



# Elementary School Parent & Student Information Guide **2017-2018**

3236 Atlanta Highway, Dallas, Georgia 30132  
Telephone: 770-443-8000  
[www.paulding.k12.ga.us](http://www.paulding.k12.ga.us)



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Welcome to the 2017-2018 school year!

The vision of the Paulding County School District is to prepare ALL students for success today and tomorrow. Our teachers, principals, administrators and support staff thank you for preparing your child every day for school. You are the key to helping us strive to achieve that vision.

This year you will notice that we have continued our rebranding effort and revised our mission and vision statements, as well as our beliefs. These revisions go hand-in-hand with our new Strategic Plan. We encourage you to review this plan on our website ([www.paulding.k12.ga.us](http://www.paulding.k12.ga.us)) and find a place where you fit into our mission of engaging, inspiring and preparing each of our students.

Please take a moment to review the 2017-2018 Student Folder and Parent Information Guide. The purpose of this guide is to provide you with information regarding the day-to-day operations of our District. Included in the guide are the policies regarding Student Discipline, Student Dress Code, and Student Attendance, as well as information regarding privacy rights, important dates, and much more. Hopefully, this will serve as a source of useful information for both parents and students.

The Georgia Department of Education and State Law require that we keep a record that shows all parents and guardians received 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 the privilege of serving your children. Best wishes for a successful school year.

## ***VISION***

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

## ***MISSION***

Engage. Inspire. Prepare.

## ***BELIEFS***

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



**Paulding County School District  
School Calendar 2017-2018**

July 27, 2017	Open House/All Schools Elementary 2:00-6:00 Middle/High 4:00-8:00
August 1, 2017	First day of School
September 1, 2017	Progress Reports Issued
September 4, 2017	Labor Day Holiday (Schools & Offices Closed)
September 13, 2017	Two Hour Early Release
September 25-29, 2017	Fall Break
October 6, 2017	End of 1st 9 Weeks
October 16-20, 2017	Parent Conferences - Students dismissed 1 hour early
October 20, 2017	Report Cards
November 7, 2017	Professional Learning Day/Student Holiday
November 10, 2017	Progress Reports
November 20-24, 2017	Thanksgiving Break
December 6, 2017	Early Release - Students dismissed 2 hours early
December 20, 2017	End of 2nd 9 Weeks/End of 1st Semester
December 21, 2017-January 2, 2018	Holiday Break
January 3, 2018	Teacher Workday/Student Holiday
January 4, 2018	1st day of 2nd Semester
January 9, 2018	Report Cards
January 15, 2018	Martin Luther King, Jr. Holiday (Schools & Offices Closed)
January 31, 2018	Early Release - Students dismissed 2 hours early
February 6, 2018	Progress Reports
February 19, 2018	Presidents' Day Holiday* (Schools & Offices Closed)
February 20-23, 2018	Winter Break*
March 16, 2018	End of 3rd 9 Weeks
March 23, 2018	Teacher Workday/Student Holiday
March 26-30, 2018	Parent Conferences - Students dismissed 1 hour early
March 30, 2018	Report Cards
April 2-6, 2018	Spring Break (Schools & Offices Closed)
April 20, 2017	Progress Reports
	Early Release - Students dismissed 2 hours early
	End of 4th 9 Weeks/End of 2nd Semester
May 25, 2018	Last Day of School

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

## **Frequently Asked Questions**

### **School Hours**

Elementary: 8:00 a.m. – 2:30 p.m.  
Please do not drop off before 7:30 a.m.

Middle: 8:40 a.m. – 3:30 p.m.  
Please do not drop off before 8:15 a.m.

High: 8:35 a.m. – 3:25 p.m.

### **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.

### **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.

### **Graduation**

Commencement Ceremonies are held at the schools at the dates listed below. 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 School	Friday, May 25, 2018	7:00 p.m.
Hiram High School	Saturday, May 26, 2018	9:00 a.m.
North Paulding High School	Friday, May 25, 2018	7:00 p.m.
Paulding County High School	Saturday, May 26, 2018	9:00 a.m.
South Paulding High School	Friday, May 25, 2018	7:00 p.m.

### **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: September 1, November 10, February 6, April 20

Report Cards: October 20, January 9, March 30, June 1 (for mail or pick-up)

### **Transcripts and Student Records**

For detailed information regarding transcripts and student records, please visit our website at [www.paulding.k12.ga.us](http://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.

