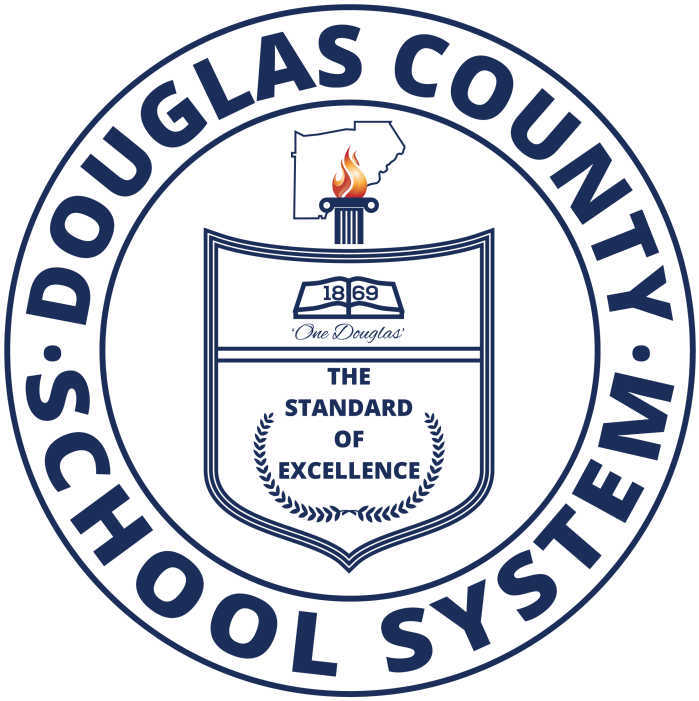
Douglas County School System
Policies and Procedures
High School

2021-2022



Section II consists of selected Douglas County School System Policies and Procedures that directly affect high school students and their parents or guardians. In some cases, the policies and procedures have been condensed. These policies are subject to change without notice. A current copy of these policies is available in the main office of each high school or on the Douglas County website at www.dcssga.org. In that case, the most current policy would apply. Parents and students are invited to contact school administrators or counselors for additional information.

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Welcome

Dear Douglas County Students and Families,

It is with tremendous excitement that I welcome you to the 2020-2021 school year. I look forward to working with you this year to help every student achieve academic success.

Our world has rapidly changed this year, but our school system remains committed to our pursuit of educational excellence. We hope to inspire Douglas County students to become the next generation of 21st century leaders and thinkers. Every member of the Douglas County School System family adheres to this mission.

We have created a Student Handbook to guide students into maximizing every learning opportunity so they become productive citizens. We designed it to help familiarize and reacquaint you with Douglas County School System policies and procedures. This handbook will be a valuable resource for students, parents, and staff members. Inside, you will find information on the services and resources available to students and our Student Code of Conduct.

This Student Code of Conduct details the rights and responsibilities of each student. It ensures all students are treated fairly. Student expectations, conduct and consequences are all outlined on these pages. Understanding it will help optimize your time with the Douglas County School System. We expect all students and parents to be familiar with this handbook and the Student Code of Conduct.

I encourage Parents/Guardians and students to read and discuss this important booklet together. Please reference this handbook throughout the year for the topics outlined in the table of contents. I encourage you to contact your school's administrators if you need clarification on any policy or procedure.

Thank you for choosing the Douglas County School System. I wish you the greatest success this school year!

Superintendent Trent North
Douglas County School System

Vision, Mission, and Beliefs

Vision

Our VISION is to build a community of lifelong learners who become responsible individuals, independent thinkers, and productive citizens in a global society.

Mission

We will serve our community with excellence by:

- Helping our students reach their potential as we prepare them for college and career in a safe and supportive environment
- Recruiting, cultivating and retaining the best teachers, staff and administrators
- Providing a challenging curriculum and relevant learning opportunities
- Providing the highest quality instructional resources and tools
- Fostering a culture of continuous improvement

Beliefs

We believe that we must:

- Understand how children and adults learn and continue learning
- Build communities of lifelong learners
- Cultivate the leadership potential of every employee, student and parent in our school system
- Be creative, energetic visionaries who respond quickly to diverse and evolving issues
- Meet the diverse needs of all stakeholders (students, parents, employees and community)
- Maintain efficient and effective administrative processes for instruction, operations, human resources and sound fiscal management

School Calendar

Douglas County School System Calendar
July 2021 – June 2022

July

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Holiday for All
14 205, 210, 215 Emp. Return
28-30 Preplanning
30 HS Back-to-School Bash

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2, 3 Preplanning
2 Elem Sneak-a-Peek, 4:30-6
2 MS Sneak-a-Peek, 5:30-7
4 First Day of School
(20 days)

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Holiday for All
8 Progress Reports, Elem & MS
(21 days)

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5 FTE Count
6 Grading Period Ends
11, 12 Holidays (Except 240)
14 Report Cards, Elem. & MS
14 Progress Reports, HS
(19 days)

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2 Teacher Work Day
17 Progress Reports, Elem & MS
22,23 Holidays (Exc. 230 & 240)
24-26 Holidays for All
(16 days)

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

17 Semester Ends
17 Grading Period Ends
20, 21 Holidays (Except 240)
22-31 Holidays for All
(13 days) Semester 89 Days

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Holiday
4 Teacher Work Day
5 Students Return
5 Report Cards, All Levels
17 Holiday for All
(18 days)

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

9 Progress Reports, Elem & MS
14-18 Holidays (Except 240)
(15 days)

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 FTE Count
14 Teacher Work Day
16 Report Cards, Elem & MS
16 Progress Reports, HS
(22 days)

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-8 Holidays for All
20 Progress Reports, Elem & MS
(16 days)

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

24, 25 Half Days, All Students
25 Sem. Ends, Rep. Cards Elem
26, 27 Post Planning
26, 27 Graduations
30 Holiday
31 Professional Learning
(18 days) Semester 89 Days

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 Professional Learning
3 Report Cards Mailed, MS & HS
8 205 Last Day
15 210 Last Day
22 215 Last Day

Approved September 17, 2018
Revisions approved October 21, 2019

2022 GRADUATIONS **Thursday, May 26:** CHHS, 2:30 pm; AHS, 7:00 pm
Friday, May 27: LSHS, 10:00 am; NMHS, 2:30 pm; DCHS, 7:00 pm
All graduations will be held at the University of West Georgia.

GENERAL INFORMATION

BUS TRANSPORTATION

Bus Loading Zones

Bus loading zones at the schools are restricted to school buses only during the 30 minutes immediately before and after school. Cars in the bus lanes present a serious safety hazard for pupils. To protect pupils, unauthorized vehicles in bus loading zones are subject to ticketing.

Service Provisions

- Bus service is provided to and from a pupil's home and school. Service to other locations, such as after school daycare/babysitter, is provided only if the destination is located within the student's assigned school district. Bus service is not provided to or from business locations (other than daycare). No exceptions.
- Students may not be released from the bus to any person at any location other than their designated stop without approval from an administrator or supervisor.
- Bus conduct rules must be obeyed. Failure to do so may result in suspension of bus privileges.
- Parents are responsible for their children going to and from the bus stop and while waiting at the bus stop.
- Written permission from a parent, signed by the principal, is required for a child to ride a bus on which he is not assigned or to leave the bus at a stop other than his assigned stop.
- Pupils must be at their designated bus stop 5 minutes before your scheduled pick-up time located at http://webquery.douglas.k12.ga.us/edulog/webquery. The time posted is an anticipated time. Please be aware that the bus is considered on time if it is within 5 minutes, early or late, of the anticipated time.
- Buses cannot wait for latecomers.
- If a student misses the bus, Douglas County School System Transportation is not responsible for coming back to pick up the student.
- Only authorized persons may board or ride a school bus.
- Glass, items too large to fit in a pupil's lap, weapons, firecrackers, pets, gum, drinks, food or candy, and hazardous materials are not permitted on the bus.
- Electronics are permitted on buses at the discretion of the driver, but earphones/earbuds must be utilized. When earphones/earbuds are used, one ear must remain free at all times so the student may hear any instruction from the driver. Also, earphones/earbuds must be removed when students are loading or unloading the bus.

On–Street Bus Service

Buses are routed along major streets. For a bus to be routed down a street off the main route, the following two criteria must be met.

1. A child's walking distance to the nearest bus stop is
    a. greater than .3 mile or more for elementary school students;
    b. greater than .3 mile or more for middle or high school students.
2. The street is safe for bus travel and has a safe bus turnaround.
3. When a street is determined to be too dangerous for a student to cross, door side service will be mandated. The decision will be up to the Douglas County School System department of transportation.

Bus Stops

- Drivers are not permitted to deviate from their route without permission from a route supervisor.
- State regulations require bus stops to be spaced at least one-tenth (.1) mile or more apart but not more than five-tenths (.5) miles. Exceptions are allowed only in response to a safety hazard.
- Buses are not permitted to travel on closed or flooded roads. Bus stops served by such a road will be temporarily relocated to the closest safe location. Service will be restored once conditions permit.
- Bus stops on the routes are not always the same as the previous year.
- Buses are not to be routed on private property (this includes most mobile home parks and apartment complexes).
- If a student has no key or objects to disembarking the bus, the driver will radio for instructions.
- The parent/guardian is responsible for submitting special requests for permanent drop offs to transportation and the school.

Parental Assistance

Parents can help us by:

- Making sure your child is at the bus stop five minutes early before your scheduled pick-up time, located at http://webquery.douglas.k12.ga.us/edulog/webquery. **Also, please download the "Here Comes the Bus" app found on our website.**
- Review bus safety rules with your child and stress the necessity of observing them.
- Teaching your child to obey the bus driver.
- Cooperating with school officials and school bus drivers regarding appropriate conduct of your child at the bus stop and on the bus.
- Helping your student understand that student behavior on school buses is considered an extension of classroom behavior.
- Educating your children on the rules of school bus safety.
- Reminding your child to walk on the sidewalk, or the shoulder of the road, on the way to the bus stop and not on the traveled portion of the road.
- Reminding your child to wait in a safe place, well off the road, until the bus comes to a stop.
- Students should not move toward the bus until the bus and all traffic have stopped. Students should wait for driver instruction/signal before crossing the road when preparing to board or depart the bus. It is very important to look and wait for instruction/signal – do not expect approaching traffic to stop.
- Periodically remind your child of the importance of mannerly and orderly behavior at the bus stop. Periodically check on students at the bus stop.
- Accompanying very young children to the bus stop and meeting them on their return from school is the responsibility of the parent.

Safe Riding

10 Safety Rules for Students

1. Arrive at your bus stop 5 minutes before your scheduled pick-up time.
2. Dress for the weather – umbrella and raincoat for rain; coat and gloves when cold.
3. Never stand or play in the road. Wait for the bus a safe distance from the road.
4. Always use the handrail when boarding or leaving the bus.
5. Remain seated and keep head, hands, and feet inside when the bus is moving. Your seat is designed to protect you in the event of an accident.
6. Never try to reach for anything under or beside a bus. Ask your driver for help.
7. Observe silence when approaching and while stopped for railroad crossings so the driver can hear if a train is coming.

8. Look carefully before crossing the road. Do not assume a car will stop for you – wait to be sure it is stopped before crossing. Watch for your driver's signal before crossing the road.
9. Always cross in front of the bus – NEVER behind it!
10. Talk quietly while on the bus. Do not "horseplay". Your driver must give full attention to driving to ensure your safety.

Bus Conduct Rules

Bus Suspension

A pupil found guilty of certain offenses may be suspended from the bus for a period up to the remainder of the school year.

Student Discipline

The school bus is an extension of the classroom. The school day begins when the student enters the bus and ends when the student leaves the bus. It is the responsibility of the Principal (not the driver) to determine and enforce disciplinary actions and notify the parents.

Student Discipline Procedures

To protect the safety and well-being of all riders, pupils must follow bus conduct rules. Students who insist on violating the Bus Conduct Rules will be disciplined as follows:

General or Minor Offenses
Behavior such as chewing gum, talking loudly, bringing food or beverages on the bus, cell phone use, etc. is considered a general or minor offense.

