County High School, are drawing a wide range of students who are immersing themselves in challenging, focused areas of study to prepare themselves for bright futures. These are just a few examples because the bottom line is that in every Paulding County school you will find dedicated teachers who are engaging, inspiring, and preparing students for success each and every school day.

This handbook provides important information about the school year ahead, and it is important that parents take the time to read through the material presented. More information about the topics covered is available on our web site at www.paulding.k12.ga.us. If you still have questions, I would encourage you to reach out to your child's teacher or principal. The policies included here explain many of the rules and regulations that students and their parents/guardians must know, including our Code of Conduct, Dress Code, and guidelines for student discipline. The Georgia Department of Education and State Law require that we keep a record showing all parents and guardians received the information provided in this guide. After you review the information guide, please take the time to complete the parent & student signature page and return it to your child's school.

Thank you for allowing us the privilege of serving your children, and best wishes for a successful school year!

Sincerely,

Steve Barnette
Interim Superintendent

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School Calendar 2021-2022

July 29, 2021	Open House/All Schools Elementary 2:00-6:00 Middle/High 4:00-8:00
August 2, 2021	First day of School
August 27, 2021	Progress Reports Issued
September 6, 2021	Labor Day Holiday (Schools & Offices Closed)
September 20-24, 2021	Fall Break
October 8, 2021	End of 1st 9 Weeks
October 11-14, 2021	Parent Conferences - Students dismissed 2 hours early
October 15, 2021	Digital Learning Day
October 15, 2021	Report Cards
November 2, 2021	Professional Learning Day/Student Holiday
November 12, 2021	Progress Reports
November 22-26, 2021	Thanksgiving Break
December 17, 2021	End of 2nd 9 Weeks/End of 1st Semester – Students dismissed 2 hours early
December 20, 2021-January 1, 2022	Holiday Break
January 3, 2022	Teacher Workday/Student Holiday
January 4, 2022	1st day of 2nd Semester
January 4, 2022	Report Cards
January 17, 2022	Martin Luther King, Jr. Holiday (Schools & Offices Closed)
February 4, 2022	Progress Reports
February 21, 2022	Presidents' Day Holiday (Schools & Offices Closed)
February 21-25, 2022	Winter Break
March 11, 2022	Teacher Workday/Student Holiday
March 14-18, 2022	Parent Conferences - Students dismissed 2 hours early
March 18, 2022	End of 3rd Nine Weeks
March 18, 2022	Report Cards
April 4-8, 2022	Spring Break (Schools & Offices Closed)
April 22, 2022	Progress Reports
May 27, 2022	Early Release - Students dismissed 2 hours early End of 4th 9 Weeks/End of 2nd Semester Last Day of School

Graduation Dates for 2021/2022 School Year

Information about each school's ceremony can be accessed by visiting each local school website or contacting the school directly.

School	Date	Time
East Paulding High	Friday, May 27, 2022	8:00 p.m.
North Paulding High	Friday, May 27, 2022	8:00 p.m.
South Paulding High	Friday, May 27, 2022	8:00 p.m.
Hiram High	Saturday, May 28, 2022	8:00 a.m.
Paulding County High	Saturday, May 28, 2022	8:00 a.m.

Elementary Schools			
Elementary Schools			
Abney Elementary 1186 Colbert Rd. Dallas, GA 30132 770-443-2756 Fax: 770-443-2653	**Allgood Elementary** 312 Hart Rd. Dallas, GA 30157 770-443-8070 Fax: 770-443-8071	**Baggett Elementary** 948 Williams Lake Rd. Powder Springs, GA 30127 678-460-1570 Fax: 770-943-6255	**Burnt Hickory Elementary** 80 North Paulding Drive Dallas, GA 30132 678-373-0970 Fax: 770-505-0640
Dallas Elementary 520 Hardee St. Dallas, GA 30132 770-443-8018 Fax: 770-443-8020	**Dugan Elementary** 1362 Winn Rd. Douglasville, GA 30134 770-949-5261 Fax: 770-949-5423	**Hiram Elementary** 200 Seaboard Ave. Hiram, GA 30141 770-443-3392 Fax: 770-943-0636	**Hutchens Elementary** 586 Clonts Road Douglasville, GA 30134 678-838-2683 Fax: 678-838-2783
McGarity Elementary 262 Rakestraw Mill Rd. Hiram, GA 30141 770-445-9007 Fax: 770-445-6691	**Nebo Elementary** 2843 Nebo Rd. Dallas, GA 30157 770-443-8777 Fax: 770-445-6465	**New Georgia Elementary** 5800 Mulberry Rock Rd. Villa Rica, GA 30180 770-445-3597 Fax: 770-443-2044	**Northside Elementary** 2223 Cartersville Hwy. Dallas, GA 30132 770-443-7008 Fax: 770-443-7010
Panter Elementary 190 Panter School Rd. Hiram, GA 30141 770-443-4303 Fax: 770-222-9775	**Poole Elementary** 1002 Wayside Lane Dallas, GA 30132 770-505-5541 Fax: 770-505-5540	**Ragsdale Elementary** 528 Holly Springs Rd Rockmart, GA 30153 770-443-2140 Fax: 770-443-2153	**Roberts Elementary** 1833 Mt. Tabor Church Rd. Dallas, GA 30157 770-443-8060 Fax: 770-443-2624
Russom Elementary 44 Russom Elem. School Ln Dallas, GA 30132 678-574-3480 Fax: 678-574-5893	**Shelton Elementary** 1531 Cedarcrest Rd. Dallas, GA 30132 770-443-4244 Fax: 770-975-9172	**Union Elementary** 206 Hwy. 101, South Temple, GA 30179 770-443-4191 Fax: 770-459-5436	
Middle Schools			
Austin Middle 3490 Ridge Rd. Douglasville, GA 30134 770-942-0316 Fax: 770-942-0548	**Dobbins Middle** 637 Williams Lake Rd. Powder Springs, GA 30127 770-443-4835 Fax: 770-439-1672	**East Paulding Middle** 2945 Hiram-Acworth Hwy. Dallas, GA 30157 770-443-7000 Fax: 770-443-0116	**Jones Middle** 100 Stadium Dr. Dallas, GA 30132 770-443-8024 Fax: 770-443-8026
McClure Middle 315 Bob Grogan Drive Dallas, GA 30132 770-505-3700 Fax: 770-505-7253	**Moses Middle** 1066 Old County Farm Rd. Dallas, GA 30132 770-443-8727 Fax: 770-443-8078	**P.B. Ritch Middle** 60 Old Country Tr. Dallas, GA 30157 770-443-1449 Fax: 770-443-4339	**Scoggins Middle** 1663 Mulberry Rock Rd Dallas, GA 30157 770-456-4188 Fax: 770-456-4189
South Paulding Middle 592 Nebo Rd. Dallas, GA 30157 770-445-8500 Fax: 770-445-9989			
High Schools			
East Paulding High 3320 East Paulding Dr. Dallas, GA 30157 770-445-5100 Fax: 770-443-6357	**Hiram High** 702 Virgie Ballentine Dr. Hiram, GA 30141 770-443-1182 Fax: 770-439-5053	**North Paulding High** 300 North Paulding Drive Dallas, GA 30132 770-443-9400 Fax: 678-363-8544	**Paulding County High** 1297 Villa Rica Hwy. Dallas, GA 30157 770-443-8008 Fax: 770-443-7030
South Paulding High 1364 Winn Rd. Douglasville, GA 30134 770-949-9221 Fax :770-949-9239	**New Hope Learning Center/ Virtual Academy** 4555 Dallas-Acworth Rd. Dallas, GA 30132 770-445-2656	**Paulding College & Career Academy** 4555 Dallas-Acworth Rd. Dallas, GA 30132 470-648-6264	

Georgia Special Needs Scholarship

Under State law passed by the Georgia State Legislature in 2007, parents of students who receive special education services may choose to transfer their child to another public or private school in Georgia.

Public School Choice Options
A parent may request a transfer to another public school within the Paulding County School District as long as there is available space and program availability with the services agreed to in the student's existing individualized education plan (Grades 1 – 12). If the parent chooses this option, then the parent shall be responsible for transportation to and from the school. Applications will be made available early in the second semester and will be open for approximately two weeks. Please check the Paulding County School District website for dates and application.

A parent may request a transfer to a school in another school system, if there is available space in the system and the school has a program with the services agreed to in the student's existing individualized education plan. However, a school system must first agree to accept the student. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation to and from the school in that system.

A parent may also request a transfer to one of the State schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a State school will depend upon the appropriateness of the setting given the student's individual needs. If the parent chooses this option, then the parent shall be responsible for transportation to and from the State school. Please visit the Georgia Department of Education's website at www.gadoe.org for more information about transferring to a State school.

Private School Option
If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education's website www.gadoe.org.

NOTIFICATION OF PARENT/GUARDIAN RIGHTS AND PROTECTIONS

The PAULDING COUNTY SCHOOL DISTRICT (the School District) currently provides necessary school-based health services to your child at no cost to you, the parent/guardian. The School District is participating in the Department of Community Health (DCH) program through which Federal Medicaid funds are made available to school districts in the State to help cover the costs of providing necessary school-based health services to students. By participating in this program, the School District is allowed to seek Federal Medicaid funds to help cover the costs of the health services the School District provides to your child. In order to seek the Federal funds, the School District must disclose information from your child's education records to the DCH regarding the health services the School District provided to your child.

To ensure that your child has access to a free appropriate public education, as required by Federal law, the School District must:

- Obtain your written consent prior to disclosing your child's health information to DCH,
- May not require you to sign up for or enroll in any public benefits or insurance programs,
- May not require you to pay any out-of-pocket expenses such as a deductible or co-payment for the costs of the health services the School District provides to your child, and
- May not use your child's Medicaid or other public benefits if that use would:
    - Decrease available lifetime coverage or any other insured benefit,
    - Result in you or your family paying for services that would otherwise be covered by Medicaid or other program and that are required for your child outside of the time that your child is in school,
    - Increase your insurance premiums or lead to the discontinuation of any public benefits or insurance, or
    - Risk the loss of your eligibility for home and community-based waivers, based on aggregate health-related costs.

Whether or not you give your consent or if you withdraw your consent for the school district to disclose your child's health service information to the DCH in order to seek Federal Funds to help the School District to cover the cost of your child's health services, the School District will continue to provide services to your child at no cost to the parent/guardian.

Ver. 4/1/13a

CHART OF RESPONSIBILITIES FOR RESPONSES TO CIVIL RIGHTS CONCERNS

Policies of the Paulding County Board of Education require full compliance with all federal and state non-discrimination laws. This compliance policy is inclusive of the following federal laws:

- Title VI and VII of the Civil Rights Act of 1964 (Title VI prohibits discrimination based on race, color and/or national origin; Title VII prohibits employment discrimination based on race, color, national origin, sex, and/or religion)
- Title IX of the Educational Amendments of 1972 (requires gender equity in educational programs)
- Age Discrimination and Employment Act (ADEA) (prohibits age discrimination for employees or applicants)
- Section 504 of the Rehabilitation Act of 1973 Public Law 101-476 (prohibits discrimination based on disability)
- Individuals with Disabilities Education Act (IDEA) (ensures services to children with disabilities)
- Americans with Disabilities Act of 1990 (ADA) (prohibits discrimination for people with disabilities)

Facilities Accessibility	Director of Maintenance
Title VI; Title VII; ADEA; Employee Issues; ADA; Personnel Issues; Section 504	Executive Director of Human Resources
Student Program Accessibility; Public Law 101-476 (IDEA); ADA	Executive Director of Student Services
Title I	Director of Title I
Title IX; Student Issues	Director of School Administration and Athletics
Title II; Carl Perkins Act	Executive Director of Curriculum and School Improvement

Questions concerning policies and practices of an individual school of the Paulding County School District may be addressed to the building Principal; to any of the persons listed above at the Paulding County Board of Education, 3236 Atlanta Highway, Dallas, GA 30132; or to the Director, Office for Civil Rights, Education Department, Washington, D.C. 20221.

Rights under the Family Educational Rights and Privacy Act (FERPA)

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

(1) **ACCESSING STUDENT RECORDS:**
The right to inspect and review the student's education records within 45 days of the day the Paulding County School District receives a request for access.

Parents/guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

(2) **AMENDING STUDENT RECORDS:**
The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask the Paulding County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) **DISCLOSING STUDENT RECORDS:**
The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

(4) **COMPLAINT PROCEDURE:**
The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20222-5920

(5) **DIRECTORY INFORMATION:** The following information pertains to information designated by the District as directory information, which may be released without prior written parental consent, subpoena and court order:

PERSONAL INFORMATION: A student's name, address, e-mail address, phone number, date and place of birth, dates of attendance and most recent previous school attended, awards received, participation in school activities and sports, as well as weight and height of members of athletic teams, can be released without prior written parental consent, subpoena and court order to only the following: law enforcement agencies, State and Federal Child Welfare Agencies, District Attorney and Solicitor's Offices, PTA, and other school support organizations, U.S. Armed Forces recruitment agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools for non-political purposes. District teachers, District schools and the District may also display a student's name, most recent previous school attended, awards received, participation in school activities and sports, as well as weight and height of members of athletic teams on District school, District classroom or District Web sites for the purposes of recognizing student achievement or informing the community about school events.

PHOTOGRAPHS/AUDIO & VIDEO RECORDINGS: The District records and maintains audio recordings and video or photographic footage including accompanying audio of students on school property and at school events in locations including, but not limited to, parking lots, school buses, lunchrooms, classrooms and hallways. Such information is used and maintained for security and other purposes, including yearbooks, video yearbooks, and school publications and Web sites. In many cases, videos contain peripheral video or photographic footage of students engaged in day-to-day activities including, but not limited to, walking to class, riding the school bus, attending to classroom or school activities, eating lunch, participating in club or performance activities, accepting awards and/or engaging in academic activities.

Audio recordings of students may also include day-to-day peripheral recordings of noises or voices related to students, including but not limited to, student voices or noises in hallways, classrooms, at public performances, class presentations and/or during class participation.

Peripheral video footage, photographic images, or audio recordings of day-to-day student activities do not include footage of a student or students committing or being involved in a violation of law or District or School Rule, Procedure, or Policy. The District may also determine that other activities do not qualify as peripheral images, footage, or recordings on a case-by-case basis. Peripheral or day-to-day recordings, images or video footage (including accompanying audio) of students may be released without prior written parental consent, subpoena and court order to only the following: law enforcement agencies, State and Federal Child Welfare Agencies, District Attorney and Solicitor's Offices, PTA and other school support organizations, U.S. Armed Forces recruitment agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools for non-political purposes. District teachers, District schools and the District may also post these images or recordings on District school, District classroom or District Websites. A student or the parent/guardian of a student involved in any prohibited conduct may review a recording of prohibited conduct, which may contain other students' peripheral video or audio information. This review may be allowed without obtaining the consent of the peripheral student(s) or his/her parent(s)/guardian(s). However, if any other students are involved in the recorded prohibited conduct, the school will require compulsory process or appropriate written consent from those parents/guardians/eligible students prior to the review of the recording.

OBJECTION PROCEDURE:
Parents/Guardians of students under 18 years of age or a student, 18 years of age or older objecting to the release of this information should notify the Principal of their school by September 30, 2021.

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our administration of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

***Receive notice and an opportunity to opt a student out of**:*

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The District has developed rules, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parents/guardians may provide written suggestions for these rules to the Paulding County School District, 3236 Atlanta Highway, Dallas, Georgia 30132.

The District will directly notify parents of these guidelines which are in accordance with Board of Education Policy JR; Student Records. This notification will occur annually at the start of each school year and after any substantive changes. The District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20222-5920
7/1/08

Board Policy JR Student Records may be found at www.paulding.k12.ga.us

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Complaint Procedures for Federal Programs

The Paulding County School District addresses complaint procedures through board policy. If an individual, organization, or agency believes and alleges that the Paulding County School District is violating a Federal Statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965 (ESEA), then the individual, organization, or agency may file a complaint.

Parents are expected to address complaints or grievances beginning at the school level with the teacher first and then the administration. Central office personnel should be contacted next should parents feel the issues have not been resolved. If still unsatisfied, the superintendent should be contacted. Parents have the right to speak to the Board of Education through public participation at a Board of Education meeting. Conference forms/notes/minutes are kept on file as documentation of the issues. The complaint procedures describe grounds for complaints, federal programs for which complaints can be filed, filing and investigation of a complaint, as well as rights to appeal.

