

**OCONEE COUNTY SCHOOLS
SYSTEM INFORMATION
A-Z**

ACCIDENT PROCEDURES

Responsibility of the School

The function of the school during sudden illness and accidental injury is the emergency handling of these situations. School personnel will act promptly and prudently in emergencies for the saving of life, the prevention of further injury, and alleviation of pain. The parent or guardian of the sick or injured child will be notified immediately or as soon as can be reached. The school is not responsible for subsequent treatment.

Accidents

When a serious accident occurs involving a student, the school should arrange with the parents for emergency transportation to a medical facility. Every attempt will be made for a school administrator or designee to remain with the child until they are turned over to the parents' care.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act, anyone attending a school activity needing assistance due to a disability should notify the school in advance. Any concerns regarding the Americans with Disabilities Act should be directed to the school's principal.

ANNUAL NOTIFICATION OF PARENTS, TEACHERS, AND EMPLOYEES REGARDING THE AVAILABILITY OF ASBESTOS MANAGEMENT PLANS

The management plan for asbestos-containing building materials (ACBM), required by the federal Asbestos Hazard Emergency Response Act (AHERA), has been performed for this facility. The management plan is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a \$2.00 reproduction fee. If you have questions, please contact the school principal for further information.

OCS ACCEPTABLE TECHNOLOGY USAGE AGREEMENT

Introduction

Oconee County Schools (OCS) strives to make advanced technology tools and resources available to students and staff. These efforts support engagement in the classroom and prepare students for today's world. The purpose of this document is to ensure individuals are aware of their responsibilities regarding the internet and related technology equipment. This document also helps guard the safety and privacy of current and former employees and students. The technology resources covered by this agreement include all computers, devices, and networks owned and/or operated by OCS, whether accessed from home or school, and any privately owned devices used on the OCS network or at an OCS campus/activity.

Legal Requirements

OCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to OCS following:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Individuals with Disabilities Education Act (IDEA)
- Section 504 of Rehabilitation Act of 1973 (Section 504)
- Children's Online Privacy Protection Act (COPPA)

Proper and ethical use: With technological learning tools, users must understand and practice proper and ethical use. All OCS personnel must read and agree regarding procedures, ethics, and security in using school system provided technology resources.

This usage agreement must be available to all parents and students.

Acceptable Use

The use of OCS technology resources is a privilege and may be revoked at any time without notice. Use for personal activities is generally not acceptable. Use for commercial activities, product advertisement, or political lobbying is expressly prohibited. Violation of this agreement will result in the loss of technology privileges (including device and/or services). Any attempt to break state or federal laws or policies through the use of OCS networks and/or devices may result

in discipline (including termination or expulsion) or litigation against the offender(s) by the proper authority. OCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the criminal process.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

Acceptable Actions:

- Be courteous and respectful. Use appropriate language in any type of communication. No profane, abusive or impolite language will be used to communicate nor should materials be accessed that are not in line with the rules of Student Behavior Code.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify a teacher/supervisor. Do not duplicate or forward inappropriate content.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- Use acceptable Online Publishing guidelines as outlined in technology handbook.

Unacceptable Actions:

- Do not use technology resources to harass or to harm other people and/or their work.
- Do not digitally trespass in others' drive, folders, work or files.
- Do not use technology resources in such a way that you would disrupt other users (sounds and/or excessive bandwidth usage, e.g., radio/audio streaming, video streaming).
- Do not view, send, or display offensive messages, pictures, or other inappropriate content. If you encounter controversial material, do not forward or duplicate; notify a teacher or administrator.
- Do not damage or deface any technology resources. This includes but is not limited to any malicious attempt to harm, modify, or destroy hardware as well as interfering with the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide Internet safety or the alteration of OCS's default computer settings.
- Do not pursue internal or external "hacking," use anonymous email sites or proxies, access illegal file sharing networks, spread viruses, intentionally transmit spam or attempt to access inappropriate material.
- Do not share your password with anyone or allow anyone access to your accounts. The user is accountable for any and all activity that occurs under his/her login.
- Do not connect personal devices to the OCS wired or wireless networks unless it is a guest or BYOT network. Moreover, students and teachers should not create hotspots with their personal devices.
- Do not waste limited resources such as disk space or printing capacity. Schools may determine the staff and student print limitations.
- Do not violate any copyright laws including but not limited to music, videos, curricula, and software. Do not install software or apps on an OCS device without evidence of a valid license or permission.

Internet Safety

In compliance with the Children's Internet Protection Act ("CIPA"), Oconee County Schools is required to implement internet safety procedures addressing: (a) access by minors to inappropriate material on the internet; (b) the safety and security of minors when using cloud storage, email, learning management system, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyberbullying, appropriate online behavior, social networking, and other aspects of digital citizenship as required by CIPA.

- OCS has implemented filtering and/or blocking software to restrict access to internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. However, no software is completely fail-safe, and there is still a risk a user may be exposed to a site or message containing such materials.
- The student's parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside the OCS network.
- Students should not share their private information, including name, home address, telephone number, photos, etc. on unsecured, public sites via the Internet or through software installed on OCS electronic devices. Students are advised to never access, keep, or send anything that they would not want the general public to see.
- Students will not meet in person with anyone they have met only online via the internet.
- The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.
- Students must abide by all laws, regulations, the Student Code of Conduct, Acceptable Use Policy, and other related OCS security policies.

Classroom Supervision

During class time, each student's access to, and use of, approved technology resources (personal and district provided) will be directly under the teacher's supervision and monitored as a regular instructional activity. (During non-instructional times on campus, students may use their approved technology resources but must remain in compliance with this agreement.) At no time should a teacher's direction supersede the intention of the district's filtering system in blocking certain internet sites. Staff should enforce the rules concerning appropriate use of technology resources. If staff members become aware of student violations, they should correct the student and address the matter in accordance with this agreement and the Board of Education's general disciplinary policies and procedures. Observed staff violations of this agreement should be reported to the appropriate administrator.

*Employees must password-protect or encrypt all student information stored on devices, USB drives, or other portable storage devices.

Sensitive Information

OCS employees who have or may have access to personally identifiable student records shall adhere to all standards included in the Family Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act (COPPA), and other applicable laws and regulations, as they relate to the release of student information.

Each District email user is responsible for the content of all text, audio, video, or images that he or she places or sends over the internet or District email systems. An employee must preserve all emails and other relevant records related to all incidents that might be pertinent to possible litigation.

OCS does not grant any ownership, privacy, or an expectation of privacy in the contents of any message, including email, or other internet activities involving OCS resources or equipment.

The Superintendent will authorize the release of directory information only when it serves the best interest of the student(s). (See JR-E(1)). Parents/Guardians may elect to restrict publication of information about their child(ren) including posting in standard and electronic publications such as the Internet, by signing the "Consent to Publish Media Standard Release and the Directory Information Consent" found in the OCS handbook. Unless parents opt out, OCS may publish the following directory information: Student's name, address, telephone listing, email address, photograph, date and place of birth, Major field of study, Dates of attendance, Grade level, Student's participation in officially, recognized school activities and sports, Weight and height of athletes, Diplomas, certificates, awards, and honors received

Pictures, videos, or other media that include the heads of students, as well as student work, should be posted online only if a "Consent to Publish Media Standard Release" has been signed by parents.

Reporting

Staff members are responsible for enforcing the rules concerning appropriate use of technology resources. If staff members become aware of student violations, they should correct the student and address the matter in accordance with this agreement and the Board of Education's general disciplinary policies and procedures. Observed staff violations of this agreement should be reported to the appropriate administrator.

- Harassment should be reported to the appropriate person: teacher, counselor, school administrator, or Human Resources Department.
- Cyberbullying is the transmission by any electronic communications that has the effect of bullying another student, including but not limited to sending email or text messages, or making website positions (e.g., postings on Facebook, Twitter, Instagram, YouTube, etc.). This prohibition applies to cyberbullying that occurs on campus and, under the circumstances outlined in Code 29: Bullying, to cyberbullying that occurs off campus (see Code 30 of the Student Behavior Code).
- When evidence of cyberbullying (for definition and parameters see code 29-30 in the Student Behavior) is reported to school officials, an investigation will be promptly conducted by the school's administration and notification will be given to the parents of all parties involved. Discipline will be imposed as warranted by the Student Behavior Code. Law enforcement will be contacted when the act of cyberbullying involves physical assault or battery on another student or school employee.

Monitoring

OCS reserves the right to review any material stored and transmitted with school system technology or on school provided network resources. This monitoring is intended to determine whether specific uses of the network are appropriate.

Employee:

- School issued cell phone records are monitored and available to public inquiry. Abuse of cell phone minutes may be cause for disciplinary action.
- Using personal cell phones and personal email accounts to conduct school business may be subject to open records requests.
- All electronic communications should be conducted through your OCS account.
- Electronic communications are not guaranteed to be private. All electronic transactions are stored by OCS and are subject to open records requests, but only if the request is in connection with a lawsuit or other legal proceeding.

Student:

- All email communications from students need to be through OCS student accounts.
- Electronic communications are not guaranteed to be private and are stored by OCS.
- Notify a teacher of any security problems on an OCS device or network. Do not demonstrate the problem to other users

- If there is reasonable suspicion to believe that students have violated school policies, regulations, or guidelines, OCS may examine students' devices brought on school property or on school-sponsored activities and search their contents.

Penalties for Improper Use

Crimes which involve the inappropriate use of a computer are defined in O.C.G.A. § 16-9-93 and include (1) computer theft, (2) computer trespass, (3) computer invasion of privacy, (4) computer forgery, and (5) unauthorized disclosure of a password or further means of access to a computer or computer network. In addition, there is a specific law against electronic distribution of obscene material to minors (O.C.G.A. 16-12-100.1).