Serious or Major Offenses
More serious or major offenses and repeated offenses may require immediate attention by the Principal and/or Law Enforcement, or Resource Officer. Examples of 1 offenses include (but are not limited to) weapons, illegal substances, assault, blatant insubordination, threats or intimidating behavior towards another student, bus driver, or bus monitor.

Need Information??

The Transportation Office is open Monday – Friday from 7:00 AM – 5:00 PM.

- Bus route or schedules, call the school or go to:

  http://webquery.douglas.k12.ga.us/edulog/webquery.

- Please direct any questions or concerns regarding school bus stop locations or school bus routes to the Douglas County School Transportation Department at (770) 651-2400. Their office hours are Monday-Friday, 7:00 AM – 5:00 PM. Late Bus Information can be found under Transportation link at www.dcssga.org. Here Comes the Bus questions should be sent to herecomesthebus@dcssga.org

BOARD SCHOLAR PROGRAM

- The Board Scholar Program recognizes high school students at graduation who have completed and excelled in the most rigorous high school studies. Board Scholar requirements are linked to specific graduation requirements outlined in policy IHF and its regulations.
- **Board Scholar Requirements**
- A recognition program requiring the student to complete the maximum potential of Carnegie units

with no failing grades; complete at least one (1) unit of academic elective credit and two (2) foreign language credits in the same language. The additional electives are above requirements from English, math, science, social studies, or foreign language; and maintain a 3.5 (on a 4.0 scale) or greater cumulative grade point average.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and/or receive additional disciplinary action. Legal action will be taken if necessary.

CODE OF ETHICS FOR EDUCATORS

The General Assembly of Georgia has charged the Professional Practices Commission, the body responsible for enforcing the Professional Teaching Practices Act, with the duty of adopting a code of professional ethics for educators, which represents the standards of conduct generally accepted by the education profession in this state. This code is established by the Professional Practices Commission to discharge that duty. This Code is intended to set forth the conduct that is related to the educator's performance of professional responsibilities that is considered to be proper ethical behavior, as well as defining that conduct which is considered by the education profession to be unethical and justifying disciplinary sanction. It is the intent of this Code: (1) to protect the health, safety and general welfare of students and educators within the State of Georgia; (2) to assure the citizens of the state that the education profession is accountable for acts of unprofessional conduct of its members; and (3) to define and provide notice to educators within the State of Georgia of acts of unprofessional conduct for which they are accountable.

A copy of this code is available in the administrative office and may be reviewed upon request.

CONFISCATED ITEMS

When students bring items to school that violate school rules, those items will be confiscated and kept in the office until picked up by the parent or guardian. Confiscated items must be claimed not later than two (2) weeks after the end of the semester. Unclaimed items will be discarded. Neither the school nor the school system are responsible for the security of confiscated items.

CAREER, TECHNICAL, AGRICULTURAL EDUCATION

Career, Technical, and Agricultural Education (CTAE) is preparing Douglas County students for their next step after high school which includes college, beginning a career, registered apprenticeships, or the military. CTAE pathway course offerings, and the Educating Georgia's Future Workforce initiative, leverage partnerships with industry and higher education to ensure students have the skills they need to thrive

in the future workforce. CTAE in Douglas County offers students 35 career pathways within the 17 Georgia Career Clusters.

Each pathway is associated with a Career Technical Student Organization (CTSO). These organizations provide motivation, leadership training and career development for students enrolled in CTAE pathways. It also helps enhance their occupational and employability skills through activities such as conferences, award programs, service projects and competitive events. Students may compete in activities and events at the local, state and national level.

For more information on CTAE pathways and CTSO, please refer to the Career Planner posted on the district website or each high school website.

DETERMINATION OF VALEDICTORIAN AND SALUTATORIAN

DEFINITION AND REQUIREMENTS

1. The student with the highest class ranking, as determined by the Valedictorian Formula, shall be recognized as Valedictorian. The student with the second highest ranking, using the Valedictorian Formula, shall be recognized as the Salutatorian.

2. The Valedictorian and Salutatorian will be determined by using the following formula.

Step 1:

The numerical grades in core courses (English, mathematics, science, social studies, and foreign language) will be totaled. The resulting sum will be divided by the number of core courses taken. The resulting number will be the cumulative numerical average in core courses. This number will be rounded to the third decimal place. The cumulative numerical average in core courses will be multiplied by ten.

Step2:

Each Advanced Placement (AP), Honors, Preparatory International Baccalaureate (PIB), International Baccalaureate (IB), and Dual Enrollment (DE) core courses taken fall 1999 and thereafter will be multiplied by five for each unit of credit with a maximum of 20 credits. If a student has more than 20 credits, the ones with the highest numerical grades will be used.

Step 3:

The product(s) from step two will be added to the figure from step one. The resulting total will be used to determine Valedictorian and Salutatorian.

3. Students must have attended and earned the maximum unit of credit in a public high school in the Douglas County School System for a minimum of two school years.

4. Students must be enrolled in a high school in Douglas County School System for a minimum of two full years (including the senior year at the school of graduation) to be named Valedictorian or Salutatorian. Transfer credit used for calculation of cumulative numerical averages for determination of class ranking for Valedictorian and/or Salutatorian shall be accepted:

a. Only from high schools accredited by AdvancED (or agency recognized as a regional accrediting agency by AdvancED).

b. Must be earned in grades 9 thru 12.

5. Postsecondary course grades for second semester must be issued and received by the high school no later than the grades of other high school seniors.

CRITERION FOR BREAKING TIES FOR VALEDICTORIAN AND SALUTATORIAN

In case of a tie for Valedictorian and/or Salutatorian, scores on the SAT and/or ACT will be used to break the tie. If ties cannot be broken by this means, the principal of the school will select a committee to determine Valedictorian and/or Salutatorian.

PUBLIC RECOGNITION

The Valedictorian and Salutatorian shall not be publicly recognized until the graduation ceremony of the respective high schools.

CLASS RANK

Class rank shall be determined by the cumulative 4.0 average in all courses taken.

CLASS RANK FOR REPORTING TO POST-SECONDARY INSTITUTIONS

A cumulative grade point average will be determined by using a four-point scale for all grades earned. The scale is: A=4, B=3, C=2, D=1, F=0.

Numeric grades are converted to the four-point scale, totaled, and divided by the total number of courses taken. The resulting number is to be rounded to the third decimal place.

DCSS STUDENT PARKING RULES AND REGULATIONS

1) Students are permitted to park on school premises as a matter of privilege, not of right.

2) Student parking permits will be issued upon application and payment of a parking fee. No refund will be made for any reason, including when a student withdraws from school or when a

student's parking privileges are revoked. DCSS permits are in the form of a numbered decal and must be attached to the windshield of the vehicle as directed by school officials.

3) Students must provide completed & signed DCSS Student Application form, proof of automobile liability insurance and a valid driver's license when applying for a parking permit.

4) DCSS retains authority to conduct routine patrols of student parking lots and inspections of student automobiles on school property. Automobiles will be searched if there is reasonable suspicion to believe illegal or unauthorized materials are contained inside the vehicle. Such

inspections may be conducted without notice, without student consent, and without a search warrant.

5) A student's parking privilege will be revoked when his/her license is suspended. Students and/or their parent(s) or legal guardian(s) must notify school administrators immediately when the license is suspended.

6) DCSS shall not be responsible for the losses or damages to the property of users of its facilities, including loss due to bodily injury.

7) Parking and traffic violations on campus shall be subject to one or more of the following disciplines:

a) Temporary suspension of parking on campus
b) Permanent suspension of parking on campus
c) Impounding of vehicle per County Ordinance
d) In-School Suspension
e) Out-Of-School Suspension
f) Detention
g) Other at the discretion of the school administrator

8) Any student who applies for a parking permit and intends to park a vehicle on school grounds of the Douglas County School System is subject to random drug testing as described in policy JCDAB-R(1).

DUAL ENROLLMENT-

(1) DEFINITIONS

(a) **Commission** – the Georgia Student Finance Commission created by O.C.G.A. § 20-3-233.

(b) **Dual Credit Course** – a postsecondary course, including a virtual course, taken by an eligible high school student pursuant to an arrangement at or through an eligible postsecondary institution for which the student receives secondary credit from his or her eligible high school.

(c) **Eligible High School** – any private or public secondary educational institution located within the State of Georgia and any home study program operated pursuant to O.C.G.A. 20-2-690.

(d) **Eligible High School Student** – a student entering ninth, tenth, eleventh, or twelfth grade at an eligible high school.

(e) **Eligible Postsecondary Institution** – any eligible postsecondary institution as defined in. paragraph (7) of O.C.G.A § 20-3-519.

(f) **Georgia Department of Education** – the state agency charged with the fiscal and administrative management of certain aspects of K-12 public education, including the implementation of federal and state mandates. Such management is subject to supervision and oversight by the State Board of Education.

(g) **Programs** – an arrangement authorized by O.C.G.A §§ 20-2-161.3 and 20-2-149.2, also referred throughout this rule as Options A and B respectively, whereby an eligible high school student takes one or more dual credit courses with the goal of completing postsecondary credit and high school diploma requirements.

(h) **Secondary Credit** – a high school credit for dual credit courses taken at or through an eligible postsecondary institution under the programs.

(2) REQUIREMENTS

(a) Any eligible high school student may apply to an eligible postsecondary institution to take one or more dual credit courses at or through that postsecondary institution which are approved for secondary credit pursuant to subsection (f) of O.C.G.A. § 20-2-161.3. If accepted at an eligible postsecondary institution, such eligible high school student may take any such approved dual credit course at or through that postsecondary institution, whether or not the course is taught during the regular eligible high school day and receive secondary credit therefor under the conditions provided in O.C.G.A. § 20-2-161.3.

(b) No later than the first day of February each year, each eligible high school shall provide information about the programs, which shall include forms provided by the Georgia Department of Education, to all its eligible high school students. An eligible high school shall also provide counseling services to such students and their parents or guardians before the students enroll in the programs. Prior to participating in the program, the student and the student's parent or guardian shall sign the form provided by the eligible high school or by an eligible postsecondary institution stating that they have received the counseling specified in this subsection and that they understand the responsibilities that shall be assumed in participating in the programs.

1. Information and materials regarding the programs shall be provided to each eighth grade public school student at the time the student is developing his or her individual graduation plan as required by O.C.G.A. § 20-2-327.

(c) Each eligible high school shall be required to execute a participation agreement as prescribed by the commission.

(d) A participating eligible high school shall grant secondary credit to an eligible high school student enrolled in a dual credit course in an eligible postsecondary institution if such student successfully completes that course. The secondary credit granted shall be for a comparable required course; career, technical, and agricultural education course; or elective course. Upon completion of an eligible postsecondary institution's dual credit course, the eligible high school student shall be responsible for requesting that the eligible postsecondary institution notify the student's eligible high school regarding his or her grade in that course.

1. Secondary credits granted for eligible postsecondary institution dual credit courses as provided in (2)(d) shall be counted by the eligible high school toward graduation requirements and subject area requirements of the eligible high school. Evidence of successful completion of each dual credit course and secondary credits granted shall be included in the eligible high school student's secondary school records and transcripts.

2. Grades earned at an eligible postsecondary institution shall be included on the high school transcript and shall be used, by the eligible high school, to compute a student's grade point average.

3. Secondary credits granted at an eligible postsecondary institution shall be converted and transcribed on the eligible high school student's transcript.

(i) Eligible postsecondary institution semester hour credit shall be converted to secondary credit as follows:

(I) 1 to 2 semester hours = .5 secondary credit

(II) 3 to 5 semester hours = 1 secondary credit

(III) 1 to 3 quarter hour credits = .5 secondary credit

(IV) 4 to 8 quarter hour credits = 1 secondary credit.

(e) A participating eligible high school shall be required to award a high school diploma to any eligible high school student who is enrolled at or through an eligible postsecondary institution under the programs as long as the credit earned at or through such postsecondary institution satisfies course requirements needed for the eligible high school student to complete high school graduation.

(f) **Dual Enrollment Option A Requirements**

1. An eligible high school student shall meet the following requirements, pursuant to O.C.G.A § 20-2-161.3, in order to be awarded a high school diploma:

(i) Receives a score of admission acceptable on the readiness assessment required by the eligible postsecondary institution.