Grounds for a Complaint

Any individual, organization or agency may file a complaint with the Paulding County School District if that individual, organization or agency believes and alleges that the PCSD is violating a Federal Statute or regulation that applies to a program under the Elementary and Secondary Education Act of 1965 (ESEA). 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 ongoing.

Filing a Complaint
Complaints and grievances shall be handled and resolved as close to their origin as possible and through the proper channels using the following procedures:
A complaint must be made in writing and signed by the complainant. The complaint must include the following:

- A statement that the PCSD has violated a requirement of a Federal statute or regulation that applies to an applicable program;
- The date on which the violation occurred;
- The facts on which the statement is based, and the specific requirement allegedly violated;
- A list of the names and telephone numbers of individuals who can provide additional information;
- Whether a complaint has been filed with any other government agency, and if so, which agency;
- Copies of all applicable documents supporting the complainant's position; and
- The address of the complainant.

The complaint must be addressed to:
Federal Programs Coordinator (for program in which the complaint is filed against)
Paulding County School District
3236 Atlanta Highway
Dallas, GA 30132

Investigation of the Complaint:
1. Any complaints or grievances shall be forwarded to the appropriate Federal Program Coordinator. The Coordinator or his or her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the complaint was received;
- How the complainant may provide additional information;
- A statement of the ways in which the Federal Programs Coordinator may investigate or address the complaint; and
- Any other pertinent information

2. The decision of the Federal Program Coordinator may be appealed to the Superintendent in writing.
3. The decision of the Superintendent may be appealed to the Paulding County Board of Education in writing.
4. All decisions and appeals shall be submitted in writing.
5. Complaints will be tracked by the appropriate Federal Program Coordinator by maintaining documentation of written complaints and other supporting information.
6. Reports will be maintained with letters of complaint and the final resolutions.

Waste, Fraud, Abuse and Corruption

The Paulding County School District addresses waste, fraud, abuse and corruption through the Georgia Professional Standards Commission Georgia Code of Ethics for Educators. Annually, all employees are required to review the most recent version of the Code of Ethics for Educators.

Board Policy GBU states it is part of the policy of the Paulding County Board of Education that Paulding County School District employees abide by all federal, state and local laws and uphold professional standards for behavior as adopted in the Georgia Code of Ethics for Educators. To report waste, fraud, abuse, and corruption involving personnel, allegations should be submitted to the Executive Director of Human Resources. Any other alleged violations involving waste, fraud, abuse, and corruption related to federal funds should be reported to the Federal Program Coordinator.

Conflict of Interest

Federal programs follow the requirements concerning the conflict of interest policy from guidance 2 CFR Part § 200. 318 (c). According to the policy, "no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest." Conflict of interest would arise if the decision is likely to have a financial or tangible personal benefit to that employee or a member of his or her immediate family or an organization which employs or is about to employ any of the parties.

Board Policies and Procedures

Student Dress Code

Administrative Regulation JCDB-R

The Paulding County School Board and administration acknowledge that good grooming and personal attire positively affect student achievement and conduct while helping prepare all students for later success in the world of work. This dress code was developed through the direction of the superintendent and with the cooperation of parents, students, teachers, and administrators.

This dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. The administration reserves the right to determine if items of clothing are too casual, too revealing, or too distracting for school dress.

Approved for School Wear

Pants and Shorts

- Length must be appropriate (5" from the top of kneecap as measured by a ruler or the width of a 3 x 5 index card);
- Sized appropriately

Skirts and Dresses

- Skirts must be size appropriate and be worn at waistline;
- Shoulders must be covered, and arm holes must be tight fitting;
- Length must be appropriate (3" from the top of the kneecap as measured by a ruler or the length of a 3 x 5 index card); Slits in skirts must be appropriate (no slit above the three-inch rule)

Shirts and Blouses

- Must be size appropriate;
- Long or short sleeved, dress shirt, polo type, sleeveless with appropriate, tight-fitting armholes (no tank tops, no halter tops, no spaghetti straps);
- Must have no writing, pictures, or graphics that unreasonably attract the attention of other students or cause disruption or interference with the operation of the school (e.g., vulgarity, sexual innuendo);
- Shirttails must be below the belt line even with arms raised above the head or when the student is seated.

Shoes

- All students must wear appropriate shoes (examples: dress, tennis, flip-flops, clogs).

Not Approved for School Wear

- No holes, frays, rips, or tears which are revealing or inappropriate;
- See-through clothing;
- Sleeveless shirts, blouses, without appropriate (tight-fitting) armholes;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which may be considered racially insensitive or which displays or implies profane or obscene language or symbols;
- Emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school;
- Headgear is prohibited and must be kept out of sight on the school campus during the school day. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering. No combs, rakes, curlers, or picks can be worn in the hair. Exceptions for religious or medical reasons to be granted by the principal.
- Chains hanging from wallets or clothing;
- Exposure of undergarments of any type;
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g. bandanas, sweat bands, head rags, etc.);
- Jewelry that is offensive, distracts, or is studded or pointed is unacceptable. Heavy chains are not allowed.

Notes:
Local schools may also establish student dress requirements that include school uniforms. School uniform proposals must be reviewed by the Operations Department and Board of Education attorney prior to approval by the Associate Superintendent.

Athletic and other extracurricular uniforms for school related activities are acceptable as approved by the school administration. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.

The school administration reserves the right to alter the dress code for special occasions or extracurricular activities. Parents who require an exemption from the dress code for religious, cultural or short-term medical reasons may make application to the principal.

This dress code regulation may be modified by the principal at grades K-5.

Date Issued: 8/24/2001 Last Revised: 5/24/2016

Student Discipline

Board Policy JD

It is the intention of the Paulding County Board of Education (Board) to have the Paulding County School District (District) operate each school in a manner that will provide the orderly process of education and that will provide for the welfare and safety of all students who attend the school within the District. In accordance with that purpose the Board authorizes the Superintendent to develop and implement a student discipline code for the District. The code shall be age appropriate, set forth standards for behavior and include a progressive discipline process. This code shall be reviewed and revised periodically and will comply with all the requirements of state and federal laws and State Board of Education rules. The Student Discipline Code shall be distributed to students and their parents or guardians within one week of the beginning of school or within one week of a transfer student enrolling in a District school. Parents/guardians and students are asked to sign a form acknowledging their receipt of the Student Code of Conduct. The Student Discipline Codes of Conduct for Elementary, Middle, and High School Students are contained in Regulation JD-R (2) and JD-R (3). The information regarding rules and regulations of this policy are contained in Regulations JD-R (0), JD-R (1), JD-R (2) and JD-R (3).

It is the intention of the Paulding County School District to establish standards for behavior that expect students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

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

Also, students may be disciplined for conduct off campus which is felonious, or which may pose a threat to the school's learning environment or the safety of students and employees.

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

As required by the Georgia General Assembly, parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

Standards for Student Behavior

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students. The standards are designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board, and to obey student behavior rules established at each school within this school district.

Behavioral Expectations

Each student is expected to:

- Demonstrate courtesy with all individuals regardless of circumstances, even when others do not;
- Behave in a responsible manner, always exercising self-discipline;
- Attend all classes regularly and on time;
- Prepare for each class by taking appropriate materials and assignments;
- Meet the Paulding County School District and school standard of grooming and dress;
- Respect the rights and privileges of other students, teachers, and other employees of the Paulding County School District;
- Respect the property of others, including Paulding County School District property and facilities;
- Cooperate and assist the school staff in maintaining safety, order, and discipline; and
- Refrain from committing violations of the Code of Student Conduct.

Student Support Process

Student support processes are designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school district and other public entities or community organizations which may assist students to address behavior problems.

The Paulding County School District provides a variety of resources which are available at every school within the district to help address student behavioral problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans, and the Paulding County Attendance Protocol.

Progressive Discipline Processes

Progressive discipline processes are designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law.

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

Parental Involvement Processes

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments. Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

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

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

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

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

The law allows a local board of education to petition the juvenile court to require a parent/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.

The District shall involve parents in updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code.

Persistently Dangerous School

A public school in which for each of three consecutive years on the property of the public school, or at an event within the jurisdiction of a public school, or at a school sponsored event, in which:

- at least one student enrolled in that school is found by official action to have committed an offense in violation of a school rule that involved one or more of the following criminal offenses:
  - Aggravated Battery (O.C.G.A. 16-5-24),
  - Aggravated Child Molestation (O.C.G.A. 16-6-4),
  - Aggravated Sexual Battery (O.C.G.A. 16-6-22.2)
  - Aggravated Sodomy (O.C.G.A. 16-6-2)
  - Armed Robbery (O.C.G.A. 16-8-41)
  - Arson - First Degree (O.C.G.A. 16-7-60)
  - Kidnapping (O.C.G.A. 16-5-40) o Murder (O.C.G.A. 16-5-1)
  - Rape (O.C.G.A. 16-6-1)
  - Voluntary Manslaughter (O.C.G.A. 16-5-2)
- Or two (2) percent or more of the student population or ten students, whichever is greater are found by official action to have committed an offense in violation of a school rule that involved one or more of the following offenses:
  - Non-felony drugs (O.C.G.A. 16-13-2)
  - Felony drugs (O.C.G.A. 16-13-127.1)
  - Felony Weapons (O.C.G.A. 16-11-127.1)
  - Terroristic Threats (O.C.G.A. 16-11-37)
- Or any combination of the aforementioned criteria shall be identified by the Georgia Department of Education as a persistently dangerous public school.

The local school district shall:

- within ten school days of notification shall notify the parents/guardians of students in a school that has been identified as a persistently dangerous school;
- adopt a corrective action plan and submit it to the Georgia Department of Education; and
- upon completion of its planned corrective action plan, apply to the Georgia Department of Education to have the school removed from the list of persistently dangerous schools.

Any student who is a victim of a violent criminal offense that occurs on the property of a public school in which the student is enrolled, while attending a school sponsored event that occurs on the property of a public school, or while attending an event under the jurisdiction of a public school shall be permitted to attend a safe public school, including a charter school, within ten (10) school days of the violent criminal offense, and to the extent possible, shall allow victims to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring.

A local board of education with one or more of its schools identified as persistently dangerous is not required to cover the cost of transportation to a safe public school beyond the levels identified by federal legislation.

Authority of the Principal

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

School Clubs/Organizations

Each school will provide information regarding school clubs and organizations, including name of club, mission, or purpose, name of faculty advisor, and description of past or planned activities. A form will be provided to the parent or guardian to decline permission for his or her student to participate in a club or organization designated by him or her.

Date Adopted: 8/24/2001 Last Revised: 5/28/13

Student Code of Conduct/Middle and High School

Administrative Regulation JD-R (3)/JD-E (2)

RATIONALE/OBJECTIVE:

The Paulding County School District (District) is dedicated to sound discipline practices in the continuing effort to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. The District also recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Therefore, schools will take appropriate actions in an effort to provide students and staff a safe and orderly environment.

RULE:

The following code provisions apply to offenses that students commit while on school property at any time, engaging in or attending a school-sponsored event, or while using the school technology resources. As used in this Code of Conduct:

A. School property includes, but is not limited to:
   1. The land and improvements which constitute the school;
   2. Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted;
   3. Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the District and privately- owned vehicles used for transportation to and from school activities; and
   4. Personal belongings, automobiles or other vehicles which are located on school property.

B. School technology resources includes, but is not limited to:
   1. Electronic media systems such as computers, electronic networks, messaging, and Web site publishing, and
   2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

The decision to charge a student for violation of this Code of Conduct shall be made by the administration of the school. If the school administration is uncertain as to the interpretation of the Code of Conduct, they are to contact their respective supervisor.

I. DISCIPLINE LEVELS

A. Level 1 Discipline:

- Level 1 discipline is used for minor acts of misconduct which interfere with the good order of school.
- Following appropriate teacher intervention, students may be referred to an administrator.
- Consequences range from administrative conference to three (3) days of In-school Suspension (ISS).

B. Level 2 Discipline:

- Level 2 discipline offenses are intermediate acts of misconduct.
- Students should be referred to an administrator.
- Consequences range from In-School Suspension (ISS) to ten (10) days Out-of-School Suspension (OSS).
- Repeated violations of any Level 2 offense may result in that violation being considered a Level 3 offense which may result in long term suspension/expulsion.

C. Level 3 Discipline:

- Level 3 discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property and other acts of serious misconduct.
- Students must be referred to an administrator. Administrators will notify their supervisor and law enforcement agencies as deemed appropriate. Consequences range from out-of- school suspension to permanent expulsion and may include referral to apply to the Alternative Education Program (AEP).
- **NOTE:** Any misconduct that threatens the health, safety, or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to ten (10) school days, pending disciplinary investigation of the allegations.

D. Removing Disruptive Students from the Classroom:

- The Superintendent and Principals shall, and do, fully support the authority of every teacher in his/her school(s) to remove a disruptive student from his/her class pursuant to Georgia Code 20-2-738. This code applies to a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with students in the class or with the student's classmates' ability to learn where the student's behavior is in violation of the District Student Code of Conduct.

E. Student Attendance/Conduct Relative to Georgia Driver's Licenses:

- In addition to penalties specified in this Code of Conduct for attendance and selected conduct, students may find their eligibility for a Georgia instruction permit or driver's license impacted by their school attendance and/or conduct.
- Students applying for an instruction permit or driver's license must obtain from their school a letter certifying that they are currently enrolled in school and not under expulsion.

F. Truancy:

When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the District should comply with Board Policy JB (Student Attendance) and school guidelines to report reasons for absences. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of Georgia Code Section 20-2-690.1(b). Any child that is subject to compulsory attendance who, during the school calendar year, has more than five (5) days of unexcused absences is considered truant. The law states the following:

"Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than $25.00 and not greater than $100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense."

- Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
- Possible consequences may also include disposition for unruly children in accordance with O.C.G.A. § 15-11-67.

G. REPORTING TO LAW ENFORCEMENT:

In addition to discipline of students by the District, student conduct may be reported to appropriate law enforcement authorities. The District encourages parents/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.

INFRACTIONS THAT REQUIRE LEGALLY MANDATED REPORTS TO AUTHORITIES

Commission of any of the following acts by a student on school property or at any school function legally requires a report to authorities:

1. Aggravated assault if a firearm is involved (§16-5-21)
2. Aggravated battery (§16-15-24)
3. Sexual offenses (§16-6-1 through 16-6-25)
4. Carrying a deadly weapon at a public gathering (§16-11-127)
5. Carrying weapons at school functions or on school property or within school safety zones (§16-11-127.1)
6. Illegal possession of a pistol or revolver by a person under the age of 18 (§16-11-132
7. Possession and other activities regarding marijuana and other controlled substances (§16-13-30)

WHO REPORTS AND TO WHOM

Teacher or any school employee reports to Administrator who makes an oral report to appropriate level supervisor in Operations, law enforcement, and District Attorney's Office.

CONSEQUENCES FOR FAILURE TO REPORT

* Individuals are guilty of misdemeanor if knowingly and willfully fail to report.

II. STUDENT OFFENSES:

A student shall not violate any of the following rules of the Paulding County School District. Pursuant to State requirements, disciplinary levels have been assigned to each offense. These levels correspond to the disciplinary levels detailed above. However, Principals or designee working in conjunction with their supervisor may give greater discipline in egregious circumstances.

A. ALCOHOL/ DRUGS/INHALANTS:

To determine whether a second or third offense has occurred:

- Offenses are cumulative grades 6 through 8; and
- Offenses are cumulative grades 8 through 12.

1. No student shall possess, consume, transmit, store, and/or be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), stimulants, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana (broadly defined to include any product that contains cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law),other intoxicant or mind-altering substance, (whether legal or illegal) or any other substance listed under the Georgia Controlled Substances Act or any substance believed by the student to be alcohol or an illegal drug. Legal intoxication is not required for violation of this Code of Conduct. **(Level 3)**
2. No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia. **(Level 2-3)**
3. No student shall falsely present or identify a substance to be alcohol or an illegal drug. **(Level 2-3)**
4. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute, alcoholic beverages, stimulants, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana (broadly defined to include any product that contains cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law),other intoxicant or mind-altering substance, (whether legal or illegal) or any other substance listed under the Georgia Controlled Substances Act. **(Level 3)**
5. No student shall sniff or be under the influence of inhalants and/or other substances.
6. No student shall possess, consume, transmit, store, or be under any degree of influence of synthetic cannabinoids such as "K-2" (Also known as, Spice or any other brand or street name synthetic cannabinoid, including aqueous and vape forms.

