

CATOOSA COUNTY PUBLIC SCHOOLS  
P.O. BOX 130, RINGGOLD, GA 30736  
Phone (706) 965-2297

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Performance Learning Center 2 Barnhardt Circle Ft. Oglethorpe, GA 30742	861-2772 861-6643 (fax)	Dr. Lamar Brown (Director)
Cloud Springs Elementary 163 Fernwood Drive Rossville, GA 30741	866-6640 861-6642 (fax)	Cliff Brittingham (P) Kellie Yarbrough (AP)
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Heritage High School (fall '08) 3960 Poplar Springs Road Ringgold, GA 30736	937-6464 937-6479 (fax)	Ronnie Bradford (P) Carla Stephens (AP) Eric Beagles (AP) Dr. Eric Schexnaildre (AP)
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Lakeview-Ft. Oglethorpe High 1850 Battlefield Parkway Ft. Oglethorpe, GA 30742	866-0342 861-6645 (fax)	Terri Vandiver (P) Michael Langston (AP) Wayne Weaver (AP)
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Ringgold Middle School 217 Tiger Trail Ringgold, GA 30736	935-3381 965-8908 (fax)	Mike Sholl (P) Jeff Fricks (AP) Kim Mullins (AP)
Ringgold High School 29 Tiger Trail Ringgold, GA 30736	935-2254 965-8910 (fax)	Sharon Vaughn (P) Tom Jenkins (AP) J. R. Jones (AP) Kyra Rhyne (AP)
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Tiger Creek Elementary 134 Rhea McClanahan Dr. Tunnel Hill, GA 30755	935-9890 965-8906 (fax)	Rodney Thompson (P) Jackie Klopfer (AP)
West Side Elementary 72 Braves Lane Rossville, GA 30741	866-9211 or 866-1002 861-6647 (fax)	Mike Rich (P) David Beard (AP)
Woodstation Elementary 3404 Colbert Hollow Road Rock Spring, GA 30739	935-6700 or 935-3106 935-3377 (Fax)	Ernie Ellis (P) Amy Still (AP)

# Catoosa County School System

Name of Child \_\_\_\_\_ Child's Date of Birth \_\_\_\_\_

Name of School \_\_\_\_\_

This handbook was developed to communicate important information to students and parents regarding the rules and procedures of the Catoosa County School System. We ask that you read it and thoroughly discuss its contents with your child(ren). Also, keep it handy so that you can refer to it throughout the school year when questions arise. **Please complete the information below and return to your child's school within the first five days of school.** Thank you for your cooperation.

My signature below acknowledges that I have received a copy of and consent to follow the Catoosa County School System Student Code of Conduct and to the authorizations set forth in this handbook that include the following items:

- Teacher Authority (p. 4)
- Student Organizations (p.5)
- Student Dress Code (p. 8)
- School bus rules and procedures (p. 21)
- Discipline Offenses and dispositions (p. 23)
- Georgia Compulsory School Attendance Law (p. 32)
- Highly Qualified Personnel (p. 36)
- Notice of Health Information Practices (p. 40)
- Directory Information (p. 42)
- Notice of the Family Educational Rights and Privacy Act (FERPA) (p. 43)
- Rights under Section 504 of the Rehabilitation Act of 1973 (p. 44)
- Rights prohibiting discrimination (p.46)
- Electronic Device Use Policy (p.48, et. seq.)

Signature of parent / guardian \_\_\_\_\_

Signature of student \_\_\_\_\_

\*Please make a notation to this sheet:

(1) If you do not want your child to receive services or screenings from the school nurse or public health nurse.

(2) If you do not want your child's name, student publication or picture to be in a newspaper, internet depiction, or a television news video story.

(3) If you do not want any Directory Information (p. 38) released on your child. For high school parents, this includes information to college and military recruiters. The school system cannot guarantee that your child's name or picture will not be published when obtained by other means.

**(4) If you do not want your child to participate in any school system confidential surveys during the school year that provides information on school safety, tobacco, and alcohol and drugs.**

**(5) If you do not want your child to participate in clubs or organizations started during the school year.**

**(6) If you do not want your child to participate in sex related information taught or discussed.**

**(7) I hereby certify that I have read and understand the Catoosa County School District Standards for Acceptable Use of the Internet and Electronic Device Use. As a user of the Internet and Electronic Device Use at this school/building, I hereby agree to comply with the Standards for Acceptable Use of the Internet and Electronic Devices. I will use the Internet and Electronic Devices in a responsible fashion while honoring all rules and restrictions. I understand that any violation may revoke my access privileges or invoke disciplinary action and/or appropriate legal action.**

**(8) If you do not want your child to have a CCPS Google Docs Account. As the parent or guardian of the above names user, I hereby certify that I have read and understand the Catoosa County School District Standards for Acceptable Use of the Internet and Electronic Devices. I understand that this access is designed for educational purposes and that my student's school and the School District have taken available precautions to control controversial material. However, I also recognize it is impossible to restrict access to all controversial materials, and I will not hold Catoosa County School District responsible for materials acquired on the Internet. With that understanding, I hereby give permission to the Catoosa County School District to provide Internet and electronic device access to my student. I further agree to indemnify and hold harmless the Catoosa County School District, its employees and agents, from any and all claims arising from or related to my child's use or misuse of the Internet and electronic devices, and waive any and all claims I may have against the District for such use or misuse.**

**I/We have read and fully understand the terms and Conditions of the Catoosa County Public Schools Electronic Device Use Policy(ies). I/we give permission for said student to publish and communicate information and for said student's photograph or publication to appear on the Internet.**

**If you do not agree with or have objections (for religious, ethnic or any other reasons) to any policy(ies) in this handbook, you must make a notation to this sheet which addresses such objections.**

**\*Notations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Important Information

Any student under the age of 18 will lose or not be issued a driver's license/permit for one year for the following reasons:

1. Dropping out of school without graduating and remaining out of school for ten consecutive days.
2. Having ten or more school days of unexcused absences in the current or previous school year.
3. Being referred to a disciplinary tribunal and/or found in violation of one of the following offenses:
  - A. Threatening, striking or causing bodily harm to a teacher or other school personnel.
  - B. Possession, distribution or involvement in a serious drug or alcohol situation on school property or at a school sponsored event.
  - C. Possession or use of a weapon on school property or at a school sponsored event.
  - D. Any sexual offense prohibited under Georgia Law.
  - E. Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

## STUDENT INSURANCE

Catoosa County Schools does not have accident or health insurance coverage on students. If your child is not presently covered by private healthcare/accident coverage please consider purchasing the policy available to your child at the beginning of the school year at a very reasonable cost. Information will be sent home by your child or you can also access information by visiting Student Insurance Online:

[www.studentinsurance-kk.com](http://www.studentinsurance-kk.com)

Insurance can be purchased throughout the year.

All students participating in extra curricular activities must be covered by an insurance plan.

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*The Catoosa County School System is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, age, marital status and handicaps. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Board and in the administration of those policies by the administration.*

# **System Code of Conduct**

The purpose of the code of conduct is to provide students of the Catoosa County School System an effective and safe learning environment. The code contains information for school personnel, students, and parents. It provides an outline of expected behaviors and the consequences related to various violations.

## **Philosophy**

Discipline, or the lack of discipline, is learned. In those schools that seem to have the best discipline, faculty and staff members consciously strive to create a positive climate with established school practices. These practices help teach students to think for themselves, to accept responsibility for themselves, to respect themselves and each other, school district employees, the property of others, and contribute to the positive and safe climate within the school. Students also are taught to behave appropriately even when no adults are present and no rules to tell them what to do. It is likewise recognized that when discipline problems occur they may most constructively be dealt with by encouragement, praise, and emphasis upon the child's desirable characteristics. Conflict resolution and peer mediation are effective forms in teaching self-discipline and self-control.

The Catoosa County Schools' Code of Conduct outlines areas of student expectations and consequences for violations of the Code. Procedures have been established system-wide to strengthen the school system's philosophy to provide a safe and orderly environment in which teachers can teach and students can learn.  
OCGA 20-2-735

In addition, the Catoosa County School System recognizes that standards of conduct that are arrived at fairly, established forthrightly, and administered in a reasonable manner have the potential of helping to create a positive and orderly learning climate for students. In all cases, discipline should reflect the age/grade appropriateness of the student, be progressive in nature, involve the parent(s), and provide student support services.

## **Expected Behaviors for all Catoosa County Schools' students:**

- Demonstrate respect for self and others.**
- Demonstrate courtesy to others.**
- Behave in a responsible manner.**
- Attend school and class regularly.**
- Be prepared for class.**
- Take seriously the course of study.**
- Dress appropriately as provided by the Catoosa County Schools' Dress Code.**
- Cooperate with school officials.**
- Respect other's property.**
- Avoid violation of the student code of conduct.**

**Participate fully in the learning process.** Students need to report to school and class on time, be prepared for class with appropriate materials, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

**Avoid behavior that impairs their own or other students' educational achievement.** Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

**Show respect for the knowledge and authority of teachers, administrators, and other school employees.** Students must obey reasonable directions, use acceptable and courteous language, avoid being rude, and follow school rules and procedures.

**Recognize and respect the rights of other students and adults.** All students should show concern for and encouragement of the educational achievements and activity participation of others.

The System Student Code of Conduct is published in the Catoosa County Board Policy Manual with copies located in the school principal's office and the school media centers. The Student Code of Conduct is reviewed annually in conjunction with system, school personnel, students, parents, and the community. This review is a collaborative effort to ensure the input for all stakeholders of the school and community. The Code of Conduct represents the standard of expectation for students by the school system and community in order to provide a safe learning environment for the school system's educational mission.

A student handbook which contains the system-wide Student Code of Conduct is given to each student and a copy will be located in each media center, administrative office, counselor's office, and classrooms.

Elementary schools' Student Code of Conduct supports the expectations and intent, and legal requirements of the System's Student Code of Conduct and Disciplinary Policies. However it is written so that students in Grades K – 5 are able to understand the standards of expectation for students' behavior within the system. Accordingly, the Code of Conduct may be varied from (with the consequences to be as either severe to the student or less severe to the student) in dealing with elementary students depending on the student's age, maturity, and understanding of the conduct and consequences.

It is the intent of the Catoosa County Board of Education to enforce these codes of conduct and to maintain an orderly learning environment in the schools. Teachers enforcing these regulations will have the support of the Board and administration. The behavior of students will be in conformance with system-wide code of conduct. Failure to conform shall subject a student to disciplinary action with consideration of student's age and grade, will be progressive in nature, provide for parent involvement,

and include a process of student support services within the school or within the community.

### **Dissemination to Parents and Students**

Parents and students will be provided a Handbook of the System's and School's Code of Conduct at the beginning of each school year OR when a student is enrolled during the school term. Failure to comply with all necessary and required parts of the enrollment, which include signing for the handbook, may result in a student being removed from school until all requirements for entrance are completed. (Signatures are not given to indicate agreement, only receipt of the expectations established by the Board of Education for student behavior and conduct as required by Georgia law: 20-2-735, 20-2-736.)

Please keep this information in an easily accessible area. If any item needs clarification, please contact the school administrator.

### **VIOLATIONS OF STUDENT CODE OF CONDUCT**

Students that are involved in the same incident or in a similar incident from time to time shall be entitled to equal protection under the rules and regulations of this school district. However, such students need not necessarily receive the same disciplinary treatment (whether imposed as punishment or as measures to protect the other student, school mission, or for other reasons) for the same offense.

For example, disciplinary treatment for the same or similar offense may differ in such instances when discipline for one or more students would serve an important objective(s) of the school mission and the discipline is imposed to substantially achieve that objective. Also, disciplinary treatment for the same or similar offense may differ when the school balances the need for similar treatment, with the need to punish a student(s) or to protect other students or the mission of the school.

When balancing such matters the person or entity (e.g. principal, teacher, Tribunal, Board, etc.) administering such discipline may take into consideration the prior record of discipline of the student(s), the involvement and the extent of involvement of the student(s) (e.g. the degree of active participation or culpable behavior of the student(s) involved in the offense, whether the student(s) brought contraband to a school related activity, whether the student(s) used the contraband, whether the offense was accompanied by substantial planning by some student(s), reasonably knowing that it would violate school rules, whether the offense was completed or attempted, the age or grade level of the student(s), the academic record of the students, whether the students are engaged in voluntary or mandatory school activities (extra-curricular activities, out of county resident, etc.), whether the offense is a crime under the laws of the State of Georgia, the degree of potential harm or risk of harm to other students caused by the act of one or more students, as compared to the actions of others, or any other factors that serve an important objective(s) of the school.