(ii) Earns two secondary credits in State Board identified high school courses that culminate in a state administered end-of-course assessment in each of the following subject areas: English/language arts, Mathematics, Science and Social Studies. Eligible high school students must participate in the appropriate end-of-course assessment.

(I) However, State Board of Education Rule 160-3-1-.07 TESTING PROGRAMS – STUDENT ASSESSMENT (2)(j)1 establishes certain exemptions from end-of-course assessments.

(iii) Earns one secondary credit in health and physical education.

(iv) Completes approved postsecondary courses that satisfy high school graduation requirements.

(v) Earns the requisite credits required by State Board of Education Rule 160-4-2-.48 High School Graduation Requirements for Students Enrolling in the Ninth Grade for the First Time in the 2008-09 School Year and Subsequent Years.

(g) **Dual Enrollment Option B Requirements**

1. An eligible high school student shall meet the following requirements, pursuant to O.C.G.A § 20-2-149.2, in order to be awarded a high school diploma:

(i) Receives a score of admission acceptable on the readiness assessment required by the eligible postsecondary institution.

(ii) Earns two secondary credits in state required ninth and tenth grade level high school courses or their equivalent: two English courses, two mathematics courses, two science courses, and two social studies courses; and any state required tests associated with any such course.

(I) At a minimum, students pursuing a high school diploma according to the provisions of (2)(g) of this rule must successfully complete and pass the following courses and participate in the specified end-of-course assessments: Algebra I or Coordinate Algebra, and Geometry or Analytic Geometry, and Biology, and Ninth Grade Literature and Composition.

(iii) Earns one secondary credit in health and physical education.

(iv) Completes one of the following postsecondary requirements:

(I) An associate degree program; or

(II) A technical college diploma program and all postsecondary academic education and technical education and training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field; or

(III) At least two technical college certificate of credit programs in one specific career pathway and all postsecondary academic education and technical education and training prerequisites for any state, national, or industry occupational certifications or licenses required to work in the field as determined by the Technical College System of Georgia.

(v) A student who meets the requirements of sections (2)(g) 1. (i) through (iv) shall be deemed to have met all graduation requirements of the State Board of Education and shall not be subject to any courses or assessments otherwise required for purposes of graduation.

(h) No local school system that receives funding under this article shall exclude eligible high school students taking one or more dual credit courses pursuant to this Code section from eligibility determinations for valedictorian and salutatorian of a participating eligible high school; provided, however, that this shall not apply to a high school student who moves into the local school system after his or her sophomore year and has not taken any courses on site at the participating eligible high school.

EVERY STUDENT SUCCEEDS ACT (ESSA)

Written SEA Complaint Procedures

The Douglas County School System will provide free of charge to parents of students, and to appropriate private school officials or representatives, adequate information about the State Department of Georgia's written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I Programs. Requests can be made by calling (770) 651-2001.

English Learner's (EL's)
Douglas County Schools will inform parents through regular meetings of how they can be involved in their child's education in order for their child to obtain English proficiency and high achievement in core academic subjects or meeting state standards.
English Learner's (EL's) The Douglas County School System will annually (not later than 30 days from the beginning of the school year or within the students first 2 weeks of enrollment) inform parents of their child's identification for participation in a language instruction educational program under Title III of the ESEA of: reasons for identification, level of English proficiency, methods of instruction, how the program will help the child, and other information. Further, the school will inform parents of a child with a disability how that program is going to help them meet the goals in their IEP.

The Douglas County School System will notify parents if their Limited English Proficiency Child has not made progress on the Annual Measurable Objectives, not later than thirty days after the test results are received.

McKinney-Vento Education for Homeless Children and Youth Act
The Douglas County School System will make available to eligible students services through the McKinney-Vento Education for Homeless Children and Youth Act. Students who are living in any of the following situations may qualify for these services:

- In an emergency or transitional shelter.
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, etc.).
- In a motel, hotel, campground or similar setting due to lack of adequate alternative accommodations.
- Have a primary nighttime residence that is not designed for or ordinarily used as a regular sleeping accommodation for humans.
- In a car, park, public space, abandoned building, substandard housing, bus or train station, or a similar setting.

Anyone who thinks that their child may be eligible for services should contact the Homeless Services Coordinator at (770) 651-2098.

EXTRA-CURRICULAR ACTIVITIES

An updated list of all extra-curricular activities available at each school can be found on the school website.

INTERSCHOLASTIC ATHLETICS

All regulations (including eligibility requirements) of the Georgia High School Association (GHSA), the Georgia Board of Education, and the Douglas County Board of Education will be followed. Participants must pass physical exams prior to tryouts and complete all forms accurately. Information on tryouts for each group will be announced. Coaches make selections for participation based on the criteria for each activity. Participation is a privileged activity not a property right.

It is the policy of the Douglas County Board of Education to prohibit discrimination based on gender in its secondary school athletic programs.

The equity in sports grievance procedure provides for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action, which would be a violation of the pertinent state law.

Complaints should be directed to the County Athletic Director
P. O . Box 1077, Douglasville, Georgia 30133 (770) 651-2000.
The grievance procedure shall be as follows:

1. The County Athletic Director shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;
2. A copy of such decision shall be provided to the complainant within five days of the date of the decision; and
3. A complainant shall have a right to appeal such a decision to the local board within 35 days of the date of the decision.
4. A complainant may appeal a decision of the Board in accordance with the procedures specified in Code section 20-2-1160.

FIELD TRIPS

The regular instructional programs of the school are enriched by occasional field trips during the regularly scheduled school day. Other field trips may be after school hours and on weekends (class field trips, athletic teams, band groups, and clubs traveling to and from competitions, etc.). Parent permission is required for participation. The school system must approve all field trips.

Code of Conduct for Field Trips: Students who are on a field trip as designated above must adhere to the Douglas County Code of Conduct.

The number of days/classes that a student may be out for student activities such as field trips is limited to 10. Students and individual teachers are responsible for checking with the Attendance Clerk to make sure a student does not exceed the limit.

Other trips sometimes use names that might be associated by some with the school. The school and school system does not sponsor any tours or cruises. Students who participate in these activities are dealing with private companies.

FAMILY EDUCATIONAL AND PRIVACY RIGHTS

It is the policy of the Douglas County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the schools of this school district. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, guardians, and eligible students (eligible students are defined as those 18 years of age or older, those enrolled in postsecondary educational institutions, or those younger than 18 who are emancipated), to professional educators with legitimate educational interests, to those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported education programs or with the enforcement of or compliance with federal legal requirements related to those programs, and to courts and

others pursuant to subpoenas or similar documents.

The superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records. The superintendent shall ensure that each principal will develop a means to notify, on an annual basis, students and parents/guardians of their rights under the Family Education Rights and Privacy Act either by letter or through a student handbook distributed to each student in the school.
The Douglas County Board of Education designates certain information from student education records as "directory information," as is specified in this paragraph. Unless a parent/guardian or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information as to that individual student, such information will not be considered confidential and may be disclosed upon written request.
Directory information is as follows:

1. Student's name.
2. Student's date of birth.
3. Student's participation in official school clubs and sports.
4. Weight and height of student if he/she is a member of an athletic team.
5. Dates of attendance at the Douglas County School System schools.
6. Awards received during the time enrolled in the Douglas County School System.
7. Photographs
8. Program of Study

In addition to the directory information listed above, federal law provides that the school district shall provide, on a request made by military recruiters or an institution of higher education, access to secondary students' addresses and telephone listings.

Student records will be forwarded without further notice to parents/guardians or eligible students to any school within or outside the Douglas County School System, upon request of the school where a student is enrolling.

Any person whose parental rights have not been revoked by court order and any guardian, or any individual acting as a parent/guardian in the absence of a parent/guardian, may inspect the education record of his/her child during the regular business hours, Monday through Friday, while school is in session.

Generally, a parent/guardian will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs.
Education records are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee.

Personally identifiable information will not be released by the school system from an education record without prior written consent of the parent/guardian or eligible student except under the following circumstances:

1. Disclosures will be made to school administrators, teachers, or other professionals employed or associated by the school system who have some role in evaluating or

educating the student.

2. Records will be sent to a school where the student has enrolled or seeks to enroll upon request of that school.

3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.

4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.

5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. A reasonable effort will be made to notify parents/guardians or eligible students in advance of such disclosures.

6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R. § 99, 31(a) (6) and (7).

7. Disclosure may be made to accrediting institutions to carry out their accrediting function.

8. Disclosures will be made in connection with a health or safety emergency.

9. Information the Board of Education has designated "directory information" may be disclosed upon written request unless a parent/guardian or eligible student objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook. Directory information about former students will be disclosed upon request.

Each records custodian in the Douglas County School System shall maintain as part of each student's file a log of those persons to whom access to the educational records has been provided.

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

FOOD ON CAMPUS

No open food or drinks will be allowed in the building during the regular school day. (Items will be taken up and discarded.) Only school lunches and home prepared lunches will be allowed in the cafeteria during lunch periods. "No open food or drinks" is defined as food or beverage in a container whose factory seal is broken. In addition, squeeze bottles are not permitted at school. Soft drink bottles are not permitted; however, soft drink cans are permitted.

HONORS AND SCHOLARSHIPS

SUPERINTENDENT'S SCHOLAR PROGRAM

The Superintendent's Scholar Program promotes academic excellence. Students are encouraged to enroll in challenging courses and demonstrate above average performance in these courses.

Criteria for Selection

1. Students must have been enrolled in the ninth grade in a Douglas County School.
2. Students must have completed the ninth grade in a Douglas County School.
3. Students must achieve an overall 3.5 grade point average with no grade below a "B".
4. Students must have demonstrated appropriate school conduct to teachers/administrators.

Recognition

A special certificate will be presented by the superintendent to students meeting the criteria at a ceremony arranged by the principal.

HOPE GRANT

Helping Outstanding Pupils Educationally (HOPE) is Georgia's unique scholarship program that rewards students' hard work with financial assistance in degree, diploma, or certificate programs at any eligible Georgia public or private college, university, or technical institution. Please contact a counselor for additional information.

GIFTED PROGRAM

The Douglas County Board of Education recognizes the need to provide appropriate services for students who demonstrate a high degree of intellectual, creative and/or artistic abilities, possess exceptional leadership skills, or excel in specific academic fields. It is the intent of the Board that these students receive special instruction and/or ancillary services necessary for the students to achieve at levels commensurate with their abilities.

Referrals for consideration for gifted educational services may be made by teachers, counselors, administrators, parents or guardians, peers, self, and/or other individuals with knowledge of the student's abilities. To expedite eligibility procedures, individual schools have established Eligibility Teams for the gifted to review applicants and select candidates for the program. The Eligibility Team consists of at least one administrator or counselor, at least one regular education teacher, and at least one gifted teacher and meets twice a year to screen referrals.

Eligibility for the gifted program is based on multiple criteria. These criteria should aid systems in identifying students who may not have qualified under previous criteria. To qualify for gifted services, students must meet three (3) of the following four (4) criteria: mental ability, achievement, creativity, and motivation. At least one of the four criteria must be met by a score on a nationally normed test. Douglas County School System has developed regulations and administrative procedures which address the multiple criteria.

Douglas County high school students participate in gifted classes in academic disciplines, advanced placement classes, and joint enrollment with colleges. For additional information concerning the gifted program or to refer a student to the gifted program, please contact the school's Eligibility Team.

GRADING GUIDELINES

Grades
All grades taken on assignments, tests, and/or projects shall be recorded in the *Student Information System* (electronic grade book).

Grading Scale
Grades shall be calculated on assignments, tests, and/or projects in the following method:

A=	90 to 100
B=	80 to 89
C=	71 to 79
D=	70
F=	Below 70

Weight of Grades
All grades can be categorized into two groups, summative and formative. All grades should be academic and relevant to the course. Extra credit work should be academic. The following defines the differences between these two groups:

Summative Grades

- Summative grades will comprise approximately 50% of the 36 week average or 18 week average for 4x4 in all high school courses.
- Summative categories or grades could include but are not limited to: Examinations/Tests, Projects, Labs, Term Papers, Compositions, Benchmarks, Quarterly Assessments, Quizzes, midterms, and other similar assignments

Formative Grades

- Formative grades will comprise approximately 30% of the 36 week average or 18 week average for 4x4 in all high school credit courses.