### **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 7<sup>th</sup> grade students:** need proof of a whooping cough (Tdap) booster and a meningococcal shot.

**Recommended Immunization Schedules can be found at:**

<http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>

**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.

**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.

## **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.

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](http://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](http://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	Chief Human Resources Officer
Student Program Accessibility; Public Law 101-476 (IDEA); ADA	Executive Director of Student Services
Title I	Director of Title I
Title IX; Student Issues	Executive Director of Safety and Athletics
Title II; Carl Perkins Act	Executive Director of 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. 20201.

### 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 20202-5920

**(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, 2016.

#### **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. 20202-5920  
7/1/08

Board Policy JR Student Records may be found at [www.paulding.k12.ga.us](http://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

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**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.

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**Conflict of Interest**

Under guidance from the 34 C.F.R. part 75.525, the district follows the requirements concerning the conflict of interest policy. According to the policy, "a grantee may not permit a person to participate in an administrative decision regarding a project if (1) the decision is likely to benefit that person or a member of his or her immediate family; and (2) the person: (i) is a public official; or (ii) has a family or business relationship with the grantee." A grantee may not permit any person participating in the project to use his or her position for a purpose that is or gives the appearance of being motivated by a desire for a private financial gain for that person or for others (Source 34. C.F.R. § 75.524). The school district has an adopted Board Member Conflict of Interest Policy, "BHA," which lists the specific conflicts of interest.

## **Board Policies and Procedures**

### **Administrative Regulation Student Dress Code**

**Descriptor Code: 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.

Paulding County Schools

Date Issued: 8/24/2001

Last Revised: 5/24/2016

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**Board Policy**  
**Student Discipline**

**Descriptor Code: 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.

Paulding County Schools

Date Adopted 8/24/2001

Last Revised: 5/28/2013

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#### **Administrative Regulation Student Discipline**

**Descriptor Code: JD-R(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:

1. School property includes, but is not limited to:
  - a. The land and improvements which constitute the school;
  - b. Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted;
  - c. 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
  - d. Personal belongings, automobiles or other vehicles which are located on school property.
2. School technology resources includes, but is not limited to:
  - a. Electronic media systems such as computers, electronic networks, messaging, and Web site publishing, and

- b. 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.**

## **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 isolation (ISI)

### **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 Isolation (ISI) 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.

**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. 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/ILLEGAL DRUGS/INHALANTS**

1. No student shall possess, consume, transmit, store, 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) and/or illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, 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.
2. No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia.
3. No student shall falsely present or identify a substance to be alcohol or an illegal drug.
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, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.
5. No student shall sniff or be under the influence of inhalants and/or other substances.
6. No student shall be in possession or under the influence of synthetic Cannabinoids such as "K-2" (Also known as, Spice, Blayze II, RedBird, Mojo, VooDoo Magic, Spice Gold, Yucatan Fire, Demon and Serenity.)

**NOTE: Alcohol and drug offenses are cumulative for grades K-5.**

#### **Consequences for Possession or Personal Use:**

- **First and Additional Offense:**
  - Minimum of one (1) day of out-of-school suspension
  - Maximum of ten (10) days out-of-school suspension with a recommendation for long-term suspension for ten (10) additional days
  - Contact law enforcement and other agencies, as appropriate

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

- **First and Additional Offenses:**
  - Minimum of three (3) days of out-of-school suspension
  - Maximum of ten (10) days of out-of-school suspension with a recommendation for long-term suspension/expulsion for a specified time
  - 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. 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.

- Minimum of one (1) day out-of-school suspension.
- Maximum of ten (10) days out-of-school suspension.
- Contact law enforcement.