Federal law (18 USC 1030) provides for fines and imprisonment up to 20 years for unauthorized or fraudulent use of computers that are used by or for the federal government, which includes many of the computers on the Internet, and for unauthorized disclosure of passwords and similar information when this affects interstate commerce. (Recall that email, as well as long-distance phone calls, constitute interstate commerce and thus fall under this law.)

The Electronic Communications Privacy Act (18 USC 2701-2709) and other wiretap laws prohibit unauthorized interception of electronic communications, including electronic mail.

You must also obey laws against private use of state property, divulging confidential educational records, copyright infringement, fraud, slander, libel, harassment, and obscenity. Laws against obscene or harassing telephone calls apply to computers that are accessed by telephone.

The Georgia Open Records Act applies to information stored in technology resources. This act gives citizens the right to obtain copies of public records, including any record prepared, received, or maintained by OCS in the course of its operations. Some kinds of records are exempt; among these are student records (including tests and homework), medical records, confidential hiring evaluations, trade secrets, and material whose disclosure would violate copyright laws.

Disclaimer

OCS makes no warranties of any kind, whether express or implied, for the technology resources it is providing. OCS will not be responsible for any damages you suffer. This includes loss of data resulting from hard drive failures, mail delays, no-deliveries, or service interruptions caused by system negligence or by your errors or omissions. Use of any information obtained via the Internet is at your own risk. OCS specifically denies any responsibility for the accuracy or quality of information obtained through its technology resources

OCS may not at any time be held responsible for any loss or damage to a student's personal device. Students bring devices at their own risk. Students may connect to the BYOT network until it is phased out of OCS. Technical support will not be provided for personal devices.

Note

Statements by the user on the Internet are from the author's individual point of view and do not represent the views of OCS, its employees, or members of the Board of Education. All works of authorship are copyrightable by Oconee County Schools (OCS) under the terms of an Attribution- ShareAlike Creative Commons Public License. Under this license, OCS permits anyone to copy, distribute, display, and perform the blog content, royalty-free, on the condition that they credit authorship and OCS each time they do so. OCS also permits others to distribute derivative works of student/staff content, but only if they do so under the same Attribution-Share Alike license that governs the original content. For more information on Creative Commons, visit: <http://creativecommons.org/licenses/by-sa/1.0/legalcode>

Employee, student and parental/guardian signature on the Acceptable Use Agreement represent consent to conform to the Acceptable Use Policy.

Primary Level (K-2) Using Technology at school

Your school has computers, chromebooks, ipads, SMART Boards, and other technology tools to help you learn. Technology at school is only used for this purpose and should not be used to play games that are not educational. Your teacher must give you permission to use technology, and you must only use it in the way your teacher tells you to use it.

You may lose your permission to use technology if you choose not to follow technology use rules. Your teacher or principal may tell you that you may no longer use the computers, chromebooks, ipads, SMART Boards, or other technology in the school.

Teachers can see what you do on computers. Your teachers may watch everything you do on the computer and can look back at what you have done, even if you have left the computer.

Manners

- Use nice words when typing messages on the computer or writing on the SMARTBoard.
- Only teachers should make changes to the way the computer screen looks.
- Only print when your teacher has given you permission to print.

Saving your work

Your teacher will tell you how and when to save your work. Sometimes work on computers is accidentally lost. If your work is lost and cannot be found, you may not blame your teacher or school.

Internet Use

You may only use websites that your teacher has said for you to use.

Bad things on the computer screen

If you see something bad on the computer screen, turn off the monitor and tell your teacher.

Disclaimers

OCS has no responsibility for a student's personal device if stolen or damaged on school system property; off school system property while attending a school activity, function, or event; or en route to or from school or school-related activities. Help and support will not be provided by personal devices.

Intermediate Level (3-5) Technology Use

Your school has computers, chromebooks, ipads, SMART Boards, and other technology tools to help you learn. If your school and teacher allow, you may bring personal devices to school.

Technology at school is only used to help you learn and should not be used to play games that are not educational. Your teacher must give you permission to use technology (including any BYOT devices), and you must only use it in the way your teacher tells you to use it.

Loss of Use

If you choose not to follow technology use rules, your teacher or principal may tell you that you may no longer use the computers, chromebooks, ipads, SMART Boards, or other technology in the school.

Monitoring

Your teachers may watch everything you do on the computer and may look back at what you have done, even after you have left or logged off the computer.

Manners

- Be courteous and respectful. Use appropriate language in all types of communication including email. Inappropriate behavior; such as using bad words, hurtful or impolite language, and/or inappropriate pictures will cause you to lose your technology privileges.
- If you see something bad on the computer, turn off the screen and tell your teacher. Do not show any other students.
- Do not play games or access social media. Remember you must be 13 to have accounts on most social media sites.
- Do not damage any technology resources. Do not download anything without teacher permission.
- Only teachers should make changes to a computer's settings
- Only print when your teacher has given you permission to print

Saving your work

Your teacher will tell you how and when to save your work. Sometimes work on computers is accidentally lost. If your work is lost and cannot be found, you may not blame your teacher or school for the loss.

Internet Use

You may only use websites that your teacher has said you can use. You may only conduct internet searches for topics that have been assigned by your teacher.

Security

Your password is confidential and should be protected. Giving someone your password can be a crime under Georgia law. No one should log on to the network using another person's ID. You are accountable for all actions taken under your login.

Take care of technology equipment

You should always treat the technology equipment with care. Do not break or write on technology devices. If you see someone else damage a computer or other technology report it to your teacher.

Cyberbullying

Cyberbullying is defined as any electronic communication that hurts someone's feelings on purpose. If you feel that someone has said something hurtful to you on the computer, speak with a teacher or counselor.

Copyright

Do not make copies of copyrighted music, video, and (or) software without permission of the copyright owner. It is illegal to copy a picture, video, or music file without the permission of the owner.

Disclaimers

OCS has no responsibility for a student's personal device if stolen or damaged on school system property; off school system property while attending a school activity, function, or event; or en route to or from school or school-related activities. Help and support will not be provided by personal devices.

ATTENDANCE PROTOCOL

Intent

State Law requires that the school system, with the aid of county officials and social service agencies, develops and implements a Student Attendance Protocol. The objective is to reduce the number of student absences from school. The Student Attendance Protocol includes procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of the State Compulsory Attendance Law. This law mandates school attendance for children ages 6 to 16. Additionally, the protocol must specify local methods used to determine the causes of student truancy and to develop solutions to remedy these causes.

The following Attendance Regulation contains “Best Practices” to support the belief that daily school attendance is critical to the development of any student. Absence from school should be avoided whenever possible.

Recording Absences

Teachers and school attendance clerks will keep records of students’ daily attendance as required by state law. The student information system will be used to record excused absences, unexcused absences, tardies, early checkouts, and suspensions.

A student is absent if he/she:

- Misses more than one-half of the instructional day (3+ hours).
- Arrives to school after 11:00 AM (K-5) or 12:00 PM (6-12).
- Leaves school before 11:00 AM (K-5) or 12:00 PM (6-12) and **does not return** to school that same day.

Any high school student who misses one-half or more of any class will be counted absent from that class.

Oconee County Attendance Risk Reduction Panel

By order of the Juvenile Court, the Oconee County Attendance Risk Reduction Panel has been established. Students with excessive absences and/or tardies may be called to appear before this panel, which consists of members of various community agencies gathered to provide support to parents and children for the purpose of improving attendance. It is incumbent upon the parent(s)/guardian(s) to work with the panel to develop a plan of action. Failure to comply with the plan may result in a referral to the Department of Family and Children Services and/or Juvenile Court.

Excused Absence

1. Any state approved reason (as listed below)
 - Personal illness, requiring attention from a health care professional (i.e. doctor, dentist, psychiatrist, etc.)
 - Serious illness or death in a student’s immediate family
 - A court order or an order of a government agency mandating absence
 - Religious holiday
 - Conditions rendering attendance impossible or hazardous to student health or safety
 - Registering to vote or voting in a public election
 - Visitation with a parent or legal guardian 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
 - All students serving as pages of the Georgia General Assembly
 - All students in foster care who attend court proceedings relating to the student’s foster care will be counted present
2. All students traveling on a school-sponsored trip

Parent Excused Absences

Each student is allowed **5** parent excused absences per year. These absences are to be supported by a note from the parent/guardian, and must be received within **2 days** of the student’s return to school in order to be accepted.

Unexcused Absence

All absences, other than those listed under the *Excused Absence* section, will be considered “unexcused.”

Consequences of Unexcused Absences

1. After five absences, the school will notify the parent(s)/guardian(s). The notice will outline the penalties and consequences of such absences and state that each subsequent absence will constitute a separate offense under the Georgia Compulsory Law.
2. A written summary of possible consequences and penalties for failure to comply with the Georgia Compulsory Law will be provided to parent(s)/guardian(s) by September 1 of each school year or within 30 days after a student has enrolled in the school district. The parent(s)/guardian(s) will sign a statement indicating receipt of such written statement of possible consequences and penalties. Students who are 10 years or older by September 1 will sign a statement indicating receipt of a written statement of possible consequences for noncompliance with the school district's attendance policy.
3. The lead social worker will be notified for intervention should excessive absences continue.
4. When a student, who is beyond the compulsory attendance age, misses more than 10 consecutive days of school, the School Attendance Committee may withdraw that student and report them as non-compliant if he/she is under the age of 18. If 18 years or older, students who miss more than 10 days per semester may be withdrawn from school or placed at the Oconee County Community School. (Note: the compulsory attendance age in Georgia is 6-16.)
5. If a student was granted a transfer to another school, he/she may be placed back at his/her school of origin as recommended by the Principal and Superintendent, or the Superintendent's designee.
6. Any situation resulting in excessive absences may be referred to the Oconee County Attendance Risk Reduction Panel.