## **TEACHER AUTHORITY O.C.G.A 20-2-737; 738.**

**A teacher shall have the authority, consistent with Board Policy, to manage his or her classroom, discipline students, remove a student temporarily from the classroom, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal shall meet with any student removed from the classroom by a teacher before the end of the day to explain the reason for removal. Within one day after receiving such a report from a teacher, the Principal will send to the student's parents or guardians a copy of the report and a request to schedule an immediate conference. During this parent conference, the principal will share all of the information resulting in the student being removed from the classroom and will discuss the procedures required to resolve the situation.**

## **COMPREHENSIVE CHARACTER EDUCATION PROGRAM O.C.G.A. 20-2-145**

**The System's Student Code of Conduct is based upon the foundation of its Character Education Program in Grades K – 12, which includes the opportunity for parental and community involvement in establishing the outcomes of the character education program. The code of conduct establishes and permits practice for respecting oneself and others, tolerance, cooperation, honesty, fairness.[See character education curriculum]**

## **CONFLICT MANAGEMENT AND RESOLUTION; CULTURAL DIVERSITY TRAINING PROGRAMS. O.C.G.A. 20-2-739**

**The student code of conduct encourages conflict resolution opportunities and training for students. Peer mediation and mentoring programs are provided for students by teachers, counselors, and administrators. Cultural diversity education and training is incorporated within the curriculum of the schools. Tolerance and respect for others is a primary factor in the intent of the code.**

## **DUE PROCESS**

**Due process will include appropriate hearings and reviews and, in all cases, the rights of Individuals will be ensured and protected. REF: JAA, JCE, JCEB, JDD, JDD-2.**

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

**A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take positive actions relative to this Constitution, the law of the State of Georgia, and the policies, rules, and regulations of the school and the Catoosa County Board of Education. REF: JAA, JCE, JCEB, JDD, JDD-R.**

## **STUDENT ORGANIZATIONS**

All student organizations must follow guidelines and procedures governing the creation and operation of such organizations and groups in accordance with the policies of the Catoosa County Board of Education. REF: JHC, JHCA/JHCAA, JHCB, JHCC, JHD. See parent signature page number 5 regarding club participation. Participation in clubs and organizations will require parent permission.

## **STATEMENT ON ELEMENTARY (K-5) STUDENT CODE OF CONDUCT VIOLATIONS**

When an elementary student is in violation of the Student Code of Conduct, the disposition will be age and grade appropriate. Accordingly, the Code of Conduct may be varied from (with the consequences to be as either as severe to the student or less severe to the student) in dealing with elementary students depending on the student's age, maturity, and understanding of the conduct and consequences.

### **Glossary of Terms**

#### **1. EXPULSION**

Is the removal of a student from the school system beyond the current school semester or permanently by action of the Disciplinary Tribunal or the Board of Education. Students expelled from the school system are not permitted on any school campus or at any school-sponsored event. REF: JDE.

#### **2. ALTERNATIVE EDUCATIONAL PLACEMENT**

An alternative educational placement may be considered for students who are severely disruptive to the educational and instructional environment of the school. The AEP may also be used when student(s) have major or multiple violations of the Student's Code of Conduct and it is beneficial to the student and to the educational mission of the school to reassign a student(s) to an isolated, individual oriented program, rather than to suspend or expel such student(s) from school.

#### **3. OUT-OF-SCHOOL SUSPENSION**

**A. LONG-TERM SUSPENSION.** Removal of a student from the school campus and exclusion from all school-sponsored activities for more than ten (10) school days, but not beyond the current school semester, by action of the Disciplinary Tribunal or the Board of Education. Students on long-term suspensions are not permitted on any school campus or at any school-sponsored event. REF: JDD-R.

**B. SHORT-TERM SUSPENSION.** Is the removal of the student from the school campus and exclusion from all school-sponsored activities for not more than ten (10) school days by school administration. Students may be suspended for an accumulation of offenses, as well as a MAJOR offense(s). Students suspended may make up those tests and assignments that the teacher

determines will have impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count toward a student's final grade. It is the student's responsibility to make arrangement to make up work within five (5) school days upon return to school. Students on short-term suspension are not permitted on any school campus or at any school-sponsored event. REF: JDE, JDD-R.

**C. PERMANENT EXPULSION** – Removal of the student from all public school property and activities or events.

#### **4. IN-SCHOOL SUSPENSION (Alternative Education Placement)**

Is the removal of a student from class or classes and assigned to a designated supervisor. Students assigned to In-School Suspension are not permitted on any school campus after school hours or at any school-sponsored events. During In-School Suspension, teachers will provide class work for the student and the student will keep up with class work. The student shall be marked present in each class when in attendance in ISS. ISS begins the day the student enters the program. Athletes may practice while in ISS. On the last day of ISS students may participate in extracurricular activities if the coach/sponsor agree.

**Elementary In-School Suspension (Alternative Education Placement):** for major and or serious misconduct or repeated or accumulated violations of the student code of conduct. This may include, but not be limited to: restriction from school programs and special assemblies; full day In-School Suspension up to ten (10) days; suspension from school for up to ten (10) days; development of a written or graphic representation that reflects understanding of the specific misbehavior, the nature of the expected behavior, and the related characteristic traits; participation in a school service project. REF: JDDA.

#### **5. THE GATEWAY PROGRAM**

The Gateway Program's defined goals are to provide school placement rather than Out-Of-School Suspension for the most SEVERE or MAJOR and repeated chronic disruptive students. Placement will be upon recommendation of the Disciplinary Tribunal. The Tribunal will stipulate the assignment and length of duration in the program for the student.

Focus will be on English, language arts, mathematics, science, social studies, and self-discipline. This includes but is not limited to: individualized instruction (which include objectives of the QCC which enables a student to transition back to their home school and earn credit), intervention strategies, and the opportunity to transition back to the general or career education program, or other educational programs. In cooperation with the Department of Juvenile Justice, the Gateway Program may be used to transition adjudicated students back into an appropriate educational placement. DJJ should give timely notice to the Director before requesting such placement.

Special Education students covered by IDEA may be assigned to the Gateway Program upon recommendation of Disciplinary Tribunal to the student's IEP Committee that includes the Director of Special Education or designee and/or Director of Student Services. In all cases the student's IEP services will be continued as determined appropriate by the student's IEP Committee.

## **6. CORPORAL PUNISHMENT**

Paddling shall be administered by the principal or his/her designee. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the pupil was informed beforehand that specific misbehavior could result in this type of punishment, except that corporal punishment may be employed as a first line of punishment for those acts of misconduct, which are so antisocial or disruptive in nature as to shock the conscience. If administered, corporal punishment must be applied in good faith, must not be excessive or unduly severe, and must be administered in conformity with regulations set forth by the Board of Education. Additionally, in all instances where corporal punishment is applied, appropriate documentation must be completed. REF: JDA. OCGA§20-2-731

## **7. DETENTION**

Is a requirement that a student must report to a specified school location, to a designated teacher, or school official for a specified length of time. Detention may require the student's attendance before and/or after school, or during student break time (recess), during school programs, or extra curricular activities. REF: JDB.

## **8. MAJOR OFFENSE**

Major offenses are those violations of the student code of conduct in which expectations should exist that the disposition may be more severe than certain other offenses.

A Major Offense shall be construed to include, but not be limited to, the following offenses: Drugs, Alcohol, Violence, Weapons, Assault/Battery on School System Personnel, Sexual Harassment, Bullying, Fireworks/Pyrotechnics, Terroristic Threats, Leaving Campus, Illegal Activities off Campus, Refusal to be Searched, Misuse of School Computers.

## **9. STUDENT DRESS CODE (BOARD POLICY JCDB)**

It is the desire and intent of the Catoosa County Board of Education in adopting this dress code to create a SAFE environment in our schools that is conducive to learning and free of potential distractions or DANGER. This code allows school administrators the right to make adjustments to the code as necessary to maintain a safe learning environment.

It is our belief that schools were created to be centers of learning, which necessitates discipline by the individual student in all areas such as language, behavior, dress, and attendance.

**STUDENTS ARE EXPECTED TO WEAR CLOTHING WHICH IS CONSIDERED APPROPRIATE FOR SCHOOL AND WHICH WILL NOT CAUSE DISRUPTION TO CLASSROOM OR SCHOOL OPERATION.**

Male students shall wear clothing that is male-related such as: pants and shirts. Males shall be prohibited from wearing dresses and skirts. Female students shall likewise wear female-related clothing to the extent that any male-identified clothing worn by them does not cause or is likely to cause a disruption when worn by females.

This code is designed to be a guide and is by no means all-inclusive. An item of dress or article of clothing is not approved simply because it is not listed herein. The school administration at each school reserves the right to evaluate items of dress, which would be substantially likely to interrupt the learning process within the classroom or school.

### **DRESS CODE:**

A. All school attire shall be worn appropriately. All pants, jeans, shorts, and other school attire should be pulled up to the student's waist and not drooping below the beltline area, as to cause a distraction or safety hazard. Shirts and blouses should be worn to cover the midriff at all times and no inappropriate writing or pictures are allowed on any item of clothing.

#### **B. THE FOLLOWING WILL BE PERMITTED:**

**Shirts and Tops:** Preferably, all shirts/tops/blouses will be polo-style or button up the front and have a collar; however, non-collared shirts will also be acceptable. Young ladies blouses/tops must have a modest neckline and be long enough to cover the midriff at all times.

**Pants:** Acceptable pants are REGULAR FITTING dress pants, khakis style (cotton twills), and denim pants. All pants must be pulled up to waist level, with the belt line visible, not drooping below the belt line area as to cause a distraction or danger to the student.

**Dresses/Skirts/Shorts:** should be worn knee-length and worn appropriately. Dresses should have a modest neckline and be appropriate for a school setting.

**Outerwear:** the length of outerwear must meet the fingertip rule. (General rule: the length of the garment must not exceed the length of arms extended beside the body) Jackets, pullovers, and sweatshirts will be permitted at the above mentioned length, unless notice is given to student before it is prohibited.

**C. IRRESPECTIVE OF ANY LANGUAGE IN THIS POLICY, THE FOLLOWING WILL NOT BE PERMITTED UNLESS AUTHORIZED BY AN ADMINISTRATOR:**

1. Hair, clothing, patches, or other items that display, symbolize or are identified with gangs, gang membership, or cults.
  - A. Example: Gang related symbols such as, but not limited to, 'flaming cross', swastikas, forks, KKK, UNLV, skulls, cross-bones.
  - B. In the event of new symbols identified or related to gang(s) or gang conduct, then the student will be given notice that it will be prohibited. No actual disruption need occur prior to prohibiting the display or wearing of the symbol(s) if the symbol has the potential to create the disruption.
  - C. In ALL circumstances the intent to protect the instructional environment will be primary. A student and/or parents may request a conference with the school administrator if there is a disagreement as to whether the item may be displayed or worn.
2. Hair, clothing, patches, or other items that display the advocating of illegal activities, words, colors, or scenes that are substantially likely to cause disruption, including but not limited to clothes with patches, hair or other items containing or displaying any of the following:
  - (a) Example: Hair must be of a natural hair color (i.e. brown, black, gray, red, blonde or white) without unnatural hair color in spikes, or geometric lettering or designs that would be a disruption to the learning environment or worn in such a way that covers the eye/eyes.
  - (b) Racial slurs or sexually suggestive comments.
  - (c) Cursing, vulgar or other inappropriate language ( Ex: "SOB").
3. Holes, cuts or frays, or tears in clothing, except those caused by normal wear at school on the same day that the holes are present.
4. Nose jewelry, tongue jewelry or body piercing and that includes excessive ear piercing.
5. Jewelry that dangles so as to create a safety hazard to the wearer or could be used as a weapon.
6. Hats, hoodies, headbands, skullcaps, and bandanas (except those worn in sports, dramatic or theatrical presentations which are part of a school or class-sponsored activity.)

7. Tank or tube tops, muscle shirts, or other clothing that exposes the skin to such an extent that such exposure may cause disruption to a learning environment.
8. Clinging clothing, such as biker's pants or unitards – unless covered by other appropriately worn outerwear as described in Section B of this policy.
9. Short shorts. (Shorts must be knee length)
10. Sun glasses inside the building.
11. See-through (mesh) shirts, or sheer clothes.
12. Clothing that represents:
  - a. Illegal drugs, alcohol and other contraband.
  - b. Tobacco
  - c. Suicide
  - d. Death
  - e. Gangs or symbols related to, or identified with, gangs.
13. Oversized clothing of any type, to include but not limited to wide leg and/or sagging pants, oversized shirts, or other garments that may be determined could conceal dangerous articles or items, are not permitted and may result in the student being removed from the school environment until proper clothing is worn.
14. Furthermore, other articles of clothing or style of grooming substantially likely to be disruptive to the instructional program, or to the school's orderly environment, and safety are prohibited. Proper footwear shall also be worn and should be made of materials that promote safety of movement in and around the school.

D. If circumstances arise which would require an exception to this dress code, a student or parent must request a conference with the school administration for a determination to be made **BEFORE** the item is worn to school. An administrator will make the decision to determine if the clothing, or article of clothing, is appropriate.

If particular school circumstances (for example, peculiar activities at a school, problems particularly associated with a school, very young age students at a school, or issues particularly associated with a student or group of students) warrant deviations from this policy, the principal of such school may add to or delete from the specific requirements of this policy to meet the extenuating circumstances.

E. Elementary (K-5) Dress Code – Elementary students should wear appropriate clothing for school that would also allow them to participate safely in all daily activities.