Option: For middle school and high school students, on a **first offense** of A-1, A-5 and A-6 the length of suspension may be reduced by completion by student and parent of a district approved drug/alcohol awareness program.

Consequences for Possession or Personal Use: (A-1, A-5 and A-6 above)

- **First Offense:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.
  - Contact law enforcement and other agencies as appropriate.
- **Second Offense:**
  - Ten (10) days of out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.

- Contact law enforcement and other agencies as appropriate.

- **Third Offense:**
  - Ten (10) days out-of-school suspension with a recommendation for expulsion from school for a period of one (1) calendar year.
  - Maximum is a recommendation for permanent expulsion.
  - Contact law enforcement and other agencies as appropriate.

Consequences for Buying, Selling, Distribution and Possession with Intent to Distribute:

- **First Offense:**
  - Ten (10) days of out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for specified time.
  - Contact law enforcement and other agencies as appropriate.
- **Second Offense:**
  - Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.
  - Maximum is a recommendation for long-term suspension/expulsion for at least the remainder of the current school year, up to expulsion for a specified time
  - Contact law enforcement and other agencies as appropriate.
- **Third Offense:**
  - Minimum of ten (10) days out-of-school suspension with a recommendation for expulsion from school for a period of one (1) calendar year.
  - Maximum is a recommendation for permanent expulsion.
  - Contact law enforcement and other agencies as appropriate.

B. ATTENDANCE VIOLATIONS:

1. A student shall not be truant or fail to attend school as required by the Georgia Compulsory Attendance Laws. **(Level 1)**
2. No student shall be tardy for a class or activity for which he/she is enrolled without a valid excuse. **(Level 1)**
3. No student shall miss any class or activity for which he/she is enrolled without a valid excuse. **(Level 1-2)**
4. Once entering campus, students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian and the Principal or designee. Students must follow the established procedures for checking in or out of school. **(Level 2)**

C. BOMB THREATS:

Bomb threat is defined as: Transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a
potentially dangerous situation.

- **First Offense:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
  - Contact law enforcement and other agencies as appropriate.
- **Second Offense:**
  - Minimum of ten (10) days of out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for expulsion for one (1) calendar year.
  - Contact law enforcement and other agencies as appropriate.
- **Third Offense:**
  - Minimum of ten (10) days out-of-school suspension with a recommendation for expulsion from school for one (1) calendar year.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for permanent expulsion.
  - Contact law enforcement and other agencies as appropriate.

D. BULLETS, BB'S, PAINT BALL PELLETS:

Students may not possess ammunition, BB's, paint pellets, CO2 cartridges, or other projectiles. These items are disruptive to the function of the school and may pose a safety risk. **(Level 1-3)**

E. BUS BEHAVIORS:

Students shall follow all student behavior policies and regulations while at the bus stop and on school-provided transportation including, but not limited to, the prohibitions on physical violence, bullying, assault, battery, disrespectful conduct, or other unruly behavior. For further guidance, refer to EDCB-R. In addition:

1. Students must keep all body parts inside the bus at all times. **(Level 1-3 and/or suspension from the bus for a specified time)**
2. Nothing may be thrown into, within, out of, or at the bus. **(Level 1-3 and/or suspension from the bus for a specified time)**
3. **Bus Disruptions:**
   No student shall act in any manner so as to interfere with a driver's ability to safely drive the bus or another student's ability to ride the bus without harassing or loud distractions. Students must remain seated at all times unless directed by the driver. Students must remain quiet at all railroad crossings. **(Level 1-3 and/or suspension from the bus for a specified time)**
4. Emergency doors and windows are to be used only at the direction of the driver. **(Level 1-3 and/or suspension from the bus for a specified time)**
5. Students may not ride a bus or disembark a bus at a bus stop other than that assigned for their residence without submitting a written request from their parent/guardian to the Principal or designee for approval. **(Level 1-2 and/or suspension from the bus for a specified time)**
6. Students shall not use any electronic devices during the operation of a school bus that may interfere with the bus's communication equipment or the driver's operation of the school bus. Students may not use any electronic device to video or audio record while on school provided transportation vehicles. **(Level 1-2 and/or suspension from the bus for a specified time)**
7. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or reflective surfaces in a manner, which might interfere with the operation of the school bus. **(Level 1-3 and/or suspension from the bus for a specified time)**

If a student has been found to have engaged in chronic and/or egregious behavior on the school bus, the student's parent/guardian shall be required to meet with the Principal or designee to execute a bus behavior contract.

F. PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:

1. Students shall not use, display, or turn on cellular phones or electronic devices during instructional time, class change time, breakfast or lunch without permission of the administration and/or teacher. The principal shall determine specified times on campus when electronic devices may be used for instructional purposes. The use of such devices outside of instructional time, i.e., during class change time, breakfast or lunch, in the hallways, is only permitted in grades 9-12 (Policy JCDAF). **(Level 1)**
2. Students shall not use personal technology resources to distribute or display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
   - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
   - Advocates illegal or dangerous acts;
   - Causes disruption to the District, its employees or students;
   - Advocates violence;
   - Contains knowingly false, recklessly false, or defamatory information; or
   - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.
   - **Penalty: (Level 2-3 and contact law enforcement)**
3. Students shall not use personal technology devices to access chat rooms/social networking sites such as Facebook, Twitter, Instagram or Snapchat, etc., during the regular school day for non-instructional purposes and without the express permission of the teacher. **(Level 1-2)**
4. Students shall not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

G. DISRESPECTFUL, INSUBORDINATE CONDUCT/STUDENT INCIVILITY:

1. No student shall use any type of profane, vulgar, obscene or ethnically offensive language (written or oral) or gestures. **(Level 1-2)**
2. No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically offensive materials. **(Level 1-2)**
3. No student shall use profane, obscene, or abusive language (written or oral) or gestures toward District personnel or other adults on school property or at school sponsored events. **(Level 2-3)**
4. **Insubordination:** All students shall comply with reasonable directions or commands of all authorized District personnel or designees. **(Level 1-3)**
5. All students shall comply with the directions of a staff member to remove themselves from the location of a disruptive situation. **(Level 1-3)**

6. No student shall refuse to identify one's self upon request of any District employee/designee. **(Level 1-2)**
7. No student shall repeatedly violate the school dress code. **(Level 1-2)**
8. No student shall fail to attend Detention or In-School-Suspension. **(Level 1-2)**

H. DISRUPTION OF SCHOOL:

1. **Class Disruption:** No students shall intentionally make noise or act in any other manner so as to interfere with a teacher's ability to conduct a class or a student's ability to learn. **(Level 1-2)**
2. **School Disruption:** No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function. **(Level 1-3)**
3. **Terroristic Threat:** No student shall threaten, either verbally, in writing, electronically, expressed or implied, or conspire to commit any crime of violence or damage to school district property with the intent to terrorize another or cause the evacuation of a building, serious public inconvenience, or reckless disregard to the risk of causing terror, evacuation, or inconvenience. **(Level 3 and contact law enforcement)**
4. Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission. **(Level 2-3)**
5. Students may not return to campus or attend any school function while on suspension. **(Level 2-3)**
6. Students may not be present in an unauthorized area. **(Level 1-2)**
7. Students shall not occupy nor block the entrance/exit of any school building, gymnasium, school grounds, properties or parts(s) thereof with the intent to deprive others of its use, or when the effect thereof is to deprive others of such use. **(Level 1-3)**
8. Students shall not prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus. **(Level 1-3)**
9. Students shall not prevent students from attending a class or school activity. **(Level 1-3)**
10. No student shall, except under the direct instruction of the Principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds. **(Level 1-3)**
11. No student shall be involved in a serious verbal altercation that disrupts the school, class or school activity. **(Level 2)**

I. FALSE REPORTS:

1. No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse District employees of wrong action or inappropriate conduct; falsify school records; or forge signatures. **(Level 1-3)**
2. No student shall make false calls to emergency services including false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.
   a. **False Call to Emergency Services:**
   No student shall knowingly make or cause a false call to emergency services to be made.
   - **First Offense:**
     - Minimum of five (5) days out-of-school suspension.
     - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
     - Contact law enforcement and other agencies as appropriate
   - **Second Offense:**
     - Minimum of ten (10) days of out-of-school suspension.
     - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
     - Contact law enforcement and other agencies as appropriate
   - **Third Offense:**
     - Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.
     - Contact law enforcement and other agencies as appropriate.

   b. False Fire Alarms:
   No student shall knowingly report or cause a false fire alarm to be given.
   - **First Offense:**
     - Minimum of five (5) days out-of-school suspension.

- Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- Contact law enforcement and other agencies as appropriate

- **Second Offense:**
  - Minimum of ten (10) days of out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
  - Contact law enforcement and other agencies as appropriate
- **Third Offense:**
  - Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester up to expulsion for a specified time.
  - Contact law enforcement and other agencies as appropriate.

J. GAMBLING:

No student shall participate in any type of gambling activity as defined by state law or that involves the wagering or betting of services, money or other items. **(Level 1-2)**

K. GANG RELATED ACTIVITY:

A "gang" is defined as any group or association of three or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers,
advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on or off school campuses or school property.

1. No student shall engage in any activity while participating in a gang which interferes with the orderly conduct of school activities, with discipline in the schools, or with the rights of other students or faculty members. **(Level 2-3)**
2. No student shall display identified gang tattoos. **(Level 2-3)**
3. No student shall hold himself/herself out as a member of a gang. **(Level 2-3)**
4. No student shall recruit or solicit membership in any gang or gang-related organization. **(Level 2-3)**
5. No student shall engage in any other gang-related behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules. **(Level 2-3)**

L. HARASSMENT, INTIMIDATION, THREATS (VERBAL, WRITTEN OR ELECTRONIC), AND BULLYING BEHAVIOR:

1. **Harassment is defined as:**
   Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of or toward **any** other student(s) District employees or other adults for **any** reason. This prohibition includes but is not limited to behaviors which ridicule, humiliate, harass, intimidate or abuse students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic. **(Level 2-3) Prohibited behavior must occur on the school property or at a school-sponsored event. However disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment.**
2. No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, or conspire to cause bodily injury to any student, District employee or non-District employee. **(Level 2-3).** This applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions. However, this may also apply to actions of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment.
3. **Bullying:**
   No student shall bully another student or students. (Minimum of five (5) days out-of- school suspension). If the third offense occurs within one school year, as determined by a hearing officer/tribunal, the student shall be expelled for at least one calendar year but will be assigned to the AEP during this discipline.
   Bullying behavior is defined as:
   - Willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so or;
   - Intentionally exhibiting a display of force such as would give the victim reason to fear or expect immediate bodily harm, or;
   - Any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:
     a. Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may

include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;

b. Has the effect of substantially interfering with the victim 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.

Parents/guardians of students who are victims of bullying or are found to have committed bullying behaviors will be notified via conference or letter/referral. Staff members should report instances of these behaviors to school administration immediately so that administrators may review them in a timely manner. All students who believe they were harassed on any of these bases may file a complaint that will also be processed in accordance with the following procedure.

Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

M. INCENDIARY DEVICES:

No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. **(Level 1-2)**

N. OFF-CAMPUS OFFENSES:

Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that is:

- Prohibited by the Georgia or United States criminal codes; **AND**
- Punishable as a **FELONY** or would be punishable as a felony if committed by an adult; **AND**
- Conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted; **AND**
- Conduct 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. **(Level 2-3 and contact law enforcement)**

O. OTHER BEHAVIORS:

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct. **(Level 1-3)** Repeated violations of any Level 2 offenses **(Level 3).**

P. OVER-THE-COUNTER MEDICATION:

Possession of all over-the-counter medication on school property must be in compliance with Board Policy JGCD (Medication). No student shall sell, attempt to sell, possess with intent to distribute, or be under the influence of an over the counter drug. **(Level 1-3**)

Q. PARTIES TO THE OFFENSE:

No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Paulding County Code of Conduct. **(Level 1-3)**

R. PHYSICAL OFFENSES:

Principals or designees will continue to exercise professional discretion in determining incidents of horseplay, intentional spitting, physical altercation, fighting or physical bullying, or self-defense as defined by Georgia law in O.C.G.A. § 16-3-21. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case by case basis.

To determine whether a second or third offense has occurred for R-6, R-7, R-9 and R-10, violations are:

- Cumulative in Grades 6 through 8; and
- Cumulative in Grades 8 through 12.

1. No student shall use any device, chemical, irritant, or substance in a manner inconsistent with its intended or prescribed use, or in a manner designed to cause harm, physical irritation, or allergic reaction. Examples include, but are not limited to, directing a laser optical pointer or similar device at another person's eyes, and applying "itching powder" or like substances to another person. **(Level 1-2)**
2. Students may not possess or use any device designed to produce a mild electrical shock. **(Level 1-2)**
3. Students shall not engage in rough or boisterous activities. **(Level 1-2)**

4. No student shall participate in any kind of physical altercation. **(Level 2-3)**
5. No student shall participate in any kind of physical harassment (This can include forms of hazing, intentionally spitting, shanking). **(Level 2-3)**
6. No student shall participate in any type of fighting. **(Cumulative in Grades 6-8 and 8-12)**
   - **First Offense:**
     - Minimum of three (3) days out-of-school suspension.
     - Maximum of ten (10) days out-of-school suspension.
   - **Second Offense:**
     - Minimum of five (5) days out-of-school suspension.
     - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for a specified time.
   - **Third and Subsequent Offenses of Fighting:**
     - Minimum of ten (10) days out-of-school suspension.
     - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for a specified time which may include permanent expulsion.
7. No student shall gang up with any student or students to physically attack another student or other persons. **(Cumulative in Grades 6-8 and 8-12)**
   - **First Offense:**
     - Minimum of five (5) days out-of-school suspension.
     - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
     - Contact law enforcement and other agencies as appropriate
   - **Second and Subsequent Offenses:**
     - Minimum of ten (10) days out-of-school suspension.
     - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
     - Contact law enforcement and other agencies as appropriate
8. **Physical Threat of a Student or a Person who is not a District Employee:**
   - **Physical Threat is defined as:**
     - When a student attempts to commit a violent injury to the person of another; or
     - Commits an act which places another in reasonable apprehension of immediately receiving a physical injury.
   - **First Offense:**
     - Minimum of three (3) days out-of-school suspension.
     - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
   - **Second Offense:**
     - Minimum of five (5) days out-of-school suspension.
     - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
   - **Third and Subsequent Offenses of Fighting:**
     - Ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
9. **Battery on a Student or a Person who is not a District Employee: (Cumulative in Grades 6-8 and 8-12)**
   - **Battery is defined as when a student:**
     - Intentionally causes physical harm to a person; or
     - Causes or attempts to cause injury or behaves in such a way as to cause physical injury to a student.
       - Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and/or other intentional physical confrontations. **(Level 1-2)**
       - Incidents or confrontations that result in mild or moderate injuries **(Level 2-3)**
     - Contact law enforcement and other agencies as appropriate
10. **Physical Offenses upon District Employees: (Cumulative in Grades 6-8 and 8-12)**
    a. **Physical Threat:**
    Physical Threat is defined as: when a student attempts to commit a violent injury to the person of a staff member; or commits an act which places a staff member in reasonable apprehension of immediately receiving a serious or violent injury.

Hearing:
If a student commits an act of physical threat (assault) upon a District employee, a mandatory disciplinary hearing be held regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for a short-term out of school suspension (10 days OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation of long-term out of school suspension (11 days OSS or more) may be waived by both the employee and the parent/guardian.

- **First Offense:**
  - Minimum of five (5) days out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
- **Second Offense:**
  - Minimum of ten (10) days out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
- **Third and Subsequent Offenses:**
  - Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.

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b. **Physical Violence Without Harm:**
No student shall intentionally make physical contact of an insulting or provoking nature with the person of a District employee, unless such contact was in self- defense, as provided in Georgia law in O.C.G.A. § 16-3-21.