#### **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:**
  - a. 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.
  - b. 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 1-3 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, including but not limited to: cell phones; pagers; audible radios, tape players, and compact disc players without headphones; or any other electronic device that may interfere with the bus' 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 1-3 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)**
8. Students who commit sexual offenses, physical offenses against students, or physical offenses against District employees (as defined elsewhere in this Code of Conduct) on the school bus will receive penalties for the offense(s) as specified in this Code of Conduct for these offenses and may also be suspended from the bus for a specified time.
9. No student shall intentionally cause substantial damage to personal property belong to the district or another student. **Refer to Section T. Property Related Offenses.**

**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 communication beepers, cellular phones, video phones, or electronic devices during instructional time, class change time, breakfast or lunch. The Principal shall determine specified times on campus when electronic devices may be used for instructional purposes. No such devices may be used at any time on school-operated vehicles, including buses. **(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 CONDUCT**

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. A student shall not 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 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 1-3)**
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. 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)**
4. Students may not return to campus or attend any school function while on suspension. **(Level 1-2)**
5. Students may not be present in an unauthorized area. **(Level 1-2)**
6. 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)**
7. 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)**
8. Students shall not prevent students from attending a class or school activity. **(Level 1-3)**
9. 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)**
10. No student shall be involved in a serious verbal altercation that disrupts the school, class or school activity. **(Level 2-3)**

#### **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 1-2)**
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.

##### **False Call to Emergency Services:**

No student shall knowingly make or cause a false call to emergency services to be made.

##### • **First and Subsequent Offenses:**

- Minimum of one (1) day out-of-school suspension.
- Maximum of ten (10) days out-of-school suspension
- Contact law enforcement and other agencies, as appropriate.

##### **False Fire Alarms:**

No student shall knowingly give or cause a false fire alarm to be given.

##### •**First and Subsequent Offenses:**

- Minimum of one (1) day out-of-school suspension.
- Maximum of ten (10) days out-of-school suspension
- 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 1-3)**
2. No student shall display identified gang tattoos. **(Level 1-3)**
3. No student shall hold himself/herself out as a member of a gang. **(Level 1-3)**
4. No student shall recruit or solicit membership in any gang or gang-related organization. **(Level 1-3)**

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 1-3)**

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

**Harassment is defined as:** Intentional, substantial, and unreasonable verbal, physical or written contact that is initiated, maintained, or repeated.

1. 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, harassment, intimidation or abuse of 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 1-3)**
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 1-3)**
3. **Bullying:** No student shall bully another students or students. **(Level 2-3)**

**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 (Possession or use of counterfeit money or forged official school forms is included in this section). **(Level 1-3)**

#### **P. OVER-THE-COUNTER MEDICATION**

Possession of all over-the-counter medication on school property must be in compliance with Board Policy JGCD (Medication). A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. **(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.

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. **(Level 2-3)**
7. No student shall gang up with any student or students to physically attack another student or other persons.

- **Penalty for ganging up on another:**

- Minimum of one (1) day 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

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.

- **Penalty for a physical threat:**

- Minimum of one (1) day 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

9. Battery on a Student or a Person who is not a District Employee **(Cumulative in Grades 2-5)**

**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 1-3)**

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 in accordance with Board Policy JDF (Teacher Authority to Remove Students from Classrooms), 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.

**Penalty for Physical Threat:**

- Minimum of one (1) day 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

**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.

**Kindergarten (K) and 1<sup>st</sup> Grade Consequences:****•First Offense (K-1)**

- Minimum of one (1) day out-of-school suspension
- Maximum of five (5) days out-of-school suspension

**•Second Offense (K-1)**

- Minimum of two (2) days out-of-school suspension
- Maximum of ten (10) days out-of-school suspension

**•Third and Subsequent Offenses (K-1)**

- 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

**Grades 2-5 Consequences:****•First Offense (2-5)**

- Minimum of one (1) day out-of-school suspension
- Maximum of five (5) days out-of-school suspension

**•Second Offense (2-5)**

- Minimum of three (3) days out-of-school suspension
- Maximum of ten (10) days out-of-school suspension

**•Third and Subsequent Offenses (2-5)**

- 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

**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 employee and the parent/guardian.

**First and Subsequent Offenses:**

- 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

**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). In addition, a student shall not sell, distribute, or possess with intent to distribute 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 intentionally cause substantial damage to personal property belonging to a District employee or another student. **(Level 2-3)**
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. **(Level 2-3 and contact law enforcement)**
3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal private property or school property on school grounds. **(Level 1-3 and contact law enforcement)**
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. **(Level 2-3 and contact law enforcement)**
5. No student shall possess stolen private property or school property on school grounds. **(Level 2-3 and contact law enforcement)**

## 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

- No student shall be engaged in amorous kissing or other inordinate displays of affection. **(Level 1-2)**
- No student shall consent to and participate in any form of sexual activity. **(Level 2-3 and contact law enforcement)**
- 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)**
- 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.