- Formative grades could include but are not limited to: Class Work, Notebooks, Labs, Quizzes, Homework, and other similar assignments

EOCT/Final Exam

- End of Course Tests will count 20% of the 36 week average or 18 week average for 4x4 in all high school credit courses.
- Non-EOC/Quarterly Assessment courses can use culminating projects or finals, which will count no more than 20% of the 36 week average or 18 week average for 4x4.

Minimum Number of Grades

Building level administrators will monitor at school level. A minimum of 18 grades or 9 grades per quarter for a minimum of 18 grades in a semester. Nine grades per eighteen weeks is expected. Grades will be updated in the Parent Portal every two weeks.

Incomplete Grades
Incompletes are awarded to students who did not complete their End of Course Test (EOC) upon finishing the course. For EOCs, incompletes will be converted to a numeric grade once the student completes the EOC or the student is given numerous opportunities to take the test and a zero is awarded for the EOC score.

For missing exams or major grades, students have ten (10) days or at the discretion of the building principal to complete the missing items.

Transfer Students' Averages and Report Card Nine-Week Averages
Teachers should assign each grade in the grade book with the students' transfer average.

Late Work
Late work is classified as work not turned in on time, but not due to excused or unexcused absence. The penalties, determined by the classroom teacher, for late work apply to students not turning work in on time. The acceptance of late work is left to the discretion of the building level administrator. It is encouraged for teachers to use an approach of mastery of the curriculum standards.

Make-Up Opportunities

Make Up Work (Excused)
Students will be given one day for each day absent to complete and turn in make-up work, unless the building level administrator has established a building policy. Students shall be expected to contact his or her teachers to obtain make up assignments. Students shall receive a zero for any assignment or test not made up in the allotted time. Within this framework, the maximum time allowed shall be determined at the discretion of the teacher and building level administrator according to individual circumstances.

Make Up Work (Unexcused)
The acceptance of make-up work for unexcused absences is left to the discretion of the teacher and building level administrator according to individual circumstances.

Extra Credit
Extra Credit opportunities will be provided consistently across subject areas at the

discretion of the teacher and building level administrator and must be academic in nature.

Quarterly Assessments (QA's)

- Assessments must be administered as directed.
- QA's will be recorded as a test grade.
- Original QA's should not be altered.

APPEALS

A student/parent has 5 business days from the date report cards are issued to appeal the final grade. The appeal must be made in writing to the principal and the decision of the principal is final.

PROMOTION REQUIREMENTS FOR GRADES 9 – 12.

CRITERIA FOR HIGH SCHOOL

Number of Units Required for Promotion:

Beginning with the 2015-2016 school year, the following criteria is required for promotion:
9th to 10th Grade..... 5 units 10th to 11th Grade.....11 units 11th to 12th Grade.....18 units

Promotion and retention criteria for transfer students will be determined on an individual basis and will be based on the maximum potential units attempted by the student prior to transfer.

SCHOOL COUNSELING PROGRAM

The Board of Education recognizes the importance of balanced educational programs and services designed to provide academic and occupational preparation of all the district's children and youth. The Board of Education will provide an adequate program of student support services to meet the guidance, counseling, testing, social services, psychological and career development needs of their pupils.

The School Counseling program shall consist of the American School Counselor Association (ASCA) 4th edition program which includes mindsets and behaviors for student success along with college and career readiness standards for grade K-5. Generally accepted services in a school counseling program are orientation, information, analysis, follow-up and counseling. . The counseling relationships with students will be treated as confidential except when a student poses an imminent danger to himself/herself or others or when the student reveals matters that by state law must be reported.

HALL PASSES

When going anywhere in the building or on the grounds during the time classes are in session,

students must have a pass. All passes are to be returned to the teacher. Hall passes are to be issued only for emergencies or for students to go to the media center, counselors' office, or administrative offices.

INTERNET FILTERING REGULATION

Parent/Guardian Authorization Form

- Form only needs to be signed one time and this will follow the student while he or she is in the Douglas County School System.
- The Parent/Guardian Authorization Form should be kept in the Media Center for all students.
- If the student transfers to another school, the original Authorization Form will be acceptable for the new school.
    - A copy of the form should be sent with the student's records.
- If the parent/guardian wishes to change his or her previous wishes and not allow the student to access the Internet, then the parent/guardian must state that in writing to the school.
    - If there is a new parent/guardian that has legal custody of the student and a previous parent/guardian signed the Parent/Guardian Authorization Form, then the current parent/guardian's wishes shall be followed. However, these wishes must be properly communicated to the school system in writing by either filing a Parent/Guardian Authorization Form or by writing to the school requesting that the student not participate in Internet activity.
    - Should there be a change in parent or guardian custody of the student and that parent or guardian makes no specific requests, then the wishes of the previous parent or guardian will be observed.

Obtaining Parent/Guardian Authorization Form

- Form is sent to students at the beginning of school.
- New students are given the form with other paperwork as they check into a school.
- Individual teachers may give the form to the student.

Student Internet Access to the Computers

- All students are provided computer access by default in the Douglas County School System and all computers have access to the Internet. Students should not access the Internet unless a Parent/Guardian Authorization Form has been completed.
- Parent/Guardian Authorization Forms will be kept on record at the school.
- Process for Removing Student Internet Access

- All computers have Internet access in the Douglas County School System. If a parent/guardian requests that a student not have Internet access it will be the responsibility of the teacher to monitor student computer use in order to insure this or the student's access to the computer will have to be removed. If removal of computer access is requested, the Media Specialist or an administrator will place a technology help request for the removal of the student's computer login. This request will verify that the proper written request from the parent or guardian has been recorded and that the school has this letter on file.
- The Media Specialist should immediately notify the teachers of that student so that they can have other activities for the student during times when the class is accessing the Internet.

Internet Filtering

- The Douglas County School System filters all Internet content in order to provide safe and appropriate access to this resource. Since no filter can absolutely guarantee that students will not be exposed to objectionable pages from the Internet, the teacher or other staff member should monitor Internet activity by all students. If there is a problem with the Internet Filter, Technology Services will notify the schools and the Central Office Administration through e-mail that the filter is temporarily out of service and the issue will be resolved as quickly as possible.

When an Unacceptable Site Is Accessed

- The student should immediately notify the adult monitor and back out of the site by clicking on the "Back" button on the browser.
- If the student has accessed a site that throws up multiple screens, the student should immediately turn off the monitor and ask for assistance from an adult.
- The adult monitor should remove the students from the monitor and write down the URL to the site so that it can be blocked in the future. The teacher should submit a technology help request that includes the URL as soon as possible so that the site can be blocked.
- The adult monitor should get the names of all students who witnessed the site. They should determine whether this action was done purposely or by accident.
- If the incident took place in an elementary school, the names of the students involved should be given to the school's administrator.
- If the incident took place in a middle or high school, the students' names should be given to an administrator if the teacher or monitor felt that the access to the inappropriate site was on purpose and was not accessed accidentally, or if deemed necessary for other reasons.
- If the incident took place in an elementary school whether by accident or not, the school administrator should then contact the parents of the students involved to warn them what took place.
- If the incident took place in a middle or high school, and if it had been determined by that school's administration that this incident was purposely done, the administrator should contact the parents of the students involved.

OBSERVATIONS/VISITATIONS

HIGH SCHOOLS

A. Douglas County high schools value the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program.

B. Parents and community members are especially welcome to observe students in the academic setting through special activities and events taking place in the schools. Examples are: musical and dramatic presentations, art displays, Business Back to School Day, athletic events, and awards ceremonies. Parents participate directly in the instructional program through PTSO, volunteer work, field trips, school advisory committees, and individual parent/teacher conferences.

C. Classroom Observation – Parents may wish to set up individual classroom or school visitations. Principals should use the following guidelines in setting up parent visitations.

1. The parent should:

   a. Make the request to the principal at least 24 hours prior to the proposed visit.
   b. State the purpose of the visit.
   c. Sign in at the office, receive a visitor's pass (badge), and be escorted to the classroom.
   d. Stay no longer than one class period.
   e. Classroom visitations are not a time for teacher-parent conference. Parents should not expect teachers to conference with them at these times. Refrain from engaging the attention of teacher or students through conversation or other means.
   f. Remain as inconspicuous to the instructional process as possible
   g. Return to the office at the end of the visit to check out and return the pass (badge).

2. The principal or his/her designee should:

   a. Arrange the time and date of the observation with the teacher.
   b. Inform the parent of the arrangements.
   c. Escort the parent to the classroom.
   d. Parent(s) of only one student should be scheduled to observe at a given time.

3. For the safety of students, no unauthorized persons are allowed in the building without administrative approval. Students who are not enrolled in the school are not allowed to visit during the school day due to unnecessary classroom interruptions, which are detrimental to the learning process.

4. Visitors are under the supervision of the administration while on campus. Any questions or concerns regarding your visit should be referred to the administration.

5. Exceptions to any of these guidelines must have prior approval of the principal.

PARENT CONFERENCES

We welcome the opportunity to discuss school matters with parents. Please feel free to call your child's teacher, the counselor, or an administrator to set up a conference. We encourage parents to be involved in the educational process of their children. Visitors will be required to sign in and out using the Raptor Visitor Management System.

RECORDING DEVICES

Students are not allowed to bring any recording device to school. No video or tape recording device can be used to record school day events unless authorized by the principal.

REPORT CARDS

Report Cards will be sent home to parents at mid-semester (9 weeks) and at the end of semester (18 weeks).

Progress reports will be taken home by students at the midpoint of each 9-week grading period and is an informal assessment of academic progress.

REQUESTING INFORMATION FOR OBTAINING A DRIVER'S LICENSE-

Issuance of a Georgia Driver's License requires successful completion of the Alcohol and Drug Awareness program (ADAP). ADAP cards are issued by the school after the student successfully completes the instructional program. The ADAP card must be presented by the student when applying for a license. When applying for a Learner's Permit, an original Birth Certificate is necessary. Students should contact a counselor or administrator for information on when and where the ADAP program is offered.

If any information is needed from the Records Office, contact the records clerk at least 48 hours in advance of the day the information is needed. We cannot guarantee that the documents needed will be ready if less than 48 hours notice is given.

TEENAGE DRIVER RESPONSIBILITY ACT

The bill would impose certain reporting and record availability requirements on private schools, home schools, and public schools in the state.

Code Section 20-2-320(g) requires the State Department of Education to provide to the Department of Public Safety enrollment, attendance, and suspension information regarding minors 15 through 17 years of age reported by private, home, and public schools through requirements established by Code Sections 20-2-690 and 20-2-697.

An amendment to Code Section 20-2-690 requires private schools to include in their report to local school superintendents at the end of each month an indication by name of student if attendance has been suspended and the reason for such suspension. Such reports shall be available to the Department of Public Safety as they determine eligibility for driver's license.

Attendance reports of students enrolled in home study programs which are submitted monthly to local superintendents and records kept by the home study program shall be available for verification of attendance by the Department of Public Safety as they determine eligibility for driver's license.

Code Section 20-2-697 is amended to provide that attendance records kept by public schools may be accessed by the Department of Public Safety for verification of attendance to

determine eligibility for driver's license.

Code Section 40-5-22 is amended by providing that the Department of Public Safety shall not issue an instruction permit or driver's license to a person who is younger than 18 years of age unless at the time the applicant presents proof of a high school diploma, a GED diploma, or a certificate of high school completion or the records indicate that the applicant is enrolled in a public or private school or a home study program, or has terminated his or her secondary education and is enrolled in a postsecondary school pursuing a general educational development (GED) diploma.

The license suspension shall be revoked at age 18 or earlier if the licensee provides evidence that he or she has resumed regular studies as determined by the State Department of Education.

The State Board of Education and The Board of Public Safety are authorized to promulgate rules and regulations to implement the provisions of this subsection.