Hearing:
If a student commits an act of physical violence upon a District employee, a mandatory disciplinary hearing shall be held, regardless of the recommended discipline, unless the hearing is waived. A disciplinary hearing regarding a recommendation for a short-term out of school suspension (10 days OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation of long-term out of school suspension (11 days OSS or more) may be waived by both the employee and the parent/guardian/student over 18.

- **First Offense:**
  - Minimum of ten (10) days out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time.
  - Contact law enforcement and other agencies as appropriate.
- **Second Offense:**
  - Minimum of ten (10) days out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
  - Contact law enforcement and other agencies as appropriate.
- **Third and Subsequent Offenses:**
  - Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current school year, up to
  - permanent expulsion.
  - Contact law enforcement and other agencies as appropriate.

c. **Physical Violence With Harm:**
No student shall intentionally make physical contact, which causes physical harm to a District employee, unless such physical contacts or physical harms were in
self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21.
Hearing:
If a student commits an act of physical violence upon a District employee, a mandatory disciplinary hearing shall be held, regardless of the recommended discipline, unless the hearing is waived by both the parent/guardian/student over 18 and the employee.
  - Ten (10) days out-of-school suspension with a recommendation for permanent expulsion.

S. PRESCRIPTION DRUGS:

No student shall be in possession of prescription medication not prescribed for the student. All prescription medication prescribed for a student must be in compliance with Board Policy JGCD (Medication). No student shall sell, attempt to sell, possess with intent to distribute, or be under the influence of any prescribed medication on school property. **(Level 2-3)**

NOTE: If the prescription drug is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated Section II, Paragraph A, Alcohol/Illegal Drugs/Inhalants, and shall be disciplined according to that Section.

T. PROPERTY RELATED OFFENSES:

1. No student shall cause damage to personal property belonging to a District employee or another student.
2. No student shall set fire to any private property or school property either while on school grounds or off school grounds during a school activity, function, or event.
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property on school grounds.
4. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property off school grounds during a school activity, function or event.
5. No student shall possess stolen private property or school property on school grounds.
6. No student shall claim lost or mislaid property as their own.

Damage or loss of property for offenses T1-T5 valued up to $250.00 (Level 1-2); Damage or loss of property for offenses T1-T5 valued above $250.00 (Level 3). Level 3 may be used for students that violate the policy with any value three or more than three times during the same school year. Contact law enforcement and other agencies as appropriate.

U. SEXUAL OFFENSES:

Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex. See Board Policy JCAC (Harassment), for further requirements, information and explanation. A referral will be made to law enforcement and other appropriate agencies for sexual offenses as defined by O.C.G.A. 16-6-1 through 16-6-24.

1. Sexual Misconduct:

a. No student shall be engaged in amorous kissing or other inordinate displays of affection. (Level 1-2)
b. No student shall consent to and participate in any form of sexual activity. **(Level 2-3 and contact law enforcement and other agencies as appropriate.)**
c. No student shall expose one's intimate body parts or "moon" in public. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. **(Level 2)**
d. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual misconduct on school property, school buses, at school-sponsored events, or while using school technology resources. **(Level 2-3)**

2. **Sexual Harassment:**

NOTE: See Board Policy JCAC (Harassment), for further requirements, information and explanation.

a. No student shall participate in verbal or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident. **(Level 2-3)**
b. No student shall participate in physical conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures) where there is a pattern of harassing behavior or a single significant incident. **(Level 2-3)**

3. **Sexual Battery:**

Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.

- **First Offense:**
  - ◊ Minimum of five (5) days out-of-school suspension.
  - ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ Notify supervisor.
  - ◊ Contact law enforcement and other agencies as appropriate.
- **Second Offense:**
  - ◊ Minimum of ten (10) days out-of-school suspension.
  - ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a

specified time.
- ◊ Notify supervisor.
- ◊ Contact law enforcement and other agencies as appropriate.

- **Third and Subsequent Offenses:**
  - ◊ Ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ Notify supervisor.
  - ◊ Contact law enforcement and other agencies as appropriate.

4. **Sexual Molestation:**
   Sexual molestation is defined as a student doing any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes a student forcing another person to make physical contact with the student's intimate body parts, as defined in this Section. No student shall commit any act of sexual molestation or the attempts thereof on school property, school buses, or at school-sponsored events.

- **First Offense:**
  - ◊ Minimum of ten (10) days out-of-school suspension a recommendation for long-term suspension/expulsion for a specified time.
  - ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for a specified time which may include permanent expulsion.
  - ◊ Call supervisor.
  - ◊ Contact law enforcement and other agencies as appropriate.
  - ◊ Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

- **Second or Subsequent Offenses:**
  - ◊ Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current semester, up to expulsion for the following semester.
  - ◊ Maximum of ten (10) days out-of-school suspension with a recommendation for expulsion for at least one (1) calendar year, up to permanent expulsion.
  - ◊ Call supervisor.
  - ◊ Contact law enforcement and other agencies as appropriate.
  - ◊ Any student found guilty of violating this provision will be subject to an administrative placement to a different school, after the term of discipline has been completed. Parents/guardians are responsible for transportation to the assigned school.

V. STIMULANTS:

NOTE: If the stimulant is a controlled substance under the Georgia Controlled Substances Act, the student shall be found to have violated Section II, Paragraph A, Alcohol/Illegal Drugs/Inhalants, and shall be disciplined according to the Section.

A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulant on school property. **(Level 2-3)**

W. DISTRICT TECHNOLOGY OFFENSES:

All students using school technology must have a signed Internet use form (Form IFBG-E(1)) on file with the school. Unauthorized access and prohibited behaviors are fully discussed and defined in Board Policy IFBG (Internet Acceptable Use). School technology cannot be used for other than school related purposes.

1. Students will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to school technology resources. **(Level 2-3 and contact law enforcement and other agencies as appropriate.)**
2. Students will not attempt to or disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited. **(Level 3 and contact law enforcement and other agencies as appropriate.)**
3. Students will not use school technology resources to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises. **(Level 1-3)**
4. Students will not engage in any activity that monopolizes, wastes or compromises school technology resources. **(Level 2-3)**
5. Students will not copy computer programs, software or other technology provided by the District for personal use. Downloading unauthorized files is strictly prohibited. **(Level 1-3)**
6. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds. **(Level 2-3, contact law enforcement and other agencies as appropriate.)**

7. Students will not use school technology resources to distribute nor display inappropriate material. Inappropriate material does not serve an instructional or educational purpose and includes but is not limited to the following:
   - Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening;
   - Advocates illegal or dangerous acts;
   - Causes disruption to the District, its employees or students;
   - Advocates violence;
   - Contains knowingly false, recklessly false, or defamatory information; or
   - Is otherwise harmful to minors as defined by the Children's Internet Protection Act.
   - **Penalty: (Level 2-3 and contact law enforcement and other agencies as appropriate.)**
8. Students shall not commit any other prohibited act discussed in Board Policy IFBG and IFBGA (Internet Acceptable Use and Electronic Communications). This includes any modification of school records. **(Level 1-3)**
9. Students may not use school technology devices to access chat rooms/social networking sites including but not limited to Facebook, Twitter, Snapchat, or Instagram. **(Level 1-2)**
10. Students may not use audio or visual recording devices without the permission of a school administrator. This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others. **(Level 1-3)**

X. TOBACCO/NICOTINE:

Student possession or use of tobacco/nicotine or tobacco/nicotine product substitutes (e.g., tobacco look-alikes), cigarette look-alikes (e.g., electronic cigarettes, vaporizers, and e-liquids), hookahs and hookah look-alikes (e.g. electronic hookahs), vaping devices, or vaping cartridges on school property and at school-sponsored events is prohibited.**(Level 2)**

1. **Vaping**:
   a. **Possession of any type of Vaping Device or related paraphernalia**
   - **First Offense**:
     - Minimum of five (5) days out-of-school suspension.
   - **Second Offense**:
     - Minimum of ten (10) days out-of-school suspension.
   - **Third and Subsequent Offenses:**
     - Ten (10) days out-of-school suspension with a recommendation for long-term suspension for at least the remainder of the current school year, up to expulsion for a specified time.

   b. **Possession of any type of Vape Device containing any product with cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law and related paraphernalia.**
   - Ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.

Option: For middle school and high school students, the third offense X-1a. (in a calendar year) and first offense of X-1b. the length of suspension may be reduced by completion by student and parent of a district approved drug/alcohol awareness program.

Y. WEAPONS:

Reporting Requirements

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and district attorney.

A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property or in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district.

All weapons shall be confiscated and given to Paulding County Sheriff's Department (SRO) or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the superintendent or his/her designated school official, in conjunction with law enforcement.

Note: The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

Category I Weapon:

To determine whether a second or third offense has occurred, violations shall be cumulative beginning with violations:

- Occurring in sixth grade and shall carry over from grades 6 through 8; and
- Occurring in or after the eighth grade and shall carry over from grades 8 through 12.

Any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.

- **First and Subsequent Offenses:**
  Loaded or Unloaded Firearm: The penalty for any student possessing a loaded or unloaded firearm on school property is ten (10) days out-of-school suspension and a recommendation for expulsion for a specified time that will be no less than one calendar year as provided for in Georgia law and may include permanent expulsion.

The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.

- All other weapons offenses other than those involving a firearm will be considered Level 3 offenses.
- The Paulding County Board of Education has the authority to modify these expulsion requirements on a case-by-case basis.
- Notify the appropriate supervisor.
- Contact law enforcement and other agencies as appropriate.

Category II Weapon

To determine whether a second or third offense has occurred:

- Offenses are cumulative grades 6 through 8; and
- Offenses are cumulative grades 8 through 12.

Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

- **First Offense:**
  - Minimum of five (5) days out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time.
  - Contact law enforcement and other agencies as appropriate.
- **Second and Subsequent Offenses:**
  - Minimum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for a specified time.
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time which may include permanent expulsion.
  - Contact law enforcement and other agencies as appropriate.

Category III Weapon:

Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, or plastic disposable razor or sling shot.

- **First Offense:**
  - Minimum of five (5) day out-of-school suspension.
  - Maximum of ten (10) days out-of-school suspension.
  - Contact law enforcement and other agencies as appropriate.
- **Second and Subsequent Offenses:**
  - Ten (10) days out-of-school suspension with a recommendation long-term suspension/expulsion for a specified time which may include permanent expulsion.
  - Contact law enforcement and other agencies as appropriate.

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

Excused Absences

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

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

The Board authorizes high school administrators to allow for eligible students a period not to exceed one day for registering to vote or voting in a public election.

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

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused. The principal may ask for proper documentation when one or more of the following conditions are met:

1. more than three (3) absences have been accumulated during the semester, or
2. more than 10 days of absences were recorded the previous school year.

Grades and Absences

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

1. Absences are justified and validated for excusable reasons.
2. Make-up work for excused absences was completed satisfactorily.
3. It is the responsibility of the student and/or parent/guardian to make arrangements with a teacher within three (3) days to make up work missed due to an absence. Make-up work is to be completed at the time specified by the teacher. Some work is impossible to make up by its very nature. An alternative assignment will be assigned in this case. The principal or designee will be the final authority in waiving any of these criteria due to mitigating circumstances.
4. Written excuses must be submitted within three (3) school days of the date of absence and must include: the date(s) of the absence; the student's name; the reason(s) for the absence; and the signature of the parent. The school district will receive any written excuses after that period but will not change the absences to an excused/lawful absence. Students may receive make-up work for absences; however, any work missed because of an unexcused/unlawful absence will not count for credit.
5. Class work missed during short- term suspension may be accepted for credit with certain guidelines. It will be the responsibility of the student/parent to pick up the work from the local school, complete the work during the suspension, and return it to the teachers on the first day the student returns to school following a suspension. Failure to pick up work during the suspension may result the student forfeiting his/her credit for make-up work during additional suspensions during the school year. The principal will be the final authority in waiving any of these criteria due to mitigating circumstances.

Uniform Withdrawal Criteria

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following uniform criteria for withdrawing students.

1. Appropriate school personnel are authorized to withdraw a student who:
   a. Has missed more than 10 consecutive days of unexcused absences; and
   b. Is not receiving instructional services through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
   c. The superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian, or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age.
2. Appropriate school personnel are authorized to withdraw a student if the superintendent or superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.
3. Appropriate school personnel shall withdraw students retroactive to the last day of student attendance.
4. Students between the ages of 16 and 18 (un-emancipated minor) must have parental permission to withdraw from school prior to earning a diploma:
   a. The principal must convene a conference with parent and child within two days of receiving notice of intent to withdraw;
   b. The principal or his/her designee must make reasonable attempt to share options with the student and their parent or guardian.

Policies and Procedures to Reduce Unexcused Absences: Notification

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

Other General Attendance and Tardiness Rules

1. Students will not participate in extra-curricular activities, rehearsals, practices, and/or games on days that they are absent from school.
2. Students must provide clear documentation to excuse an absence due to a serious illness or death in the family, government mandate, court order, or voter registration.
3. A statement from a student's pastor or leader of his/her religious organization will be required to excuse any absence due to religious holidays.
4. Students must provide clear documentation from the Georgia General Assembly or a member thereof, in order to be considered present for the day(s) he/she served as a page.
5. Students must be checked out through the school office by his/her parent or other authorized adult before leaving school. Written documentation must be provided to make up work for any class time missed due to checking out of school early. A school may require clear documentation for students who check out of school early and miss classroom activities if:
   a. the student has checked out early for three or more days in the semester, or
   b. the student checked out of school more than ten (10) days the previous school year without providing a written excuse within three days.
6. A student is considered to be tardy to class, if not in the room when the bell rings and/or if he does not have the necessary materials to begin class. Teachers are to handle the first three (3) tardies to class in an eighteen-week period. On the fourth tardy the student is to be referred to an administrator with the proper discipline form.
7. A student arriving at school after the beginning of the homeroom period or first instructional period, whichever occurs first, is considered tardy. (A late bus is an exception.) Any student who is tardy to school without an excuse shall come to the appropriate office for an admission slip and to sign in. On the fourth unexcused tardy during an eighteen-week grading period the student is to be referred to an administrator with the proper discipline form.
8. Students who accumulate five (5) or more unexcused absences in a semester may be ineligible to participate in any extracurricular activities for the following semester. Absences from the previous school year will carry over to a new school in year. For example, if a student accumulates five (5) or more unexcused absences the final semester of the previous school year, they may not be eligible to participate in extracurricular activities during the first semester of the new school year.
   A student may regain his/her privileges at the end of the next semester by meeting all of the standards stated below:
   a. have less than five unexcused absences;
   b. have less than three discipline referrals; and
   c. have four or less instances of being late (tardy) to school and/or instances of checking out of school early without a legal/lawful excuse.
   Athletic Directors, coaches, band directors, and sponsors **will** discuss these rules with students prior to their respective extracurricular activity and maintain compliance.
9. Students who have the privilege of driving automobiles to school and parking on campus must maintain good attendance. Students shall lose these privileges and parking permit for the following semester if they:
   a. have five or more unexcused absences in a semester;
   b. have more than three discipline referrals; or
   c. have four or more incidences of being late to school and/or checking out early without a legal lawful excuse.
   This policy will continue from the previous school year. For example, if a student accumulates five (5) or more unexcused absences in the last semester of the previous school year, he/she will not be eligible for driving privileges and permits during the first semester of the next school year.

   A student may regain his/her privileges at the end of the next semester by meeting all of the standards stated below:
   a. have less than five unexcused absences;
   b. have less than three discipline referrals; or
   c. have four or less incidences of being late to school and/or checking out early without a legal lawful excuse.

   Students who have lost their driving or other privileges and who violate the intent of these procedures by driving to school, parking on and off campus, and/or participate in extracurricular activities, shall be subject to discipline that may include permanent loss of parking and other privileges and punishment for insubordination.

Date Adopted: 7/19/2005 Last Revised: 6/26/2012

The intent of this policy is to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

DEFINITIONS

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any official or employee of the District. This notice requirement is not met when the only District official or employee with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. If the complainant is under the age of 18, the parent or legal guardian can file a complaint and act on behalf of the student.

Days for the purpose of this policy means "school days."

Deliberately indifferent means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in the District's nondiscrimination notice posted on its website. As used in this policy, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

"Dating Violence"- sex-based violence committed by a person-
(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
(i) The length of the relationship.
(ii) The type of relationship.
(iii) The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

"Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
(A) fear for his or her safety or the safety of others; or
(B) suffer substantial emotional distress.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. The District shall presume that the respondent is not responsible for the alleged conduct until a

determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

NONDISCRIMINATION POLICY

It is the policy of the Board of Education to comply fully with the requirements of state law, Title IX and its accompanying regulations.