Tardy

A student is marked tardy if he/she arrives after the start of the school day (or the start of class for high school students). Tardies are excused for the same reasons as excused absences with proper documentation. High school tardies are counted per period. Punctuality is expected. Excessive tardies may be referred to the school social worker and/or an administrator for appropriate discipline, which may include anything from detention to in-school suspension (ISS) and/or out-of-school suspension (OSS).

Early Checkout

A student will be marked as an early checkout if he/she leaves before the end of the school day, missing no more than three hours of school. Schools will not accept phone calls, faxes, or emails requesting an early checkout for a student driving his or herself from school. Early checkout will only be granted by a note from the parent/guardian turned in prior to 8:15 a.m. the day of checkout. Failure to submit the required documentation will result in the parent/guardian having to check the student out through the attendance office.

Consequences of Excessive Tardies and/or Early Checkouts

1. Elementary school interventions may include phone calls and letters to parents, and/or referral to the school Social Worker.
2. Middle school interventions may include the above and/or after school detention.
3. High school interventions may include the above, as well as after school detention, Saturday school, and/or loss of parking privileges.
4. If a student was granted a transfer to another school, he/she may be placed back at his/her school of origin as recommended by the Principal and Superintendent, or the Superintendent's designee.
5. Any situation resulting in excessive tardies and/or early checkouts may be referred to the Oconee County Attendance Risk Reduction Panel.

Attendance for Extra-Curricular and Co-Curricular Participation - Middle School and High School

1. A student must be in attendance for at least a half day of school in order to participate in an extra-curricular or co-curricular activity, except for extenuating circumstances.
2. A student may not participate in an extra-curricular or co-curricular activity on a day that he/she has served either out-of-school suspension (OSS) or in-school suspension (ISS), unless the in-school suspension is completed by 3:30 p.m. (Out-of-school suspension is effective from the time the disposition is assessed until the beginning of the first day that the student is back in school.)
3. A student who goes on a field trip is not considered absent.

BULLYING

Bullying, as described in Georgia Law, is prohibited in all Oconee County Schools. When a parent, student, teacher, staff member, or other adult suspects that bullying has occurred, they are expected to report the incident to school administration immediately. School personnel are mandated to report an incident if they have reliable information that would lead a reasonable person to believe that bullying is occurring. Once school administration has been notified, an immediate investigation will occur.

If the administration finds that bullying has occurred, the administration will take appropriate disciplinary action based on the severity and number of offenses. The administration will also contact the parents of both the victim and the person bullying, so that all parties involved are aware of the situation. Oconee County Schools, at all three levels, has developed a progressive discipline chart in order to respond to bullying. At each level, the range of punishment can vary from a warning and counseling to expulsion. In grades 6-12 - upon the third bullying offense - the school will take the accused before a hearing officer and make a recommendation that the student be placed in the Oconee County Community School for up to one calendar year. Students who are charged with bullying in the elementary grades may be placed at another school to rectify the behavior. If this action occurs, the parents will be responsible for transporting the student to and from school.

All individuals who report an incident of bullying in good faith will be immune from civil liabilities for any damages caused by such reporting. Retaliation following a report of bullying is prohibited and should be reported to school administration immediately. Training will take place for administration and staff as needed.

CLUBS AND ORGANIZATIONS

Oconee County Schools offers a variety of clubs and organizations for student participation. Parents may choose to decline for their child to participate in any club or organization available through Oconee County Schools by completing a form at the school or the signature page in the front section of the OCS District Pages.

****For a list of clubs and organizations at your school, please contact the school's front office.**

Written permission from a parent or guardian is required prior to a student's participation for clubs or organizations started during the school year.

CONFERENCES

Individual parent/teacher conferences may take place at any time during the school year when either the parent or teacher deems one necessary. There are two set conference dates during the school year for grades K-8. Should a parent decide to have an attorney present during a conference, the school should be notified prior to the conference so that Board of Education attorney can be present as well.

CONSENT TO PUBLISH MEDIA/STANDARD RELEASE

Occasionally, employees may publish electronic media of students for various purposes including highlights of student work, performances, and school events, as well as distribution of school broadcast news via the Internet. In addition, Oconee County Schools and/or its teachers may produce websites and other electronic publications that contain student pictures, videos and other media along with the students' names. The signature page contains a *Consent to Publish Media* authorization.

DISCIPLINE – STUDENT BEHAVIOR CODE

Development of the Student Behavior Code

This code was developed in conjunction with Georgia school laws pertaining to student discipline in elementary and secondary public education outlined in the Official Code of Georgia Annotated (O.C.G.A.), commonly called the Georgia Code (specifically, O.C.G.A. § 20-2-730 – O.C.G.A. § 20-2-769). Such a code is mandated in O.C.G.A. § 20-2-735. The behavior code is reviewed on an annual basis. The revisions of the behavior code will go into effect on the first day of school each year.

When the Student Behavior Code Applies

The rules contained in the *Student Behavior Code* apply to students, both during and outside normal school hours, who are:

- On school system property
- Off school system property while attending a school activity, function, or event
- En route to or from school or school-related activities
- Off school system property if: (a) the student's off-campus conduct could result in the student's being charged with a criminal offense (or delinquent act) that would be a felony if committed by an adult and the off-campus conduct either makes the student's continued presence at school a potential danger to the educational environment or disrupts the school environment; or (b) the student's off-campus expressive behavior (including, but not limited to, written communication, internet postings, communication through social media, cyber bullying [threats or harassment], or

texting) could reasonably be expected to come to the attention of school officials and create a substantial risk to the safety of students, staff or others and/or a risk of substantial disruption to the school, program, or school environment.

- School bus stops

Explanation of Consequences

Detention

A requirement that the student report to a specific school location and make up work missed or to receive specific instruction in behavior modification. Detention may require the student's attendance before or after school.

Alternative Placement for Elementary Students

Temporary removal of a student from the regular classroom and assignment to another classroom or administrative office for a period of time deemed appropriate by school administration.

Short-Term Alternative Placement (In-School Suspension or ISS)

Removal of a student from the classroom to work in an isolated area staffed with school system personnel. While in this setting, the classroom teacher provides work for the student to complete. This is used sometimes in lieu of out-of-school suspension. The student is excluded from all school-sponsored and extracurricular activities while assigned to this setting.

Therapeutic Removal of a Student

A student may be sent home from school for therapeutic purposes. The principal or designee and the parent/guardian may agree that, in some instances, it may be better for a student to leave school temporarily. This time away from class should not be considered as suspension.

Suspension

Removal of the student from the school campus and exclusion from all school-sponsored activities, extracurricular activities, and course work required. Suspension by the school principal or designee will not exceed 10 consecutive days. The disciplinary hearing officer or the Board of Education may only impose suspensions beyond 10 days after a due process hearing to determine guilt or innocence. A student suspended beyond 10 days may be afforded the opportunity to enroll in the alternative program.

Expulsion

The removal of a student from the school system for an extended period of time; or permanent removal by the Board of Education or through a disciplinary hearing.

Long-Term Alternative Placement

A setting that a student may be offered when suspended from school for more than 10 days. The student is excluded from all school-sponsored and extracurricular activities while assigned to the alternative school (unless otherwise designated by the superintendent or designee). There are at least four ways a student may gain entry to this program:

- Through a disciplinary hearing process
- Through principal and parent/guardian agreement (proper waivers must be signed)
- By committing a third offense for bullying (applies to middle and high school students)
- By superintendent assignment (only for students in grades K-5)

Explanation of the Term "Possession"

A student is in "possession" of an illegal or prohibited item when it is found, or determined to be, in or on the person of the student, in his or her personal effects (including book bag, pocketbook, or athletic bag), located in the student's locker, in a student's vehicle (or a vehicle in which the student was transported), while the student is on school property or at any school event or function.

Discipline Incident Type Codes

CODE 01: ALCOHOL

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol during the school year.

A student will not possess, sell, use, transmit, consume, or be under the influence of any alcoholic beverage, stimulant, or intoxicant of any kind.

Disposition: Ranges from a Written Warning to Expulsion (Suspension time may be reduced if the student successfully completes a school-sponsored and approved intervention program.)

CODE 02: ARSON

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device.

Examples include firecrackers, fireworks, and trash can fires (if they are contributing factors to a damaging fire.) Without a fire, firecrackers and fireworks are included in the Discipline Incident Type Code 23 (Weapons – Other.) This code does not include the simple act of lighting a match or lighter.

A student will not cause or attempt to cause damage to any real or personal property by fire or any incendiary device.

Disposition: Ranges from Alternative School Assignment to Expulsion
Law enforcement will be called.

CODE 03: BATTERY

Intentional and substantial physical harm or visible bodily harm to another. As used in the Georgia Code section for this offence, the term "visible bodily harm" means 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 part, or substantial bruises to body parts.

This code is only used when the attack is very serious – enough to warrant calling the police.

Battery may include an attack with a weapon that causes serious bodily harm to the victim.

A student will not cause or attempt to cause physical injury or behave in such a way as could reasonably cause injury to another person. A student will not engage in verbal confrontation or other verbal misbehavior including insult, use of profanity, ethnic, racial, sexual, religious slurs, bullying, or harassment that might lead to this offense.

Any student who commits an act of physical violence against a teacher, administrator, school bus driver, or any other school employee will be suspended pending a disciplinary hearing before a tribunal.

The Board of Education will appoint members of the tribunal (which will consist of three certified educators) to determine all issues of fact and intent relative to the alleged incident of physical violence. The tribunal will submit its findings of fact and intent, along with its recommendations of punishment, to the Board as required by O.C.G.A. § 20-2-751.6. The Board will review the findings and recommendations of the tribunal and may follow the recommendation or impose penalties not recommended by the tribunal.

If the student is found guilty of this offense, the discipline will be expulsion, long-term suspension, or short-term suspension. In cases where the act of physical violence results in physical harm, the student will be expelled for the remainder of his/her eligibility to attend public school. If the student is in grades K-8, the Board of Education may, at its discretion and on the recommendation of the tribunal, permit such student to re-enroll in the regular public school program for grades 9-12. The Board of Education may permit the student to attend alternative school for the period of the student's expulsion.