SB 100 Update
Please note that SB 100, signed into law on April 16, 2015, makes significant changes to the Teenage and Adult Driver Responsibility Act by eliminating the requirement for schools to submit noncompliance data for students with excessive unexcused absences and certain discipline infractions. Effective July 1, 2015, schools will simply have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. Beginning on July 1, 2015, schools will use the new Certificate of School Enrollment form (located below) to certify that a student is eligible for a driver's license or learner's permit. The Certificate of School Enrollment form will replace the Certificate of Attendance form and the Certificate of Eligibility for Restoration of Driving Privileges form.

THE STUDENT SUCCESS CENTER

The Student Success Center encompasses three alternative education programs for Douglas County School students, the Performance Learning Center, the Virtual Academy, and the middle and high school alternative programs. The Douglas County Student Success Center is located at the Educational Annex East, 2300 Shoals School Road, Douglasville, Georgia 30135.

The Performance Learning Center (PLC) is a non-traditional high school program. The PLC creates a businesslike environment where students complete assignments using online, computer base curriculum with the assistance of learning facilitators. The PLC is a small school model and will serve approximately 90 students. Students earn credits toward diploma requirements and graduation in a manner similar to that followed at the regular high school.

The PLC will strive to…

- Allow students to work at their own pace using online, computer-based curriculum
- Employ a caring, highly trained staff to help students achieve their social and academic goals
- Provide students with college dual enrollment opportunities
- Challenge students to develop marketable skills in preparation for college and/or the workplace

The Advantage Academy is a program designed to meet the needs to the students who have been removed from the traditional setting due to disciplinary infractions. The program is a blended model of online learning and traditional instructional practices. Students will transition back to their home based school once they have completed their assigned time.

Site Information

The Douglas County Success Center is located in the Annex East, 2300 Shoals School Road, Douglasville, GA 30135.

- Allow students to work at their own pace using online, computer-based curriculum
- Employ a caring, highly trained staff to help students achieve their social and academic goals
- Provide students with dual college enrollment
- Challenge students to develop marketable skills in preparation for college and/or the workplace

Students Served

Teachers or counselors refer students to the PLC who are:

- Absent for inordinate number of days
- At risk of dropping out of school
- Not meeting grade level competencies
- In need of flexible academic programming in order to overcome personal obstacles

TELEPHONES

Any arrangements or preparation for after-school activities should be made prior to leaving home each morning. The office telephone is for school business and may be used by students only in cases of emergency with the permission of the administration.

Messages and deliveries from home should be left in the office. Students will not be called out of class for messages.

SELECTIVE SERVICE REGISTRATION OF 18-YEAR-OLD-MALES

Failure to register could have an impact on a young man's future. In Georgia, men who are not registered also lose their rights to state student aid, which includes the HOPE scholarship. Currently, registrars have been appointed in 89 percent of Georgia high schools thus making it convenient for young men to register at school. It is now possible for young men to register on the Internet at www.sss.gov

SAFETY/HEALTH

ACCIDENTS AND INSURANCE

The Douglas County Board of Education offers parents the opportunity to purchase accident insurance. Information on the plans available and the premiums will be provided at the beginning of the school year.

The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the student at school. The parent or guardian is responsible for the payment of such bills.

We urge you to make use of the protection afforded through school insurance. You will be given information regarding various insurance plans during the first week of school. Athletes are urged to make sure adequate insurance is obtained.

In case of an accident, no matter how minor, the student should report the accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

CLOSED CAMPUS

Students must stay on the school grounds from the time they arrive, even if the daily schedule has not yet begun, until dismissed. A student violating this policy will be subject to disciplinary action (see Discipline Code). Except when special circumstances occur, students are not to return to campus after leaving for the day.

EMERGENCY CONTACT INFORMATION

In order for the school to know and comply with the wishes of parents, emergency contact information must be filled out for each student and returned to the office for use in emergency situations. This information must be updated annually and whenever changes in contacts information occurs. When you receive a Student Contact Form, please update it and return it to the school within five (5) days. Current, accurate information will enable the school to contact you in the event of an emergency. It is the parent's responsibility to keep the emergency card current. At least one local phone contact in addition to the parent/guardian must be listed to insure the safety of your child. If any information changes during the school year, contact the school immediately.

EMERGENCY DRILLS

FIRE DRILLS are necessary for the safety of the students and faculty. One drill per month will be held. The specific directions for reaching a point of safety from all areas of the building are posted in each room. Misconduct can endanger lives.

TORNADO DRILLS will be conducted in order to be prepared to seek shelter during severe weather. Follow instructions given by teachers to assume safe positions during drills.

LOCK DOWN DRILLS will be conducted in order to be prepared for situations which would warrant a lockdown. Follow instructions given by teachers. To prevent unnecessary fear of anxiety for students, staff, or the community, lock down drills will be announced ahead of time.

ILLNESS/INJURY TREATMENT INFORMATION

In case of illness/injury, the designated School Health Monitor or other appropriate school personnel will render care as directed by the School Health Resource Manual while attempting to contact the parent. If neither the parent nor the emergency designee can be reached and the situation is very serious, the school shall telephone the Emergency Medical Services (911) for immediate transportation to the nearest Emergency Treatment Facility. Whenever possible, the parent's hospital preference will be observed. Fees for transportation and medical services will be the responsibility of the parent/guardian.

In the event a student's illness is not deemed an emergency, but signs/symptoms of an illness and/or fever are present. The parent/guardian will be contacted and requested to pick up the student from school. If the parent cannot be reached, the emergency designee will be contacted. In the event no designated adult can be reached, or the parent refuses to pick up the student, the principal retains the right to contact appropriate law enforcement and/or Department of Family and Children's Services (DFACS) personnel to assume responsibility for the student.

INTERROGATIONS AND SEARCHES BY SCHOOL OFFICIALS

Interrogations

The principal of each school, and his/her authorized representatives, have the authority to conduct reasonable interrogations of students in order to properly investigate charges of student misconduct.

Searches and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and gender and the nature of the infraction.

Personal Searches

A student's person and/or personal effects (*e.g.*, purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or contraband. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present.

Seizure of Illegal Materials

In the event search of a student's person, his/her personal possessions, vehicle, or locker reveals the student is concealing material, the possession of which is prohibited by federal, state, or local law, such findings shall be turned over to the proper legal authorities so that they may take appropriate action, in addition to any action taken by the school or school district.

School Property

Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school.

Suggested Procedures

If a school official has reasonable cause to believe that contraband is present, he or she may institute a search. Although the following procedures for a search are suggested, they are not mandated because the circumstances attendant to the need for each search may vary. The student should ordinarily be required to be present and asked to consent to the search. If after being informed of the basis for the school official's reason to search, the student does not consent, the school official may proceed with the search, contact security, or, if necessary, call law enforcement authorities. Ordinarily, and if circumstances permit, the search of a person or his or her effects should be conducted out of the presence of other students.

Use of Canines

The Administration is authorized to utilize canines whose reliability and accuracy for sniffing out contraband has been established to aid in the search for contraband in school owned property and automobiles parked on school property. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for a further search by school officials.

Use of Metal Detectors (Magnetometers)

Weapons of any nature on school property or at school functions are prohibited by school policy and state law. The presence of weapons is inherently dangerous to all persons in the school setting. When the Administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at a school, the Administration is authorized to use stationary or mobile metal detectors only upon the approval of the Superintendent or his/her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

When a metal detector is being used, students will be allowed to use only the entries designated. If a metal detector activates on a student, the student should be asked to remove metal objects from his or her person and walk through or be scanned again. If, after the removal of other metal objects and a third activation by the metal detector on the student, the student should be taken to a room out of view from the other students where the procedures suggested above for a search would be applicable.

Notice

Students will be provided notice of the Policy concerning search and seizure by having them placed in the student handbook or distributed by supplemental publication. A copy of the Policy will also be posted in the principal's office or another prominent place in each school. If a metal detector is to be used, the additional notices required for its use will be given.

Definitions

For purposes of this procedure the following definitions are applicable:

> *"Unauthorized"* is any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in school rules available to students in the Student/Parent Handbook distributed to all students beforehand.
>
> *"Contraband"* is all substances or materials, the presence of which is prohibited by school policy, state law, or federal law, including but not limited to, controlled substances, drugs, alcohol or alcoholic beverages, improperly used inhalants such as glue or aerosol paint, guns, knives, weapons, and incendiary devices.
>
> *"Reasonable cause"* or *"reasonable suspicion"* is the standard for a search on school property or at school related events which is based on the school official's specific reasonable inferences which he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to, a tip from a reliable student, suspicious behavior which suggests that contraband is present, a smell indicating the presence of the contraband or a bulge in a pocket, etc. Reasonable cause or reasonable suspicion should not be based on mere hunch.

Application of Procedure

Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, and other materials ("contraband") in violation of school policy, state law, or federal law. Students who bring contraband on to school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property shall remain under the control of school officials, and shall be subject to search. The Administration may utilize canines and metal detectors (magnetometers) as provided in the Policy. This policy shall not be interpreted to hinder or preclude law enforcement's lawful discharge of its duties

MEDICAL TRANSPORTATION

It is the responsibility of the parents to provide transportation and further care for the student if the student becomes ill or injured on school property. Emergency personnel will be called in emergency situations. Students may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given. The parent or guardian is responsible for payment of emergency transportation costs.

MEDICATION

Whenever possible medication should be given outside school hours. This will help reduce time out of classroom instruction and also ensures compliance. If it becomes necessary for a student to take any form of medication at school, the following procedures must be followed:

1. An Authorization for Assistance with Medication form must be filled out for each medication annually.
2. ALL medication, including over the counter drugs and emergency medications, must be provided by the parent/guardian and brought to the office upon arrival at school.
3. All **prescription medication** must be in an **appropriately labeled container** and **OTC medication** must be in the **original container**.
4. All medications will be administered in the presence of an adult.
5. The Authorization to Carry Medication Form must be completed annually and signed by all parties before a student will be allowed to carry **any** medication with them at school.
6. Any medication (labeled or unlabeled) found in the possession of a student without the appropriate form will result in serious consequences for that student.

SCHOOL HEALTH SERVICES

Each school will be provided with a designated employee **(who is not a licensed nurse)** to serve as School Health Monitor. School Health Monitors will report to the school principal and will be provided training, guidance, and supervision by the Registered Nurse who serves as the Health Services Coordinator for that school.

SCHOOL HEALTH RECORDS

Parents/guardians should complete a health information form at the beginning of the school year or upon registration. This form includes:

- All emergency contact information (including cell phones and pagers)
- Pertinent health history
- Primary care providers and insurance information
- Medications taken at home and school
- Allergies
- To whom child may be released

When completing the health information form, please remember this form provides us with valuable information should your student become ill and/or injured at school. This form is **NOT** intended to be a substitute for directly communicating school day medical needs with school personnel. If your child has a medical condition that may possibly require modifications or staff training (diabetes, seizures, asthma, etc.), please contact your School Health Monitor to arrange an appointment with the appropriate Health Services Coordinator/Registered Nurse. Please remember a Registered Nurse is not always immediately available in the school.

SCHOOL RESOURCE OFFICER

Each middle and high school has at least one uniformed law enforcement officer serving as School Resource Officer (SRO). The purpose of the SRO Program is to provide a resource and support for students, teachers and staff in any and all areas that relate to law and law enforcement matters. This support includes providing classroom instruction, group or individual counseling, protecting persons and property on school campuses, gathering information concerning criminal activity involving students on or off school property, investigating crimes which occur on school grounds, and enforcing laws and ordinances of Douglas County and the State of Georgia.

In a continuing effort to make our school system safe, a Rewards Program has been instituted to help rid our schools of gang, drugs, and weapons. The Reward Program is a financially based incentive program sponsored by the Douglas County Board of Education, the Douglasville Police Department and the Douglas County Sheriff's Office which rewards a student with $100.00 cash if they provide information anonymously to the school administration or School Resource Officer and the information that was provided leads to a felony drug, gang, or weapons arrest**.**

SEVERE WEATHER / EMERGENCY CLOSING OF SCHOOLS

The Superintendent is authorized to close schools in cases of emergencies or severe weather. WSB Radio and TV are the stations first notified of emergency announcements for the Douglas County School System.

Abnormal conditions sometimes occur which require temporary suspension of school activities. These possible conditions include inclement weather (ice and snow storms); failure of power, gas, or water supply, and breakdown of heating system.