The School District prohibits discrimination based on sex and sexual harassment of students by other students, employees, volunteers or others over whom the District has authority in any District education program or activity. Education program or activity includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

The District shall respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment against a person in an education program or activity.
The District shall require that any individual designated and authorized as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including questioning, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that decision-makers receive training on any technology to be used during questioning, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The District also shall ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall not rely on sex stereotypes and shall promote impartial investigations and adjudications of formal complaints of sexual harassment.
Reports or complaints made to the School District regarding alleged sexual harassment in violation of Title IX shall be processed in accordance with the following process:

GRIEVANCE PROCESS

1. Reports or complaints may be verbal or written and may be made at any time (including during non-business hours), in person, by mail, by telephone, or by electronic mail using the contact information posted on the school and/or district website.

2. Any student, employee, parent or other person wishing to report or file a complaint alleging a violation as described above shall promptly notify either the principal or counselor at his/her school or the Title IX Coordinator designated and authorized by the District. Any employee who receives information from a student alleging sexual harassment shall report it to the principal or Title IX Coordinator. If the alleged offending individual is the principal, the report or complaint should be made by the complainant to the Title IX Coordinator.

3. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures as defined in this policy, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The District shall treat complainants and respondents equitably by following this grievance process before punishing the respondent or providing remedies to the complainant. Remedies will be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as “supportive measures.” However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

4. **Formal Complaint:**

   Upon receipt of a formal complaint, the District shall within 10 days provide the following written notice to the parties who are known:

(A) Notice of the District's grievance process;
(B) Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. The notice shall describe the range of or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility.
(C) If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to paragraph (4)(B), the District shall provide notice of the additional allegations to the parties whose identities are known.

5. **Dismissal of a formal complaint.**

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein even if proved or did not occur in the District's education program or activity or in the United States, then the District shall dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not preclude action under another provision of the District's code of conduct.

(A) The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
(B) Upon a dismissal required or permitted pursuant to paragraph (5), the District shall promptly send written notice of and reason(s) for the dismissal simultaneously to the parties.

6. **Consolidation of formal complaints.**

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable.

7. **Investigation of a formal complaint.**

After providing written notice to the parties of the receipt of a formal complaint, the District shall have 15 days to investigate. When investigating a formal complaint and throughout the grievance process, the District shall—

(A) Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility and not place such burdens on the parties provided that the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so;
(B) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
(C) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
(D) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
(E) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;
(F) Provide both parties an equal opportunity to inspect and review any non-privileged evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a

written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available at any meeting to give each party equal opportunity to refer to such evidence during the meeting, including for purposes of cross-examination; and

(G) Create within 5 days an investigative report that fairly summarizes relevant evidence, and at least 10 days prior to the determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

(H) If at any point in the investigation of reported sexual harassment of a student, the investigator determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation. Reported sexual harassment determined not to be sexual harassment as defined under Title IX may be investigated in accordance with
Policy JAA.

8. **Questions.**

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford a 10 day period for each party to have the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The decision-maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.

9. **Determination regarding responsibility.**

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall, within 10 days of the conclusion of the question and answer period, issue a written determination regarding responsibility. To reach this determination, the District shall apply the preponderance of the evidence standard of evidence to formal complaints against students, to formal complaints against employees and to all complaints of sexual harassment.

The written determination shall include—

(A) Identification of the allegations potentially constituting sexual harassment as defined in this policy;

(B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

(C) Findings of fact supporting the determination;

(D) Conclusions regarding the application of the District’s code of conduct to the facts;

(E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and

(F) The District's procedures and permissible bases for the complainant and respondent to appeal.

(G) The District shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

(H) The Title IX Coordinator is responsible for effective implementation of any remedies.

10. **Appeals.**

The District shall offer both parties 10 days after a decision for an appeal from a determination regarding responsibility, and from a District's dismissal of a formal complaint or any allegations therein, on the following bases:

(A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

(D) As to all appeals, the District shall:
(i) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
(ii) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
(iii) Ensure that the decision-maker(s) for the appeal complies with the training standards set forth in this policy;
(iv)Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

(v)Issue a written decision describing the result of the appeal and the rationale for the result; and
(vi)Provide the written decision simultaneously to both parties within 10 days of the receipt of the appeal.

11. **Informal resolution.**

The District shall not require as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy. Similarly, the District shall not require the parties to participate in an informal resolution process and shall not offer an informal resolution process unless a formal complaint is filed. However, at any
time prior to reaching a determination regarding responsibility the District may facilitate
an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District—

(A) Provides to the parties a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
(B) Obtains the parties' voluntary, written consent to the informal resolution process; and
(C) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

12. **Recordkeeping.**

The District shall maintain for a period of seven years records of—

(A) Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
(B) Any appeal and the result therefrom;
(C) Any informal resolution and the result therefrom; and
(D) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website, shall make these materials available upon request for inspection by members of the public.
(i) For each response required under the District's process for responding to a sexual harassment formal complaint, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

13. **Confidentiality.**

The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by federal or state law or regulations, or to carry out the purposes of Title IX requirements, including the conduct of any investigation or judicial proceeding arising thereunder.

14. **Retaliation Prohibited.**

(A) No District or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Complaints alleging retaliation may be filed in accordance with the procedures specified in Policy JAA.
(B) The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under subparagraph (a).
(C) Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under subparagraph (a); provided, however, that

a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

15. **Time Frame.**

The District shall allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

NOTICE:
The District is required by Title IX and its implementing regulations to notify employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District that the District does not discriminate on the basis of sex in the operation of its education programs or activities, including admissions and employment.

Contact information for the District's Title IX Coordinator is located on its website and in all handbooks or catalogs that the District makes available to employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District.

Inquiries about Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

Date Adopted: 8/24/2001 Last Revised: 5/11/21

Student Complaints and Grievances

Board Policy JCE

Grievance Procedures

The Paulding County Board of Education provides a formal method for the resolution of any grievance concerning the treatment of students by system personnel which is alleged to violate either system policy or student legal rights, including allegations of discrimination or harassment on the basis of disability by staff, parents, or third parties. These formal procedures should not be used unless informal conferences with the appropriate teacher(s) and principal do not resolve the matter to the satisfaction of the grievant.

A grievance may be brought by any student, or the parents of such student, whose rights under any system policy or applicable law have allegedly been violated. However, when a grievance is brought by a minor student, the parent(s) or guardian(s) must be a party to the proceedings.

Grievances should be settled as close as possible to their point of origin. It is important that grievances be settled quickly. The number of days specified on each level should be considered a maximum, but may be extended by mutual agreement.

All hearings should be as informal as possible, but must be conducted in accordance with due process. A grievant may be represented by counsel and shall be allowed to present witnesses and introduce all relevant evidence and to cross-examine adverse witnesses. A grievant who chooses to be represented by counsel must give sufficient advance notice to enable the school system to be likewise represented. All decisions shall be in writing, shall be confined to matters brought forth in the hearing, and shall state the facts and reasoning upon which they are based.

If a mutual agreement cannot be reached, the grievant shall be given reasonable notice of the time and place for the hearing. All such hearings shall be private unless the grievant declares the subject matter to be public and the Board chooses not to go into executive session.

The system Title IX Coordinator shall be consulted whenever sex discrimination is alleged in a formal grievance.

LEVEL ONE
Grievants who cannot resolve a matter informally may submit a grievance in writing to the principal of the school in which the grievance arose. All grievances must be submitted within ten (10) school days after the date on which the action complained of has occurred. It must clearly state the system policies or student legal rights which are alleged to have been violated.

A hearing may not be necessary at this level because the principal may have become aware of all pertinent information through previous informal conferences. However, a hearing will be held at the request of either the principal or the grievant. Such hearing shall be held within five (5) school days after the grievance is submitted unless a later date is mutually agreeable.

The principal shall render a decision within three (3) school days after submission of the grievance of holding of a hearing as appropriate.

If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to LEVEL TWO provided that notice of appeal is made within five(5) school days.

LEVEL TWO

Grievances may be initiated at this level by the filing of timely notice of appeal with the Superintendent within five (5) school days. Such notice must be in writing and accompanied by copies of the original grievance and the decision, if any, made at level one.

If the notice of appeal contains a request for a hearing of the Superintendent believes one to be necessary, a hearing shall be held within then (10) school days of such notice unless a later date is agreeable to both parties.

The Superintendent shall render a decision within five (5) school days of the notice of appeal or hearing as appropriate.
If the grievant is not satisfied with the decision or if no decision is given within the allotted time, the grievance may be taken to LEVEL THREE provided that notice is made within ten (10) school days.

LEVEL THREE

The grievant may request a hearing before the Board by submitting timely notice of appeal with the Superintendent within ten (10) school days. Such notice shall be accompanied by a copy of the original grievance and the decision, if any, made at levels one and two. In addition, such notice shall contain a statement of reasons why such decisions are unacceptable.

If the Board chooses not to hear the appeal, the grievant will be so notified.

If the Board chooses to hear the appeal, the grievant will be given reasonable notice of the time and place of the hearing. The Board will render a written decision within a reasonable time after such hearing.

The District will take steps to prevent the recurrence of any discrimination and harassment and to correct any discriminatory effects on the complainant and others if appropriate.

Date Adopted: 8/24/2001 Last Revised: 5/27/14

Student Discrimination ***Board Policy JCE(1)***

Grievance Procedures

The School District does not discriminate on the basis of race, color or national origin, sex or disability in any student program or activity. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations.

Any student, applicant for admission, parent or guardian or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

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

1. a. Any student, applicant for admission, employee, parent or guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title IX, excluding sexual harassment as described in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the school principal or the District. If the report or complaint is oral, either the coordinator or school principal to whom the report or complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.

   b. Any person with a complaint or report alleging sexual harassment as defined in Policy JCAC (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy JCAC.

1. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.

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

3. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five school days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

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

5. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office for Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.

6. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.

7. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

8. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Contact information for the following coordinators is available on the District's website.

Title IX: (Director of Local School Administration and Athletics)
Title VI: (Executive Director of Human Resources)
Section 504: (Executive Director of Student Services)
ADA: (Executive Director of Human Resources)

Date Adopted: 8/24/2001 Last Revised: 5/11/21

Automobile Use ***Administrative Regulation JGFF-R***

Permits to drive on campus and park in a designated parking area will be issued at a cost of $100.00 per year.

1. For the current school year, parking permit scores for seniors will be based on attendance, discipline, and eligibility status for the prior school year. For all other high school students, parking permit scores will be based on attendance, discipline, and eligibility status (must have passed five (5) subjects the previous semester), compiled from cumulative data beginning with the 2004-05 school year. Beginning 2005-06 school year, data will be compiled beginning with the student's freshman year.
2. All students desiring to drive a vehicle to school must purchase a parking decal for each vehicle that will be driven and parked. The student must show a valid insurance card, registration, and driver's license upon application for the decal.
3. The parking decal must be displayed appropriately.
4. The driver/owner of any vehicle will be responsible for the use of the vehicle while on campus and subsequently for a violation of any rules or regulations.
5. Vehicle owners agree to maintain adequate liability insurance.
6. Paulding County Board of Education shall not be responsible for any losses or damages to the property of users of its facilities, including loss due to bodily injury.

7. This application for permission to park a vehicle on a Paulding County high school property carries with its permission by the applicant and/or owner to search the vehicle by administrators of the school who have reasonable cause to believe that the vehicle contains contraband.
8. No students are to park on the grassy areas, reserved teacher parking areas, visitor or handicapped areas, or any other area not designed student parking.
9. The priority for purchasing decals will be as follows:
   a. Students on school related work programs
   b. Seniors
   c. Juniors
   d. Other as allowed with limitations established by the school board.
10. A student parking on campus whose vehicle does not have a valid parking permit will have the vehicle towed away at the owner's expense.
11. Anyone damaging school property or landscaping in any manner will have a warrant sworn out on him or her for criminal damage to public property.
12. Driving an automobile on the campus of a Paulding County high school is a privilege. You are asked to follow safe driving procedures at all times. When you arrive at school, park the car (do not ride around campus), leave the auto and enter the building. Do not return to the auto during the day without permission and never move the auto until the close of the school day. Violation of the above will result in disciplinary action and may warrant loss of driving privilege.
13. A vehicle will be towed away if parked in a teacher's parking space, handicapped zone, another student's space or other restricted areas.
14. Tickets will be issued for the following offenses (all may result in loss of driving privilege):
    a. Speeding (speed limit 15 mph)
    b. Improper use of vehicle
    c. Illegal parking
    d. Driving out the entrance lane
    e. Pulling out in front of a school bus
15. A student will lose his/her driving privilege if he or she leaves campus without permission (this includes before school) or he or she takes another student from campus without permission (also includes before school).

Important: A minor according to Georgia Law means "any individual who is under the age of 17 years."

Technology Acceptable Use and Internet Safety ***Board Policy IFBG***

Purpose

The Paulding County School District ("District") makes available to its students, employees and guests the use of technology resources, including the Internet, electronic media, hardware and network for educational and business purposes. Students, employees and authorized users ("Users") are expected to follow legal, ethical, district policies and school rules regarding the use of the Internet, technology and electronic media.

The policy of the Paulding County School District is to prevent any use of the computer network for transmission of inappropriate material using the Internet, electronic mail and electronic media; prevent unlawful online activity, including unauthorized access; prevent online disclosure, use or dissemination of personal identification information of minors and staff; educate minors regarding appropriate online behavior including the safety of online interaction with other users and cyberbullying awareness and response; and compliance with the following acts for safety and privacy of individuals and data: Children's Internet Protection Act of 2000 (CIPA), Children's Online Privacy Protection Rule (COPPA), Family Education Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Students, employees and authorized users must understand that the use of the District's technology resources, including network and Internet, is a privilege and violating the District's policies and rules with inappropriate use may result in a revocation of that privilege, potential disciplinary action and potential referral to law enforcement, as appropriate. Users of the District's technology resources should have no expectation of privacy regarding their use, which may be monitored by the District's administration or designees. The District's technology resources are provided for the education of District students and District business to support the education of students.

The District provides Internet content filtering to block or filter access to inappropriate content on the Internet to meet CIPA requirements, but it should not be assumed that all inappropriate content is prevented from being accessed.

I. Acceptable Use

A. Acceptable Use Agreement

Students/parents, employees and authorized users must complete the *Technology Acceptable Use and Internet Safety Agreement* [Exhibit: IFBG-E (1)] agreeing to abide by all rules and regulations as stated in the *Technology Acceptable Use and Internet Safety Policy* prior to receiving access to the District's technology resources.

B. District Technology Resources

1. Access to District technology resources including the network and Internet is provided for District instructional, educational and business use. All communications and information transmitted by, received from, or stored within the District's technology resources are the property of the District.

2. Users should have no expectation of privacy regarding their use of their District technology resources and may have their use monitored. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the technology resources, network and Internet.

3. An employee's personal files, records and communications prepared and maintained or received on or using Paulding County School District's technology, including e-mail, may be subject to disclosure under Georgia's Open Records Act, O.C.G.A. 50-18-70.

4. Users are responsible for monitoring and appropriately rejecting malicious materials, links, dialogue, and information accessed or received by them, such as spyware, malware, and viruses.

5. Users will be courteous and use appropriate language with communications while using the District's network applications and Internet access.

6. Users must accept responsibility for keeping copyrighted materials from entering the school via the Internet, storage devices, or any other method and comply with federal, state or local laws governing copyrighted material.

7. Users will refrain from accessing inappropriate content via the District's technology resources and Internet that may be deemed offensive to students, employees or parents including but not limited to topics related to profanity, vulgarity, obscenities, nudity, pornography, adult content, harassment, threats, violence or illicit/illegal content.

C. Software Applications and Third-Party Services

1. Software applications for instructional and business use in the District must be approved for use by appropriate channels, including administration and the Technology Services department through the District's software approval process.

2. The use of hosted services for applications must comply with all applicable laws, including but not limited to: CIPA, COPPA, FERPA, HIPPA and District data privacy rules and policies.

II. Internet Safety

A. Internet Access

1. Connections to the Internet should only be made through the District's network that provides appropriate content filtering.