## **10. SATURDAY SCHOOL**

**Students guilty of certain offenses will be assigned Saturday School, which will be held at a designated area. Students and parents shall be responsible for transportation to and from school. The hours for students shall be 8:30 a.m. to 11:30 a.m. and a student will not be admitted if he/she is tardy. For the safety of the students, parents transporting their child need to make sure he/she is admitted to Saturday School before leaving campus. Saturday School shall be served within the next two Saturdays after the offense has occurred unless the administrator approves an extension.**

**While in Saturday School all students must be engaged in activities pertaining to their own academic growth and development or activities that may be of service to the school. Inappropriate activities during Saturday School may result in parents being notified to pick up the student early. Failure to appropriately complete Saturday School will be considered failure to accept disciplinary action and will be dealt with accordingly.**

## **11. CHRONIC DISRUPTIVE STUDENT**

**A chronic disciplinary problem student who exhibits a pattern of behavior characteristics, repeated misbehaviors which violates the student code of conduct, which interfere with the teacher's ability to teach, the learning process of the student and/or students around him or her which are likely to recur. (O.C.G.A. 20-2-764, 765, 766). REF: JCD.**

**Reasonable attempts will be made by the student's teacher, school counselor, and school administrator to assist the student and his/her parents to correct the violations that are repeated disruptions to the learning environment of the classroom or school.**

**There will be notification of parents or guardian that a student's behavior is chronic in disrupting the learning process of the classroom or school. Parent may be invited to observe the student in the classroom, participate in conferences and help to develop and implement a progressive plan to correct the behavior of the student. Conference participants may include the teacher or (Team), counselor, administrator, and parent(s). Others may be included if they can contribute to the benefit of the student or school's plan of correction of behavior.**

**A BEHAVIORAL CORRECTION PLAN will be developed for any student that the school administrator has found necessary under the Student Code of Conduct to suspend Out of School before they can reenter the school. The plan will be developed with input from the student, parents, teachers, and administrators. The plan will become part of the student's school records.**

## **12. MAKE-UP WORK WHILE ON OUT-OF-SCHOOL SUSPENSION/EXPULSION**

**Absences while under suspension or expulsion are not excused and the student cannot receive credit for schoolwork missed at that school. Suspended students may be required to make up those tests and assignments that the teacher determines will**



have impact on the student's final grade and mastery of course content. Assignments that the teacher does not require to be made up will not count towards a student's final grade. It is the student's responsibility to make arrangements to make up work within five days upon return to school if permitted by the school administration or disciplinary tribunal. Students suspended or expelled are not allowed on any campus or permitted to attend any functions of a Catoosa County school unless approved or required by the Disciplinary Tribunal. REF: JBD.

### **13. DISCIPLINARY TRIBUNAL**

The Disciplinary Tribunal shall be given authority by the Catoosa County Board of Education to implement discipline policies for any offense concerning any breach of the Code of Conduct outlined in Discipline Policies and Procedures adopted by the Catoosa County Board of Education. The Tribunal hears evidence presented by the school system, the student, and parents when the local school refers the student. The Tribunal has the authority to make decisions ranging from returning the student to the school or recommending permanent expulsion of the student. This Tribunal shall have a minimum membership of a hearing officer and two administrators. The hearing officer shall be the Director of Student Services or other appointee of the Superintendent. The Tribunal shall be appointed by, and called at, the pleasure of the hearing officer.

Prior to or during the Hearing a written agreement resolving the offense may be made. If such an agreement is made it shall be either fully announced to the Hearing Officer or to the Tribunal and be documented on a Waiver form. The settlement must be signed by the principal, the student, and at least one parent and filed with the Tribunal Hearing Officer.

**Waiver of Right to Attend Disciplinary Tribunal –** Parents may sign a waiver if they cannot attend or do not elect to attend the Tribunal hearing. In the event that a parent or student does not attend the hearing, it may proceed as scheduled if notice has been given.

The Disciplinary Tribunal shall have the authority to:

1. An attempt to contact the victim's parents prior to entering into an agreement shall be made.
2. Recess or reschedule hearing if additional witness or information is needed.
3. Suspend the student to the Board of Education.
4. Suspend the student for more than ten (10) days to the In-School Suspension Program.
5. Suspend the student to the In-School Suspension Program pending a hearing by the Board of Education.

6. Place a student in an Alternative Educational Placement, Long-Term Suspension or the Gateway Program located at the Catoosa Performance Learning Center.
7. Place the student on probation for the remainder of the school year.
8. Return the student to school.
9. Remove the student from the school system beyond the current school semester, or for the balance of the school year.
10. Deny the student the right to participate in any school activities.
11. Administer any other justifiable and reasonable discipline.
12. Any combination of the above.

The students, parents or guardians, and school shall be made aware of their right to appeal the decision of the Disciplinary Tribunal to the Board of Education. Any appeal of the Tribunal's decision to the Board of Education must be filed in writing to the Superintendent of Schools within twenty (20) calendar days after the hearing of the Disciplinary Tribunal. All parties shall have the right to be represented by legal counsel at any such appeal and during all subsequent proceedings. O.C.G.A. § 20-2-755

The local Board of Education shall review the record and shall render a decision in writing within ten days, excluding weekends and public and legal holidays provided for in OCGA §1-4-1, from the date the local Board of Education receives the notice of appeal.

The Board may take any action it determines appropriate, and any decision of the Board shall be final. All parties shall have the right to be represented by legal counsel at any such appeal and during all subsequent proceedings. O.C.G.A. §, 20-2-754

A record or tape of the hearing shall be filed in the system's county office. All actions of this Tribunal shall be reviewed by the Catoosa County Board of Education. REF: JDDB.

#### **14. TIME PERIODS FOR DISCIPLINE**

Disposition for offenses shall be on an annual basis unless a serious offense occurs near the end of a school year, in which case disposition could be carried over to the next school year. Disposition of discipline charges must be satisfied before a student can be admitted or readmitted to any Catoosa County School.

The Catoosa County School System also recognizes discipline administered by other schools or school systems and will not admit a student until discipline charges by the other school or school system have been satisfied if it was an offense for which

suspension or expulsion could be imposed in the enrolling school. REF: O.C.G.A. § 20-2-751.2.

#### **15. CATOOSA ATTENDANCE REVIEW TEAM**

The Attendance Review Team is a collaborative made up of community agencies that include Department of Family and Children Services, Department of Juvenile Justice, Mental Health, Communities-in-School, and the school system. The team reviews referred students and their parents to determine and remove barriers that prohibit good school attendance. The Catoosa County Attendance Review Team (CART) meets twice a month at a designated place. When a referral is made by the school, parents will be notified by a letter delivered to their home by the Sheriff's Department and/or US Postal Service.

#### **16. LAW ENFORCEMENT/DEPARTMENT OF JUVENILE JUSTICE, JUVENILE COURT AND/OR SUPERIOR COURT**

The Catoosa County School System works cooperatively with law enforcement, Department of Juvenile Justice, Juvenile Court and the Superior Court. In instances of misbehavior, which are also illegal, law enforcement, the Department of Juvenile Justice, the Juvenile Court or the Superior Court will be involved. The decision as to whether a complaint will be filed with Juvenile Court or Superior Court will be made by the school administration in consultation with the Director of Student Services.

If a student has been to Juvenile Court or Superior Court and is on probation and involved in a court-supervised treatment plan, the school system will cooperate with the Department of Juvenile Justice. This may include discussion in determining the appropriate school placement and consequences for future violations of the school system's code of conduct. The school system will assist and work closely with the Judicial System when students who are mentally challenged are or may be adjudicated.

#### **17. SEARCHES**

The U.S. Supreme Court holds that a student may be searched by a school official when there exists reasonable grounds for suspecting that the search will turn up evidence that the student has violated, or is violating, either the law or the rules of the school. A drug screen may be required of a student(s) by a school administrator. The school has not relinquished control of lockers, desks, or school grounds and reserves the right to inspect or search the lockers, desks, or any vehicles on school grounds, student book bags without prior notice to the students or parents. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators. The purpose(s) of such inspection could be to detect health or safety problems, or violations of school's code of conduct.

When the administration has reasonable cause to believe that weapons are in the possession of students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stationary or mobile metal detectors in accordance with procedures approved by the Board. Any search of a student's person as a result of the activation

of the detector will be conducted in accordance with the policy on personal searches and in private. However, we will not be required to contact you prior to any questioning or search of their person or property.

## 18. SEXUAL HARASSMENT

**Sexual harassment:** unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or when made by any student to another person on school property or a school event, constitutes sexual harassment when:

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

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

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, jobs, etc.

*Students must report such an incident in writing to a school official, administrator, counselor or teacher.*

## 19. BULLYING

In accordance with O.C. G.A. 20-2-751.4, bullying means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - i. Causes another person substantial physical harm within the meaning of O.C.G.A. 16-5-23.1 or visible bodily harm as defined in O.C.G.A. 16-5-23.1;
  - ii. Has the effect of substantially interfering with a student's education;

- iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or
- iv. Has the effect of substantially disrupting the orderly operation of the school.

Upon finding a student has committed three (3) violations of this anti-bullying policy the student will be referred to a Tribunal for assignment to an alternative school placement.

**Students should immediately report such incident(s) to a school official, administrator, counselor, or teacher.**

## **20. STUDENT SUPPORT TEAM**

The Student Support Team (SST) is a process to improve the instructional delivery of services to students and serves as a resource for teachers and other educators in the delivery of these services. The Georgia Board of Education defines the SST as an interdisciplinary group that addresses the needs of students having problems in school through a six-step process. These steps include: (1) identification of needs; (2) assessment, if necessary; (3) education plan; (4) implementation; (5) follow-up and support; and, (6) continuous monitoring and evaluation. The SST may suggest behavior intervention strategies to be considered for students. Documentation of this process that includes dates, persons present, and minutes must be a part of the student's school record.

The SST shall consist of the principal or designee, a special education teacher and at least one regular classroom teacher. The regular classroom teacher shall be in addition to the referring classroom teacher. At the middle and senior high schools the counselor shall be a member of the SST. The team may also include assistant principals, school social workers and the child's parents.

Section 504 of the Rehabilitation Act of 1973 has been strongly emphasized by the federal government as applicable to the schools' handling of certain student difficulties. SST documentation can meet most Section 504 requirements. Questions concerning 504 or SST may be addressed to Dr. Sandy Boyles 706-965-6067, or your child's principal.

## **21. SCHOOL SAFETY ZONE**

"School Safety Zone" means in, on, or within 1,000 feet of any real property owned by or leased by any public or private school, or school board and used for elementary or secondary education and in, on, or within 1,000 feet of the campus of any public or private technical school, vocational school, college, university, or institution of post secondary education.

## **22. MEDICATIONS**

All medications must be brought to the school office in the original pharmaceutical container clearly labeled as to the name of the student, name of the medication, the appropriate dosage, and time for each dosage. A parent, legal guardian, or designated adult is responsible for transporting medications to and from school. A medication authorization form must be signed by the parent or guardian and on file in the school office. A medication log will be kept by the school which indicates dates, times, personnel administering medication. Medications will be kept secure at all times and administered and monitored in the presence of school personnel. New legislation authorizes student self-administration of prescription asthma medication at school, thus relieving the school district and its employees of any liability in connection with such administration. In order for a student to keep an asthma inhaler in his possession, the guidelines require (1) written authorization from a parent or legal guardian (2) a written physician's statement detailing the name and purpose of the medication, prescribed dosage, and time(s) or special circumstances for administration of the medication and (3) written authorization from the parent(s) or guardian(s) for the school to seek emergency medical treatment for the student when necessary and appropriate. Parents wanting their child to have possession of their asthma medication or epi-pen at school, or want the school to store the epipen for a student who is unable to self administer because of age or other reasons should request the appropriate form from the school office or school nurse.

**Non-prescription drug** – Over the counter drug not authorized by a registered physician and not prescribed for the student. Must be presented to the office with instruction from parent(s) for use. Students are not permitted to carry medication except to bring it to the office. (Medication Policy of the Board will be strictly enforced)

**Prescription Drug** – Use of a drug (medication) authorized by a registered physician and prescribed *for the* student. Parents must inform the school by filling out a medication form to permit school personnel to administer the medication. (Medication Policy will be strictly enforced).

**23. Transmission and/or distribution** – The passing of any substance, article or weapon to another person, directly or indirectly.

**24. Bus Misconduct** – Failure to comply with the rules of bus safety as defined by the Catoosa County Schools Board of Education.

**25. Bus Suspension** – a school administrator suspends a student from the bus for a specified period of time. The student is expected to attend school and the parents are responsible for providing transportation to school.

**26. Disciplinary Probation** – A student found guilty of certain offenses may be placed on probation by the local school and/or the Disciplinary Tribunal. Probation is a trial period during which a student violating school and or school system rules is subject to further disciplinary action.