Some situations affect only one school while in other cases several or all Douglas County

Schools may be involved. In all instances the safety, welfare, and health of students and employees are the basic factors considered in making a decision as to whether or not to suspend temporarily the normal activities of a school day.

The Superintendent has the responsibility of making decisions on suspension of school activities. If the Superintendent is not available, a person designated by the Superintendent will assume this responsibility. School principals will be notified of such action by the most expedient direct means, either by telephone or personal contact.

VISITORS

Parents or other adults who have business at the school must report to the office. All visitors are expected to leave promptly when their business is completed. No school-age children are allowed to visit at any time during school hours without administrative approval. Visitors will be required to sign in and out using the Raptor Visitor Management System.

SCHOOL NUTRITION

Students are encouraged to participate in the school nutrition programs. Today, students are offered a variety of healthy, tasty and appealing choices which include fresh fruits and vegetables, fresh salads, whole grains and baked rather than fried items. All school meals are nutritionally balanced and meet one-third of the Recommended Daily Allowances for important nutrients for lunch and one-fourth of the RDA's for breakfast. Menus are planned by a registered dietitian and are low in fat and saturated fat. School meals help kids maintain a healthy weight and do better in school. School meals are offered to all students at a reasonable price. You may apply for free/reduced meals using a family application obtained from your child's school or by going to www.schoolcafe.com. Families are required to complete a school lunch application every year on School Café.

Students are encouraged to pay for their meals in advance. Families may pay their cafeteria directly with cash or checks. Checks should include the student's first and last name and lunch ID number. You may also use www.schoolcafe.com to pre-pay online. You can set up an account by using a credit card and can personalize your account to notify you when your child's balance is running low. A small service fee will apply for pre-paying online, and a minimum payment is required.

All students must go to the cafeteria during their assigned lunch period. Your child can assist the cafeteria staff by:

1. Depositing all lunch litter in proper receptacles.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the tables and floors in clean conditions.
4. Not taking food from the cafeteria to other parts of campus.
5. Not breaking in line.
6. Not leaving the cafeteria without permission. Permission must be granted by the administrator or teacher on duty.

CHARGE POLICY AND NSF POLICY

Douglas County School Nutrition will continue to monitor the approved student charging limits which states:

- High school students and adults are not allowed to charge
- Elementary and middle school students are not allowed to charge Ala carte items.

If we receive two NSF checks for a student and/or siblings, we will no longer accept any checks for the student and/or siblings for the duration of their attendance in Douglas County Schools.

DOUGLAS COUNTY SCHOOLS MEAL PRICES 2021-2022

STUDENT MEALS	High School	Middle School	Elementary School	School Staff	Guests
Regular Price Lunch	FREE	FREE	FREE	3.75	4.00
Reduced Price Lunch	FREE	FREE	FREE		
Second Lunch	3.50	3.50	3.50	3.75	4.00
Regular Price Breakfast	FREE	FREE	FREE	1.65	1.65
Reduced Price Breakfast	FREE	FREE	FREE		
Second Breakfast	1.65	1.65	1.65	1.65	1.65
Extra Milk or 4 oz. Juice	.60	.60	.60	.60	.60

*Adult prices are based upon food portions equivalent to high school student meals.
We receive federal reimbursement to offset the true cost for producing meals for one breakfast and one lunch per day per student served. No federal monies can be used to subsidize the price of adult or second meals.

”This institution is an equal opportunity provider.”

STUDENT SERVICES

STUDENTS ENTERING DOUGLAS COUNTY SCHOOLS FOR THE FIRST TIME

1. Elementary: Student must meet the age requirements of the Georgia State Department of Education. Student should be placed in the grade recommended by the school from which transferring.

2. Middle School & High School: Student should be placed in the grade and courses recommended by the school from which transferring. "Member schools shall not accept credits from a school which is not accredited by a regional or state accrediting agency except when validated by examination or by scholarship performance." Satisfactory scholarship performance would be determined by the school.(See JBCD-R)

Student Registration

Parents/legal guardians must provide the following:

Certified Copy of the Birth Certificate

- Georgia Immunization Form 3231 (All 7th graders, 7th through 12th grade students entering Georgia schools for the first time and 7th through 12th grade student returning to a Georgia school after being gone for more than one school year will be required to have the Tdap (tetanus, diphtheria, pertussis) and Meningococcal vaccines prior to beginning school).

- Georgia Eye, Ear, Nutrition and Dental Form 3300 Rev. 2013

- Student's Social Security Card or Waiver

- Parent/Legal Guardian's Photo ID

- Custody/Guardianship Papers (if applicable)

- Withdrawal Form from the Previous School (if applicable)

- Last Report Card (if applicable)

- Discipline history for Middle and High School Students

- Student's Transcript for all High School Students

Proof of Residency

The following items are accepted as proof of residency:

<u>If you rent</u>: You must bring a ***CURRENT*** lease agreement and a ***CURRENT*** utility bill or connection receipt. Utility bills must be no more than 30 days old, and they may not indicate disconnection or pending disconnection. Both the lease agreement and the utility bill must be in the parent or legal guardian's name.

<u>If you own</u>: You must bring your ***CURRENT*** mortgage statement or tax bill and a ***CURRENT*** utility or connection receipt. Utility bills must be no more than 30 days old, and they may not indicate disconnection or pending disconnection.

<u>Multi-Family Residence Form</u>: If you are living with family or friends the multi-family residence form must be signed by the home owner or leasee, and the form must be notarized. A ***CURRENT*** lease agreement, mortgage statement or tax bill must be provided by the homeowner and a ***CURRENT*** utility bill or connection receipt. Utility bills must be no more than 30 days old, and they may not indicate disconnection or pending disconnection.

STUDENT SERVICES

Student Services consists of counselors, school psychologists, and school social workers. Their services provide opportunities to:

> Help students recognize their aptitudes and potential through the use of test results, school performance and extra-curricular activities.

> Help students plan and select careers and secondary training wisely by making available a variety of career and scholarship information.

> Help students understand themselves and others, adjust to school and learn how to solve problems by providing opportunities for group and individual guidance.

> Help students select courses that meet their needs for graduation, further education, and/or future careers.

> Assist teachers and parents in helping students work through learning difficulties and personal or social concerns.

The high school counseling program includes personal and group counseling, career counseling, credit verification, course planning, interpretation of test results, consultation with parents and teachers, group work, and classroom guidance. Counselors may also prepare newsletters to keep students informed of pertinent information.

A student advisory system has been implemented at the high school level that accents the individual-personal relationship of the advisor and student. Students interact with at least one significant adult in the school and are being guided in course selections and involved in discussions concerning school programs.

Counselors coordinate and/or facilitate the testing programs, STAR student program, individual

advisement system, scholarship and financial aid programs, the homebound program, and posting of grades.

The high school counseling program assists teachers in understanding students and provides students with information on available school and community resources. The counseling department strives to help each student assess his/her ability and achievement and make decisions suitable to his/her life style.

Physical Examination

All students, including those in programs for four-year olds, who enter a Douglas County public school for the first time must have Ear, Eye, Nutrition and Dental Examination Certificates on file in the school. Students who have previously attended Georgia public schools, left the public school system for a private or out-of-state school, and then later returned to the Douglas County schools, will be assumed to have satisfied this requirement when they initially entered Georgia public schools. Students may be admitted to school without the Ear, Eye, Nutrition and Dental Certificate but must present it within 120 calendar days following entrance to school. A record of hearing, vision and dental screening must be on or attached to DPH Form 3300 rev. 2013, Certificate of Ear, Eye, Nutrition and Dental Examination. Out-of-state forms that show ear, eye, nutrition and dental examinations are acceptable if dated within the past 12 months of the enrollment date in a Georgia public school. For some disabled students, the Certificate of Ear, Eye, Nutrition and Dental Examination may be accepted when the examiner is unable to certify a pass or fail due to the severity or nature of the disability.

Students in grades six through twelve, who participate in competitive interscholastic athletics and cheerleading must have an annual physical examination form that includes approval for participation; signature by a licensed medical doctor before participation in any tryout, practice or conditioning; and the date (month, day, year) of the examination and the student's name.

Guidelines for Students Entering School from Home Study Programs

All students entering a Douglas County elementary or middle school from a home study program shall be evaluated for placement based on the following criteria:

1. State and Local Board of Education policy requirements relating to entrance into kindergarten or first grade
2. Chronological age based on a certifiable document (birth certificate)
3. Performance on standardized tests and/or instructional placement test (Example: Reading Placement Test)

After reviewing the above criteria, the local school shall place the student in the appropriate grade level.

If the parent or guardian disagrees with the placement, a Student Support Team will review placement. If there is still no agreement, the matter will be appealed to the Superintendent or designee.

Social Security Number

The Douglas County School System requests that all students provide the school with a Social Security number to be used as a student identification number. Students who do not have a Social Security number may pick up an application form in the Attendance Office or any Social Security office. Student Social Security numbers will be treated in the same confidential manner as all other records in accordance with the Federal Educational Rights and Privacy Act of 1974.

Providing a Social Security number is voluntary. Students or parents who object to providing a Social Security number must complete a waiver form. Waiver forms can be obtained from the Attendance Office.

TRANSFERS

All students transferring to Douglas County will be admitted to school pending receipt of their immunization record, for a period not to exceed 30 calendar days from initial entry. The 30-day waiver may be extended from the date of the first admittance, whichever is earlier, for up to 90 calendar days, provided the student is a transfer student from an out-of-state school system to a Georgia school system, or a student entering kindergarten or first grade from out-of-state. The student must provide documentation to the school from the local health department or a physician specifying that an immunization sequence has been started and that the immunization time schedule can be completed within the **90-day** waiver period.

No student expelled/suspended from a school in another school system may be admitted to a Douglas County school without approval of the school superintendent.

HOSPITAL/HOMEBOUND PROGRAM

Students who have a medically diagnosed physical or psychiatric condition which restricts them to their home or a hospital for a period of time which will significantly interfere with their education may be eligible for Hospital/Homebound services. Such students, or their parents, must submit a medical referral form completed by a licensed medical physician. The physician must project that the student will be absent a minimum of 10 school days and is physically able to profit from educational instruction.

Students are not eligible if absence is due to communicable diseases (except as specified in State Board Policy JGCC), emotional problems, expulsion, suspension, abuse of chemical substances, or uncomplicated cases of pregnancy. Cases of complicated pregnancy will be approved only with a statement from a licensed medical physician (1) certifying that school attendance would endanger the life of the mother or the child, and (2) specifying the projected length of time this danger would exist. The student is considered present each day if seen by the visiting instructor for the minimum number of hours per week.

STUDENTS RELEASE TO NON-CUSTODIAL PARENTS

Schools shall not release students to individuals other than custodial parent(s)/guardian(s) <u>without permission</u> from the custodial parent(s)/guardian(s). It is the responsibility of the

custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those filed in the child's records.

TO WITHDRAW

If a student needs to withdraw he/she should do the following:

1. A parent/guardian should notify the school to withdraw the student. The withdrawal document must be signed by the enrolling parent/guardian.
2. Obtain a withdrawal form from the attendance clerk.
3. All of the student's teachers, the counselor, the media specialist, the lunchroom manager and the principal must sign the withdrawal form.
4. Return all textbooks and library books and pay any fines and/or charges before records can be sent to your new school.
5. Return the withdrawal form to the clerk before the end of the school day.

WITHDRAWING FROM SCHOOL

When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator shall make a reasonable attempt to have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not having earned a high school diploma.

Any student who is 16 or over and drops out of a Douglas County high school must attend the Success Center for at least one (1) mini semester and pass all courses attempted before reentering a Douglas County high school. **

Any student who wishes to return to a Douglas County high school from a court ordered placement or Department of Juvenile Justice facility must provide documentation for review to determine retry status or attend the Success Center for at least one semester and be in good standing before reentering a Douglas County middle or high school.

Board Policies and Procedures

SCHOOL ADMISSIONS **Descriptive Code: JBC**

REQUIREMENTS

1. General Admissions: In order to enter the first grade in the schools of Douglas County, a child must be six years old on or before September 1 of the school year in which entrance is made. In order to enter kindergarten in the schools of Douglas County, a child must be five years old on or before September 1 of the school year in which entrance is made. No student may enter school if such student shall attain twenty-one years of age before September 1 of the school year except that students with Individualized Education Plans (IEPs) may attend through age 21 or until they receive a regular high school diploma.