2. Students should be supervised by faculty when accessing the District's network and Internet and should only access applications and websites for educational purposes that are relevant to approved curriculum.

3. District students and employees who utilize "Bring Your Own Technology" (BYOT) for educational and business use are to adhere to all District and school policies and rules for acceptable technology use with the use of their personal devices (devices may include but are not limited to laptops, netbooks, cell phones, and tablets).

4. Employees may utilize the Internet for incidental personal use outside of designated work times provided that it does not interfere with District operations, is not for personal business or monetary gain, is not unethical or illegal, and does not negatively affect or harm the District, District personnel or students.

B. CIPA Compliance

The District will have the following in continuous operation, with respect to all devices that connect to the Internet in the District:

1. A qualifying "technology protection measure," as that term is defined in CIPA, to block or filter access to the Internet by adults and minors to visual depictions that are obscene, pornographic or harmful to minors as those terms are defined by CIPA.

2. Procedures, materials and/or guidelines developed by the District which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined by CIPA, and to material deemed inappropriate for minors as determined by the District. Such procedures, materials or guidelines will be designed to:

a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to harmful or inappropriate matter on the Internet;

b. Promote the safety and security of minors when using electronic mail, chat rooms, social networking, and other forms of direct electronic communications;

c. Prevent unauthorized access, including "hacking," and other unauthorized activities by minors online;

d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and Restrict minors' access to materials "harmful to minors," as that term is defined by CIPA.

3. Educational materials, guidelines and procedures which shall be used to educate minors on appropriate online behavior, including without limitation interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.

C. Education, Safety and Security of Minors

Teachers and others working with students will, in accordance with District guidelines, educate minors on appropriate online behavior, including but not limited to interacting with other individuals on social networking websites and chat rooms, cyberbullying awareness and response, and caution students that they should:

1. Never place personal contact information or a personal photograph on the Internet, email or any online communication device. Personal contact information includes full name, address, telephone number, school address, or names of family or friends.

2. Never arrange a face-to-face meeting with someone you meet online.

3. Never open attachments or files from unknown senders.

4. Always report to a teacher any inappropriate sites you observe being accessed by another user or that you access accidentally.

III. Network, Computing and Information Systems Security

Maintaining network, computing and information systems security is the responsibility of all users. Users are to adhere to the following rules for appropriate and secured access of District technology resources.

1. Users should not leave an unsecured workstation without logging out of the network; users are ultimately responsible for all activity utilized with their accounts and passwords.

2. Users should never share or disclose passwords.

3. Users are to notify the Paulding County School District's Technology Services department and appropriate supervisory personnel immediately if a potential security incident is identified.

4. The District has placed certain security restrictions on computers to protect our computer and network resources. Attempting to subvert or avoid the security restrictions is considered an attempt to damage school property. Users are responsible for monitoring and appropriately rejecting materials, links, dialogue, and information accessed or received by them, such as spyware, malware, and viruses.

5. Users are not to connect personal technology devices to the District's network (wired or wireless) except for District approved BYOT computing devices connected to designated Wi-fi networks supporting BYOT. Network switches are not to be accessed by anyone other than the District's Technology Services personnel.

6. Users' generated data files, electronic communications and web postings are the property of the District and may be accessed by authorized system personnel as appropriate.

7. Users are to complete and adhere to any required cybersecurity training and/or guidelines provided to employees and students by the District.

IV. Email

District email accounts are provided to employees for the District's business use only. Employees are to adhere to the following rules with the utilization of District email accounts and communications.

1. Employees are not to use District email for personal business or personal gain.

2. Employees are to include the following disclaimer as the signature of District email:
"Confidentiality Notice: The information contained in this email and any attachments may be legally privileged and confidential. If you are not an intended recipient, you are hereby notified that any dissemination, distribution, copying or use of this email is strictly prohibited and may violate State and Federal law. If you have received this email in error, please notify the sender and permanently delete the email and any attachments immediately."

3. Users are to assume no privacy with electronic communications, including email; therefore, users should not include confidential information regarding staff or students in email communications. Appropriately secured and District approved portal applications are to be used for submitting sensitive or confidential data for staff or students.

4. The District's network contains antivirus and spam filtering software, but the district cannot guarantee incoming email files are free of malicious code that may compromise the network or District data. Users should exercise good judgement and follow cybersecurity guidelines when opening and responding to emails. Users should refrain from clicking on unknown links that may contain malware and viruses and should never provide personal information including account credentials.

5. Users will not use email to distribute inappropriate material through items such as pictures, text, forwarded email, or attachments.

6. Users will not use email to harass others and will not send anonymous email.

V. Prohibited Uses

Allowable use of District technology prohibits the following activities by all users.

1. Users will not lend their account or password to others, nor will they use another person's account or password.

2. Users will not download or utilize non-district approved files, software, applications, programs, websites, etc.

3. Users will not download software, games, music, graphics, videos, text or other materials that are copyrighted.

4. Users may not utilize non-district provided Internet service providers.

5. Users must not attempt to bypass or circumvent the network security, firewall, content filtering, policies, and malware/virus protection including but not limited to the use of firewall bypass programs, wireless hotspots, etc.

6. Users may not attempt to disrupt District technology resources and use by destroying, altering or modifying technology, including by not limited to files, data, passwords, creating or disseminating viruses, malware, DOS attacks or participating in similar disruptive activities.

7. Users may not attempt to gain unauthorized access to District networks, devices, systems, switches, servers, files, applications, accounts, etc. whether on or off school property (hacking).

8. Users are not allowed to plug any device into a network switch or connect any non-district approved device to the network (wired or wireless). Network switches are not to be accessed by anyone other than the District's Technology Services personnel.

9. Users will refrain from accessing or distributing inappropriate content via the District's technology resources and Internet that may be deemed offensive to students, employees or parents including but not limited to topics related to profanity, vulgarity, obscenities, nudity, pornography, adult content, harassment, threats, violence or illicit/illegal content.

10. Cyberbullying is not tolerated by the Paulding County School District.

11. Users will not reveal or share personal information and data including demographic, financial, medical, educational, etc. through unsecure electronic communications, such as district email or postings to non-district approved third party applications, regarding themselves or others including all employees, students and student families/guardians. All employee, student and student family/guardian data is to be protected for privacy according to Children's Internet Protection Act of 2000 (CIPA), Children's Online Privacy Protection Rule (COPPA), Family Education Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPAA).

VI. Penalties for Prohibited Use

Users who violate the District's polices governing the use of the District technology or network resources may have their privileges suspended or revoked and are subject to appropriate disciplinary action. The District's administration may also refer incidents to law enforcement or other authorities as appropriate.

Unauthorized devices that are found connected to the District's network may be subject to confiscation or destruction, as they may interfere with District network operations including but not limited to online standardized testing, wireless Internet access, and telecommunications.

VII. Definitions

As used in this Policy, the terms and definitions contained in CIPA are expressly incorporated herein by reference and the following additional definitions shall also apply:

1. Blog: dynamic website consisting of regularly updated entries displayed in reverse chronological order. Blogs read like a diary or journal, but with the most recent entry at the top. Blogs can allow for open comments meaning other individuals can respond to a posted entry. Open comments are an optional feature for most blog websites.

2. Chat Room: a website, part of a website, or part of an online service, that provides a venue for communities of users with a common interest to communicate in real-time.

3. Cookies: messages that may include personally identifiable information, which are stored in a text file and used to identify visitors and possibly prepare customized webpages for them.

4. Cyberbullying: the act of harassing someone online by sending or posting mean messages, usually anonymously.

5. DOS attack: a denial-of-service attack designed to overload an electronic network with useless traffic and messages.

6. Educational purposes: related to curriculum and instruction, research, professional development, or administrative purposes.

7. Email: an electronic message generated using the District's web-based email or personal web-based email account. It is also used generically to mean either the District's email system or a web-based email system.

8. External site: websites and materials not hosted on the District's network or servers.

9. Hacking: refers to the practice of modifying or altering software and hardware to accomplish a goal that is outside of the creator's original objective.

10. Inappropriate material: material that does not serve an instructional, educational or District business purpose and that includes, but is not limited, to material that:

    a. is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, or threatening;

    b. advocates illegal or dangerous acts;

    c. causes disruption to the District, its employees or students;

    d. advocates violence; or

    e. contains knowingly false, recklessly false, or defamatory information.

11. Instructional or educational activity: a classroom activity that focuses on appropriate and specific learning goals and objectives.

12. Malware: software intended to damage a computer, mobile device, computer system or computer network, or to take partial control over its operation.

13. Phishing: to try to obtain financial or other confidential information from Internet users, typically by sending an email that looks as if it is from a legitimate organization, usually a financial institution, but contains a link to a fake website that replicates the real one.

14. Social networking: the use of websites or other online technologies to communicate with people and share information, resources, etc.

15. Spam: disruptive online messages, especially commercial messages posted on a computer network or sent as email.

16. Spyware: software that is installed surreptitiously and gathers information about an Internet user’s browsing habits, intercepts the user’s personal data, and transmits information to a third party.

17. Teacher directed: that the teacher gives to the students’ specific instructions for activities and assignments.

18. Teacher supervised: a staff member will oversee the activities of the students.

19. Technology: including but not limited to electronic media systems such as computers, computing devices, peripheral devices, telecommunication equipment, electronic networks, messaging, and website publishing, and the associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

20. Users: District students, employees, including school and central office staff, and other authorized persons who use the District's technology.

21. Web Page: a single document or file on the web, identified by a unique URL.

22. Website: a collection of "pages" or files on the web that are linked together and maintained by a company, organization, or individual.

23. Spoofing: a technique used to gain unauthorized access to a computer by sending messages and pretending that these messages originate from a trusted computer.

24. Virus: a segment of self-replicating code planted illegally in a computer program, often to damage or shut down a system or network.

25. Vlog: a blog that features mostly videos rather than text or images.

Date Adopted: 8/24/2001 Revised: 6/12/2018

Bullying

Board Policy JCDAG

The Paulding County School District believes that all students and staff have a right to a safe and healthy school and work environment. The District promotes mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. Therefore, the District expressly prohibits the bullying of any person, by any means or methods, at school, on school property, or at school-related functions.

Bullying is defined as follows: An act 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 O.C.G.A. §16-5-23.1 or visible bodily harm as defined in O.C.G.A. §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.

The term applies to acts which occur 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. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not the electronic act originated on school property or with school equipment, if the electronic communication:

1. Is directed specifically at students or school personnel,
2. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system.

Bullying may include different behaviors which ridicule, humiliate, or intimidate another student or school employee. Prohibited behaviors must occur on the school property or at a school-sponsored event. However, disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment.

Reporting Procedures

Any person, who has reliable information that would lead a reasonable person to suspect that someone is a target of bullying, shall immediately report such incidents to the school principal or designee. Reports of incidents may be made to an administrator, teacher, counselor, or other staff member or may be made by name or anonymously through the Georgia Department of Education's 1-877-SAY-STOP (1-877-729-7867) School Safety Hotline. Any student who knowingly files a false report of bullying will be given an age-appropriate consequence as defined by Paulding County School District Policy JD Student Discipline.

Immediate and reasonably appropriate actions should be taken upon receipt of any report of bullying, regardless of the source, identity of the alleged violator/victim, grade level, previous circumstances, and/or personal beliefs. Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. At an appropriate time, parents/guardians of the accused and the victim must be notified. If the incident involves an injury, appropriate medical attention should be provided, and the parent/guardian should be notified.

Discipline
Upon confirming that bullying has occurred, the accused student will be charged with bullying and given an age-appropriate consequence as defined by Paulding County School District Board Policy JD Student Discipline.
Students in grades six (6) through twelve (12) found to have committed the offense of bullying for the third time in a school year shall be recommended to a tribunal for expulsion and assignment to an alternative school.

Retaliation Prohibited
Retaliation is defined as bullying toward a person in response to a previously reported incident. Under O.C.G.A. §20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is prohibited. Schools should clearly communicate to all parties that retaliation is strictly prohibited and may result in disciplinary action.

Notification of Students
Students shall be notified of the prohibition against bullying and the penalties for violating the prohibition, by posting such information at each school and by including such information in student, parent and employee handbooks and student codes of conduct.

Date Adopted: 6/14/2011 Last Revised: 6/23/2015

Statement on Cyber Bullying

Cyber Bullying, or Internet Bullying, is using the Internet or other digital devices to send or post negative messages, images, or video clips about others. It can take many forms, including posting or sending mean or embarrassing comments and or images on chat rooms, message boards, Web sites, social networking sites, online gaming sites, cell phones, instant messages or e-mail. Cyber Bullying is a form of emotional bullying that causes feelings of fear, isolation, and humiliation among its targets. Research over the last decade confirms that traditional bullying can seriously affect the mental and physical health of children and their academic work. Parents/guardians need to discuss cyber bullying with their children as part of their regular discussions about Internet Safety and appropriate use of technologies. Parents/guardians can make it clear that using the Internet or cellular phones to embarrass or hurt others' feelings is not part of their family values. Discussing the 'golden rule' as it applies to internet and technology use can be very helpful. Parents/guardians should discuss bystander behavior as well, encouraging children to speak out against cyber bullying they witness and to report it to the appropriate person. In addition, parents/guardians need to set up guidelines for appropriate use for each new piece of technology that is brought into the home.

GENERAL INFORMATION

SCHOOL HOURS

Elementary: 8:00 a.m. – 2:30 p.m. Middle: 8:40 a.m. – 3:30 p.m. High: 8:35 a.m. – 3:25 p.m.
Please do not drop off before 7:30 a.m. Please do not drop off before 8:15 a.m.

Please note, if any student checks out before the times below, the student would be coded absent for the day.

Level	Regular School Day	2 - Hour Early Release
ES	11:30	10:30
MS	12:15	11:15
HS	12:00	11:00

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In compliance with the Asbestos Hazard Emergency Response Act of 1987(AHERA REGULATIONS 40 CFR PART 723), this school district hereby informs you of the availability of asbestos management plans for each school under the district's jurisdiction. The required inspections for asbestos containing building material in each school building were performed. The inspection findings and management plans have been placed on file at the Maintenance building located at 335 Academy Drive, Dallas Georgia and each administrative office. Arrangements may be made to view these plans during normal office hours by contacting the Director of Maintenance at (770) 443-8044. The district will continue to take whatever steps are necessary in order to ensure that our children and employees have a healthy, safe environment in which to learn and work as well as to comply with federal, state and local regulations.

BUS ROUTES

For school bus stop location and times of pick-up/delivery, please visit the Bus Stop/School Locator quick link on the Paulding County School District website. You will be asked to enter your house number as a required field and select a street name from the dropdown menu. Please note that times are approximate. During the first three to five days of school times of pick-up and delivery will vary as we refine and adjust our routes. Please contact the Transportation Department for additional information at 770-443-8035.

CANVAS

Canvas is the official Learning Management System for the Paulding County school district. Canvas courses include assessments, instructional materials, and more. With an observer account, parents/guardians gain instant access to any resources the teacher has uploaded. To create an observer account, you will need a student pairing code. For information on obtaining your pairing code and guides for setting up your observer account, visit https//www.paulding.k12.ga.us/Page/28792 https://www.paulding.k12.ga.us/Page/28792.

CONFERENCES

Open communication between home and school are critical for a child's success. School-wide parent conferences are scheduled twice a year in October and March (refer to the school calendar for specific dates). On these days, school will be dismissed two hours early to accommodate conferences with parents. If you feel it necessary to have additional conferences with your child's teacher, please send a note at least one day in advance. The teacher will communicate to arrange a suitable time for a conference to be held. Since teachers have classroom obligations, no conferences will be scheduled when children are in class.

EARLY CHECKOUT

A student shall be dismissed before the school day ends only when a parent/guardian sends a written request explaining the reason for early dismissal to the principal or designee or appears in person requesting the student's dismissal. The school may require verification of right of custody from anyone requesting early dismissal of a student.

EMERGENCY AND SAFETY PROCEDURES

Each school's safety committee has developed procedures to address emergencies that may occur at school. Students are made aware of procedures, and regular drills are conducted for fire, tornado and intruder alerts.

FIELD TRIPS

Instructional Field Trips (Grades K-12)

Instructional field trips are planned educational experiences that directly relate to and correlate with a particular unit of study or specialized function of the school. The principal approves trips that can be shown to have meaningful relationship to the curriculum. No student is ever denied these opportunities because of inability to or unwillingness of his/her parents/guardians to financially donate in support of these activities; however, our field trips are funded through parent donations which are collected to enable every student to participate. While no child is denied these experiences, failure to receive sufficient funding may result in cancellation of the trip.