Disposition: Ranges from Short-Term Suspension to Expulsion
Law enforcement will be called.

CODE 04: BURGLARY (Not defined nor reported for student discipline.)

CODE 05: COMPUTER TRESPASS

The unauthorized use of a computer or computer network with the intent of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s), or data.

Students may not cause or attempt to cause damage to any computer hardware or software.

051 Violation of Computer Ethics

Stealing or copying software that is the property of the Oconee County Schools is strictly prohibited. Students are expected to fully comply with all components of the school system's technology usage agreement. Students who choose to abuse computer privileges are subject to disciplinary consequences. Any violation of the network usage agreement is considered a violation of this code.

Lap top computers and personal desk accessories are discouraged but may be allowed with administrative and teacher approval. Violation of any school rule with such a device will result in loss of privilege and may result in disciplinary consequences.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 06: DISORDERLY CONDUCT

Any act that substantially disrupts the orderly conduct of a school function; substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others.

If the action results in a more serious incident, report it in one of the following categories:

061 *Misbehavior on the School Bus*

In accordance with the law, any form of physical violence, bullying, physical assault, or battery is strictly prohibited on a school bus as it is on other school properties. Any form of verbal assault, disrespectful conduct, or unruly behavior will not be tolerated. Georgia law requires a meeting between the parent/guardian and school officials whenever a student is engaged in any form of bullying, physical assault, or battery on a school bus. This meeting will be for the purpose of assessing age-appropriate disciplinary sanctions/penalties and for developing a behavioral contract specific to the inappropriate behaviors being targeted. This contract will be effective for the period of time set forth by the school administration. Behavioral contracts may be used for other bus misconduct as deemed appropriate by local school administration.

Any violation of the bus rules and anything that the driver deems unsafe or inappropriate will result in a verbal warning, assigned seating, and/or a written referral. All referrals are turned in to the Director of Transportation. The referral will be sent to the appropriate school electronically. Some actions may result in the student being suspended from the bus for a short period of time or expelled from the bus for serious behavior or safety issues.

The Director (or designee) have the authority to board any bus and address any safety/behavior issues that they observe, or when requested to do so by the school and/or driver. All transportation employees who enter a school bus should notify students of their name, position/title, and the reason for entering the bus.

The school system is committed to transporting students safely to and from school. All students are expected to behave appropriately while riding on the bus. To this end, students are expected to abide by these specific rules as well as those set forth by the Pupil Transportation Department or school administrators. Failure to do so will result in loss of rider privileges.

The bus driver has the authority to assign seats at any time. Drivers also have the authority to add additional rules as they deem necessary.

Students will be prohibited from the following while on the school bus:

- Use of any electronic devices that might distract the school bus driver including but not limited to pagers, cell phones, audible radios, tape or compact disc players without headphones, or any other electronic device used in a manner that might interfere with school bus communication equipment or the school bus driver's ability to operate the bus; such devices will be confiscated and turned in to school administration if used
- Use of mirrors, lasers, flash cameras, or any other lights or reflective devices that might interfere with the driver's ability to operate the bus
- Transporting inflated balloons, large bouquets in glass containers, or any other large item (including large school projects or band instruments), that might create visual restrictions to the bus driver or block the aisle of the bus
- Use of alcohol, tobacco products, or any other substance deemed illegal or inappropriate within the OCS Student Behavior Code
- Transporting weapons of any kind
- Use of loud, profane or abusive language, obscene gestures, or other unruly behavior; including but not limited to fighting, spitting, bullying, threatening, harassing, or taking objects that are not yours
- Falsifying or forging information
- Improper touching or public displays of affection
- Eating, drinking (except water, which can be brought on the bus in a closed container), chewing gum, or littering
- Damaging seats or any other part of the school bus
- Throwing objects in the bus or out of a bus window/door
- Extending arms, head, or hands outside of a bus window/door or across the aisle
- Moving from seat to seat while the bus is in motion
- Bringing animals on the bus

Disposition: Ranges from a Written Reprimand to Expulsion (This could include suspension from the bus.)

063 *Disruptive Behavior*
064 *Repeated Violations/Misbehavior*
065 *Throwing Objects*

No student will threaten to or intentionally

- Occupy any school building, gymnasium, school grounds/properties or part thereof, with intent to deprive others of its use or where the effect thereof is to deprive others of its use; block the entrance or exit of any building or property (including any corridor or room thereof) so as to deprive others of access thereto; or block normal pedestrian or vehicular traffic on a school campus except under the direct instruction of the principal
- Prevent the convening of or force the disruption of any lawful mission, process, or function of the school by the use of any manner of violence, force, noise, coercion, treat, intimidation, fear, passive resistance, or any other conduct
- Burn or otherwise damage any school building or property
- Possess, discharge, display, or otherwise threateningly use any firearm, explosives, knives, or other weapons (or any object that can reasonably be construed as a weapon) on school premises
- Make noise or act in any manner so as to interfere seriously with the teacher's ability to conduct his/her class
- Refuse to identify oneself upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel
- Make, or encourage others to make, prank phone calls; activate a fire alarm without justification; or falsely report a fire, bomb, terroristic act, or any other threat the student does not believe to exist
- Commit any act or crime of violence

Disposition: Ranges from a Verbal Reprimand to Expulsion

CODE 07: DRUGS (except alcohol or tobacco)

The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or equipment or devices used for preparing or using drugs or narcotics. Includes being under the influence of drugs or substances represented as drugs. Code includes over-the-counter medications if abused by the student.

A student will not possess, sell, or transmit (or attempt to sell or transmit) any substance under the pretense that it is, in fact, a prohibited substance as described in this rule.

A student will not possess, sell, or transmit (or attempt to sell or transmit) any illegal drug or drug paraphernalia.

Possession, sale, transfer, or use of prescription or non-prescription drugs can be a violation of this rule.

Misuse of prescription or non-prescription drugs will be considered a violation of this rule.

Each school is assigned a nurse to oversee the clinic. All prescription and non-prescription drugs must be checked in and administered through the clinic. Use of a drug authorized by a medical prescription from a registered physician and taken in accordance with system guidelines will not be considered a violation of this rule.

Any student who has asthma will be permitted to carry asthma medication prescribed by a physician on his/her person and self-administer it during school or at school-related activities as long as the school nurse has been notified and the appropriate paperwork has been filed as specified in Board policy.

Disposition: Ranges from a Written Reprimand to Expulsion (Suspension time may be reduced if the student successfully completes a school-sponsored and approved intervention program.)

CODE 08: FIGHTING

Mutual participation involving physical violence where there is no main offender and no major injury.

A student will not cause or attempt to cause bodily injury or behave in such a way as could reasonably cause bodily injury to any person.

A student will not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person that threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

081 *Verbal and/or Physical Contact*

Any mutual act of arguing or pushing among students that could lead to an actual fight.

Disposition: Ranges from a Verbal Reprimand to Out-of-School Suspension (May be referred to a counselor or social worker.)

CODE 09: HOMICIDE (Not defined nor reported for student discipline.)

CODE 10: KIDNAPPING (Not defined nor reported for student discipline.)

CODE 11: LARCENY/THEFT

The illegal taking of another person's property without that person's freely-given consent by taking, by deception, by conversion, by taking lost or mislaid property, or by receiving stolen property without threat, violence, or bodily harm. Included are pocket-picking, taking a purse or backpack, theft from a building, motor vehicle, coin-operated machine, or all other types of larcenies.

111 Petty Theft

Theft of an item or items with a total monetary value under the amount of \$500. Anything greater is grand theft.

A student will not steal the property of another (or attempt to do so) and will not possess, sell, use, or transmit (or attempt to possess, sell, use, or transmit) stolen property.

The school will file any incident involving theft of property valued at \$100 or more with local law enforcement. Incidents involving theft of property valued at less than \$100 may be reported. The reporting of such incidents is at the discretion of the school.

For purposes of reporting - burglary, breaking and entering, robbery, theft by taking or the attempt to do any of these acts - will be reported as a violation of this rule.

Disposition: Ranges from a Verbal Reprimand to Expulsion (Restitution may impact disposition.)

CODE 12: MOTOR VEHICLE THEFT (Not defined nor reported for student discipline.)

CODE 13: ROBBERY (Not defined nor reported for student discipline.)

CODE 14: SEXUAL BATTERY (Not defined nor reported for student discipline.)

CODE 15: SEXUAL HARASSMENT

The deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments (including statements posted on or contained in internet postings, email, texts, social media, or other electronic communication) of a sexual nature when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity.

Harassment of any nature is not tolerated by the Oconee County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from a Written Warning to Suspension (Requires a behavior contract; alternative school assignment is mandatory upon the third offense.)

CODE 16: SEX OFFENSES

Sexual intercourse, sexual contact, or other unlawful behavior/contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity. Examples include entering or downloading pornographic content onto school computers.

161 Improper Touching/Public Display of Affection (PDA)

A student will not perform any act of lewd or indecent exposure; lewd caressing or indecent touching/fondling of one's own body or that of another; will not engage in any act of sexual contact; will not engage in *streaking* or other display of nudity, or attempt to commit any act of indecent or lewd behavior. Public display of affection (PDA) is included under this rule.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 17: THREAT/INTIMIDATION

Fear of bodily harm through verbal or written threats (including statements posted on or contained in internet postings, email, texts, social media, or other electronic communication) without displaying a weapon or subjecting the person to an actual physical attack.

A student will not threaten or intimidate another student, or any other person, located on school property or at a school-sponsored event.

Disposition: Ranges from Short-Term Suspension to Expulsion

CODE 18: TOBACCO

Possession, use, distribution, or sale of tobacco products on school grounds, at school-sponsored events, and on transportation to or from school or a school-sponsored event.