- 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)**
- 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 and contact law enforcement)**

### 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. **(Level 1-3 and contact law enforcement)**

### 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.

#### Penalties for Sexual Molestation:

- Minimum of one (1) day out-of-school suspension
- Maximum of ten (10) days out-of-school suspension a recommendation for long-term suspension/expulsion for a specified time.
- Notify supervisor
- Contact law enforcement
- 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

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)**

**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.

## 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 and IFBGA (Internet Acceptable Use and Electronic Communications). School technology cannot be used for other than school related purposes.

- 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)**
- 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)**

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)**
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 or Twitter. **(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**

Student possession or use of tobacco or tobacco produce substitutes (e.g., tobacco look-alikes, such as BaccOff), cigarette look-alikes (e.g., electronic cigarettes, vaporizers, and e-liquids), hookahs and hookah look-alikes (e.g., electronic hookahs) on school property and at school-sponsored events is prohibited. **(Level 1-2)**

#### **Y. WEAPONS**

**NOTE: Weapons offenses are cumulative in grades K-5.**

##### **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.

##### **Prohibition:**

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:**

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 Category I 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**

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 nunchaka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher 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.

- **First and Subsequent Offenses:**
  - Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.
  - Minimum of two (2) 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

### **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 and Subsequent Offenses:**
  - Factors to be considered in determining the penalty will include, but not be limited to: age, maturity level of student, willfulness and intent, and the weapon involved.
  - 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.

Paulding County Schools

Date Issued: 5/28/2013

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### **Board Policy Student Attendance**

**Descriptor Code: JB**

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.
3. The School System will use its best efforts including first-class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.
4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

### **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.

Paulding County Schools

Date Adopted: 7/19/2005

Last Revised: 6/26/2012

### **Board Policy Harassment**

**Descriptor Code: JCAC**

### **SEXUAL HARASSMENT**

It is the policy of the Paulding County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor or other individual designated to receive such complaints. [See JCE(1)].

Each school shall publish Policy JCAC annually and shall designate a minimum of four persons to receive complaints and list these names in the handbooks. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

Paulding County Schools

Date Adopted: 8/24/2001

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**Board Policy**  
**Student Complaints and Grievances**

**Descriptor Code: 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.

Paulding County Schools

Date Adopted: 8/24/2001

Last Revised: 5/27/2014

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#### **Board Policy Student Discrimination**

**Descriptor Code: JCE(1)**

Complaints made to the Paulding County School District regarding alleged discrimination on the basis of race, color or national origin in violation of Title VI of the *Civil Right Act of 1964*, on the basis of sex in violation of Title IX of the Educational Amendments of 1972, or on the basis of handicap in violation of the *Rehabilitation Act of 1973* (also known as Section 504), or the *Americans with Disabilities Act*, or an alleged discrimination violation of Title II of the *Carl D. Perkins Vocational Education Act of 1984* will be processed in accordance with the following procedure:

1. Any student, employee, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
2. The coordinator shall have fifteen (15) days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator 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 and the Superintendent.
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 (5) days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
4. The Superintendent shall have fifteen (15) days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
5. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen (15) days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education.



In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons the complainant disagrees with the response of the Superintendent and the action requesting the system to take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.

6. Within thirty (30) days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
7. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
8. This policy is not intended to deprive any employee of any right she/he may have to file a grievance pursuant to any other policy of the local Board of Education, specifically including policy GAE(2) – COMPLAINTS AND GRIEVANCES, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Board of Education rules, specifically including, but not limited to, hearings to be conducted pursuant to the *Fair Dismissal Act* (O.C.G.A. § 20-2-940 through 947). The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the Federal statutes described above.
9. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students and employees through appropriate procedures.

Paulding County Schools

Date Adopted: 8/24/2001

Last Revised: 7/25/2006

## **Board Policy Electronic Communications**

**Descriptor Code: IFBGA**

### **INTRODUCTION**

The Paulding County Board of Education recognizes that technology and its utilization, including but not limited to, electronic networks, messaging, and web site publishing enhance the quality and delivery of education in our schools.

The Paulding County School District will provide access to the technology to employees and students, collectively known as users. The user's use of the technology, including the hardware and software that support the technology, must serve a limited educational purpose.