School Sponsored Extracurricular Field Trips (Grades 6-12)

School sponsored extracurricular field trips may be offered as part of a student's educational experience. However, attendance is optional on the part of the student and each student will be expected to pay any of his or her own expenses. Students may be denied permission to

participate in field trip activities due to academic deficiencies, poor attendance habits, and poor behavior documented within the attendance month (twenty school days). In such cases, local school personnel will make the determination of the student's participation. Parent/guardians must be given reasonable notice if their child is denied permission to participate in a field trip activity.

FOSTER CARE TRANSPORTATION

The Foster Care Transportation Plan, as part of Every Student Succeeds Act, ensures educational rights and protection for children and youth in foster care. The primary goal is the educational stability of children placed in foster care. Consistent with the Fostering Connections Act, foster care means 24-hour substitute care for children placed away from their parents. For more information, contact the Foster Care Point of Contact, Dyan Earnhart, at 770-443-8000.

GRADING AND REPORTING

It is the intent of the district to provide timely, understandable, and meaningful information about student progress toward clearly articulated achievement standards to students, parents, and educational professionals.

Grades serve the following purposes:

- Communication of achievement status of students to parents/guardians in ways that describe progress toward learning standards;
- Information students can use for self-evaluation and improvement;
- Data for decisions regarding instruction, learning support, extension, and/or intervention;
- Information for evaluation of the effectiveness of instructional programs.

Teachers provide students and families with information about achievement in several ways. These include the following:

- Report cards: Issued on a quarterly basis; indicate academic grades and work habits.
- Progress reports: Issued midway through the grading period; provide an interim report to communicate a student's progress during the grading period.
- Online parent portal: Real-time reports of students' grades on individual tasks and assignments are available at the district website via a password-protected portal.
- Parent conferences: Scheduled conferences occur in fall and spring. Teachers and parents may request additional conferences to discuss student progress and/or concerns on a needs basis.
- Informal methods: Teachers use a variety of methods to report achievement and learning skills to students and parents such as telephone calls, email, observation records, and communication forms.
- Teacher feedback: Teachers give feedback on class work and homework to monitor student learning. This feedback may be verbal or written and delivered to individual students, small groups, or whole class.

Student report cards also provide information about work habits, conduct, and attendance. Academic grades are issued based on the following scales:

Kindergarten	**1st – 5th Grades**	**6th-12th Grades**
X-Exceeds Standard	4-Exceeds Mastery	Very Good/A-90-100
M-Meets Standard	3-Demonstrates Mastery	Good/B-80-89
P-Progressing	2-Progressing toward Mastery	Acceptable/C-70-79
E-Emerging	1-Limited or Minimum Progress	Failing/U or F-Below 70
N-Not Yet Demonstrated		

GIFTED PROGRAM

The Paulding County School District provides a program for gifted students as required by the state of Georgia. Students are evaluated for gifted eligibility in conjunction with district-wide testing and scheduled referral windows placed throughout the school year. All students are evaluated on the basis of scores from administration of the state-mandated and district achievement tests. In the first half of grades K-12, teachers observe all students for characteristics of gifted students and make referrals to the gifted eligibility team.

There are three steps in the process of identifying and placing gifted students. First, students may be referred by teachers, parents, peers, or as a result of system-wide testing. Secondly, referrals are reviewed by the school's local eligibility team. This team determines which students will be formally evaluated based on work samples and input from parents and teachers. Formal testing consists of evaluation of the student's mental ability, achievement, creativity, and motivation through the use of nationally normed, non-biased tests, instruments, performances, and standardized rating scales. Thirdly, the eligibility team at the local school reviews all relevant information and a decision is made by the team regarding eligibility or the need for further assessment. Parents are notified as to the team's decision.

To be eligible for gifted services, a student must either (a) score at the 99th percentile (for grades K-2) or the 96th percentile (for grades 3-12) on the composite or full scale score of a standardized test of mental ability and at the 90th percentile on the total battery, total math or total reading section of a standardized achievement test OR (b) 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. In the area of mental ability, a student must score at or above the 96th percentile on a composite or appropriate component score on a standardized test of mental ability.

In the area of achievement, a student must score at or above the 90th percentile on the total battery, total math, or total reading section(s) of a standardized achievement test. In the area of creativity, a student must score at or above the 90th percentile on the total battery score of a standardized test of creative thinking or on a standardized creativity characteristics rating scale. In the area of motivation, a student must score at or above the 90th percentile on a standardized motivational characteristics rating scale. Questions regarding the Venture Program may be addressed to the local school's Gifted Teacher or to the Gifted Program Coordinator.

HOMELESS EDUCATION PROGRAM

McKinney-Vento Homeless Assistance Act**,** as part of Every Student Succeeds Act, ensures educational rights and protection for children and youth experiencing homelessness. The primary goal is education stability and academic success.

McKinney-Vento identifies homeless students as those who lack a *fixed*, *regular* and *adequate* nighttime residence. For more information, contact the Homeless Education Liaison, Dyan Earnhart at 770-443-8000.

IMMUNIZATION

Georgia law requires all children entering school or daycare to show proof of immunization. All children entering school or daycare must be age-appropriately immunized with all required vaccines. This includes protection against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, hepatitis A, Haemophilus influenzae type b (Hib - for child under 5yrs), and varicella (chickenpox), meningococcal (MCV4).

Effective July 1, 2007:

For entrance into kindergarten and new entrants into a Georgia school: students must have two doses of measles vaccine, two doses of mumps vaccine, one dose of rubella vaccine, two doses of varicella vaccine. Students whose birth date is *1/1/06* or after are required to have two doses of Hepatitis A.

For entrance into grade six: students must have two doses of measles vaccine, two doses of mumps vaccine, one of rubella vaccine, and two doses of varicella vaccine.

Effective July 1, 2014:

All incoming 7th grade students: need proof of a whooping cough (Tdap) booster and a meningococcal shot.

Effective July 1, 2021:

For entrance into 11th grade into a Georgia school: all students entering or transferring into 11th grade will need proof of meningococcal booster shot (MCV4), unless their first dose was received on or after their 16th birthday.

Recommended Immunization Schedules can be found at:

http://www.cdc.gov/vaccines/recs/schedules/child-schedule.tim

Religious Exemption: A parent or legal guardian who objects to immunization of the child on the grounds that immunization conflicts with religious beliefs is required to provide a notarized letter from the parent or legal guardian stating such. This letter does not expire.

New Entrant: A "new entrant" is any child entering any school or childcare facility in Georgia for the first time or after having been absent for more than 12 months or one school year. When a new entrant enrolls, the responsible official of any school or childcare facility may grant a 30-calendar day waiver of the certification requirement for a justified reason. Upon expiration of the waiver, the child shall not be admitted to or be permitted to attend the school or childcare facility unless a certificate of immunization is provided. If the child withdraws and then returns, the parent is not allowed another 30 days to provide a certificate or affidavit.

MAKEUP DAYS

The District has several options regarding how to makeup missed days if it is deemed necessary. Please note, the week of Winter Break (February 21-25) has been identified as days that could be utilized as inclement weather makeup days. The final decision on whether missed days will be made up will be determined by the Superintendent of Schools.

Alternatively, the Paulding County School District may declare a Digital Learning Day on the day of inclement weather. If a digital learning day is declared, students will complete work from home in online modules through Canvas. Students login to Canvas at https://paulding.instructure.com with their student id for their username and the same password they use to login to a school computer.

MEDICATION/SCHOOL NURSE

For the safety of all students, we are enforcing strict rules and regulations regarding medications. We are happy to accept over-the-counter and prescription medication. You must complete an Assistance with Medication form for each medication brought to school. A separate form needs to be completed for **EACH** child. **ALL** medications will be dispensed as ordered by a physician and/or indicated on the bottle packaging.

The following is a list of important procedures that we follow regarding assisting with medications for our students. If you have any questions, please call the nurse at your child's school. Thank you for your cooperation with this.

1. **Parents need to bring ALL medications directly to the office and fill out the appropriate medication form.** This includes prescription drugs and over-the-counter medications. It is recommended when providing over-the-counter medications that the bottle be sealed, unopened and less than 100 doses. *We do not provide medication to students.* **ALL** medication will be dispensed through the office/clinic.
2. **Students are NOT allowed to transport any medication to or from school**. All medications should be brought and picked up directly through the office/clinic by a responsible adult. All prescription medications must be brought in by the parent/guardian and given to the school nurse or designee. (Medication counts, and verification will be done along with a parent/guardian signature.
3. Each medication **MUST** be in its original container with the child's name labeled on it. If the dosage is anything other than one whole pill (ex. ½ pill), the pills **MUST** be split in half when given to the office to dispense as prescribed. Prescription medication MUST be in the original container from the pharmacy. The label must include the student's name, name of the drug, and instructions for use. It must include the physician's name and expiration date. We will follow the written instructions on the bottle for dispensing the medication or will require a written note from the Doctor to change this order. Over-the-counter medications must in the original packaging. Dosage dispensed will need to follow manufacturer's recommendations. We will follow the written instructions on the bottle for dispensing the medication or will require a written note from the Doctor to change this order.
4. Any changes in original orders must be reflected on the prescription label on the bottle and a new Assistance with Medication form must be filled out.
5. **For emergency medication to be kept with the child (inhaler, Epi-pen, Diastat), please see the school nurse for the appropriate form, which requires a doctor's signature.**
6. Please send no more than **ONE**-month supply of prescription medication at a time.
7. It is your responsibility to pick up all medications and/or medical supplies before the last day of school or they will be disposed of.

We are looking forward to a healthy school year! We believe that education and health are interrelated, and that the healthy student is the best learner. If you have questions, please contact the Nursing Supervisor's office at (770) 443-8000.

MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE (POLICY IKD)

The Paulding County School District adheres to state law regarding a "Moment of Silence". The moment of silence is to be the first activity of each school day. The teacher in charge will conduct the activity in accordance with procedures established by the school principal.

At the beginning of each school day following the moment of silence, students will be afforded the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America. Students participating in the recitation of the pledge will be expected to stand, face the flag, and recite the pledge in unison. Students not participating in the pledge may (a) stand and refrain from reciting the pledge or (b) remain seated.

PARENT PORTAL

This is an important tool for communication about student progress with parents or guardians. The Parent Portal includes instant access to accurate, current and confidential information about your child(ren)'s school attendance, grades, class assignments and more. There is a quick link from the Paulding County School District's Website. If you are a first-time user, please contact your local school for an activation key.

PROGRESS REPORTS AND REPORT CARDS

The following dates are when to expect a copy of a grading report to be sent home with your child(ren):
Progress Reports: August 27, November 12, February 4, April 22
Report Cards: October 15, January 4, March 18, June 2 (for mail or pick-up)

RETURN TO SCHOOL FROM ABSENCE

The parent/guardian must write a note to the school explaining the reason for the absence within 3 days of the student's return to school, or the absence will be marked as unexcused. For information about excused absences including return notes, refer to Policy JB.

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

In compliance with the requirements of *Every Student Succeeds Act* (ESSA), the Paulding County School District would like to inform parents that they may request information about the professional qualifications of their student's teacher(s) and/or paraprofessionals. The following information may be requested:

1) Whether the students' teacher:

- has met State qualifications 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 qualifications or licensing criteria have been waived; and
- is teaching in the field of discipline of the certification of the teacher.

2) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the principal at your child's school. School contact information including principal name and school phone number is included in this guide.

SAFEGUARD OF EQUIPMENT
Paulding County School District uses state, local and federal funds to provide students with equipment for educational purposes. Equipment may include laptops, tablets, calculators, etc. Parents and students assume responsibility for all equipment taken off site and should therefore take precautions to safeguard against damage and theft while equipment is in their possession. Offsite use of equipment should be used by the students for educational purposes. In the event of damage, loss or theft of the equipment, the parent and/or student should notify school administrators for repair or replacement information.

SCHOOL FOOD & NUTRITION
Students are provided with nutritious meals which meet the Dietary Guidelines for Americans. All foods served are of top quality and great value. All schools serve breakfast.

Meal and a la carte prices are on the district website at www.paulding.k12.ga.us \ Nutrition Services Department \ Menus & Prices Tab.
ALL MEALS (BREAKFAST & LUNCH) FOR THE 2021-2022 SCHOOL YEAR ARE AT NO COST TO STUDENTS DUE TO THE COVID-19 PANDEMIC STATE OF EMERGENCY.

Paying for Extras – A la carte
Schools sell extra meals and a la carte items. No charges are allowed. We accept cash, checks, and on-line payments. Checks must have the student's name and ID# along with the writer's full name, street address, and phone number. Parents may prepay student accounts on-line with MasterCard, Discover, Visa or debit cards. Log onto www.myschoolbucks.com for additional details. Checks returned unpaid are automatically forwarded by our bank to Envision Payment Systems. Envision will contact the writer in order to collect the face value of the check plus a $37 fee. This fee is subject to change. If Envision is unable to reach you or if you are unresponsive, they will re-present your check electronically along with applicable collection fees. You can contact Envision at 1-877-290-5460/770-709-3000. For additional information about the District's food and nutrition program, including menus, employment, health inspections and more, please click on the Nutrition Services Portal link at www.paulding.k12.ga.us.

Free & reduced meal applications are available on-line.

STUDENT ASSISTANCE PROGRAMS
Support services are available to all students and their families through certified school counselors at each school, hospital/homebound instruction for qualifying students, and school social workers.

STUDENT CLUBS & ORGANIZATIONS
Each school will provide information regarding school clubs and organizations, including name of club, mission, or purpose, name of faculty advisor, and description of past or planned activities. A form will be provided to the parent or guardian to decline permission for his or her child to participate in a club or organization.

STUDENT INSURANCE
Student insurance is available for all students through T.W. Lord Insurance Company. The District receives no proceeds for the service and is not responsible for claims. Purchase of student insurance is encouraged as the District does not provide any indemnity. Parents should submit all claims directly to the insurance carrier or agent. Insurance coverage for students is the responsibility of the parent. Insurance information is provided to students at the beginning of each school year.

STUDENT PUBLIC LIBRARY ACCESS
The Paulding County School District partners with West Georgia Regional Library System (WGRLS) to provide every student public library card access. This gives students instant access to WGRLS databases and materials. Students may check out up to 5 books at a time with this fine-free account; however, the student is still responsible for charges due to loss or damage. Parents, guardians, or eligible students may opt-out of this program within the first 10 days of the academic school year, through a written request to the principal of the school where a student is enrolled.

STUDENT SERVICES
The Student Services Department provides comprehensive, collaborative and coordinated services to students, staff, and parents. All efforts focus on student success and the goals of the Paulding County School District. The Student Services Department is composed of Behavioral Supports, Psychological Services, Multi-Tiered System of Supports (MTSS), Response to Intervention (RTI), Student Support Team (SST), Section 504, and Exceptional Students Educational Programs (ESEP). This support system provides a seamless transition for at-risk students through a coordinated effort between general and special education.

EXCEPTIONAL STUDENTS EDUCATIONAL PROGRAMS (ESEP)
The Paulding County School District provides a free, appropriate public education, in the least restrictive environment, to each student with a disability. This includes individualized instruction to meet a student's educational needs in an effort to prepare the student for post-secondary education and/or employment and independent living. A full continuum of special education and related service options are available.

PSYCHOLOGICAL SERVICES

School Psychologists focus on enhancing academic success and promoting healthy emotional adjustment. Emphasis is placed upon developing school-wide initiatives that make schools safer and more effective, designing programs for at-risk students, and promoting tolerance and the understanding of individual differences. School Psychologists work directly with children, families, and educators to assist students in attaining their unique potentials and in becoming productive citizens with bright futures.