Admission Exceptions for Out-of-State Students: A child who has been (1) a legal resident of one or more other states for a period of two years immediately prior to moving to Georgia and who has been legally enrolled in a public kindergarten or first grade, or (2) enrolled in a kindergarten or first grade accredited by a state or regional association shall be eligible for enrollment if such child will attain the age of five for kindergarten or six for first grade by December 31, and is otherwise qualified.

2. Birth Certificate: **A child's birth certificate or its equivalent** must be presented the first time the child enrolls in kindergarten or first grade in a Douglas County School. All students are encouraged to have a birth certificate on file for grades 2-12.

Evidence that shows the student's date of birth, in the following priority order:

- Certified copy of a birth certificate
- Certified hospital issued birth record or certificate
- Military ID
- Passport
- Certified adoption record or certificate-Signed by Judge
- Religious record signed by an authorized religious official
- Official school transcript
- Affidavit of age sworn by a parent, guardian or other person accompanied by a certificate of age signed by a licensed practicing physician, which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

3. Vaccination and Immunization: Evidence of age-appropriate vaccination and immunization against the following illnesses is required under Georgia law before a child may be officially enrolled in a Georgia School.

For any child attending any school or facility in the state of Georgia for the first time, a parent or guardian must submit a valid certificate of immunization.

School or facility officials, for justified reasons, may allow a child to attend for up to 30 calendar days after first admittance without a valid certificate of immunization. This 30 day waiver may be extended from the date of the first admittance for up to 90 calendar days provided the student is a transfer student from an out-of-state school system to a Georgia school. A certificate may be issued for a child who has not received all required immunizations with the conditions that the child is in the process of completing required immunizations and that immunizations are being scheduled with the shortest intervals recommended in the current Official Immunization Schedules.

The certificate must be retained and monitored for currency by the school or facility while the child continues in attendance and must be made available for inspection during normal business hours by authorized health authority officials. When a child transfers to another school or facility, the certificate of immunization must be transferred. When a child ceases to attend without transfer, the certificate should be returned to the parent or guardian.

A certificate for a child who is in the process of receiving all required vaccines must have a date of expiration that relates to the date the next required immunization is due or the date on which a medical exemption must be reviewed. A new certificate must then be obtained and submitted to the school or facility within 30 days after the expiration date. Children whose parents fail to renew said certificates within the time allotted shall not be permitted to continue in attendance.

4. Eye, Ear, Nutrition and Dental Screening: Evidence of ear, eye, dental and nutrition screening is required under Georgia Law before a child may be officially enrolled in a Georgia school. Out-of-state forms that show ear, eye, dental and nutrition examinations are acceptable if data is within the past 12 months of the enrollment date in a Georgia public school. Students may be admitted to school without the ear, eye, dental and nutrition and dental certificate but must present it within 120 days following entrance to school. Note: The certificate of Eye, Ear, Nutrition and Dental Screening must be on Georgia DPH Form 3300 rev. 2013.
5. No child expelled from a school in another school system may be admitted to a Douglas County School without approval of the County School Superintendent.

ABSENCES AND EXCUSES DESCRIPTIVE CODE: JBD

It is impossible for a student to realize the benefits of the public school program unless the student attends school regularly.

1. **DEFINITION**

   Truant – any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences. Georgia code 20-2-690.1 mandatory education for children between ages six and 16. Georgia code 20-2-150 all children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall be subject to all provisions of code sections 20-2-690 through 20-2-701.

REQUIREMENTS

a. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy.

b. The Douglas County Board of Education will excuse students from school under the following circumstances:

1. Personal illness or attendance in school endangers a student's health or the health of others.

2. A serious illness or death in a student's immediate family necessitating absence from school.

3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.

4. Observing religious holidays, necessitating absence from school.

5. Conditions rendering attendance impossible or hazardous to student health or safety.

6. A period not to exceed one day for registering to vote or voting in a public election.

7. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

8. A student whose parent or legal guardian is currently serving or has previously served on active duty in the U.S. armed forces or in the Reserves or National Guard on extended active duty may be granted excused absences, up to a maximum of 5 school days per school year, not to exceed 2 school years, for the days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to the absence. The documentation must come from a care provider at or sponsored by a U. S. Veterans Affairs medical facility or from an official of an event sponsored by a veterans organization that qualifies as a 501 (c)(19) tax-exempt corporation under the IRS Code. In determining whether to grant or deny a request for absence under this provision, the principal or designee may consider the student's attendance records.

9. Any other absence not explicitly defined in this policy but deemed to have merit based on circumstances as determined by the Superintendent or his/her designee.

c. Students will be counted present when they are serving as pages of the Georgia General Assembly. Students in foster care will be counted present when attending court proceedings relating to their foster care.

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

1. Absences are justified and validated for excusable reasons.

2. Make up work for excused absences was completed satisfactorily.

e. The Douglas County Board of Education has adopted policies and procedures to reduce unexcused absences that include:

1. Requiring the schools to notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice shall outline the penalty and consequences of such absences and that each subsequent absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the schools shall send written notice by first class mail or via certified mail with return receipt requested; and

2. Requiring the schools to provide the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system's policy.

3. The Douglas County Board of Education shall implement a progressive discipline process and a parental involvement process for truant students before referring the students to the juvenile or other court having jurisdiction. Parents shall be notified by certified mail, return receipt requested, prior to initiation of court proceedings for violation of compulsory attendance laws.

4. The Douglas County Board of Education has adopted as a part of the student code of conduct developed pursuant to O.C.G.A. 20-2-735 a definition of truancy that contains the minimum standards established by State Board of Education Rule 160-5-1-.10 Student Attendance and a summary of possible consequences and penalties for truancy. The summary of possible consequences for students includes possible dispositions for Children In Need of Services in accordance with the juvenile code, including the possible denial of a driver's license or permit for a child.

5. When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator shall make a reasonable attempt to have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not having earned a high school diploma.

ABSENCES AND EXCUSES DESCRIPTION CODE: JBD-R(1)

In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the student and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Douglas County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. To emphasize the importance of good attendance, and to provide consistency throughout the school system, the following guidelines will be used.

ATTENDANCE RULES

1. Absences will be classified as excused or unexcused.

Excused absences are those due to emergencies such as:

A. Personal illness or attendance in school endangers a student's health or the health of others.

B. A serious illness or death in a student's immediate family necessitating absence

from school

C. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.

D. Observing religious holidays, necessitating absence from school.

E. Conditions rendering attendance impossible or hazardous to student health or safety.

F. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

G. Any other reason approved by the Georgia State Board of Education.

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

Unexcused absences are all failures to attend school other than those specifically excused by the administration.

2. Absences and tardies will be recorded in each class. Absences and tardies from school will be recorded on the student permanent record. A student must be present at school for at least one-half of the required instructional time to be counted present for the day.
3. A high school student must be enrolled in each course a minimum of 130 clock hours per semester (including days transferred from other schools) to receive Carnegie unit credit for the course. A student must be present every day except those determined to be excused absences. A clock hour is defined as 60 minutes of instructional time

4. If a student is absent from school, the student must bring a note with the signature of a parent, doctor, dentist, judge, etc. stating the date and reason for absence. This written excuse must be presented to the appropriate teacher(s) within three (3) school days of the student's return to school from the absence. This is the responsibility of the student. The principal will resolve any question in determining whether an absence is excused or unexcused.

All work missed due to an excused absence must be made up by the student within a reasonable time, or receive zeros in work missed. It is the student's responsibility to make arrangements with the teacher for make-up work.

In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

Unexcused absences will result in no credit for work missed.

A student who misses one-half or more of a class period (unexcused) will be counted absent for that class.

For each absence beyond ten (10), students must bring an excuse from a doctor, dentist, health center, court, etc. for the absence(s) to be excused.

5. Individual teachers (in grading policies) or schools will provide incentives for good attendance.

6. Any parent, guardian, or other person having control or charge of any child or children between the ages of six and sixteen shall send such child or children to school. On the sixth unexcused absence a violation of this code (O.C.G.A. 20-2-690.1) will result in said person being guilty of a misdemeanor. Upon conviction thereof, shall be subject to a fine of not less than $25.00 nor greater than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties.

Two reasonable attempts to notify the parent/guardian will be made by the school on the fifth unexcused absence. If no response is achieved the school shall send a notice by certified mail, return receipt requested. Each day absence from school after notification on the fifth unexcused absence shall constitute a separate offense.

7. Student parking at Douglas County School System high schools is a privilege provided for high school students who purchase a parking decal. High school administrators may suspend a student's parking privilege for the remainder of the semester for leaving campus without authorization, for truancy, or for having six unexcused tardies to school. The suspension of parking privileges will extend for at least forty-five (45) days. If a semester has less than forty-five (45) days remaining when the suspension occurs, the balance will be served at the beginning of the next semester or school year. There will be no refund for the cost of the parking permit. At the conclusion of the suspension of parking privileges, the student may reapply and purchase a parking decal if parking space is available.

PROMOTION AND RETENTION DESCRIPTIVE CODE: IHE

The Douglas County Board of Education hereby authorizes the Superintendent and administrative staff to develop procedures or regulations that specify how the state-adopted assessments will be used and what local promotion criteria will be used in making decisions concerning promotion, placement or retention of students in kindergarten and Grades 1 through 8. Such procedures or regulations shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with

accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.

2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in district regulations or procedures.

3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student.

4. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.

5. School level promotion and retention decisions may be appealed to the Area Director, and if not satisfied, to the Superintendents' designee, whose decision shall be final.

HIGH SCHOOL DRESS CODE DESCRIPTIVE CODE: JCDB-R(1)

The Douglas County School District dress code requires students to dress "in a manner that is conducive to a good learning environment."

In the selection of school dress, parents and students should exercise good taste and good judgement. Many "fads" in dress are not appropriate for school. Therefore, student dress should reflect neatness, cleanliness and should not distract or cause disruption in the educational process of school.

The school administration reserves the right to determine if a student's dress are too casual, too revealing, or too distracting from the learning environment to be considered appropriate for school. The health and safety of all students will be taken into consideration when making decisions regarding appropriate/inappropriate attire.

APPROVED FOR SCHOOL WEAR:

- Pants: Pants that are size appropriate worn at the waist
- Shorts: Shorts that are size appropriate and worn at the waist
- Skirts and dresses: Skirts must be size and length appropriate and worn at waistline.
- Shirts and blouses: Long or short sleeved, dress shirt, T-shirt, polo type shirt, sweaters and sweatshirts which are size appropriate. Shirt must be below the belt line.
- Shoes: All students must wear appropriate shoes at all times.
- Undergarments: Appropriate undergarments must be worn at all times. Undergarments of any type must not be exposed.
- Accessories: Belts are optional and, if worn, are to be proper length.

NOT APPROVED FOR SCHOOL WEAR:

- Pants with holes above the knee;

- See-through clothing;
- Sleeveless shirts, dresses, halter tops, tank tops and spaghetti straps;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Rubber and/or metal cleats, bare feet; pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which displays or implies profane, vulgar, obscene or racially offensive language, symbols or sexual innuendo;
- Emblems, insignias, writing, graphics, pictures, badges, tattoos or other symbols where the effect thereof is to unreasonably attract the attention or cause disruption of a class or disruption or interference with the operation of the school;
- Hats, sunglasses and caps, visors, skull caps, do rags, headbands and bandanas etc. (All hats and caps shall be properly stored during the school day).
- Hoods of any type must not be pulled up on head.
- Chains hanging from wallets or clothing; dog collars or electronic belt buckles.
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, T-shirts, jerseys, jackets, etc.);
- Jewelry that is offensive; distracts or is studded or pointed, including “grills” and heavy chains;
- Any hairstyle or coloring and body piercings which causes a distraction to the learning environment;
- Clothing worn in a manner inconsistent with the intended design (ex.: exposure of clothing designed and sold as undergarments, rolled up pants legs, bandanas used as belts, etc.).
- Shoes with any type of wheels or other rolling apparatus.