Student use of the technology will be governed by this policy and its regulation, as well as other Paulding County Board of Education policies and regulations, including Board Policy JD: Student Discipline. Employee use of the technology will be governed by this policy and its regulation, as well as other Paulding County Board of Education policies and regulations and the technology use acknowledgement form signed by employee. All use of the technology will be in a responsible, safe, ethical and legal manner. Any unauthorized use, failure to comply with Paulding County Board of Education policies or regulations, or violation of federal, state, or local laws will be grounds to discontinue a user's use of the technology and may result in other disciplinary and/or legal action.

### **DEFINITIONS**

As used in this Technology Use policy and implementing regulation the term:

- "Cookies" means messages that may include personally identifiable information, which are stored in a text file and used to identify visitors and possibly prepare customized web pages for them.
- "Cracking" means the illegal activity of breaking into computer systems through the security or other protection mechanisms that protect it, including firewalls.
- "Deep-linking" means the practice of providing a hyperlink to a deeply embedded web page, but not the home page, of another web site.
- "DOS attack" means a denial-of-service attack designed to overload an electronic network with useless traffic and messages.
- "Educational purposes" means for educational activities, research, career or professional development, or administrative purposes.
- "E-mail" means an electronic message generated using Paulding County School District's e-mail and/or web-based e-mail. It is also used generically to mean either Paulding County School District's e-mail system or a web-based e-mail system itself.
- "External site" means web sites and materials not hosted on Paulding County School District's web server.
- "Firewall" means hardware, software, or both, used in conjunction to prevent unauthorized access to an electronic network.
- "Framing" means the practice of copying content found on another web site and displaying it to a user as if the information originated at the current web site. With this practice, all rights of attribution are effectively stripped from the original content.
- "Hacking" means the illegal activity of breaking into a computer system or electronic network, regardless of intent to cause harm.
- "Inappropriate material" means material that does not serve an instructional or educational purpose and that (a) is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, or threatening; (b) advocates illegal or dangerous acts; (c) causes disruption to Paulding County School District, its employees or students; (d) advocates violence; or (e) contains knowingly false, recklessly false, or defamatory information.

- "Meta-tag" means a type of HTML tag that provides information about a web page but does not affect how the web page is displayed.
- "Mirroring" means the creation of other web sites that replicate or duplicate an existing web site in order to reduce network traffic or improve performance and availability of the original web site.
- "Phreaking" means the use of a computer or other device to make free telephone calls or to charge calls to a different account.
- "Piracy" means the unauthorized and illegal reproduction of a copyrighted work or trademarked product.
- "Plagiarism" means the copying of another person's words or the expression of an idea and representing it as one's own.
- "Right of Publicity" means a person's right to protect his/her identity from unauthorized use. Identity may include a person's name, nickname, picture, photograph, or any object closely identified with a person. The right applies to both celebrities and non-celebrities alike.
- "Spamming" means the practice of sending or forwarding "junk" e-mail to other users or members of a distribution list.
- "Spidering" means the practice of making temporary copies of web pages to extract information for republication.
- "Spoofing" means a technique used to gain unauthorized access to a computer by sending messages and pretending that these messages originate from a trusted computer.
- "Technology" means electronic media systems such as computers, electronic networks, messaging, and web site 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.
- "Trojan Horse" means a destructive computer program that enters onto a computer by pretending to be a simple and safe computer application.
- "Users" means Paulding County School District students, certain employees, including school and Central Office staff, and other persons who use Paulding County School District's technology.
- "Virus" means a replicating computer program or piece of code that is loaded onto a computer without the user's knowledge and may attach itself to other computer programs and spread to other computers.
- "WareZ" means pirated commercial software that has been placed on a bulletin board or the Internet for unauthorized free distribution.
- "Web Bug" means an invisible image placed on a web page that is embedded in JavaScript code that collects information about a user's Internet behavior.
- "Worms" means a type of virus that can replicate itself and use a computer's memory but can or cannot attach to other computer programs.