A student will not possess, transmit, or use tobacco products of any type, including without limitation smoking tobacco, chewing tobacco, snuff, e-cigarettes, liquid vapor smoking devices or similar devices, or smoking paraphernalia. A student will not wear attire that advertises or refers to possession or use of tobacco. Such items found in a car, locker, purse, or book bag will be considered as *being in the possession of* the student.

Disposition: Ranges from Saturday Detention to Suspension

CODE 19: TRESPASSING

Entering or remaining on a public school campus or school facility without authorization or invitation and with no lawful purpose for entry. Includes students under suspension or expulsion and unauthorized persons who enter or remain on campus after being directed to leave by the chief administrator/designee.

Students will not enter or remain on a public school campus or school facility without authorization or invitation.

Disposition: Ranges from a Verbal Reprimand to Expulsion

CODE 20: VANDALISM

The willful and/or malicious destruction, damage, or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Examples include graffiti, carving initials or words in desktops, or spray-painting walls of buildings.

A student will not cause or attempt to cause damage to property. The school will file any incident involving damage of property valued at \$100 or more with local law enforcement. Incidents involving damage of property valued less than \$100 may be reported. The reporting of such incidents is at the discretion of the school.

Disposition: Ranges from a Verbal Reprimand to Expulsion
(Restitution may impact disposition.)

CODE 21: WEAPONS – FIREARMS (See Code 25 and Code 26)

CODE 22: WEAPONS – KNIFE

The possession, use, or intention to use, any type of knife (including a pocket or pen knife) to inflict harm on another person or to intimidate any person.

A student will not possess, handle, supply to another, use, or threaten to use a weapon. The term *weapon* in this case includes (without limitation): a knife of any type with a blade of two inches (2") or longer, razor, box cutter, any martial arts device, sword, machete, or other tool or device used to inflict harm, or any other object that reasonably can be considered a weapon.

When it is the first offense of this code type and the student has in his/her possession a weapon that, in the opinion of the principal, is not inherently an offensive weapon (example: fingernail file, clippers or scissors) and where there is not a threat

or actual confrontation, the principal may handle such violation internally once he/she consults with the superintendent and receives permission to handle the matter internally.

Disposition: Ranges from a Written Reprimand to Expulsion
Law enforcement will be called.

CODE 23: WEAPONS – OTHER

The possession, use, or intention to use any instrument or object to inflict harm on another person or to intimidate any person. Included in this code are chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, cap guns, bb guns, pellet guns: “any weapon designed or intended to propel a missile or projectile of any kind.” Electrical weapons or devices, explosives, or propellants. Firecrackers and other fireworks are also included if fire is not involved.

A student will not possess, handle, supply to another, use, or threaten to use a weapon. The term *weapon* in this case includes (without limitation): any gas repellent, mace, stun gun, chemical spray, pellet or bb gun: “any weapon designed or intended to propel a missile or projectile of any kind.” Any martial arts devices, sword, machete, or other tool or device used to inflict harm or other object that reasonably can be considered as a weapon. *(It is a violation of this section to possess or threaten to use a toy gun, antique, replica, or other object which looks like or is represented to be a gun or weapon.)*

A student will not falsely claim to have a weapon or explosive device in their possession; falsely claim that another person has a weapon or explosive device in their possession; or falsely claim that another person is bringing a weapon or explosive device onto school system property or to a school-related function.

Disposition: Ranges from Written Reprimand to Expulsion
Law enforcement will be called.

CODE 24: OTHER DISCIPLINE INCIDENT

Any other discipline incident for which a student is administered corporal punishment, in-school suspension, out-of-school suspension, expelled, suspended from riding the bus, assigned to an alternative school, referred to court/juvenile system authorities, or removed from class at the teacher's request.

245 Other Conduct Subversive to Good Order

A student will not perform any other act that is subversive to good order and discipline in the schools. This includes but is not limited to violation of local school rules, violation of state and federal law, providing false information to school personnel, actions that are ethnically and racially inflammatory, loitering or trespassing, or community misconduct that would be so serious as to pose a threat to the school community, or student being criminally charged with a felony (which makes the student's continued presence at school a potential danger to persons or property of the school or disrupts the educational process).

Disposition: Ranges from a Written Reprimand to Expulsion

2410 Chronically Disruptive Student

A student who continually disrupts or repeatedly violates other school rules may be charged with repeated violations of school rules or behavior. This code applies after remediation attempts (including consideration of the Pyramid of Intervention) have been utilized.

Disposition: Ranges from Saturday Detention to Expulsion

CODE 25: WEAPONS - HANDGUN

Possession of a firearm which has a short stock and is designed to be held and fired by the use of a single hand, and any combination of parts from which a firearm described above can be assembled.

A student may not possess, transmit, sell, or attempt to sell, discharge, or threatening to discharge any firearm while on school grounds or while attending any school function. This rule deals specifically with handguns and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion
Law enforcement will be called.

CODE 26: WEAPONS – RIFLE/SHOTGUN

Rifle - a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or designed or redesigned, made or remade, to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger.

Shotgun - a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder; or designed or redesigned, made or remade, to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger.

A student may not possess, transmit, sell, or attempt to sell, discharge, or threatening to discharge any firearm while on school grounds or while attending any school function. This rule deals specifically with *rifles* or *shotguns* and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion
Law enforcement will be called.

CODE 27: SERIOUS BODILY INJURY

Bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

A student will not cause (or attempt to cause) serious bodily injury or behave in such a way as could reasonably cause serious bodily injury to any person. A student will not cause (or attempt to cause) an injury that involves substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Disposition: Ranges from Long-Term Suspension to Expulsion
Law enforcement will be called.

CODE 28: OTHER FIREARMS

Firearms other than handguns, rifles, or shotguns as defined in 18USC921. This includes any weapon (including starter gun) which will (or is designed to or may readily be converted to) expel a projectile by the action of any explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, or rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or similar device;) any weapon which will (or which may be readily converted to) expel a projectile by the action of an explosive or other propellant and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

A student may not possess, transmit, sell, or attempt to sell, discharge, or threatening to discharge any firearm while on school grounds or while attending any school function. This rule deals specifically with all firearms other than handguns, rifles, or shotguns as defined in 18USC921 and any paraphernalia associated with them or their use.

Disposition: Ranges from Long-Term Suspension to Expulsion
Law enforcement will be called.

CODE 29: BULLYING

In accordance with O.C.G.A. § 20-2-751.4, bullying means an act that occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology, whether or not such electronic act or communication is on school property or is through the use of school equipment, that is:

- Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- Any intentional 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:
 1. Causes another person substantial physical harm or visible bodily harm as defined in the meaning of O.C.G.A. § 16-5-23.1;
 2. Has effect of substantially interfering with a student's education;
 3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

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

A student will not transmit any electronic communication that has the effect of bullying another student, including but not limited to sending e-mail or text messages, or making website postings (e.g., postings on Facebook, Twitter, or YouTube). This prohibition applies to cyberbullying that occurs on campus and, if the following conditions are met, to cyberbullying that occurs off-campus if the electronic communication (1) is directed specifically at students or school personnel, (2) is malicious or for the purpose of (i) threatening the safety of those individuals specified or (ii) substantially disrupting the orderly operation of the school or other program, 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.

Georgia Law requires the following once an allegation of bullying has been made:

- Immediate investigation by school administration;
- Notification of the parents of all parties involved, bully and victim;
- Discipline with age appropriate consequences; and
- Follow-up with both the bully and victim to ensure issues are being resolved.

Any student who knowingly files a false report of bullying is guilty of such and will be punished under the existing disciplinary provisions. Retaliation toward a person who makes a report is prohibited.

Georgia Law requires mandatory assignment to alternative school for any student in grades 6-12 who is found guilty of bullying for a third (3rd) time in a school year and authorizes local boards of education to assign students who have committed bullying actions to a school outside the student's attendance area. **Law enforcement personnel will be contacted when a student allegedly commits a physical assault or battery on another student or school employee.**

Disposition: Ranges from a Written Warning to Suspension

291 Racial Harassment

A student will not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments of a racial nature, when such conduct has the purpose of affecting or interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. A student will not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by the Oconee County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

292 Religious Harassment

A student will not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student's religious beliefs/preferences when such conduct has the purpose of affecting or interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. A student will not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by the Oconee County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

293 Disability Harassment

A student will not make deliberate, repeated, and unsolicited physical actions, gestures, or verbal/written comments about a student who has a disability when such conduct has the purpose of affecting or interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. A student will not encourage, urge, or counsel other students to violate this rule.

Harassment of any nature is not tolerated by the Oconee County Schools and is a violation of this code and Board policy. Any student or staff member who feels they are the victim of harassment should follow the systematic steps for reporting a case of harassment as outlined in Board policy. All reports will be fully investigated and dealt with according to policy.

Disposition: Ranges from Detention to Expulsion

CODE 30: OTHER - ATTENDANCE RELATED

Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions

301 Tardy to School or Class

A student will not be absent from or tardy to school or any class or other required school function during school hours except for illness or other providential cause, except with the written permission of the teacher, principal, or other duly authorized school official; nor will a student encourage, urge, or counsel other students to violate this rule.

Disposition: Ranges from Detention to Suspension Pending a Disciplinary Hearing

302 Absent Without Leave (AWOL)

A student will not leave school grounds prior to the end of the day (after his/her initial arrival on campus) without the written permission of a teacher, principal, or other duly authorized school official; nor will a student encourage, urge, or counsel other students to violate this rule.

Disposition: Ranges from a Written Reprimand and Loss of Driving Privileges to Suspension Pending a Disciplinary Hearing

CODE 31: OTHER – DRESS CODE VIOLATION

Violation of school dress code that includes standards for appropriate school attire.