- 27. Insubordination/Disobedience – Failure of a student to comply with a reasonable direction or instruction by school personnel.**
- 28. Disrespect – Responding in a rude and impertinent manner.**
- 29. Disruption – Behaving in a manner that interferes with educational/instructional activities.**
- 30. Harassment/Intimidation/Verbal Abuse – Disturbing another person by consistently pestering or tormenting the person in the classroom, on the school bus, or elsewhere on school property or at a school related activity.**
- 31. Profanity/Vulgarity – Writings, speech or gestures that convey an offensive, obscene, or sexually suggestive message.**
- 32. Tardiness – Failure to be in assigned place at the assigned time without a valid excuse.**
- 33. Truancy – The student is out of school without permission or a valid excuse.**
- 34. Arson – Intentionally starting or attempting to start any fire or combustion.**
- 35. Assault – A verbal threat to or any attempt to physically harm someone without actually touching him/her.**
- 36. Battery – A beating or other wrongful physical violence or constraint without a person’s consent.**
- 37. Bomb/Explosive – A device containing combustible materials and a fuse.**
- 38. Burglary – Unauthorized entry into a school district building (unoccupied) with the intent of committing a felony when the building is closed to the students and public [see Theft]**
- 39. Disorderly Conduct – Behaving in a violent or seriously inappropriate manner, which disrupts the educational process.**
- 40. Drug/Alcohol/Chemical Offense – Any controlled substance or alcohol; includes possession of or any transfer of a prescription drug or any substance represented or believed to be a drug, regardless of its actual content.**
- 41. Extortion – Use of threats or intimidation to demand money or something of value from another [no weapon used].**
- 42. False Fire Alarm – Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.**

- 43. Felony – Any offense punishable as a felony under Georgia or Federal Law.**
- 44. Gambling – Playing any game of skill or chance for money or anything of value.**
- 45. Loitering/Trespassing – Entering any school property or school facility without proper authority (includes student entry during a period of suspension or expulsion).**
- 46. Robbery – Taking property from a person by force or violence, or threat of aggression.**
- 47. Sexual Assault/Offenses – Intentional sexual contact of a harmful or offensive manner.**
- 48. Theft/Larceny – Unlawful taking and carrying away of property belonging to another person (while the building is occupied) with the intent to deprive the lawful owner of its use [see Burglary]**
- 49. Vandalism/Graffiti – the willful or malicious destruction or defacement of public or private property.**
- 50. Weapon – An article or implement that can cause bodily harm. This includes guns, knives, razors, clubs, and nun chahka, or any other objects intended to be used to inflict bodily harm, as identified in O.C.G.A. 16-11-127.1.**
- 51. Zero Tolerance – There will be consequences for serious drug, weapon, and youth/gang hate group offenses on school property or at a school activity, function or event. The school system will be proactive. Each individual case will be reviewed.**
- 52. Unsafe School Choice Option- The process of allowing students who attend a persistently dangerous public school or students who become victims of a violent criminal offense while on the property of a public school in which they are enrolled to transfer to a safe public school.**
- 53. Violent Criminal Offense-For the purpose of implementing the Unsafe School Choice Option, the following offenses are identified as a violent criminal offense: aggravated battery, aggravated child molestation, aggravated sexual battery, aggravated sodomy, armed robbery, first degree arson, felony drug charge, felony weapons charge, kidnapping, murder, rape, voluntary manslaughter, or a severe terroristic threats. The definitions for these offenses are found in the Official Code of Georgia Annotated, Title 16. See GA Comp. Rules and Regs. 1`60-4-8-.16.**
- 54. Persistently Dangerous School- A school that has been identified as dangerous based on yearly discipline tribunal records related to certain criminal offenses including, but not limited to, drug and weapon offenses, as defined by state law.**
- 55. Breaks may be withheld from students for disciplinary or academic reasons if prior notice of such is provided to the students.**



**56. No Pass No Play- Georgia High School Association (GHSA) covers Catoosa County High Schools in Competitive Interscholastic Activities. Competitive Interscholastic Activities (IDE(2)) covers the Catoosa County Middle School in Competitive Interscholastic Activities.**

**57. Plagiarism is not allowed. If there is any doubt as to whether material presented has plagiarized another source(s), the burden is on the student to check with the teacher with which the materials are being presented.**

**Cheating is a serious offense and will be handled with serious consequences.**

### **DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION and 504 STUDENTS**

**Based on the 2004 Reauthorization of the Individuals with Disabilities Education Act**

**Any student with an IEP or 504 plan who is removed from an educational setting for more than ten days must continue to have access to participate in the general curriculum and to receive IEP or 504 services. In addition, a student with an IEP or 504 plan in this circumstance must have a functional behavioral assessment either completed or updated, and a behavioral intervention plan developed or revised so as to prevent the behavior that caused the removal from the setting from recurring.**

#### **Manifestation Determination**

**The relevant members of the IEP or 504 team must make a manifestation determination within ten days of the decision to remove a student from the current educational placement. The team must consider all relevant information as determined by the parents and the local system. There are two questions when considering manifestation of disability: (1) was the behavior directly related to the child's disability(ies) and (2) did the local system fail to implement the IEP or 504 (especially the behavior intervention plan) and if so, was the failure to implement the cause of the conduct violation. When these questions are considered and answered with all relevant information, a manifestation determination can be made.**

#### **Special Circumstances**

**Students may be removed to an interim alternative educational setting for up to 45 school days when behaviors occur that involve weapons, illegal drugs, or serious bodily injury. Serious bodily injury must have been inflicted on another person, not just threatened. The definition for serious bodily injury comes from 18 U.S.C.A. § 1365 and must involve (a) a substantial risk of death, (b) extreme pain, (c) protracted and obvious disfigurement, or (d) protracted loss of impairment of the function of a bodily member, organ, or mental faculty. School personnel may remove the student for one of these causes, but it is still the IEP or 504 team that determines the new setting for the student.**

### **Placement During Appeals**

If an appeal is requested (due process request) of the placement decision for an interim alternative setting or a manifestation determination, then stay-put for that appeal is the interim alternative setting except in circumstances where the school and the parent agree otherwise. The student shall be returned to his or her IEP or 504 placement upon expiration of the interim placement or the end of the hearing disposition placement, whichever later occurs.

Each step regarding the discipline of a special education or 504 student should be thoroughly documented. The Director of Special Education, Coordinator of 504 Plan or Director of Student Services should be called if questions or problems arise.

### **School Bus Rules**

1. The use of cell phones, electronic devices, tablets, cameras or laptops may be used by students on or near school buses as directed by the bus driver present on the bus. It is the intent that such devices generally be allowed to be operated when students are riding on a bus for longer periods of time but may be prohibited from being operated when a student is getting fairly close to their bus stop, exiting a bus, or crossing a road or street in connection with the student's bus ride.
2. Talk in a quiet tone. Silence is expected at all railroad crossings.
3. Be courteous. No fighting or horseplay.
4. Food and drink must be finished before boarding the bus.
5. Pick up all materials before leaving the bus.
6. Cooperate and follow the directions of the driver at all times.
7. Smoking, tobacco products, profanity and dangerous items are prohibited on the bus.
8. Stay seated at all times.
9. Keep head, hands and feet inside the bus.
10. No objects are to be thrown into, out of, or inside the bus.
11. Sit in assigned seat, if applicable. The bus driver is authorized to assign seats at any time on the bus.

**Non-Compliance of the above safety regulations may result in loss of bus riding privileges.**

Parents should contact the Transportation Office at 965-3977 if there is a problem or concern. It is not appropriate to discuss problems or concerns with the driver while he/she is on the bus or at a bus stop. It is against the law for a parent/guardian or any person (not legitimately scheduled) to step on a bus to address the driver or to use vulgar or profane language directed toward the driver or in the presence of students.

Bus routes, including approximate morning pick-up times and afternoon school bell times, are available at each school and the Transportation Office.

## **GRADUATES WITH HIGHEST HONORS PROGRAM**

**Graduates from Catoosa County High Schools will be recognized as Graduates with Highest Honors if the following criteria are met:**

1. **The Graduates with Highest Honors program of study requires that students achieve at least 28 credits for graduation. Of those 28, 6 units must be in courses designated as Honors or Advanced Placement. Any academic dual enrollment course counts as Honors level. One full-credit non-academic from a technical college may count as Honors level.**
2. **The graduate must maintain a cumulative numeric grade point average in the core classes of 90 or higher (the HOPE scholarship courses are the core classes; these include any course designated as English, mathematics, social science, science or foreign language). Common mathematical rules of rounding will apply; cumulative numeric grade point averages will be rounded as follows: An 89.5 – 89.99 will be rounded to a 90; an 89.49 will be considered an 89.**
3. **Cumulative numeric grade point averages will be computed after the 3<sup>rd</sup> Nine Weeks grading period, including those grades in the computation. Class Rank will be determined at this time. Students achieving Graduates with Highest Honors will wear school designated academic honor regalia during the graduation ceremony.**
4. **The student with the highest numerical average from the category “Graduates with Highest Honors” after the 3<sup>rd</sup> Nine Weeks of the senior year will be recognized as the Valedictorian of the senior class. The student with the second highest numerical average from the category “Graduates with Highest Honors” after the 3<sup>rd</sup> Nine Weeks of the senior year will be recognized as the Salutatorian of the senior class.**
5. **Foreign Exchange students who attend for only the senior year are not eligible for Graduates with Highest Honors; Home School students or student transfers from a non-accredited high school are not eligible for Graduates with Highest Honors unless all challenge tests have been met and the student has attended a Catoosa County High School the entire senior year.**
6. **Student transfers from an accredited high school must attend Catoosa County Public Schools their entire senior year to be eligible for Valedictorian or Salutatorian status. If the student does not attend his/her entire senior year, he/she may still be eligible for Graduates with Highest Honors status, provided all criteria is met.**
7. **There will be no other designation of class rank for recognition purposes at the school level other than the 12<sup>th</sup> grade year, using the procedures in place for Graduates with Highest Honors.**

### **Grade Exemption for Finals in Middle School and High School**

**Semester finals based on attendance in each class period**

**Middle School Student can be exempt from finals if:**

- 3 absences with an A**
- 2 absences with a B**
- 1 absence with a C**

**High School Student can be exempt from finals if:**

- 3 absences with an A**
- 2 absences with a B**
- 1 absence with a C**
- 0 absence with a D**

**DISCIPLINE OFFENSES AND DISPOSITIONS**

OFFENSE	DISPOSITION
<b>1. DRUGS AND ALCOHOL</b>	
<b>A. Sale, distribution, possession or the conspiracy to sell, purchase or distribute drugs that are controlled substances, any materials implied or represented as drugs that are illegal under the laws of the State of Georgia, including controlled or prescription drugs, on school property, at a school function, or in the Drug-Free School Zone.</b>	<b>Immediate Out-of-School Suspension with a hearing before the Disciplinary Tribunal. In all events a complaint to Juvenile or Superior Court will be filed. It is the general policy of this school system to either expel or place in an alternative school placement any student in violation of this policy.</b>
<b>B. Any sale, purchase, possession, distribution of or the conspiracy to sell, purchase or distribute any alcohol or substance implied or represented as alcohol, on school property, at a school function, or in the Drug-Free School Zone.</b>	<b>Immediate Out-of-School Suspension to the Disciplinary Tribunal with notification of the Director of Student Services. A complaint will be filed with law enforcement for Juvenile or Superior Court.</b>
<b>C. Use of or being under the influence of drugs/alcohol, inhalants or other substances that are illegal under the laws of the State of Georgia on school property, at a school function, or in the Drug-Free School Zone. (Possession of drug paraphernalia) A positive drug test may result in being charged with under the influence.</b>	<b>Immediate Out-of School suspension with a hearing before the Disciplinary Tribunal, unless waived. In all incidents a referral will be made to the appropriate law enforcement agency and a complaint filed by the school.</b>
<b>D. Possession, distribution or use of prescribed drugs or over-the-counter drugs by a student without parental notification to the school. Use of or under the influence of medical inhalants, unless the student has followed proper procedure to self-administer the asthma medication.</b>  <b><u>In every instance as covered in A, B, or C, legal authorities and parents will be notified. In D above, the Director of Student Services and parents will be notified and notification of legal authorities will be at the discretion of the administrator.</u></b>	<b>In-School Suspension with referral to a Disciplinary Tribunal Hearing, unless waived, before the Tribunal disposition may include counseling with student-parent-teacher(s), SST, detention, corporal punishment, assignment to Saturday School, and assignment to ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion. In severe cases, referral to Juvenile or Superior Court.</b>  <b>REF: JCDAB/JCDAC, JCDAC-R; Official Code of Georgia Annotated 20-2-1184.</b>

OFFENSE	DISPOSITION
<b>2. TOBACCO</b>	
<p><b>A. USE OR POSSESSION.</b> The use of or possession of tobacco by students in Catoosa County shall be prohibited on any school campus. The prohibition of the use of tobacco by students shall extend beyond the school hours and beyond school campuses where students are directly participating in school activities or where students are being transported to and from school activities.</p>	<p>1<sup>st</sup> Offense: Three (3) days in In-School Suspension.</p> <p>2<sup>nd</sup> Offense: Five (5) days in In-School suspension.</p> <p>3<sup>rd</sup> Offense: Ten (10) days in In-School suspension.</p> <p>It is against the law for any minor to purchase or possess for personal use any cigarettes or tobacco related objects.</p> <p>Official Code of Georgia: 16-12-171.</p>
<p><b>B. PARAPHERNALIA.</b> The possession of paraphernalia (e.g. lighters, matches, rolling papers, etc.) shall be prohibited on any school campus during school hours and other school activities.</p>	<p>Penalty at discretion of the administrator depending on the circumstances. May include counseling with student-parent(s), teacher(s), SST, detention, corporal punishment, assignment to Saturday School, assignment to ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion.</p> <p>REF: JCDA.</p>
<b>3. VIOLENCE</b>	
<p><b>A. Offenses involving extreme violence as determined by the principal or his or her designee.</b></p>	<p>Immediate Out-of-School Suspension with a referral to a Disciplinary Tribunal Hearing. (In cases of extreme violence, the parents and legal authorities will be notified.)</p>
<p><b>B. FIGHTING.</b> Parents may be notified and notification of legal authorities will be at the discretion of the administrator.</p>	<p>1<sup>st</sup> Offense: Five (5) days in In-School Suspension. May include counseling, conference with parents, SST or a behavior plan. Referral to law enforcement, Department of Juvenile Justice, Juvenile or Superior Court may be filed.</p> <p>2<sup>nd</sup> Offense: Out-of-School Suspension with a referral to Disciplinary Tribunal Hearing. Referral to law enforcement, Department of Juvenile Justice, Juvenile or Superior court may be filed.</p>
<p><b>C. Assault and/or battery on another student on school campus. Striking, pushing, touching in a threatening manner, or threatening bodily harm to another student. This includes the use of profane and/or vulgar language and gestures directed toward another student.</b></p> <p><b>D. Assault and/or battery on another student or adult attending a school-related function or event. This includes the use of profane and/or vulgar language and gestures.</b></p>	<p>Penalty at discretion of the administrator depending on the circumstances. May include counseling with student-parent(s), teacher(s), SST, behavior plan, detention, and corporal punishment, assignment to Saturday School, assignment to short-term suspension/expulsion. In cases of aggravated assault, a referral will be made to law enforcement.</p> <p><u>Note: <i>Alternative disposition may be utilized at the discretion of the administrator if it is determined that both students should not be assigned to In-School Suspension at the same time.</i> FEF: JCD; Official Code of Georgia Annotated 20-2-1184.</u></p>