## **VIOLATIONS**

1. Violations of any of the provisions listed below will result in discontinuing or restricting a student's or employee's use of the Internet and Paulding County School District's technology and may result in other disciplinary and/or legal action.
2. Paulding County School District will fully cooperate with local, state and federal officials in any investigation concerning or relating to any illegal activities conducted through the Paulding County School District's technology, as permitted by or in compliance with federal and state laws.
3. For students, disciplinary action will be tailored to meet the specific violation. If the violation also involves a violation of other Paulding County Board of Education policies or implementing regulations, including Board Policy JD: Student Discipline, the violation will be handled in accordance with the discipline measures recommended by that other policy or regulation.
4. For employees, disciplinary action will be tailored to meet the specific violation.

## **ELECTRONIC NETWORKS AND MESSAGING**

### **A. PURPOSE**

Paulding County School District provides its students and certain employees with access to and use of its technology. The privileges, responsibilities, and other proper guidelines for student and employee acceptable use are outlined in this Technology Use regulation.

### **B. RESPONSIBILITIES**

1. Paulding County Board of Education:
  - a. Provide technology access to individual schools and media centers, as well as Paulding County School District and its administrative offices.
  - b. Provide and update policies to maintain appropriate use of technology for Paulding County School District students and employees.
2. Individual School Principals and Administrators
  - a. Ensure that all students and employees are aware of the rights and responsibilities associated with use of Paulding County School District's technology through the dissemination of employee and student handbooks or other approved methods.
  - b. Provide access to technology for use by students and employees.
  - c. Ensure that any attempts to harm, modify, destroy or otherwise change Paulding County School District's data and technology are reported to appropriate Paulding County School District authorities.
  - d. Deal with the abuse of Paulding County School District technology privileges in a manner consistent with the Paulding County Board of Education's policies including, but not limited to, Board Policy JD: Student Discipline, and the implementing regulation.
3. Employees and Students
  - a. Adhere to and support all policies and implementing regulations issued by the Paulding County Board of Education, including this Technology Use policy and implementing regulation.

- b. Practice responsible use of all technology resources.

### **C. ACCEPTABLE USE GUIDELINES**

The following Sections set forth acceptable use guidelines applicable to all users:

#### **1. Privacy and Security**

- a. The user understands and agrees that he/she shall not have an expectation of privacy in the use of and storage on Paulding County School District's technology. 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. By using Paulding County School District's technology, the user consents to routine monitoring and maintenance of Paulding County School District's technology performed in the ordinary course of business to maintain security and integrity. Monitoring includes, but is not limited to, reading, listening to, or otherwise monitoring the user's wire, oral or electronic communications, including screening e-mails and tracking the user's on-line Internet activity and other computer usage. This routine maintenance and monitoring is necessary and may lead to discovery that a user has or is violating this Technology Use policy and implementing regulation, other Paulding County Board of Education policies and implementing regulations, or the law. In addition, backup files may be maintained for archive purposes and may contain copies of all user files, records and communications.
- b. The user will be ultimately responsible for the use of his/her individual computer and e-mail accounts and all activity that occurs there. The user will take all reasonable precautions to prevent other users from gaining access to and using the accounts. Users will not share any account names and passwords, including e-mail, with other users or leave computer files (including, but not limited to, electronic grade book files), e-mails, or electronic network sessions open or unattended. Users will immediately inform the appropriate technology staff member if a password change becomes necessary to ensure security due to a potential security problem.
- c. The user will use appropriate virus detection and protection software provided by Paulding County School District.

#### **2. Impermissible Activities**

- a. The user will not:
  - i. attempt to or gain unauthorized access to Paulding County School District's technology.
  - ii. use Paulding County School District's technology to gain unauthorized access to another computer system.
  - iii. go beyond the limits of authorized use
- b. Unauthorized access includes, but is not limited to:
  - i. cracking,
  - ii. hacking,
  - iii. preaching,
  - iv. spoofing,
  - v. attempting to or gaining access to Paulding County School District's technology through another user's account,
  - vi. attempting to or gaining access to another user's e-mail, work folders, files, passwords, or data without prior permission.
- c. In the event of unauthorized access, the user engaged in that activity shall be required to pay all costs incurred by Paulding County School District as a result of that activity.
- d. The user will not make deliberate attempts to disrupt the Paulding County School District's technology by:
  - i. destroying, altering or otherwise modifying technology, including but not limited to, files, data, or passwords,
  - ii. spamming,
  - iii. creating or spreading computer viruses, worms or Trojan horses,
  - iv. engaging in DOS attacks,
  - v. participating in other disruptive activities
- e. The user will not use the Paulding County School District's technology to engage in any act that violates the Paulding County Board of Education policies and implementing regulations, or local, state and federal laws.
- f. Users will not use Paulding County School District's technology to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises.
- g. User transmissions, including e-mail, conducted on or using Paulding County School District's technology may not be encrypted or otherwise altered in order to avoid security review and detection without the prior authorization of the Superintendent or the Director of Technology of Paulding County School District.