311 Dress Code Violation

The school administration is authorized to determine appropriate dress for the school setting. Each school has determined (by committee) the appropriate dress for their school. The specific dress code for each school is outlined in the student agenda book (or by whatever means the school chooses to convey important student information). The school administration is responsible for enforcement of the school dress code and has at their discretion the right to assign the appropriate disposition for those students who violate the school dress code.

Disposition: Ranges from a Written Reprimand to Suspension

CODE 32: ACADEMIC DISHONESTY

Receiving or providing unauthorized assistance on classroom projects, assignments or exams

321 Academic Dishonesty

Any student who cheats (which includes both accepting from, and giving information to, others), utilizes any form of illegal academic aid during testing or on specified assignments, or changes answers/grades is in violation of academic ethics and is subject to disciplinary consequences. Plagiarism is considered a violation of this rule. Consequences for violation are at the discretion of school administration and/or teacher. Student may be referred to the Pyramid of Intervention.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 33: OTHER – STUDENT INCIVILITY

Insubordination or disrespect to staff members or other students; includes but is not limited to refusal to follow school staff member instructions, use of vulgar or inappropriate language, and misrepresentation of the truth

331 Refusal to Follow Instructions/Direction

332 Disrespectful Behavior

333 Profanity or Obscene Language/Gestures

A student will not make threatening, harassing, or intimidating remarks, gestures, or posturing toward any person, which threatens the safety or well-being of that person or has the likelihood of provoking a fight. This includes but is not limited to fighting, use of profanity, or derogatory comments of an ethnic, racial, sexual, or religious nature.

Disposition: Ranges from Short-Term Suspension to Expulsion

334 Providing False Information/Forgery

A student will not forge another person's signature, present a document with a forged signature, or give false identification/information to any school official or representative for any purpose including falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. Consequences for violation are at the discretion of school administration.

Disposition: Ranges from a Written Reprimand to Expulsion

335 Failure to Comply With Assigned Discipline

A student will comply with directions, commands, or assigned discipline of teachers, student teachers, substitute teachers, paraprofessionals, principals, school bus drivers, and other authorized school personnel.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 34: OTHER – POSSESSION OF UNAPPROVED ITEMS

The use or possession of any unauthorized item disruptive to the school environment. (*Note: The use of fireworks or incendiary devices must be coded as Arson.*)

341 Possession/Transmission of Prohibited Items

A student will not possess any form of laser pointer, pocket pager, or any two-way radio during the school day. Cell phones and other electronic devices may be used at the discretion of the principal and teacher for instructional activities or health reasons only.

Disposition: Ranges from Confiscation of the Device to Expulsion

CODE 35: GANG - RELATED

Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3)

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 36: REPEATED OFFENSES

Collection of offenses not previously assigned a state reportable action that occurs on a single or across multiple school days that leads to a state reportable disciplinary action.

Disposition: Ranges from a Written Reprimand to Expulsion

CODE 40: OTHER- NON-DISCIPLINARY INCIDENT

This code is used exclusively for the reporting Physical Restraint. When the INCIDENT TYPE = '40', then the ACTION CODE must = '95' for Physical Restraint. Do not report a Teacher ID when Incident Code is "Other Non-Disciplinary Incident."

Disposition: Ranges from a Written Reprimand to Expulsion

Questions regarding the *OCS Student Behavior Code* should be directed to the Office of Student Services, 706-769-5130. This revision is effective 7/25/16.

All major offenses including but not limited to drugs and weapon offenses can lead to schools being named an unsafe school according to SBOE Rule 160-4-8-16.

DISCLAIMER

Any policy or procedural changes that take place after the publishing of the student handbook will be sent home with the student. Such changes will supersede what may be listed in the student handbook.

ELECTRONIC COMMUNICATION DEVICES AT SCHOOL

The following items are prohibited from use at school:

1. Flash cameras
2. Pagers
3. CD players
4. IPODs
5. Lasers
6. Audible and/or two-way radios
7. Mirrors/reflective devices
8. MP3 Players

Cellular Telephones

Cell phones may be used for instructional purposes only at the discretion of the principal and the teacher.

EMERGENCY DRILLS

Fire, severe weather and emergency drills are held on a regular basis throughout the school year. Students should follow their teacher's instructions and go to designated areas in a prompt and orderly fashion. Evacuation routes, areas and procedures are posted in each classroom and are fully explained to students. An Emergency Handbook is kept updated. Each teacher has a copy and has thoroughly read and practiced the procedures.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records will be preserved while access is provided to parents, eligible students (those over eighteen (18) years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement or compliance with federal legal requirements related to those programs. The Superintendent will direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The following list is considered to be "directory information". Schools may disclose directory information (e.g., for yearbooks, awards, sports publications; to military recruiters, law enforcement, etc.) unless a parent or eligible student chooses to opt out of disclosure.

1. Student's name, address, telephone listing, e-mail address, photograph, date and place of birth
2. Major field of study
3. Dates of attendance
4. Grade level
5. Student's participation in officially recognized school activities and sports
6. Weight and height of athletes
7. Last attended school
8. Diplomas, certificates, awards, and honors received

Student records will be provided to schools within or outside the school district upon request of the school where a student is enrolling in accordance with Georgia Board of Education Rule 160-5-1-.14, *Transfer of Student Records*.

Procedures for Obtaining Access to Student Records

Any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his/her child.

Generally, a parent will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs.

With the exception of directory information as defined above, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except where authorized by federal law. These circumstances include but are not limited to:

1. Disclosures will be made to school administrators, teachers, or other professionals employed or associated with the school system who have some role in evaluating or educating the student.
2. Records will be sent to a school where the student has enrolled upon request of the institution.

3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders, or lawfully issued subpoenas. Unless otherwise required by a judicial order or ~~federal~~ grand jury subpoena, a reasonable effort will be made to notify parents or students in advance of such disclosures.
6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction.
7. Disclosures will be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with a health or safety emergency.
9. Disclosures will be made to the Attorney General of the United States or to his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 18 U.S.C. 2332(b)(5)(B) and 2331.

Each records custodian in the school district will maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with regulations governing the Act.

A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who will investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it will be corrected and the parent or eligible student will be informed in writing of the correction. If the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement will thereafter be disclosed whenever the portion to which it relates is disclosed.

If you do not wish for your child's Directory Information to be released during the school year, you may obtain an Opt-Out form to complete from the main office of your child's school. If you do not complete this form, the school system will assume that you authorize such disclosure when this information is requested.

Military Notice

Under the No Child Left Behind Act of 2001, military recruiters may receive upon request the name, address and telephone number of high school juniors and seniors. **If you do not wish for your child's Directory Information to be released during the school year, you may obtain an Opt-Out Form to complete from the main office of your child's school. If you do not complete this form, the School District will assume that you authorize such disclosure when this information is requested.**

FLOWERS, BALLOONS AND GIFT DELIVERY

Flowers, balloons and gifts are discouraged from being sent to the schools. These items are not permitted on the school bus. No deliveries in commemoration of Valentine's Day are permitted.

GENDER EQUITY IN SPORTS

Grievance Procedures

In accordance with the Gender Equity in Sports Act, it is the policy of the Oconee County Board of Education to prohibit discrimination based on gender in its school athletic programs. The following grievance procedures are hereby adopted to provide for prompt and equitable resolution of student complaints. Included are those brought by a parent or guardian on behalf of his or her minor child, who is a student, alleging any action that would be a violation of the Gender Equity in Sports Act.

1. The student, parent, or guardian must submit a complaint on the proper form, which can be picked up at any middle or high school in Oconee County Schools. This form is to be completed and submitted to the principal of the student's school, the school-level Sports Equity Coordinator/Athletic Director or the Sports Equity Coordinator for Oconee County Schools (Director of Student Services, P.O. Box 146, Watkinsville, GA 30677). The principal or sports equity coordinator will date stamp the complaint when received.
2. The sports equity coordinator will review the facts regarding the circumstances surrounding the complaint. The sports equity coordinator may obtain additional information from the complainant and/or other individuals who may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained will be maintained in accordance with federal law, state law and the school system's policies on confidentiality of student and employee information.

3. The sports equity coordinator will render a decision in writing no later than 30 calendar days after receipt of the complaint. The document will set forth the essential facts and rationale for the decision.
4. A copy of the decision will be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.
5. A complainant will have the right to appeal such decision to the Board within 35 calendar days of the date of the decision. The request for appeal must be submitted by the complainant to the Superintendent. This appeal must be in writing. The Superintendent's office will date stamp the appeal when received.
6. The Board will review all materials related to the matter and render a decision in writing no later than 30 calendar days or at the next regularly scheduled Board meeting following the receipt of the appeal, whichever is later. Such decision will set forth the essential facts and rationale for the decision.
7. A copy of the decision will be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant in the appeal.
8. A complainant may appeal a decision of the local Board of Education to the State Board of Education in accordance with the procedures specified in O.C.G.A. § 20-2-1160.

GRADE PROMOTION PROCEDURES

Refer to Oconee County Schools Board of Education Policy IHE.

HARASSMENT OR DISCRIMINATION REPORTING

Everyone in Oconee County Schools has the right to feel respected and safe. Consequently, we want you to know about our policies and regulations regarding harassment and discrimination.

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

Any employee, student, applicant for employment, parent, or other person who believes he or she has been discriminated against or harassed in violation of school system policies must make a complaint in accordance with the procedures outlined in policy regulations. Policy GAAA deals with employee discrimination/harassment and JAA deals with student discrimination/harassment. The accompanying regulations are GAAA-R(1) and JAA-R(1). Disciplinary consequences for cases of harassment are outlined in JCDA-E, *Student Code of Conduct*. Sexual Harassment is addressed in Code 15 and Code 29 *Bullying* addresses racial, religious, and disability harassment.