SECTION 504 of the REHABILITATION ACT OF 1973

Congress prohibited discrimination against persons with disabilities in the Rehabilitation Act of 1973, in a segment most often referred to simply as "Section 504." This is a broadly worded prohibition that covers both children and adults. The principles enumerated in this section were later expanded and served as the basis for the 1990 Americans with Disabilities Act (ADA). Additionally, the ADA Amendments Act of 2008 also amended some definitions of Section 504. Section 504 of the Rehabilitation Act is a federal civil rights law and prohibits discrimination by school districts receiving federal financial assistance against persons with disabilities. Included in the U.S. Department of Education regulations for Section 504 is the requirement that students with disabilities be provided with a free appropriate public education (FAPE). These regulations require identification, evaluation, provision of appropriate services, and procedural safeguards in every public school in the U.S. Section 504 prohibits discrimination against individuals whose physical or mental impairment substantially limits one or more major life activities, including: Caring for one's self; Performing manual tasks; Walking; Seeing; Hearing; Speaking; Breathing; Working; and Learning. "Physical or mental impairment" was defined to mean: (A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genitourinary; hemic and lymphatic; skin; and endocrine; or (B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities." (34CFR 104, p336-337) Further, the ADA Amendments Act of 2008 clarified that: An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active. The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies.

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

The Request for the Hearing must include the following:

a. The name of the student.
b. The address of the residence of the student.
c. The name of the school the student is attending.
d. The decision that is the subject of the hearing.
e. The requested reasons for review.
f. The proposed remedy sought by the grievant.
g. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

Mediation: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary, and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

Hearing Procedures

1. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
2. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
3. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
4. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing.

Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

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

Decision: The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.

Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

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. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator

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

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

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) is designed to provided tiered interventions for students at risk for poor school performance due to behavior and/or academics. MTSS begins with progress monitoring and the provision of evidence-based interventions. MTSS is a framework incorporating Response to Intervention (RTI) and Positive Behavioral Interventions and Supports (PBIS). MTSS is for all students and it occurs in collaboration with school and family. It is an essential component of instructional programming.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. The premise of PBIS is that continual teaching, combined with acknowledgement or feedback of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students.

RESPONSE TO INTERVENTION (RTI)
Response to Intervention (RTI) is implemented in all schools in order to support access to and success in the general curriculum through the Georgia Pyramid of Interventions, a framework that can be provided in a standards-based learning environment to maximize achievement for all students. The process includes Tier 1 Standards-based classroom learning, Tier 2 Needs-based learning, and Tier 3 Student Support Team. The tiered approach to providing layers of intervention for students needing support provides a district-wide common understanding of the Georgia Standards of Excellence (GSE), assessment practices, and instructional pedagogy.

STUDENT SUPPORT TEAM (SST)
The purpose of the Student Support Team (SST) is to recommend alternative instructional strategies and interventions for students who are experiencing academic and/or behavior difficulties in school. The SST team consists of teachers, the school psychologist, other professional staff, and parents. The team reviews and considers progress of the student and explores a wide range of intervention options for the individual student. Support is provided for the schools to determine student needs, to implement research-based interventions with fidelity, and to monitor progress frequently.

BEHAVIORAL SUPPORT TEAM
The Behavioral Support Team provides support to school staff in situations that require interventions that are necessary to address a student's challenging behaviors. The Behavioral Support Team is made up of individuals who have received training in Behavioral Psychology, Applied Behavior Analysis (ABA), and special education. The team provides services that will maximize individual students' strengths and behavioral needs as they develop into successful contributing members of a global community.

SUICIDE PREVENTION PROCEDURES
The Paulding County School District takes all warning signs of suicide seriously!
If a staff member has any reason to be concerned about a student, the student will be referred to a school counselor.

Information about suicidal warning signs can be found on the Prevention Intervention webpage at:
www.paulding.k12.ga.us/preventionintervention

If you are worried about your child, please call the **Georgia Crisis Line at 1-800-715-4225** or go to the nearest Emergency Room.

THE TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT (TADRA)
The Teenage and Adult Driver Responsibility Act states a student can be denied a driver's license if a student is not enrolled in or is under expulsion from school. The Paulding County School District will certify that a student is enrolled in and not under expulsion for a student to be eligible for a driver's license or learner's permit. An updated Certificate of Enrollment form is available at your local school or by visiting the Georgia Department of Driver Services or the **GaDOE website**. For information regarding the school and your driver's license, please visit www.dds.ga.gov/teens/index.aspx and select "What You Need to Know about School and Your Driver's License."

TELEPHONE CONSUMER PROTECTION ACT (TCPA)
The Paulding County School District and individual schools utilize computer automated telephone dialing program in order to contact parents and stakeholders for a variety of reasons, including emergency notifications. In compliance with TCPA you will have an opportunity to decline to receive all calls, except those for emergency reasons. If you wish to opt out of receiving notification calls, you will be prompted to indicate that wish during the received call. If you opt out of informational notification calls, you will still receive emergency calls.

TESTING
Group standardized tests are given annually in different grades to help determine student strengths and weaknesses in skills and to provide information for use in planning student instructional programs. The testing program incorporates both state-mandated tests and system-level tests recommended by a committee of teachers, counselors, and administrators.

TRANSCRIPTS AND STUDENT RECORDS
For detailed information regarding transcripts and student records, please visit our website at www.paulding.k12.ga.us, select Department, select Records Management Center. Current students may contact the Counseling Department at their school. For students no longer enrolled, you may visit or contact the Records Center, which is located at 522 Hardee Street, Dallas, Georgia 30132, 770-443-8003 extension 10212.

TRANSFER PROCEDURES
All children residing in Paulding County are required to enroll in the school of the attendance area in which they reside, unless special authorization is given by the Superintendent or designee. Attendance areas (school zones) are designated by the Board of Education. These attendance areas are advertised prior to August 1 of every school year. Beginning with the 2009-2010 school year, parents of students enrolled in a public elementary or secondary school in Georgia may elect to enroll their child in a school that is located within the school system in which the student resides other than the one to which the student has been assigned, providing the school has classroom space available after its assigned students have been enrolled (House Bill 251). Applications will be made available in March and will be open for approximately two weeks. Please check the Paulding County School District website for dates and application. Hardship School Transfer applications are accepted after the second week in April for the following school year and require board approval. Hardship School Transfer applications are available at www.paulding.k12.ga.us on the Operations Department page.

WEATHER CLOSINGS
Snow or other severe weather may require that we close school, dismiss early, delay opening school, or hold a digital learning day for the safety of our students. Information is announced as soon as a decision is made, usually before 6:30 a.m.

If a digital learning day is declared, students will complete work from home in online modules through Canvas. Students can log in to Canvas at https://paulding.instructure.com with their student id for their username and the same password they use to login to a school computer.

When bad weather is developing during the day, the decision to dismiss early could be made after buses have taken students to school. In order to make these decisions, school officials monitor weather information along with local weather officials and local law enforcement.

If the decision is made to dismiss early, buses will begin their routes starting with middle and high school students. Elementary school bus routes will begin as soon as buses have finished their middle and high school routes. In the event of inclement weather, high school drivers will be dismissed as soon as the decision is made.

In these early dismissal situations, parents are encouraged to pick up their children as soon as possible.

HOW TO FIND OUT IF SCHOOL IS CLOSED
CHECK THE DISTRICT'S WEBSITE FIRST: www.paulding.k12.ga.us . This is the District's official notification platform, and it will be updated first in the event of a school closing, delay, early release, or digital learning day.

The District will also notify the four local television stations in Atlanta (WSB, WAGA, CBS46, and WXIA). Information will be posted on the District's Facebook page (www.facebook.com/pauldingboe) and Twitter page (@pauldingboe). *Until an announcement is made, parents and students should operate under the assumption that schools will be open as usual. If no announcement is made, schools will be open as usual.*

VISITORS TO SCHOOL
The Paulding County School District will make reasonable efforts to accommodate parent/guardian requests to visit a school, yet it also recognizes concerns for the welfare of students. Part of that concern is to assure that students and staff are not distracted from the task of learning by the presence of visitors on campus. All visitors to a Paulding County school must contact the school principal or designee prior to entering or immediately after entering school property. The person must obtain permission to visit any part of the school, and principals or their designees grant permission at their discretion in accordance with school operations. For further guidance, refer to Policy KM and local school operating procedures.

WELLNESS POLICY (POLICY EEE)
To safeguard the health of Paulding County's students and due to the dramatic increase in food allergies and food borne illnesses, the Paulding County Board of Education prohibits home produced items from being served as part of school-based or individual parties and celebrations. To further clarify, homemade cupcakes, cakes, cookies, or other dishes are not permitted to be served at parties, on a student's birthday, or other celebrations. Parents may provide food items for these types of events that are commercially prepared or packaged (with ingredient listings. Paulding County Schools will not be held liable for any foods not prepared and served by the Paulding County Nutrition Department.

WORK PERMITS

Effective July 1, 2015, with the exception of minors employed in entertainment, work permits are only required for minors aged 15 years or younger.

Student Name: _____ ID# _____ Grade: _____
(Print)

Paulding County School District Athletic Code of Conduct

	Violation	Consequences
A.	Violation of school rules resulting in In-School Suspension (ISS) or Out-of-School Suspension (OSS) during the season	The student may resume practice when: 1. Released from ISS or 2. The day after completion of OSS.
B.	Violation of school rules resulting in assignment to alternative education.	Dismissed from athletics while attending alternative setting. Once the student has completed the alternative assignment, return based on decision of Principal, AD and coach.
C.	Student has been criminally charged with a misdemeanor, regardless of location or time so long as such charges are pending, or conviction occurs.	School administration and coach will meet with the student and parent/guardian after each offense to discuss the ramifications of their behavior. 1st Offense- 10% suspension from athletic participation. 10% of competition dates beginning with date of charges. Student will be required to practice and game attendance is coach's discretion with AD approval. 2nd Offense-Suspension for 25 calendar days and a minimum of 25 % of competition dates, beginning with date of charges. 3rd Offense-Suspension of 1 calendar year from date of charges. 4th Offense-Permanent suspension from athletic participation. *If charges are dropped the student is reinstated upon coach's approval.
D.	Student is charged with a felony, regardless of time or location so long as charges are pending or conviction results.	1st Offense- Suspension of 1 calendar year from date of charges. 2nd Offense- Permanent suspension from athletic participation. *If charges are dropped the student is reinstated upon coach's approval.
E.	Tobacco use, in season	1st Offense- Coaches discretion 2nd Offense- 1 game suspension 3rd Offense- 2 game suspension 4th Offense- Removal from team
F.	Sport specific offenses such as missing practice unless excused prior, acting in an unsportsmanlike manner while representing the school in competition.	Consequences could range from suspension from participation to removal from the athletic program. The head coach will have discretion contingent on the approval of the Athletic Director.
G.	Any behavior away from school that results in disciplinary action by school administration, or any behavior at school or away from school which in the opinion of the Principal and or Athletic Director reflects in a negative manner on the school or athletic program.	Consequences could range from suspension from participation to removal from the athletic program. The head coach will have discretion contingent on the approval of the Athletic Director.

Appeal Procedure- Any student and or parent/guardian wishing to appeal an athletic suspension must submit in writing to the Principal the reason(s) why he/she should not be disciplined. Written request (email) must be submitted within one day of the suspension to the Principal and a decision will be rendered within 4 days. A suspension maybe deferred while under appeal to Principal. If upheld by the Principal, the parent/guardian may appeal to County Athletic Director the reason(s) why he/she should not be disciplined. This request will then be reviewed a review committee. The review committee will consist of the Paulding County School District System Athletic Director and two (2) system level administrators. The parent/guardian will be provided a written decision from the review committee within a reasonable period.
The PCSD Athletic Code of Conduct is in effect 24/7/365.

I have received a copy of the Athletic Code of Conduct and understand the consequences set forth in the code of conduct.

Student _____ Parent _____ Date _____

Technology Acceptable Use and Internet Safety Agreement - User Access

Paulding County School District
Technology Acceptable Use and Internet Safety Agreement – User Access

Please read the following carefully before signing this document. This is a legally binding document.

The Paulding County School District ("District") provides technology resources including the use of the Internet, District network, applications and hardware for educational, instructional, and business use to students and employees ("Users") of the District.

With access to the Internet comes the availability of material that may not be considered of educational value in the context of a school setting. Internet content filtering and blocking applications are utilized by the District in accordance with the Children's Internet Protection Act of 2000 (CIPA) to restrict access to websites containing inappropriate content. However, on a global network, it is impossible to guarantee the restriction of all access to websites with inappropriate content.

To ensure the appropriate operation and security of the network, all users must adhere to strict policies and procedures. Our *Technology Acceptable Use and Internet Safety Policy* is provided so that you are aware of the acceptable uses, responsibilities, prohibitive uses, and consequences with accessing the District's technology resources. If a user violates the *Technology Acceptable Use and Internet Safety Policy*, his/her access is subject to termination, disciplinary action and/or appropriate legal action.

Paulding County School District
Technology Acceptable Use and Internet Safety Agreement - User Access

STUDENT:
I have read, understand, and will abide by the *Technology Acceptable Use and Internet Safety Policy*. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be terminated, school system disciplinary action and/or appropriate legal action may be taken.

_____	_____	_____
Student Name (Please print)	Student Signature (If presently in grade 6 or higher)	Date

PARENT/GUARDIAN:
I have read and understand the *Technology Acceptable Use and Internet Safety Policy*. As the parent or guardian of the above-mentioned student, I understand that Internet content filtering and blocking applications will be in place to restrict access to sites containing inappropriate materials, but on a global network, it is impossible to guarantee the restriction of all access to websites with inappropriate content. I also agree to be held financially responsible for any losses, damages, and/or costs incurred by the Paulding County School District as a result of the above-mentioned child's unacceptable use of the District's technology resources.

_____	_____	_____
Parent or Guardian's Name (Please print)	Parent or Guardian Signature	Date

EMPLOYEE:
I have read, understand, and will abide by the *Technology Acceptable Use and Internet Safety Policy*. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be terminated, school system disciplinary action and/or appropriate legal action may be taken. I further agree to promote the enforcement of the policy in supervising student Internet and technology resources use.

_____	_____	_____
Employee Name (Please print)	Employee Signature	Date

The Paulding County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained via the Internet is at your own risk. The School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.

2021-2022 Parent and Student Acknowledgement Form

Student Name: _____ ID# _____ Grade: _____

SECTION ONE – Emergency Release

At times, it is necessary for school to close early because of weather, loss of heat or water, or other unexpected happenings. For this reason, it is important for you to discuss with your child what to do if students are released early. In order to keep the phone lines free on occasions when school closes early, we need to know in advance how to send your child home from school. If a student will leave school during an emergency in a manner other than normal, parents must provide further instructions to the school within 10 days of enrollment or the first 10 days of the academic school year. (Initial) _____

SECTION TWO –Web Publications / Photo / Videotape

Paulding County School District publicizes students' outstanding achievements and activities through various media such as newspapers and television. This may include, but is not limited to, honor roll lists, yearbooks, and photographs of classroom and/or extracurricular activities. In addition, exemplary student work, student pictures may be published on school-sponsored websites. Parents, legal guardians, or eligible students may make a written request to the principal of the school where a student is enrolled, within the first 10 days of the academic school year, to request their child's picture/student work not be taken for use in local newspapers, school newsletters, schools websites, etc. (Initial) _____

SECTION THREE –Mass Notifications

At times it is necessary for the Paulding County School District to contact parents in regard to emergencies, district notifications, school closings and other events that necessitate utilizing a mass communication system. This may include, but is not limited to, phone calls, text messages and email. Signing off on the handbook acknowledgement opts parents into receiving these notifications. Parents, legal guardians, or eligible students may make a written request to the principal of the school where a student is enrolled to have their number removed from receiving informational notifications. The number identified in that request will still receive emergency notifications. Parents may opt-out of receiving notifications (emergency and informational) at any time.

(Initial) _____

SECTION FOUR - PARENT ACKNOWLEDGEMENT

This is to verify that I have received a copy of the Paulding County School District Student & Parent Handbook for the current school year. I have reviewed the information contained therein with my child concerning:

The Family Educational Rights and Privacy Act (FERPA);
Protection of Pupil Rights Amendment of 1978 (PPRA);
The "Right to Know" Professional Qualifications Notification; and
Paulding County School District Policies: JCDB (Student Dress Code), JD (Student Discipline), JD-R (3) Student Code of Conduct Middle & High School, JB (Student Attendance), and IFBGA (Internet Acceptable Use).

(Initial) _____

Print Name (Parent of Guardian) _____

_____ _____
Parent / Guardian Signature Date

_____ _____
Student Signature (age 10 or older, required) Date

Student's Homeroom Teacher: _____

Engage. Inspire. Prepare.