OFFENSE	DISPOSITION
<p><b>4. WEAPONS</b></p> <p>A student shall not supply, possess, handle, use or transport a dangerous instrument or weapon on school property, in the School Safety Zone, or on his/her way to or from school. The following items can be defined as dangerous weapons: (1) firearms, (2) knives, (3) razor(s), (4) any object which may be used in such a manner as to inflict bodily injury or to place another in fear of his/her safety or well-being, and (5) any object which can appear to be or reasonably be considered a weapon.</p>	<p><u>Parents will be notified and the student taken into custody by law enforcement.</u> Immediate Out-of-School Suspension with referral to the Disciplinary Tribunal. State law requires the expulsion from school for a period of not less than one calendar year of any student who is determined to have brought a weapon (firearm) or explosive to school. The Superintendent may modify such expulsion requirement for a student on a case-by-case basis.</p> <p><i><u>Note: Pocket knives with less than “two-inch” blades are not permitted at school but may be dealt with at the discretion of the administrator depending on circumstances of intent and/or motivation. May include counseling with student/parent(s), teacher(s), detention, corporal punishment, assignment to ISS, short-term suspension, or recommendation for long-term suspension/expulsion. In severe cases, referral to Juvenile or Superior Court. REF: JCD, JCDAE, Official Code of Georgia Annotated 20-2-751.1, 20-2-1184, 20-2-1185, 16-11-127.1 and Federal Gun-Free School Zone Act of 1990.</u></i></p>
<p><b>5. ASSAULT AND/OR BATTERY ON FACULTY, STAFF MEMBER AND BUS DRIVER</b></p> <p>Assault and/or battery on a faculty member, staff member and/or bus driver on school property or off school property, which is school related. Physical violence is defined as intentionally making physical contact of an insulting or provoking nature or intentionally making physical contact which causes physical harm to a faculty member, staff member and/or bus driver.</p> <p>This could include the use of vulgar and/or profane language and gestures and the verbal threat of violence directed toward a faculty, staff member or bus driver</p>	<p>Immediate Out-of-School Suspension. Student will be referred to a Disciplinary Tribunal Hearing. In cases where the physical violence involves intentionally making physical contact, which causes physical harm (unless such contact is in self-defense), a recommendation should be made that the student shall be expelled from the public school system for the remainder of the student’s eligibility to attend public school. A student found guilty of either type of physical violence may be suspended short-term, long term or allowed, at the discretion of the local board, to attend an alternative education program. A complaint will be filed with law enforcement and the Department of Juvenile Justice and a referral to Juvenile or Superior Court. Form JD-E in Board Policy Manual will be completed and sent to the county office. REF: JD-E; Official Code of Georgia Annotated 20-2-753, 20-2-1184 and 20-2-751.6.</p>
<p><b>6. CLASSROOM/SCHOOL DISTURBANCES</b></p> <p>Acts which cause SUBSTANTIAL disruption of learning opportunities and/or threaten the safety of other students (e.g. scuffling, disrespect toward other student, distribution of non-approved materials, sit-downs, walk-outs, riots, picketing, trespass, and inciting others to engage in prohibited acts, etc).</p>	<p>Penalty and discretion of the administrator depending on circumstances. May include counseling with student/parent(s), teacher(s), SST, behavior plan, detention, corporal punishment, assignment to Saturday School, short-term suspension, and/or recommendation for long-term suspension/expulsion. In severe cases, referral to Juvenile or Superior Court. REF: JCD</p>

OFFENSE	DISPOSITION
<p><b>7. VIOLATION OF DRESS CODE</b>  <u>NOTE: THAT IN ALL CASES, THE VIOLATION OF THE DRESS CODE MUST BE CORRECTED BEFORE THE STUDENT IS PERMITTED TO RESUME NORMAL SCHOOL ACTIVITIES.</u></p>	<p>Penalty at discretion of the administrator depending on circumstances. May include counseling with student/parent(s), teacher(s), SST, ISS, detention, corporal punishment, assignment to Saturday School, assignment to short-term suspension and/or recommendation for long-term suspension/expulsion. In severe cases, referral to Juvenile or Superior Court. REF: JCDB.</p>
<p><b>8. FAILURE TO ACCEPT DISCIPLINARY ACTION</b></p>	<p>Penalty at discretion of the administrator depending on circumstances. May include counseling with student/parent(s), teacher(s), SST, behavior plan, detention, corporal punishment, assignment to Saturday School, short-term suspension, an/or recommendation for long-term suspension/expulsion. In severe cases, referral to Juvenile or Superior Court. REF: JCD.</p>
<p><b>9. USE OF CELL PHONES, COMPUTERS, OR ELECTRONIC COMMUNICATION DEVICES.</b>  (Egs: two-way radios, electronic cameras, I-Pods, MP3, CD Players, cell phones and electronic communication devices). Acts which violate Internet/Cell Phone/Electronic Device Use Policy(ies).</p> <p><u>NOTE: HEALTH OR OTHER UNUSUAL REASONS MAY BE APPROVED AS EXCEPTIONS BY THE SCHOOL ADMINISTRATION.</u>  <i><u>This rule will be applied upon arrival at school until dismissal and while a student is riding a school bus.</u></i></p>	<ol style="list-style-type: none"> <li>1. First time taken up and returned to parent at the end of the day.</li> <li>2. Second time taken up and returned to parent after a week.</li> <li>3. Third time taken up and returned to parent after 45 days.</li> <li>4. Fourth time taken up and returned to parent after 60 days.</li> </ol> <p>Cell phones are to be kept in lockers or cars except High School Students.</p>
<p><b>10. INSUBORDINATION</b>  Rude and disrespectful behavior and/or refusal to carry out instruction of faculty or staff member. This includes giving false or misleading information to faculty/staff members. Making false or misleading accusations about school personnel.</p>	<p>Penalty at discretion of the administrator depending on circumstances. May include counseling with student/parent(s), teacher(s), SST, behavior plan, detention, corporal punishment, assignment to Saturday School, assignment to ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion.</p>
<p><b>11. REPEATED OR CUMULATIVE VIOLATIONS OF THE SCHOOL CODE OF CONDUCT OF MAJOR OFFENSES.</b></p>	<p>Penalty at discretion of the administrator depending on the circumstances. May include counseling with student/parent(s), teacher(s), SST, behavior plan, detention, corporal punishment, assignment to Saturday School, assignment to ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion. In severe cases, referral to Juvenile or Superior Court. REF: JCD.</p>

OFFENSE	DISPOSITION
<p><b>13. SEXUAL HARASSMENT: ANY UNWELCOMED COMMENTS OR CONDUCT DIRECTED TOWARD ANOTHER PERSON ASSOCIATED WITH THEIR GENDER, SUCH AS SUGGESTIONS, COMMENTS, STATEMENTS, JOKES, TEASING OR OTHER SIMILAR VERBAL OR PHYSICAL CONDUCT. <u>STUDENT MUST REPORT ANY SUCH INCIDENT TO ANY SCHOOL OFFICIAL, ADMINISTRATOR, COUNSELOR, OR TEACHER IN WRITING.</u></b></p>	<p>Penalty at discretion of the administrator depending on circumstances. May include counseling with student/parent(s), teacher(s), SST, behavior plan, detention, corporal punishment, assignment to Saturday School, assignment to ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion. In severe cases, referral to Juvenile or Superior Court. REF: JCD.</p>
<p><b>14. MISBEHAVIOR ON SCHOOL BUS</b></p> <p><b>A. Offenses:</b></p> <ol style="list-style-type: none"> <li>1. Use or possession of tobacco or illicit drugs on the bus</li> <li>2. Use of profanity, vulgar language, obscene gestures, or cursing in the bus</li> <li>3. Fighting on the bus</li> <li>4. Throwing of any object that might constitute a danger to others, on or from the bus</li> <li>5. Bullying</li> <li>6. Physical assault and/or battery.</li> </ol>	<p>Suspension from the bus for a period of not less than five (5) days and other regular disciplinary procedures.</p> <p>Any student found to have engaged in bullying, physical assault or battery on the school bus will require a behavior contract, which would be developed by school administration and a parent/guardian prior to resuming bus privileges.</p>
<p><b>B. When students are guilty of other school bus offenses not listed in item "A".</b></p> <p><b>NOTE: Students are prohibited from using any communication electronic devices, other electronic devices without headphones, mirrors, lasers, flash cameras or any other reflective devices while riding the bus.</b></p> <p><b>NOTE: BUS TRANSPORTATION IS A PRIVILEGE AND MAY BE REVOKED FOR REPEATED DISCIPLINARY PROBLEMS, WHICH MAY CREATE A DANGEROUS SITUATION.</b></p>	<p><b>1<sup>st</sup> Offense:</b> Penalty at discretion of the administrator depending on circumstances.</p> <p><b>2<sup>nd</sup> Offense:</b> parents should be contacted and an additional action may be taken by the administrator.</p> <p><b>3<sup>rd</sup> Offense:</b> Student may be suspended from the bus for a period of not less than 5 days.</p> <p><b>4<sup>th</sup> Offense:</b> Student may be suspended from the bus for a period of not less than 10 days.</p> <p>After the 4<sup>th</sup> offense, a conference may be held with parent, student, administrator, and Director of Transportation to determine what disciplinary action should be taken. (May include long-term bus suspension).</p>
<p><b>15. POSSESSION AND/OR USE OF FIREWORKS AND/OR PYROTECHNICS</b></p> <p>Possession and/or use of any explosive device or fireworks. Appropriate agencies will be notified.</p>	<p><b>1<sup>st</sup> Offense:</b> Immediate 3-5 day Out-of-School Suspension is recommended.</p> <p><b>2<sup>nd</sup> Offense:</b> Immediate Out-of-School Suspension with a referral to Disciplinary Tribunal Hearing. REF: JCD.</p>



OFFENSE	DISPOSITION
<p><b>16. BULLYING</b></p> <p>Any willful attempt or threat to hurt another person, when accompanied by an apparent present ability to do so. Any intentional display of force that would give someone the reason to fear or expect immediate bodily harm. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate.</p> <p>The term bullying means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology.</p> <p><u><i>Students should report any bullying incident to a school official, administrator, counselor or teacher immediately.</i></u></p>	<p>Penalty at discretion of the administrator depending on circumstances. May include counseling with student/parent(s), teacher(s), SST, behavior plan, detention, corporal punishment, assignment to Saturday School, assignment to ISS, short-term suspension, referral to Disciplinary Tribunal with recommendation for placement in the alternative school, and/or recommendation for long-term suspension/expulsion. In severe cases, referral to Juvenile or Superior Court.</p> <p>After three (3) violations of the anti-bullying policy students shall be assigned to the alternative school; however, students may be assigned to an alternative placement (including but not limited to the alternative school) upon one or more violations by the Disciplinary Tribunal, and any other disposition set forth in the School Board's Anti-Bullying Policy.</p>
<p><b>17. TERRORISTIC THREAT</b></p> <p>Threats to kill another person(s) or threats to destroy public or private property, which may include such actions as the use of threat of bombs, explosive devices, setting fires, and the deliberate destruction of school property, or vandalism of public or private property.</p>	<p>Penalty at the discretion of administrator depending on circumstances. May include referral to a Disciplinary Tribunal Hearing, counseling with parent(s), teacher(s), SST, behavior plan, detention, corporal punishment, assignment to Saturday School, assignment to ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion. In severe cases, referral to law enforcement Department of Juvenile Justice, Juvenile or Superior court. Restitution must be made when applicable.</p> <p>Form JD-E in Board Policy Manual will be completed and forwarded to the county office when applicable.</p>
<p><b>18. GAMBLING ON SCHOOL PROPERTY OR AT ANY SCHOOL FUNCTION</b></p>	<p>Penalty at discretion of administrator depending on circumstances. May include counseling, with student/parent(s), teacher(s), SST, behavior plan, detention, corporal punishment, assignment to Saturday School, assignment to ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion. In severe cases, referral to Juvenile or Superior Court.</p>
<p><b>19. INSTIGATING A FALSE FIRE ALARM OR 911 CALL</b></p> <p>Appropriate agencies may be notified.</p>	<p>Immediate Out-of-School Suspension with referral to Disciplinary Tribunal Hearing. Possible recommendation for suspension for remainder of the school year or expulsion. REF: JCD.</p>