A harasser may be a student or an adult. Harassment may include the following:

- Name calling
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or person's clothing
- Offensive or graphic posters or book covers
- Violent acts

If any words or actions make you feel uncomfortable or fearful, you should tell a teacher, counselor, principal, or any other official of Oconee County Schools. You may also make a written report. It should be given to any of these persons. Your right to privacy will be respected as much as possible.

We take seriously all reports of discrimination/harassment and will take all appropriate action to investigate such claims, to eliminate the discrimination/harassment and to discipline any persons found to have engaged in such conduct. The school system will also take action if anyone tries to intimidate you or harm you because you made a report.

This is a summary of the school system's policies against discrimination/harassment. A complete copy of the policies is available at the school or district office upon request, or may be viewed or downloaded from the system web site at <http://oconee.schoolwires.net/>

Harassment and discrimination are against the law and will not be tolerated under any circumstances.

Contact Persons

All cases of Discrimination/Harassment: School Principal or Assistant Principal

Harassment by/of Students: Director of Student Services, 706-769-5130

Harassment by/of Employees: Chief Human Resources Officer, 706-769-5130

HOSPITAL/HOMEBOUND INSTRUCTION

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

A student will be released from the HHB program:

- As of the projected return date on the Application for Hospital/Homebound Services Medical Referral or if the licensed physician indicates that the medical condition has changed or as defined in the ESP.
- When the student is employed in any capacity, goes on vacation, regularly participates in extracurricular activities, or is no longer confined to home.
- On the last day of school of the regular school year.
- When the student returns to school or is able to return to school for any portion of the school day other than to participate in state-mandated standardized testing.
- When the parent/guardian cancels three HHB instructional sessions without providing 24 hours notice.
- When the conditions of the location where HHB services are provided, are not conducive for instruction, or threaten the health and welfare of the HHB teacher.

The parent/guardian should contact the student's school counselor to discuss HHB services and to obtain an application for these services.

INDEPENDENT PSYCHOLOGICAL EVALUATION

If the parent(s)/guardian(s)/surrogate(s) obtain(s) an independent psychological evaluation at his/her expense, the results of the evaluation will be considered by Oconee County Schools (provided that it meets state criteria). However, the school system reserves the right to conduct further evaluations (with parental consent) for placement decisions and/or to establish eligibility for special programs.

INSURANCE

Insurance is offered to each student on an optional basis. Information will be sent home during the first week of school. Parents are responsible for medical bills incurred if children are injured at the school.

MEDICAL INFORMATION

Medication

All medicines, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the school health service program. As stated in the *Oconee County School Health Service Resource Manual*, all medication must be taken by the parent or guardian to the school and must be in the original container, clearly labeled with the student's name, the appropriate dosage, and the times of the dosage. If it is impossible for the parent or guardian to bring the medication to the school, special arrangements should be made with the school nurse and/or principal.

In the event that a student needs to carry an inhaler, wear a medication patch, or carry any self administration medication needed for management of chronic disease such as, but not limited to, diabetes or life threatening allergies, proper documentation must be on file. This will include parent or guardian permission and physician's signature. Parents are encouraged to provide the school with duplicate medication, and supplies in the event a student is unable to self-administer or fail to bring the medication or equipment to school.

Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the school district's drug policy and will be subject to the discipline set forth in the *OCS Student Code of Conduct* and/or the student/parent handbook.

Head Lice

Refer to Oconee County Schools Board of Education Policy and Regulation JGC and JGC-R(0), respectively.

Illness and School Attendance

School attendance is very important, but for the welfare of all, please do not send a student to school who is ill. A student should be symptom free for 24 hours before returning to school. The American Academy of Pediatrics states that fever is a temperature of 100.4 or higher. This temperature needs to be measured without fever reduction medication.

Immunizations

A student may not be enrolled or attend school until a Certificate of Immunization, as defined by O.C.G.A. § 20-2-771, has been submitted to the school, unless exempt from this requirement by O.C.G.A. § 20-2-771(d) or €. Failure to comply with this law is a misdemeanor.

OCONEE COUNTY SCHOOLS STRATEGIC DIRECTION

Belief Statements

1. All students are important and their individual talents contribute to the diversity of the learning community.
2. All stakeholders are valued and essential to the success of our students
3. Everyone is accountable for excellence.

Mission

The mission of the Oconee County Schools is to provide a safe and challenging learning environment that inspires all students to capture their dreams.

Motto

Committed to Student Success

Vision

Oconee County Schools will be a nationally-recognized leader in academic achievement by ensuring all students receive a rigorous, balanced education that will enable them to compete in and contribute to a global society.

PARENT INVOLVEMENT IN EDUCATION (POLICY LEBA)

The Board of Education (Board) affirms and assures the right of parents and legal guardians of children being served in activities funded by Title I the opportunities to participate in the planning, design, and implementation of the Title I program and its activities.

- A. The Board will involve parents in the joint development of a written parent involvement policy that will be incorporated into the school system's plan under section 6312 of the Elementary and Secondary Act (ESEA). The school system will involve parents in the process of school review and improvement under section 6316 through input received from school level improvement committees, school council meetings with parent membership and through input received from other parent meetings or written surveys. The school system will also establish expectations for parent involvement through written information distributed to parents through system, school, and classroom newsletters, parent contacts, the local media, as well as through school or system websites.
- B. The Board will provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance through the distribution of written information and resources and through meetings in or out of the school involving appropriate personnel.
- C. The Board will build the schools' and parents' capacity for strong parental involvement through a variety of activities to include but not limited to:
 - Providing information to parents in written form and through meetings on topics such as the State's academic content standards, State and local student academic achievement standards/assessments, and the requirements of parent involvement under the law;
 - Providing materials and training to help parents work with their children and monitor their progress to improve their children's achievement;
 - Training educational staff on how to build ties between parents and the school;
 - Coordinating and integrating parent involvement strategies with Head Start, Pre-K programs, and other programs, to the extent feasible and appropriate by communicating directly and indirectly with these agencies through verbal or written information when needed;
 - Sending information to parents in a format and, to the extent feasible, in a language that parents can understand; and
 - Providing reasonable support for parental involvement activities as parents request or as the school or system deem appropriate or necessary.

- D. The Board will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. This data will be obtained from parent, committee or school council meetings or through parent surveys.
- E. The Board, in conjunction with individual school activities, will, to the extent possible, implement the activities to meet the federal requirements under Title I, Part A, Sec. 6318. It will encourage and support activities that allow the schools to effectively involve parents, which places a positive impact on student success

POWERSCHOOL FOR PARENTS

With a PowerSchool account, parents/guardians can accomplish the following online:

- Access real-time student performance data
- Communicate with teachers
- Track assignments and attendance
- Update student enrollment and transportation information

The web site address for parent login is: <https://ps.oconee.k12.ga.us>

On the login page are links to the *Parent Single Sign-On Quick Reference Guide* and the *PowerSchool Parent Portal User Guide*. PowerSchool parent portal information can also be accessed on the *Oconee Moodle Parent/Student Portal* page: <http://learning.oconeeschools.org/course/view.php?id=479>

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA

Instructional Material – Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as accessible through the Internet). The term does not include academic tests or academic assessments.

Invasive Physical Examination – Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Personal Information – Individually identifiable information including: (1) a student or parent’s first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements

No student will be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent will develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed above. The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent will develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents will be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice will offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student will be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice will offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent will develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

If you do not wish for your child's Directory Information to be released, you may obtain an Opt-Out form to complete from the main office of your child's school. If you do not complete this form, the School District will assume that you authorize such disclosure when this information is requested.

RELIGIOUS RIGHTS

Student Prayer and Discussion

The Establishment Clause of the First Amendment does not prohibit purely private religious speech by students. Students have the same right to engage in individual or group prayer and religious discussion during the school day as they do to engage in other comparable activities. For example, students may read their Bibles or other scriptures, say grace before meals and pray before tests to the same extent they may engage in comparable non-disruptive activities. Local school authorities possess substantial discretion to impose rules of order on student activities, but they may not structure or administer such rules to discriminate against religious activity or speech. School officials must not, in any way, during school or school related activities, be involved with student prayer since the promotion or endorsement of religion by a school district employee is unconstitutional.

Generally, students may pray in a non-disruptive manner when not engaged in school activities or instruction, and subject to the rules that normally pertain in the applicable setting. Specifically, students in informal settings, such as cafeterias and hallways, may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities and speech. Students may also speak to their peers about religious topics just as they might do with regard to other topics. School officials, however, should intercede to stop student speech that constitutes harassment aimed at a student or a group of students.

Students may also participate in before or after school events with religious content, such as "See You at the Flag Pole" gatherings, on the same terms as they may participate in other non-curricular activities on school premises. School officials may neither discourage nor encourage participation in such an event.

The right to engage in voluntary prayer or religious discussion does not include the right to have a captive audience listen or to compel other students to participate. Teachers and school administrators should ensure that no student is, in any way, coerced to participate in religious activity.

Religion in the Curriculum

It is unconstitutional for educators to teach religion or engage in religious indoctrination and practice in the public schools. It is also unconstitutional to celebrate religious holidays through religious worship or practice. Public schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, but schools may not observe holidays as religious events or promote such observance by students. Religions must be discussed in a neutral, objective and factual manner. The curriculum's approach may not be devotional or doctrinal, nor may it have the effect of promoting or inhibiting religion.

Religious Literature

Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities. Schools may impose the same reasonable time, place and manner or other constitutional restrictions on distribution of religious literature as they do on non-school literature generally, but they may not single out religious literature for special regulation. The right to distribute religious materials is limited if it substantially interferes with the school's activities or infringes upon the rights of other students.

RESPONSE TO INTERVENTION/STUDENT SUPPORT TEAM

In an effort to ensure achievement for all students, Oconee County Schools utilizes Response To Interventions (RTI) to support learners at all levels. All students receive quality standards-based classroom instruction and learning in Tier 1 of RTI. The students who respond inadequately to general education at Tier 1 participate in needs-based strategic interventions in Tier 2 of RTI.