#### **3. Resource Limits**

- a. Users will not waste Paulding County School District's technology or other resources by using them to:
  - i. create, send or forward chain letters,
  - ii. create, store, or send unauthorized mass mailings
  - iii. engage in spamming
- b. Users will not engage in any activity that monopolizes or compromises Paulding County School District's technology resources.
- c. Users will not copy computer programs, software or other technology provided by Paulding County School District for personal use.

#### **4. Copyright and Trademark**

- a. Users will not download or upload files to Paulding County School District's technology that might cause copyright infringement. This includes, but is not limited to, accessing and copying Napster or similar software and MP3 music files. In addition, use of the Paulding County School District's technology will be governed by Board Policy IFA: Instructional

Materials - Media Center/Copyright: Compliance with Board Policy, State and Federal Law, as well as other applicable Paulding County Board of Education policies and implementing regulations.

- b. Users will not infringe upon another person's copyrighted or trademarked material or plagiarize materials that they see displayed or performed on the Internet or in e-mail.
  - c. Users will not infringe the rights of copyright owners. If the material contains language that specifies acceptable use of that material, the user should follow those requirements. If the user is in doubt as to whether or not he/she may use the material, the user should request permission from the copyright owner by sending the copyright owner the form found in ATTACHMENT D: PERMISSION TO USE A THIRD PARTY WORK.
  - d. The user will not install, use, store, distribute or transmit unauthorized copyrighted or trademarked materials including, but not limited to, pirated materials and warez, or engage in spidering, on Paulding County School District's technology.
5. Internet
- a. Use of the Internet is a privilege, not a right.
  - b. Users will not use Paulding County School technology to access inappropriate material on the Internet. Paulding County School District has taken precautions to restrict user access of inappropriate material on the Internet. However, on a global network like the Internet, it is impossible to control all materials that a user may accidentally or purposely discover. It is the user's responsibility to avoid initiating access to inappropriate material when using the Internet. If inappropriate sites are accessed, it is the user's responsibility to give the site locations to school administration. Administrators will then inform the system's Director of Technology concerning the site locations.
  - c. The Paulding County Board of Education firmly believes that the valuable information and interaction gained by exposure to the Internet far outweighs the possibility that users may be exposed to materials not in keeping with his or her family's values and beliefs. In addition, it is not possible for Paulding County School District to monitor and enforce a wide range of social values in user use of the Internet. Therefore, the Paulding County School District disclaims responsibility for any inappropriate material, as well as the accuracy or quality of material, a user may access on the Internet while using Paulding County School technology.
6. E-mail
- a. Users will not send anonymous e-mail.
  - b. Users will not use e-mail to distribute inappropriate material through pictures, text, forwards, attachments, and other forms of information.
  - c. Users should conduct themselves appropriately and in a manner befitting a member of Paulding County School District when sending e-mail.
7. Additional Acceptable Use Guidelines for Students

In addition to the Acceptable Use Guidelines outlined above for all users in Sections students shall also be required to adhere to the following:

- a. The student will immediately notify his/her teacher or other school personnel if a potential security problem is identified. A student will not purposely look for security problems because such action may be considered an unauthorized attempt to gain access to Paulding County School District's technology.
- b. Students may be provided with Internet access to aid in completion of academic requirements. Student access will be discontinued when the student graduates, or withdraws from Paulding County School District, or as a result of a disciplinary action.
- c. Student use of the Paulding County School technology will be for educational purposes only. Paulding County School District reserves the right to prioritize student use of its technology.
- d. Students at the Middle School and High School levels shall not access teacher workstations.
- e. Unless the student receives prior permission and supervision from the student's teacher or other appropriate school personnel, the student shall not:
  - i. use Paulding County School District's technology
  - ii. access the Internet
  - iii. use e-mail
  - iv. download or upload files from the Internet or disk
  - v. subscribe to and participate in any discussion group mail lists, list serves, or on-line chats
  - vi. go beyond the limits of authorized use
- f. The student will not place personal contact information about himself/herself or anyone else on the Internet or in e-mail. Personal contact information includes full name, address, telephone number, school address, or names of family or friends.
- g. The student will not arrange to meet anyone they correspond with via the Internet or in e-mail while using Paulding County School District's technology without his/her parent's and/or guardian's permission and participation.