OFFENSE	DISPOSITION
<p><b>20. THEFT of PRIVATE, PERSONAL, OR SCHOOL PROPERTY</b></p> <p>(Students are advised to leave costly and valuable personal items at home) Catoosa County Public Schools shall not be held responsible for any stolen personal items.</p>	<p>Penalty at discretion of administrator depending on circumstances. May include parent conference, counseling, SST, behavior plan, detention, corporal punishment, assignment to Saturday School, assignment to ISS, or referral to Disciplinary Tribunal Hearing. REF. JBD, JBD-R.</p>
<p><b>21. TARDINESS TO SCHOOL</b></p> <p><u><i>Being on time is a career related skill.</i></u></p> <p>Tardiness is a major disruption to the classroom and treated the same whether considered excused or not. A student is not considered tardy if his/her bus is late. Documented legal, medical, or dental appointments may be considered as exceptions.</p> <p>Secondary students tardy to school will not be permitted to participate in extra-curricular activities on the day of the tardy unless approved by an administrator.</p>	<p><b>ELEMENTARY AND MIDDLE SCHOOL PER EACH 9 WEEK GRADING PERIOD:</b></p> <p>1<sup>st</sup> – 3<sup>rd</sup> Tardy: Penalty at discretion of administrator depending on circumstances. Third tardy should include parent contact.</p> <p>Excessive tardiness will result in a referral to the Attendance Review Team.</p> <p><u><b>High School Procedure</b></u> The only exceptions to the rule is if the tardy is accompanied by a doctor’s excuse or if the student was late because of a school bus problem.</p>
<p><b>22. LEAVING CAMPUS WITHOUT PERMISSION OR SKIPPING CLASS</b></p> <p>Immediate attempts will be made to notify parents. Local law enforcement officers may be notified if student has left campus.</p>	<p>Penalty at discretion of administrator depending on circumstances. May include parent conference, counseling, detention, ISS, corporal punishment, and assignment to Saturday School, short-term suspension, and/or recommendation for long-term suspension/expulsion.</p>
<p><b>23. CHARGED WITH ILLEGAL ACTIVITIES OFF SCHOOL CAMPUS</b></p> <p>A student, who has been arrested, charged or convicted of illegal activities off the school campus, and whose presence at school is likely to endanger other students or staff or may cause substantial disruption to the educational environment may be disciplined.</p>	<p>Penalty at discretion of administrator depending on circumstances. May include parent conference, counseling, detention, corporal punishment, and assignment to Saturday School, ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion.</p>

OFFENSE	DISPOSITION
<p><b>24. PARKING AND TRAFFIC VIOLATION ON CAMPUS</b></p> <p>A. Parking, parking permits, traffic violations and situations where students are physically under the influence of illegal substances.</p>	<p>Penalty at discretion of administrator depending on circumstances. May include suspension or loss of driving privileges, parent conference, detention, corporal punishment, and/or assignment to Saturday School, assignment to ISS, or referral to Disciplinary Tribunal Hearing. May also include school fines.</p>
<p>B. Students leaving campus without permission during school hours in a vehicle.</p> <p>Immediate attempts will be made to notify parents. Local law enforcement officers may be notified if a student has left campus.</p>	<p>Penalty at discretion of administrator, depending on circumstance. May include parent conference, counseling, detention, corporal punishment, assignment to Saturday School, loss of driving privilege to school for five or more days, assignment to ISS, and/or recommendation for long-term suspension/expulsion.</p>
<p>C. No one below the 9<sup>th</sup> grade will be allowed to drive and park a vehicle on the campus.</p>	<p>Penalty at discretion of administrator depending on circumstances. May include parent conference, counseling, detention, corporal punishment, and/or assignment to Saturday School, assignment to ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion.</p>
<p><b>25. REFUSAL TO BE SEARCHED</b></p> <p>(Which may include a drug screen by the school).</p>	<p>Immediate Out-of-School Suspension with Disciplinary Tribunal Hearing. Recommendation for long-term suspension/expulsion. REF: JCAB, JCD.</p>
<p><b>26. FAILURE TO PAY FOR LOST AND DAMAGED TEXTBOOKS AND/OR LIBRARY/MEDIA CENTER MATERIALS</b></p>	<p>Students who lose materials from the media center shall be assessed for them based on replacement cost plus \$1.00 for processing. Payment for lost textbooks will be based on cost adjusted for use. Students who return damaged textbooks and/or materials will be assessed according to the damage. REF: Official Code of Georgia Annotated 20-2-1013.</p>
<p><b>27. FAILURE TO RETURN TEXTBOOKS, INSTRUCTIONAL MATERIALS, AND/OR OVERDUE LIBRARY MEDIA CENTER MATERIALS AT THE END OF A GRADING PERIOD</b></p>	<p>Students who fail to pay for library/media center materials could lose the privilege of checking out additional material.</p> <p>Students who transfer from a Catoosa County School while owing for textbooks, library media center materials and/or instructional materials may have all records withheld until payment is made. REF: JCD; Official Code of Georgia Annotated 20-2-1013.</p> <p>Students who owe for textbooks, and/or library media center materials, or other instructional materials or who have overdue materials at the end of grading period may have report cards withheld or other certifications withheld until payment is made or materials are returned. REF: Official Code of Georgia Annotated 20-2-1013.</p>

OFFENSE	DISPOSITION
<p><b>28. COMPUTER USE BY STUDENTS SHOULD BE IN SUPPORT OF AN ASSIGNMENT, PROJECT, OR RESEARCH THAT IS CONSISTENT WITH THE EDUCATIONAL GOALS AND MISSION OF CATOOSA COUNTY PUBLIC SCHOOLS. ANY UNACCEPTABLE USE OF SCHOOL COMPUTERS, INTERNET ACCESS, TRANSMISSIONS, SECURITY OR VANDALISM IS STRICTLY PROHIBITED.</b></p>	<p>Penalty at the discretion of the administrator depending upon circumstances. May include, parent conference, counseling, SST, behavior plan, detention, corporal punishment, assignment to Saturday School or ISS, loss of computer privileges, recommendation for short or long term suspension, appropriate legal action, or possible expulsion.</p> <p>The acceptable use policy, which is signed by parents yearly and filed at the school, sets the specific guidelines for acceptable use of computers by students.</p>
<p><b>29. VANDALISM/GRAFFITI/DAMAGE TO PROPERTY</b></p> <p>(The willful or malicious destruction, and/or defacement of school or school system property or the property of anyone legitimately at school).</p>	<p>Restitution must be made and penalty at discretion of the administrator depending on the circumstances. May include conference with the student-parent(s), detention, corporal punishment, assignment to Saturday School, assigned to ISS, short-term suspension, and/or recommendation for long-term suspension/expulsion. If vandalism occurs on the bus, a bus suspension may also be assigned.</p>
<p><b>30. FALSIFYING INFORMATION (o.c.g.a. 20-2-751.5) Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student.</b></p>	<p>Penalty at the discretion of the administrator depending upon circumstances. May include, parent conference, counseling, SST, behavior plan, detention, corporal punishment, assignment to Saturday School or ISS, loss of computer privileges, recommendation for short or long term suspension, appropriate legal action, or possible expulsion.</p>

\* Failure to attend Saturday School will result in re-assignment of Saturday School and additional consequences

# **ATTENDANCE**

The primary objective of Catoosa County Public Schools is to help prepare students for life and to teach them how to get along with others in society. One career objective for all students is good attendance and prompt arrival to school and/or class.

All parents want their children to get the most from their school experience. As a parent, you know that what your child learns in school will help determine what they become or what they will do when they become adult members of the community.

In order to learn as much as possible your child needs your help. It is essential to attend school regularly to profit from what is offered. You can help by making sure that your child is in school when he/she should be and that he/she is not tardy and remains in school for the entire day.

The school realizes that occasionally it may be necessary to schedule dental or doctor appointments during the school day. This should be kept to a minimum and you should make every effort to schedule these appointments outside the regular school day. When students are tardy to school because of dental or doctor appointments they must bring a note from the dentist or doctor's office indicating the time of their visit. Students will only be excused for the time of the office visit unless otherwise stating that they are physically unable to be in school.

Students will not be allowed to check out for personal non-emergency reasons by phone. Students who check out for personal non-emergency reasons violate the school board policy and the State of Georgia attendance laws. Parents or legal guardians may come to the school to pick up their child(ren). Only those listed on the enrollment form will be permitted to pick students up at school. Students checking out for non-emergency reasons will only be permitted to leave between classes. Students with verified, state-approved excuses may check out. State approved excuses for checking out are the same as those listed for excused absences.

To encourage and reward good attendance Catoosa County Public Schools offer several rewards and incentive programs to individuals and groups within the schools.

**GEORGIA COMPULSORY SCHOOL ATTENDANCE LAW states that:**

"Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and will send such child or children to a public school, a private school, or a home-study program that meets the requirements for a public school, a private school, or a home-study program; and such child shall be responsible for enrolling in and attending a public school, private school, or home-study program that meets the requirements for a public school, private school, or home-study program under such penalty for noncompliance with this subsection as is provided in Chapter II of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and

the National Guard and such other approved absences shall be excused absences."  
O.C.G.A. §20-2-690.1

Students may be temporarily excused from school when:

1. Personally ill and when attendance in school would endanger their health or the health of others.
2. A serious illness or death in their immediate family necessitates absence from school (immediate family of student is defined as parents, guardian(s), grandparents, siblings, and other adults living in the home).
3. Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order.
4. Celebrating religious holidays.
5. Conditions render attendance impossible or hazardous to their health and safety.
6. Registering to vote or voting for a period not to exceed one day.

If your child is absent because of any of the above reasons, call the school to report why your child is absent and when the child will return to school. All students must present a written excuse from a parent or doctor upon return to school. **(Written notes/doctors' notes will not be accepted for excuses after 3 days of the student's return).** Students who are absent from school will not be permitted to participate in extracurricular activities on the day absent. For an absence longer than three days, and when a doctor has been called, ask the doctor for a short statement for your child to take to school that state that, "the student was physically unable to attend."

The elementary and middle schools may require doctors' notes for excessive absences. The school, and or counselor or social worker may investigate excessive absences if they believe the situations warrant such an investigation to promote the education, health and safety of the student.

**Dental excuses** will only be accepted for the time of the appointment. Dental appointments requiring more than a reasonable amount of time will necessitate a dentist's note stating what was required. When your child does return to school, please send a note, signed by one of the parents, explaining the cause of the absence.

When a parent finds it necessary for a student to be out of school for a 'justified' reason based upon circumstances, a prior written request may be submitted to the school administration for consideration. While the absences may be unexcused, the administrator may grant permission for work to be made up that would affect a course/subject grade for passing.

**NOTE: FOR STUDENTS LEGALLY ABSENT THE NUMBER OF DAYS ALLOWED TO MAKE-UP WORK WILL BE EQUAL TO THE NUMBER OF DAYS ABSENT. EXAMPLE: TWO DAYS ABSENT = TWO DAYS TO Complete MAKE-UP WORK.**

## High School Attendance Policy

(3) Parent notes per 9 weeks;

Court Appearances, Doctor/Nurse notes for absences are accepted;

Administrators may use discretion in special circumstances;

5 unexcused absences student will receive no credit;

Appeals will be made only at the School Level.

Students volunteering as a Poll Officer during primary or general election will be excused.

This handbook provides for students and parents and/or guardians the requirements for school attendance. If a student accumulates five unexcused absences, the school will notify the parent and /or guardian. After this notification, any unexcused absence violates this law and any parent and/or guardian may be guilty of a misdemeanor and, upon conviction shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service or any combination of such penalties at the discretion of the court. O.C.G.A. § 20-2-690.1

**CATOOSA COUNTY BOARD POLICY** also states:

High school students who miss any class more than (5) times per semester will not receive credit for those classes. The principal of the school has the discretion to waive this requirement for any student with a documented chronic medical condition.

High school students that have ten or more unexcused absences risk losing their driver's permit or license and also risk losing their work permit. Students will be notified prior to missing the ten days of unexcused absences that would result in the revocation or suspension of a learner's permit or driver's license.

Catoosa County elementary and middle schools will use the following guidelines in addressing attendance, tardies and early dismissals:

A possible referral to The Catoosa County Attendance Review Team will occur when a student has five unexcused absences, ten absences that are either unexcused or the note is written by a parent, or a combination of ten unexcused tardies and/or early dismissals.

The Catoosa County Attendance Review Team will accept referrals from schools on students who have excessive absences, tardiness, or truancy issues. The community team investigates barriers that may prevent good school attendance. This community collaborative is comprised of social agencies that routinely provide services for families and children within our County. Catoosa County Schools appreciates this service provided to our schools, students, and families. Notifications will be delivered by USPS Mail and letters delivered by the Sheriff's Office.

If extended absences are necessary, hospital/homebound instruction is available for students that meet the criteria. Please contact an administrator or school nurse to

receive the information on Homebound Services. These forms must be submitted to the Director of Student Services for approval. This program is not set up as a replacement for an education.

“Students in foster care shall be counted present when they attend court proceedings relating to their foster care.”

If you have any questions or concerns about school attendance, please talk with your school’s principal or call the Catoosa County School Office at 965-2297.

Students volunteering as Poll Officers will be excused during primary or general elections.

## **Student Services**

### **School Nurses**

Nursing services are available within the Catoosa County School System. These nurses are either Registered Nurses and/or Licensed Practical Nurses employed by the Catoosa County School System. School Nurses may provide health related education, health screenings, emergency care, medication dispensing coordination, and assistance with student care issues.

Nursing services are available to all students by exception. If you do not wish for your child to receive services from the school nurse, please notify your child’s school administrator in writing of your objection.

### **School Counselors**

School counselors are available in all Catoosa County Schools. School counselors provide classroom instruction in conflict mediation, peer mediation training, career guidance, and large and small group counseling on topics that can relate to school success.

### **School Social Worker**

School social workers will provide assistance to schools, students, and their parents to enable students to be successful in school. They will serve as liaisons between the school, student, and parents to services and agencies within the community.

## **GENDER EQUITY IN SPORTS**

State Law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act O. C. G. A. 20-2-315). Students are hereby notified that Catoosa County Schools do not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: Mr. Jack Sims/ Mrs. Susan Wells, P.O. Box 130, Ringgold, GA 30736. 965-2297. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.