If a school's school-wide screening or progress monitoring indicates a deficit in a specific area, an appropriate instructional intervention is implemented and progress within that intervention is monitored. Students not making sufficient progress with Tier 1 and Tier 2 instruction, who continue to fall behind on benchmark skills and require intense, additional instruction to achieve grade-level expectations, are supported by Tier 3 of RTI.

RIGHT TO REQUEST TEACHER QUALIFICATIONS

In compliance with the requirements of the Every Student Succeeds Act, parents may request information about the professional qualifications of their child's teacher(s) and paraprofessional(s). The following information may be requested:

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

If you wish to request information concerning your child's teachers' and paraprofessionals' qualifications, please contact the principal of your child's school.

SCHOOL BUS RULES AND REGULATIONS

The purpose of this department is to transport students safely to and from school. We believe that all students can and should act appropriately while riding on the bus. Your child will be expected to adhere to the following guidelines as well as the ones already outlined in the Student Behavior Code. **The driver has the authority to assign seats at any time. Drivers also have the authority to add additional rules as they deem necessary.**

- Load/unload in a safe manner
- Watch for driver's hand signal before crossing
- You must be at the bus stop five minutes before the bus arrives
- Talk quietly

Bus Routes

Students are to be at their bus stop five minutes prior to the arrival of the bus.

Cul-de-sacs must remain clear of vehicles, trash cans, basketball goals, and toys to allow for bus entry. If a bus cannot turn around without having to back up because the cul-de-sac is blocked, the bus will no longer enter that cul-de-sac until it is free and clear.

Buses will pick up curb-to-curb whenever possible during inclement weather.

If you have any concerns about your child's route, please call the Transportation Department at 706-769-5130.

Walker and Cyclist Safety

Student safety is a priority of Oconee County Schools. Due to safety issues (such as congested intersections, the lack of sidewalks in many of our school communities, and no crossing guard at any of the school facilities), the school system has made the decision to discourage students from walking or riding their bicycles to/from school. Transportation is provided to all locations within the county, so students are encouraged to take advantage of our transportation system. Any exception to this should be discussed and decided by the individual principal and the parent(s)/guardian(s) of the student.

SCHOOL CLOSINGS

In case of extreme weather conditions or other emergencies, information regarding school closing will be broadcast over local radio and television stations, posted on our web page, and other means of mass communications. The Superintendent makes the decision regarding such situations, and it is reasonable to assume that schools are open and will remain open unless there is a specific announcement to the contrary. Every attempt will be made to limit circumstances under which plans will be altered after the school day has begun, but safety will always be the foremost determining factor. The student information sheet requests directions for such emergency closings. Please return it completed and keep it updated throughout the year. Should we have to dismiss earlier for any reason, the teachers will follow the directions you give us on this form. Occasionally we have to dismiss a few minutes early due to inclement weather. In such cases, we will honor normal dismissal transportation, but students may arrive home a few minutes ahead of schedule.

SCHOOL NUTRITION PROGRAM (Breakfast & Lunch Meals)

Students are encouraged to eat nutritious meals provided by the lunchroom. School meals are planned according to USDA and State of Georgia guidelines. Students are required to select at least one fruit and vegetable with their meal. Good table manners are expected with trays returned to the proper area and eating areas left neat and clean. Students who have a food allergy or other diagnosed life-affecting disability that requires a food substitution must provide a Special Dietary Restriction form signed by a certified medical authority. This form is located on the SNP web page or by contacting the SNP office. *Substitutions may not be made without this form on file.*

Meal prices for paid students are as follows:

SY 18-19 meal prices:

Breakfast at all levels: \$1.50

Elementary Lunch: \$2.50

Middle/High Lunch: \$2.75

Reduced price breakfast will be \$0.30 and reduced price lunch will be \$0.40.

Free and reduced price meal applications are distributed to each student at the beginning of the year and are available at any time during the year. A new form must be completed each year. Completed applications are kept in a secure location at the Central Office and eligibility information is confidential. Applications are subject to a federally required verification process. Families are responsible for all charges incurred prior to the approval of the application. Students may eat both breakfast and lunch on their meal status. Extras (including extra milk) or partial meals are not included in meal benefits and are charged at a la carte prices.

Each student has a unique account to which payments are credited. Please pay for meals in advance; non-cash payments are preferred. Payments should be sent in a sealed envelope with the student's first and last name.

Students use their (PowerSchool) student number for lunchroom transactions. Students may eat more than one meal, but only the first meal per serving period is priced as a student meal. Per federal regulations, additional meals are charged at the adult price. Students may not share their student number with friends or siblings.

Parents are welcome and may select any of the menu items offered at the school. Please help us support the Wellness Policy and do not bring fast food meals.

All schools provide a warm breakfast daily. Students who wish to eat breakfast should arrive at school early enough to eat and not be tardy to class. School specific procedures will be detailed in the first few days of school.

Schools may sell extra items for an additional charge. Elementary and middle school students must purchase a lunch or show that a lunch was brought from home prior to purchasing extra items. Students may be required to pay for these items separately from their lunch account. If a student's account is negative, the student may not purchase extras.

Elementary students may charge up to \$9.00, middle school students up to \$5.00, and high school students up to \$3.00 before being offered a courtesy meal. Courtesy meals will be offered until the student's account has been brought up to date. Parents may call the cafeteria at any time to check a student's balance or request a history. Students with negative account balances may have privileges restricted during the school year and may not purchase extras. Report cards will be held and PowerSchool access will be blocked for students with negative accounts at the end of the school year.

Returned Check Policy

Once School Nutrition receives three (3) returned checks from a family written to any school for payment of meals, future purchases through the School Nutrition Program will only be accepted as cash, money order, or credit card (online). Parents/guardians and the school cafeteria will be given written notice and a notation will be placed on the student's account. This restriction affects all students in a family, at all schools, regardless of which school(s) received the returned checks.

OCS may enter into a contract with an electronic check recovery company to collect checks that are returned unpaid. Without further notice, through this company, we may attempt to collect a check electronically if it is returned by your bank for any reason. When you write a check you are consenting to allow electronic collection of any returned check.

If your check is returned unpaid, the face value of the check plus any additional fee authorized by the state of Georgia will be collected electronically from your account, when the funds are available.

Online Payment and Account Monitoring

The School Nutrition Program offers online account management via the web site: www.k12paymentcenter.com. Families may choose to pay online or may send funds directly to the school. Monitoring accounts online is a free service.

SEARCHES

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

SECLUSION/RESTRAINT OF STUDENTS

According to the State Board of Education Rule 160-5-1-.35, "seclusion" and "restraint" of students is prohibited in all Oconee County Schools. Physical restraint of students may be utilized in crisis situations in which a student demonstrates immediate danger to himself or others, and the student is not responsive to less intensive behavioral interventions.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Any student, parent, or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding the student'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 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 Section 504 Coordinator may be contacted through the school system's central office. Copies of the *504 Procedural Safeguards* and *Notice of Rights of Students and Parents under Section 504* may be found on the system website or may be picked up at the central office or at any of the school offices.

Notice of Rights of Students and Parents under Section 504

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

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

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

Section 504 Procedural Safeguards

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

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

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

4. Hearing Procedures

- a. The Section 504 Coordinator will obtain an impartial review official, who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel will constitute good cause for granting a continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e., A recipient will 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, including one who may offer legal counsel, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony, and answer questions posed by the review official.
- f. The impartial review official will not have the power to subpoena witnesses, and the strict rules of evidence will not apply to hearings. The impartial review official will have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official will determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing will be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony will be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing will be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official will uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing, unless prior notification of absence was provided and approved by the impartial review official or just cause is shown, will constitute a waiver of the right to a personal appearance before the impartial review official.

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

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

SEXUAL ABUSE REPORTING

Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or misconduct by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school.

Any educator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator, or other employee will make an oral report of the incident immediately by telephone or otherwise to the school principal, or principal's designee within twenty four (24) hours.

Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 will make an oral report immediately, but in no case later than twenty four (24) hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services as designated by the Department of Human Resources, or in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student that do not rise to the legal definition of sexual abuse will be investigated immediately by the school or system personnel. If the investigation provides a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee will make an immediate written report to the superintendent and the Ethics Division of the Professional Standards Commission.

STATEMENT OF NON-DISCRIMINATION

Oconee County Schools does not discriminate on the basis of sex, race, creed, age, national origin, marital status, or handicap (Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Rehabilitation Act of 1973) in educational programs or activities receiving federal assistance. Employees, students, and the general public are hereby notified that the Oconee County Board of Education does not discriminate in any educational programs or activities or in employment policies. The following individuals have been designated as the employees responsible for coordinating the Board's efforts to implement this non-discriminatory policy: Title II (Director of Secondary Education); Section 504 (Director of Assessment); ADA (Director of Special Education); or Title VI, or Title IX (Director of Student Services). Inquiries concerning the application of these laws to the policies and practices of this board may be addressed to the individuals listed in care of the Oconee County Board of Education, P.O. Box 146, 34 School Street, Watkinsville, Georgia, 30677, (706)769-5130; to the Region IV Manager, Office for Civil Rights, Atlanta Federal Center, Suite 3B70, 61 Forsyth Street, SW, Atlanta, Georgia, 30303-8909, (404)562-7886; or to the Director, Office for Civil Rights, 200 Independence Avenue, SW, Room 509F HHH Bldg., Washington, D.C., 20201.

TEXTBOOKS & LEARNING RESOURCES

Learning resources are provided to students by the state and county school system. Financial restitution must be made for books and/or instructional resources that are lost or damaged.

VISITORS

All visitors to campus should check in at the front office. Bringing out-of-town visitors and relatives to school is not allowed. Students are not allowed to invite visitors to the school without prior administrative approval. Anyone on campus without the permission of the school will be considered as trespassing; law enforcement may be called.