In the event a student inadvertently accesses inappropriate material while using the Internet at school, he/she shall immediately disclose the inadvertent access to the teacher or other appropriate school personnel. This prompt disclosure to the student's teacher will protect the student from an allegation of violation of this Technology Use policy and implementing regulation

\*\* For space considerations, additional acceptable use guidelines for employees were not included in this booklet. To review the Policy in its entirety, please go to [www.Paulding.k12.ga.us](http://www.Paulding.k12.ga.us) and click on Board Policies.\*\*

## **Board Policy**

**Descriptor Code: JC DAG**

### **Bullying**

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.

## **Statement Regarding 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**

### **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.

### **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.

### **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](http://www.paulding.k12.ga.us) on the Operations Department page.

### **CLOSING SCHOOLS**

When schools must be closed due to weather or emergency, metro Atlanta television and radio stations are asked to broadcast the announcement, no later than 6:30 a.m., if possible. There are a variety of ways the District informs parents of a school closing. Announcements will be posted to the District's website, Facebook ([www.facebook.com/Paulding-County-School-District](http://www.facebook.com/Paulding-County-School-District)) and Twitter (@pauldingboe). Subscribers to our notification system will receive phone and/or text notifications. If make-up days are required, the week of winter break (Feb. 19-23) has been identified on the school calendar.

### **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.

### **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.

### **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 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, 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.

### **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.

### **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 Performance Standards (GPS), assessment practices, and instructional pedagogy.

### **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.

### **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.

### **EXCEPTIONAL STUDENTS EDUCATIONAL PROGRAMS (ESEEP)**

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.

### **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.

### **PCSD 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.

### **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.

### **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.

### **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, Denise Johnston at 770-443-8000.

### **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, Denise Johnston at 770-443-8000.

### **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.

### **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 prices are as follows:

	Elementary	Middle	High	Guest
Breakfast	1.25	1.25	1.25	1.50
Lunch	2.00	2.25	2.25	3.50

#### ***Meal Charge Procedures and Paying for Meals***

Elementary and middle school students may accumulate a maximum of \$5.00 in breakfast and/or lunch charges. High school students and adults are not allowed to charge meals. Once the maximum charge limit is reached, the student will be offered an alternate meal consisting of a sandwich. An alternate meal is not offered at breakfast. A la carte purchases and other privileges may be withheld from a student owing meal charges. Charges are not allowed during the last three weeks of school. 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 meal accounts on-line with MasterCard, Discover, Visa or debit cards. Log onto [www.myschoolbucks.com](http://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](http://www.paulding.k12.ga.us).

Free & reduced meal applications are also available on-line.

### **RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS**

In compliance with the requirements of the 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.

### **ANNUAL NOTIFICATION: 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.

### **SCHOOL NURSE / MEDICATION**

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.

### **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 one hour 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.

### **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.

### **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:*

<b>Kindergarten</b>	<b>1<sup>st</sup> – 5<sup>th</sup> Grades</b>	<b>6<sup>th</sup>-12<sup>th</sup> Grades</b>
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		

#### **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.

#### **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.



## 2017-2018 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 – Internet Use

The PCSD maintains an electronic communication network that includes Internet access. Access to the electronic communication network, as well as the hardware and software that support access shall be used solely in support of the educational objectives of the school system. Use of this property is a privilege that may be discontinued at any time. Students who do not follow the rules and guidelines for the acceptable use of the Internet (listed in the student information guide) and its related hardware and software will be subject to disciplinary action. Parents, legal guardians, or eligible students may make a written request to the principal of the school where a student is enrolled, within 10 days of enrollment or the first 10 days of the academic school year, to request that student does not have permission to use the Internet as part of his/her instructional activities while attending school.

(Initial) \_\_\_\_\_

### SECTION THREE –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 FOUR –Mass Notifications

At times it is necessary for the Paulding County School District to contact parents in regards 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 FIVE - 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(2), Student Code of Conduct  
Elementary, 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



*Engage. Inspire. Prepare.*