## **McKinney-Vento Homeless Education Assistance Act**

Homelessness is defined as anyone lacking a fixed, regular, and adequate nighttime residence. Examples are families who are doubled up due to economic reasons, living in hotels or camp grounds, or living in emergency shelters. For more information, Mrs. Melissa Holcombe, homeless liaison can be reached at 423-605-3071, if assistance is needed in the identification or enrollment of students.

## **HIGHLY QUALIFIED PERSONNEL – NO CHILD LEFT BEHIND**

**In compliance with the requirements of the No Child Left Behind law, the Catoosa County School System provides this notification that you may request information regarding the professional qualifications of the teacher(s) serving your child. The following information may be requested:**

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject area(s) in which the teacher provides instruction;**
  - Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification have been waived;**
  - The college major and any graduate degree or certification held by the teacher;**
  - Whether the student is provided services by professionals, and if so, their qualifications.**
  - You will receive notification if your child is placed in a classroom with a teacher that is not highly qualified for more than four weeks.**
- If you wish to request information concerning the qualifications of your child's teacher, please contact the school principal or Doug Cline in Human Resources (706-965-8563).**

## **Enrollment Procedures for Students Transferring From Home Schools or Non-Accredited Schools:**

The transferring student should provide previous school records on attendance and the annual progress assessment in each required subject area from the home school or non-accredited school. (Required by O.C.G.A. §20-2-690, Paragraph C, Item 8).

Information concerning accreditation will be needed to determine if the coursework credit for high school courses may be accepted without placement tests. Procedures for placement tests for students transferring from non-accredited school situations must be followed; students must be enrolled prior to taking any placement tests. Credit will be given only for course work in which comparable courses are offered as part of the public school curriculum. Students who wish to graduate from high school must be enrolled in the school system during

**their entire senior year. Please consult with a school counselor to discuss other procedures concerning enrollment into Catoosa County Public Schools from home school and private, non-accredited school situations.**

## **Enrollment Procedures**

**Enrollment and School Transfers** – All enrollments and school transfers are made through the Central Enrollment Center at 108 High Street, Ringgold, GA.

**Enrolling Parent** - Only the primary custodial parent/guardian may enroll a student in school. That parent must show that he/she is a legal resident of Catoosa County by producing a current electric bill. A residency affidavit is available for parents unable to produce an electric bill. The enrolling parent, who serves as the primary contact for the school, will designate emergency contacts and provide medical information.

**Health Forms** – The following health forms are required for enrollment. In certain situations parents may be given thirty (30) days to acquire the appropriate health records.

- A Georgia Immunization Form 3231 is required for enrollment.
- A Hearing, Vision, Dental Form 3300 is required for all students enrolling in pre-K, kindergarten and first grade.

**Proof of Residency** – Legal proof of residency is required for enrollment and any address changes. To prove residence, the following are required:

- Photo id of the custodial parent
- Current electric bill or electric activation form (or notarized residency affidavit).

**Address Changes**– Any time there is an address change, the parent is responsible for providing the new address and proof of residency. The *Transfer and Change of Address Form* is available on the school district website. If the new address is:

- still in the same school zone the change of address form and proof of residency should be turned into the school's registrar.
- in a different school zone but the student wishes to remain at the current school the principal should be contacted for permission to remain at the school as an out of zone student. If permission is given, the *Transfer and Change of Address* form and proof of residency may be given to the school registrar. See section on out of zone procedures in the following section.
- in a different school zone and the student will be changing schools the *Transfer and Change of Address* form and proof of residency should be brought to the Central Enrollment Office where the transfer will be completed.

**Out of Zone Enrollment** – There are three procedures for Out of Zone enrollment:

- A 2009 state law (*O.C.G.A. § 20-2-2131*) provides for out of zone enrollment for grades 1-12 within schools which have available spaces in specific grades. Each year, on July 1, the school district will advertise, on the website, available spaces in grades 1-12 for the following year. Parents may request these spaces by completing *Transfer Request Form Grades 1-12* and turning it in to the Central Enrollment Center before July 15. This form is available at the Central Enrollment Center and on the website.

- Parents may request out of zone enrollment for grades 1-12 in schools which are not included in the above (with the exception of HMS or HHS which are not accepting any out of zone students) by contacting the school principal in writing after July 15.
- Out of zone kindergarten requests may be made at the time of kindergarten registration by completing a *Kindergarten Out of Zone Request Form*, available at the Central Enrollment Center or at elementary schools with kindergarten programs.

Should a student move out of zone for his/her current school placement, it is the parent's responsibility to immediately contact the school principal for permission to remain at the school as an out of zone student for the semester, year or school grades. Parents should submit this request in writing either via email or a signed note/letter.

**Out of County Enrollment** – Out of county students are not accepted in Catoosa County Schools. Should an enrolled student move out of county either during the year or between school years, it is the parent's responsibility to immediately contact the school principal for permission to remain at the school as an out of county student for the semester, year or school grades. Out of county tuition is required before permission is granted.

**Out of State Enrollment** – Out of state students are not accepted in Catoosa County Schools. Should an enrolled student move out of state during the year the student is required to withdraw. In specific cases a student may be allowed to complete a school year as an out of state student by gaining School Board permission and paying out of state tuition. To inquire about this, please contact the Central Enrollment Office.

**It is the responsibility of the parent to maintain accurate residency information at all times. At any time that the school discovers a student has moved out of zone and has not provided residency proof (current electric bill or notarized residency affidavit) and permission to remain at the school, the student may be withdrawn immediately.**

**Custody Change** - Any time custody changes for a student the *Transfer and Change of Address Form* must be completed and submitted with a copy of the current custody papers and a valid driver's license. If the student will remain in the same school the forms should be provided to the school registrar. If, as a result of custody change there is an address change, refer to "Address Changes" above.

For any questions concerning enrollment, please contact:  
 Dr. Sandy Boyles or Belinda Crisman  
 706-965-2297, ext. 122

## **Public School Choice (HB 251)**

**As the parent or guardian of a student currently enrolled in our Catoosa County Public Schools, you may request to transfer your child to another public school in our school system. The schools have to have available classroom space which will be determined during the summer and posted on the Catoosa County Public Schools Website from July 1<sup>st</sup> – July 15<sup>th</sup>. Parents and/or guardians must complete the "Transfer Request Form" and return it to the Enrollment Center by the close of business on July 15<sup>th</sup>. If you are accepted for a transfer, the law requires you to assume all costs and responsibilities related to the transportation of your child to and from the school.**

**O.C.G.A. § 20-2-2131**

**\*The Superintendent has the right to assign any student to any school without appeal.**

## SCHOOL MEAL PRICES

### ELEMENTARY SCHOOL MEAL PRICES

		Reduced Price
Student Breakfast	\$1.00	.30
Student Lunch	\$1.95	.40

### MIDDLE and HIGH SCHOOL MEAL PRICES

		Reduced Price
Student Breakfast	\$1.10	.30
Student Lunch	\$2.05	.40

### Visitors Meal Prices

	Teachers	Visitors (Adult)	Visitors (Child)
Breakfast	1.65	2.65	1.65
Lunch	3.25	4.25	3.25

**Milk** .60

**OJ** .40

This year free and reduced lunch forms were sent to all households before the start of school. If you did not receive a form this summer or need a new one, they are available at your child's school from the Child Nutrition Bookkeeper. Only one application is needed per household.

In the SY 12 – 13 School year, USDA released a new meal pattern for the Child Nutrition Program. Last year The Catoosa County Schools Child Nutrition Program implemented the new lunch pattern and this year will be implementing the new breakfast pattern. The new lunch pattern is made up of the following 5 components; Meat/meat alternate, fruit, vegetables, grain/grain alternate, and low-fat and fat-free milk. A student can choose to decline 2 of the components, but must have at least ½ cup of either fruit or vegetable on their tray for the meal to meet the requirements of a reimbursable meal.

More information will be available on the Catoosa County School System website under Child Nutrition.

**NOTICE OF PRIVACY POLICIES  
CATOOSA COUNTY SCHOOL SYSTEM-BOARD OF EDUCATION SCHOOL NURSE  
P.O. BOX 130, RINGGOLD, GEORGIA 30736 965-2297**

**Notice of Health Information Practices**

**THIS NOTICE OF HEALTH INFORMATION PRACTICES DESCRIBES HOW INFORMATION ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

## **Introduction**

**It is important to us that you understand what information we collect about your child and how it is used. We want you to know that we limit the collection and disclosure of information to only that which we believe is necessary to serve your child and administer our business. This notice is effective April 15, 2003, and applies to all protected health information as defined by federal regulations.**

## **Understanding Your Health Record/Information**

**Each time your child visits the school health clinic a record of his/her visit is made. This record contains your child's symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as a health or medical record, serves as:**

- 1. A basis for planning the care and treatment.**
- 2. A means of communication among the many health professionals who contribute to the care of the student.**
- 3. A legal document describing the care your child received.**
- 4. A way that you or a third-party payer can verify that services billed were actually provided.**
- 5. A tool in educating health professionals.**
- 6. A source of data for our planning.**
- 7. A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.**

**Understanding what is in your child's record and how the health information is used helps you to ensure its accuracy. You can better understand who, what, when, where, and why others may access your child's health information. It allows you to make more informed decisions when authorizing disclosure to others.**

## **YOUR HEALTH INFORMATION RIGHTS**

**Although your child's health record is the property of the Catoosa County School System, the information belongs to you. You have the following rights:**

- 1. To receive a paper copy of this notice of information practices upon request.**
- 2. To inspect and/or receive a copy of the health record.**
- 3. To amend the health record**
- 4. To receive an accounting of disclosures of the health information.**

5. To request communications of the health information by other means or at other locations.
6. To request a restriction on certain uses and disclosures of the information.
7. To revoke your authorization to use or disclose the health information except to the extent that action has already been taken.

## **Our Responsibilities**

**The Board of Education is required to:**

1. Maintain the privacy of your child's health information.
2. Provide you with this notice of our legal duties and privacy practices regarding information we collect and maintain about your child.
3. Abide by the terms of this notice.
4. Notify you if we are not able to agree to a requested restriction.
5. Agree to reasonable requests from you to deliver health information in other ways or at other locations.

**We reserve the right to change our practices and to make those changes effective for all protected health information we maintain. Should our information practices change, we will post the revised notice in our facility and provide you with a copy on request. The school system is hereby authorized to obtain student health records from all other medical providers subject to the requirements under HIPAA to protect the confidentiality of these records under applicable regulations.**

**We will not use or disclose your child's health information without your permission except as described in this notice, unless your child has a health emergency in which that information is needed or as otherwise allowed under HIPAA. We will also discontinue to use or disclose the health information after we have received a written revocation of the authorization according to the procedures included in the authorization.**

**If you are not comfortable with the content of this policy and will not allow us to exchange information about your child as outlined, then you need to notify your child's principal in writing immediately. If your child participates on a school athletic team, please contact the school's athletic director if you want to withhold or restrict the release of any medical information regarding your child.**

**If you believe your privacy rights have been violated, you can file a complaint with the Catoosa County School System or the Office for Civil Rights.**

## **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Catoosa County School System, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Catoosa County School System may disclose appropriately designated "directory information" without written consent, unless you have advised your child's school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the Catoosa County School System to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook;
- Honor roll or other recognition lists, including awards, honors, etc.
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, photograph students or publish yearbooks. Contact the principal of your child's school if you have any questions about any organizations that receive this information. In addition, two federal laws require local educational agencies receiving assistance under Elementary and Secondary Education Act of 1965 (high schools) to provide military and college recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent.

- If you do not want the Catoosa County School System to disclose directory information from your child's education records without your prior written consent, you must notify your child's school in writing. The Catoosa County School System has designated the following information as directory information:
  - Student's name
  - Participation in officially recognized activities and sports
  - Address, Telephone listing
  - Weight and height of members of athletic teams
  - Photograph
  - Degrees, honors, and awards received
  - Grade level
  - Date of Birth

## **NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

**Under The Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the “Act”), you have a right to:**

**(1) Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of student who is eighteen (18) years of age or older, or those who are emancipated, your own education records. Parents or eligible students should submit to the (appropriate school official) a written request identifying the record(s) they wish to inspect. The (appropriate school official) will make arrangements for access and provide notice of such arrangements.**

**(2) Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school principal, specify the part of the record they want changed and specify why it is inaccurate, misleading or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible student of the decision and inform them of their right to a hearing. Additional information regarding the hearing procedures will be provided with the notification of the right to a hearing.**

**(3) Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent is to a school official with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll. A second situation where information is disclosed is where investigation results and discipline imposed are provided to students or parents in the same school where a bullying, violent act, harassment or assault has taken place.**

**(4) File with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Catoosa County Board of Education to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.**



## Notice of Rights of Students and Parents Under Section 504/ADA

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504” is a nondiscrimination statute enacted by the United States Congress for the purpose of prohibiting discrimination and assuring that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. The Americans With Disabilities Act “ADA” was enacted to create standards addressing discrimination against individuals with disabilities. It is the purpose of both ADA and the Rehabilitation Act to provide a coherent framework and consistent and enforceable standards for the elimination of discrimination against persons with disabilities. The federal regulations implementing Section 504 are found in the Code of Federal Regulations (CFR) at 34 CFR Part 104; parents and/or students have the following rights:

1. the right to be informed by the school system of your 504 rights under the CFR;
2. the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students;
3. 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 are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student;
4. the right of the student to participate in an educational setting with non-disabled students to the maximum extent appropriate to his or her needs;
5. a right to facilities, services, and activities that are comparable to those provided for non-disabled students;
6. a right to an evaluation prior to a Section 504 determination of eligibility;
7. the right to not consent to the school system’s request to evaluate your child for eligibility for services under Section 504;
8. the right to ensure that testing and other evaluation procedures conform with the requirements of 34 CFR 104.35, including the requirements of test validation, administration, and areas of evaluation;
9. the right to ensure that the school system will consider information from a variety of sources, including aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations;
10. 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;
11. if your child is eligible under Section 504, your child has a right to periodic reevaluations, to a free appropriate public education which may include general education, special education and/or related aids and services.

- 12. the right to notice prior to any action or inaction by the school system regarding the identification, evaluation, or placement of your child;**
- 13. the right to examine relevant records, as well as the right to obtain copies of school district records at your expense;**
- 14. the right to an impartial hearing by an impartial hearing officer who is not a current employee of the school district with procedural safeguards with respect to the school system's actions or inactions regarding your child's identification, evaluation or educational placement, and with the opportunity for parental participation in the hearing and the opportunity of representation of the student by an attorney;**
- 15. the right to receive a copy of this notice and a copy of the school system's 504 grievance and hearings procedure upon request, and you are noticed that is on the school system's public website;**
- 16. if you disagree with the decision of the impartial hearing officer, you have a right to a review or appeal of that decision by filing a lawsuit in a court or competent jurisdiction, and;**
- 17. the right to, at any time, assert claims of discrimination with the United States Department of Education's Office for Civil rights.**

**Various policies governing the procedures used in Section 504 matters are found in the Catoosa County Board Policy Manual which can be found online at the school board's public website ([www.catoosa.k12.ga.us](http://www.catoosa.k12.ga.us)) or in paper form at the county office of the School Board on Cleveland Street in Ringgold. Those policies include but are not limited to: "Procedures for Conducting Section 504 Evaluations and Writing Section 504 Plans," and "Section 504/ADA Grievances and Hearings." An impartial hearing will be conducted by the following entity: a disinterested member of the state bar of Georgia. For information about Section 504 contact your local school 504 coordinator or District 504 Coordinator at 706-965-2297.**

## **Rights Prohibiting Discrimination**

**Each student has the right to enjoy an appropriate education without fear of being discriminated against on the basis of their religion, disability, race, sex or national origin. Accordingly, discrimination on the basis of any of these grounds is prohibited by the Catoosa County Board of Education. Any student or parent who believes that a student has been discriminated against on one or more of these grounds has the right to make a written complaint making an allegation of discrimination. The complaint is subject to being handled through the proper administrative channels of the system, which are required to be followed in order to exhaust the administrative rights of the student involved. A hearing or appeal is available pursuant to a policy of the Board dealing with hearings or appeal which can be found on the public website of the Catoosa County Public Schools. This policy includes complaints made for harassment or discrimination on the basis of race, disability, color, religion or national origin in the violation of Title VI, on the basis of sex in violation of Title IX, on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act. If internet access is not available, a copy of this policy will be provided to anyone upon their written request.**

**It is the obligation of this school system to seek out and find students who qualify for services under the Individuals With Disabilities Act and under Section 504 of the Rehabilitation Act of 1973; we will provide an evaluation for eligibility for such services if we perceive a child who is in need of such services or upon request and monitoring. If you perceive a child who is in need of these services please assist us in our endeavors to find students who are eligible therefore.**

## Catoosa County Public Schools

May, 2013

Dear Parent/Guardian:

As the parent of a student who receives special education in our school system, we wanted to let you know about your options to exercise public and private school choice. Under a state law passed by the Georgia State Legislature in 2007, parents of students who receive special education may request to transfer their child to a private school or another public school in Georgia.

### **Private School Choice Option (See Georgia Department of Education website for more information)**

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the State of Georgia. For more information on the application process, please visit the Georgia DOE website at [www.doe.k12.ga.us](http://www.doe.k12.ga.us).

### **Parental Right to Choice (Deadline to Apply – August 16, 2013)**

Under the Georgia Special Needs Scholarship (GSNS) law passed in 2007 (O.C.G.A. § 20-2-2113), parent(s)/guardian(s) whose child meets the Georgia Special Needs Scholarship eligibility criteria now have the right to request a public school transfer to:

- Another public school within their district of residence; or
- Another public school system outside their district of residence; or
- To one of the three state schools for the blind or deaf (under certain conditions).

This form must be completed and sent directly to the school system you want your child to attend. Parent(s)/guardian(s) should contact the school system's office to find out to whom the form should be sent and any deadlines involved in making the request.

### **2013 – 2014 Georgia Special Needs Student Scholarship Eligibility Criteria**

In order to qualify for the GSNS Program a child must meet the following requirements:

- The student's parent currently resides within Georgia and has been a Georgia resident for at least one calendar year; and
- The student has spent the prior school year (2012 - 2013) in attendance at a Georgia public school in grades K-12 and was in attendance for both the October 2012 and March 2013 full time enrollment counts; and
- The student was served under an IEP written by the public school in accordance with federal and state laws and regulations during the 2012 - 2013 school year.

*There are no exceptions to the eligibility criteria. Note: If an eligible student attended a private school through the Special Needs Scholarship Program during the 2012 - 2013 school year a parent can make a request for a public school transfer for the 2013 – 2014 school year.*

### **Transfers Within A School System**

A school system considering a transfer between schools must evaluate the request based on capacity at a requested school(s) and the availability of a program at a requested school(s) which is aligned with the student's IEP. Capacity is defined in two ways:

- Capacity of the school building based on established health and safety provisions; and
- Class-size capacity by grade and subject, based on state law and rule.

### **Transfers Out of a School System**

A school system considering a request for a transfer into its school system has the authority to approve or deny a public school transfer request for any reason. A school system considering a transfer can deny a request even if there is capacity and a program available that is aligned to the student's IEP within its system. If a request is approved, a school system can charge parent(s)/guardian(s) for the costs of educating a student from outside its school system.

### **Important**

Transportation under this public school choice option is the responsibility of a parent. Funds received through the Special Needs Scholarship Program cannot be used to offset the costs of out of district tuition, charter schools, or other options available under public school choice.

Once a transfer request has been approved by a school system, the student must be allowed to complete all grades at a school. The school system can report the student for FTE purposes.

If you have questions, please feel free to contact me at 706-965-4052.

Sincerely, *Becky Conner*

Special Education Director

## **CATOOSA COUNTY PUBLIC SCHOOLS**

**Board Policy Descriptor Code: IFBG**

**Internet Acceptable Use**

### **Electronic Resources: Policy – Instruction**

The Catoosa County Schools Board of Education recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Catoosa County Public School district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. The district's technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Superintendent or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

### **Legal Reference**

Illegal activities are strictly prohibited, according to Georgia Code 16-9-93 as it pertains to computer theft, computer trespass, and computer invasion of privacy, computer forgery, and computer password disclosure. Violation of Georgia Code 16-11-37.1 as it pertains to dissemination of information through a computer or computer network includes any picture, photograph, drawing, or verbal description designed to encourage, solicit or promote terrorist acts and/or threats.

### **Electronic Resources: Procedure**

These procedures are written to support the Electronic Resources Policy of the board of Education and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

### **Network**

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network

- Participation in blogs, wikis, bulletin boards, and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;

**Unacceptable network use by district students and staff includes but is not limited to:**

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from Technology Department Staff.
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to district school computers, networks, or information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated.
- Employees are not permitted to use their own computing devices to access the Internet via personal WiFi accounts or by any manner other than connecting through the secure wireless connection provided by the school system. CCPS reserves the right to inspect any personal device brought onto CCPS property.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### **Internet Safety: Personal Information and Inappropriate Content**

Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any

other electronic medium. Students and staff should not reveal personal information about another individual on any electronic medium. No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

It shall be the responsibility of all members of the Catoosa County Schools staff to attempt to supervise usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. As required by the Children's Internet Protection Act, Catoosa County Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### **Filtering and Monitoring**

Filtering software is used to block or filter access to visual depictions that are obscene, pornographic or harmful to minors in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will attempt to provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

## **Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

## **Network Security and Privacy**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The existence of a password does not create an expectation of privacy.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.
- Never allow a student to use a computer unless they are logged on under their own account or are using a generic student account (elementary).

## **Student Data is Confidential**

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

## **No Expectation of Privacy**

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;



- Internet access; and
- Any and all information transmitted or received in connection with network and email use.
- No student or staff user should have any expectation of privacy when using the district's network. As noted previously, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and School System rules, policies, and procedures on confidentiality

### **Disciplinary Action**

All users of the district's electronic resources are required to comply with the district's policy and procedures with or without a signed agreement. Violation of any of the conditions of use explained in the Electronic Resources Policy or in these procedures could be cause for disciplinary action, including but not limited to suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Privileges --Additionally, access to the Internet and electronic resources is a privilege, not a right. Therefore, users violating the Catoosa County Board of Education's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

Catoosa County Schools Date Adopted: 9/4/2007  
Last Revised: 5/1/2012

### **Non-District Electronic Device Use Policy**

Use of electronic devices at or about schools, or about students or school system employees is to further the school system's mission to promote positive and effective digital/electronic citizenship among students and/or staff. Every student recognizes that successful technological literacy must promote safe and civil communication in an increasingly digital world. Students and parents recognize that information posted, depicted or sent on the Internet, through all phones, and other electronic devices can (and usually is) permanent and public and can have a long-term impact on an individual's life and career. Expectations for student behavior online and through these devices are no different than face-to-face interactions. Students agree not to post or communicate words or images in a negative manner about other students, staff or their school which is derogatory towards another student, staff member or their school, and that a violation of this agreement may subject them to school discipline.

**Inspection:** Bringing an electronic communication device onto school property or to a school event presents unique and complex issues and risks over and above most other items of personal nature. These include risks of explosion, rapid distribution of photographic video and other depictions, etc. Accordingly, bringing them onto a school campus subjects them to inspection (both externally and internally and as to content) by the school system. The system will generally inspect upon complaint, reasonable suspicion or probable cause, but reserves the right to inspect in other situations such as when they are left unattended, when a bomb threat has been reported or in other unique situations.

## **Catoosa County High School Student Cell Phone Use During School Hours**

**Students may use their cell phone at school with the following exceptions:**

**Students may not use their cell phone during class. Phones shall be turned off during class time unless the student is given specific permission to use it by the teacher of the class of which it is being used. Current Catoosa County Policy will be followed if a student uses a cell phone in class.**

**Restrictions on cell phone usage: Students are prohibited from using their cell phone to make video recordings at school, to cheat or plagiarize, to bully or haze others, to disrupt the learning environment, to view pornographic, vulgar, or inappropriate content, to post derogatory content on social media sites, or take unsolicited or unwelcome photographs of students, staff or facilities.**

**Since cell phone use may allow students to access the internet, the following restrictions apply: Students must adhere to the Student code of Conduct while using their cell phone at school. Cell phones may not be used for commercial purposes or for-profit activities. It is prohibited for students to send emails or other forms of electronic communication of libelous or inflammatory language, denouncing or harassing communication, sexually explicit language, racially offensive language, or to impersonate others. Students must adhere to acceptable use policies of any websites they visit. Students may not visit any website with content which would violate the system's acceptable use policy or Student Code of Conduct.**

**Students who inappropriately use their cell phone at school will be subject to discipline as stipulated in the Student Code of Conduct. Additionally, students may lose their privilege of using their cell phone at school for a length of time to be determined by the school administrators.**

## Notification of Online Options

Dear Parents,

In July 2012, Senate Bill 289 passed allowing students opportunities to take online courses. This legislation does not require an online course to graduate, but provides an online learning option should your student or you choose this option. Additionally, House Bill 175 passed the Georgia Legislature. This bill established a clearinghouse for stakeholders to find online courses and online course providers in the state of Georgia. This letter is to inform you about the key components of each piece of legislation and how to find online learning opportunities for your student.

### **Overview of Senate Bill 289:**

- Districts must notify students and parents of online options beginning in the 2013-2014 school year.
- Districts must allow students to take an online course even if the course is offered in the local district.
- Online courses can be accessed through the Georgia Virtual School, local virtual schools (Catoosa Online Academy), or vendor online schools.
- Approved online courses, if taken as part of the student's regular school day, will be provided at no cost to the student.

### **Overview of House Bill 175:**

- This bill mandates the creation of an online clearinghouse of online courses and online course providers to give parents and students the ability to search the clearinghouse for availability to online courses, online course providers, and guidelines for what constitutes high quality online courses.

### **Accessing Georgia's Online Clearinghouse:**

The Georgia Online Clearinghouse provides students and parent with information and access to high-quality academic and career-oriented courses, aligned to state and national standards, through a variety of online providers. To access the information found in the clearinghouse go to:

<http://www.gadoe.org/layouts/GADOEPublic.SPApp/Clearinghouse.aspx>

### **Catoosa County Public Schools and Online Learning Options**

Catoosa County Public Schools provide virtual learning options as well as approve the virtual learning courses provided by the Georgia Virtual School. Students choosing these options must meet enrollment requirements and registration dates as established by Catoosa County Public Schools and the Georgia Virtual School. Students and parents who choose virtual learning options will be assisted by CCPS staff to select appropriate placement options within approved virtual courses. Students wishing to enroll in non-approved online learning courses beyond those approved by Catoosa County Public Schools or offered through the Georgia Virtual School will need to contact the school system or the vendor of choice for program enrollment information. For additional information please contact your child's school.