Exceptions:

- Uniforms for school related activities are acceptable if approved by school administrators. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.
- School administrators may alter the dress code for special occasions or extracurricular activities.
- Parents of students who require an exemption from the dress code for religious, cultural, or short-term medical reasons may make application to the principal.

Consequences for failure to comply:

The administration will determine consequences. These may include dress modification, parent notification, counseling or In School Suspension. Refusal to comply with the dress code, repeated offenses, or violations of severe nature may result in a higher degree of discipline.

The Student Handbook shall serve as first notice of Dress Code Policy. The school administration may require more restrictive requirements in their local school dress code, with reasonable notification.

ADMINISTRATIVE PROCEDURES/STUDENT DISCIPLINE DESCRIPTIVE CODE: JCDA

It is the policy of the Douglas County Board of Education that each school within this school district shall implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rules. Each code of conduct shall include the following, at a minimum:

1. Standards of student behavior during school hours, at school related functions, on school buses and at school bus stops designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this Board and to obey student behavior rules established at each school within this school district;

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

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

4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors that detract from the learning environment.

5. All other specific requirements as set forth in any existing State Board of Education Rule or in Georgia law.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school.

TEACHER REPORTING REQUIREMENT

It is the policy of the Board of Education that the Superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in 20-2-738 and 20-2-751.5(d).

A teacher shall have the authority, consistent with Board policy, to manage his or her classroom, discipline students, and refer a student to the principals 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 each student's classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. 20-2-737-738.

The Superintendent and/or his designee shall ensure that procedures are disseminated as necessary for implementation of this policy and applicable state laws.

Student Discipline JD-R(3)

Middle School and High School Discipline Code

The Discipline Code serves as a guide for school administrators dealing with discipline offenses. It is not intended to be an exhaustive list of every possible offense. Furthermore, every possible offense cannot be defined. The Principal of the school has the authority to make disciplinary and other decisions based on the best interests of the students and the school. Parents and guardians are encouraged to inform their children that certain acts of misconduct could result in legal charges. Please explain to your student(s) that for certain acts of underage sexual conduct and other crimes, a minor may be tried as an adult.

It is the responsibility of the student and the student's parents/guardians to demonstrate behavior that is appropriate at all times. Parents will be contacted when any major offense occurs. It is the policy of this state that it is preferable to assign disruptive students to alternative educational settings rather than to suspend such students from school.

A teacher shall have the authority to remove from his or her class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. (Board Policy JD) The parent will be required to attend a conference and develop a behavioral intervention plan.

Discipline Code Information

1. Students are to notify an administrator or staff member when dangerous or illegal items are found in the school building or on the school campus. Students are advised not to pick up items or to handle the illegal items.
2. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Students vehicles brought on campus, student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Cell phones/multi-media/electronic devices taken from students due to possession and/or use in violation of school rules are subject to having their contents searched. Students are required to cooperate if asked to open book bags,

lockers or any vehicle brought on campus. Metal detectors and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities that occur outside normal school hours or off the school campus at the discretion of administrators.

3. Students should be aware that any adult employee of the Douglas County Board of Education has the authority to ask for a student's identity or to see other appropriate information. Board of Education employees have the authority to give a student reasonable instructions and to expect that those instructions be carried out. Refusal to identify oneself or to carry out reasonable instructions will result in serious disciplinary action.
4. Students and parents should understand that when misconduct constitutes a violation of local, state, or federal law, law enforcement agencies may be contacted and prosecution may follow.
5. Student disciplinary records are maintained separately, however Georgia Law requires the transfer of those records for grades 6-12 to another Georgia school district.
6. These regulations apply to students: (a) who are on the school grounds during, immediately before, or immediately after school.; (b) who are on the grounds at any other time that the school is being used by a school group; (c) who are off the school grounds at a school activity, school function, or event; (d) who are en route to or from any school functions; (e) who create electronic communication(s) which present a potential danger to persons or property at the school or which disrupts the educational process; or are otherwise subject to jurisdiction of school authorities.
7. The school system reserves the right to discipline behavior which is subversive to good order and discipline in the school, even though such behavior is not specified in the school's discipline code.
8. The penalty for committing a physical act of violence against a school employee is expulsion for the remainder of the student's school years. The local board *may* permit the student to attend an alternative school or program. If the student is in grades K-8, the local board *may* permit a student to reenroll in the regular school program for grades 9-12. If there is no alternative program for students grades K-6, the local board *may* permit such a student to reenroll in the public school system. Students committing acts of physical violence against school employees must also be referred to juvenile court authorities.
9. Students suspended or expelled from school are not allowed on the school campus or at any school function
10. Students placed in isolation or in-school suspension may not participate in extra-curricular activities or assemblies.
11. Failure to serve disciplinary action will result in additional consequences.
12. Consequences for rule violation will be administered as consistently as possible for all students while taking individual circumstances into consideration. In addition, habitual behavior problems should be referred to the Student Support Team (Tier 3) accompanied by data from Tier 2 interventions.
13. Any teacher or staff member has authority, at any time, over any pupil, as long as the student is in the building, on school grounds, or attending school functions.
14. Discipline records that are sent home should be signed by the parent/guardian and returned to school.
15. Bus Conduct – School bus transportation is a privilege afforded pupils by the Board of Education. It is not a right. To protect the safety and well-being of all involved, pupils must adhere to established bus conduct rules. Bus transportation privilege maybe revoked if the pupil does not observe bus conduct expectations.
16. Rule violations may be serious enough that more than a 10 day suspension is necessary. When this occurs, a student tribunal will be conducted at the Douglas County Board of Education to allow student due process.
17. Students under short-term suspension must make-up any academic work missed during the suspension to receive credit. It will be the responsibility of the student to request

make-up work. Students under suspension or expulsion are not allowed on any Douglas County School System campus or at any Douglas County School System functions.

LEVEL THREE OFFENSES

The range of disciplinary actions are at the discretion of the school administrators depending upon circumstances. These offenses will be heard by a Discipline Tribunal after initial investigation is completed and temporary consequences (suspension) are assigned by school administrators. The Discipline Tribunal shall determine the appropriate discipline in each case based on its individual merits. The principal may recommend an appropriate discipline for the Tribunal to consider. Appropriate compensation shall be paid to replace losses to the school system resulting from commission of any offense. Level Three Offenses are so serious in nature that offenses will be cumulative grades 6-8, 9-12. The following offenses may require police contact and shall be grounds for long-term suspension/expulsion/permanent expulsion, or denial of enrollment. This could also result in long-term bus suspension.

LEVEL TWO OFFENSES

The range of disciplinary actions are at the discretion of the school administrators depending upon circumstances. These major offenses are cumulative for the school year. Each offense shall result in suspension, in-school or out, not to exceed ten (10) days.

A knife of more than 2 inches may be grounds for arrest and a felony charge. 22-2 may be treated as 22-3 or 39.

Appropriate compensation shall be paid to replace losses to the school system resulting from commission of any offense. Principal's discretion may be used in handling level two offenses.

LEVEL ONE OFFENSES

These minor offenses will be dealt with at the discretion of the school administrators. Generally, consequences shall include but not be limited to detention, suspension (in-school or out-of-school), Saturday school/detention, making restitution, parental conferences, bus suspension, etc. Teachers and bus drivers will handle minor offenses by reporting offenses to administrators and in accordance with school procedures. Parents will be informed of misbehavior by phone or in writing.

A knife of more than 2 inches may be grounds for arrest and a felony charge. 22-1 may be treated as 22-2, 22-3 or 39.

<u>Middle School Only</u>

Possession of electronic communication devices, including, but not limited to, beepers, cell phones, or other electronic devices on school property during the instructional day is prohibited. All content held in cellular phones, cameras or video phones or other electronic devices is subject to inspection and/or review by school administrators at any time.

BYOD schools may modify for the appropriate use of technology. These modifications will be determined by the local school administration.

High School Only

Students shall not use, display or turn on communication beepers, cell phones and accessories, video phones, or other electronic devices during the regular school day, including instructional class time, class change time, breakfast or lunch. All content held in cellular phones, cameras or video phones or other electronic devices is subject to inspection and/or review by school administrators at any time.

BYOD schools may modify for the appropriate use of technology. These modifications will be determined by the local school administration.

Tardies to school may include disciplinary action such as parent conference, detention, in-school suspension, loss of parking privileges, and/or loss of extra-curricular privileges.

ACADEMIC DISHONESTY - Receiving or providing unauthorized assistance on classroom projects, assignments or exams. Academic Dishonesty may result in grade reduction; additional work assigned, or parent contact.

Level 1 - Intentional receiving or providing of unauthorized assistance on classroom projects, assessments and assignments. May include but is not limited to failure to cite sources.

Level 2 - Intentional plagiarism or cheating on a minor classroom assignment or project Intentional plagiarism or cheating on a minor classroom assignment or project. Includes but is not limited to Intentional dishonesty on minor classroom projects, assignments, homework, etc.

Level 3 - Intentional plagiarism or cheating on a major exam, statewide assessment or project or the falsification of school records (including forgery). Includes but is not limited to cheating on major exams, statewide assessments or other state mandated academic work; Includes the falsification of school records; forgery; Level 3 may be used for students that violate the school policy on academic dishonesty three or more times during the same school year.

AGGRESSION TOWARDS OTHERS – Intentionally making verbal, written, or recorded comments of an insulting or provoking nature to another person. Additionally, this includes engaging in a verbal conflict or physical intimidation/posturing.

ALCOHOL - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Students under the influence of alcohol may be included if it results in disciplinary action.

Level 1 - Unintentional possession of alcohol.

Level 2 - Under the influence of alcohol without possession.

Level 3 - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of alcoholic beverages or substances represented as alcohol.

ARSON - Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary device. Note: Possession of fireworks or incendiary devices must be reported as "Possession of unapproved items".)

Level 1 – N/A

Level 2 -Attempt to commit arson or transporting or possessing incendiary devices to school; includes but not limited to the use of fireworks. Includes but is not limited to trashcan fires without damage to school property.

Level 3 – Intentional damage as a result of arson-related activity or the use of an incendiary device. Includes but not limited to setting fires to school property.

ASSAULT – The attempt to commit a violent injury to another person, or commits an act which places another in reasonable apprehension of immediately receiving a violent injury. Assault may be categorized as Aggravated. 16-5-21 Georgia Law Enforcement Pamphlet.

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

Level 1 - Repeated or excessive unexcused absences or tardies; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions.

Level 2: N/A

Level 3: N/A

BATTERY - Intentional touching or striking of another person to intentionally cause bodily harm. (Note: The key difference between battery and fighting and is that fighting involves mutual participation.)

Level 1 - Intentional physical attack with the intent to cause bodily harm resulting in no bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other intentional physical confrontations.

Level 2 - Intentional physical attack with the intent to cause bodily harm resulting in mild or moderate bodily injuries. Includes but not limited to pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations that result in mild or moderate injuries.

Level 3 - Intentional physical attack with the intent to cause bodily harm resulting in severe injuries or any physical attack on school personnel; Level 3 may be used for students that violate the school policy on battery three or more times during the same school year. Includes but not limited to choking, pushing, hitting, kicking, shoving, pinching, slapping, and other physical confrontations resulting in severe injuries; includes any physical attack on school personnel; includes incidents serious enough to warrant calling the police or security.

BOMB THREATS/EXPLOSIONS - Any communication which has the effect of threatening

an explosion to do malicious, destructive, or bodily harm to school system property, at a school function, or extracurricular activity, or the persons in or on that property or attending the function. Preparing, possessing, or igniting explosives including unauthorized fireworks on school system property at a school function, or extracurricular activity.

BREAKING AND ENTERING - The unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.).

Level 1 – N/A

Level 2 – N/A

Level 3 - Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft).

BULLYING - A pattern of behavior, which may include written, verbal, physical acts, or through a computer, computer system, computer network, or other electronic technology occurring on school property, on school vehicles, at designated school bus stops, or at school related functions that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm or visibly bodily harm.

The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Level 1 - First Offense of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or using any type of electronic means to harass or intimidate.

Level 2 - Second incident of bullying as defined in Georgia Code Section 20-2-751.4. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.

Level 3 - Repeated acts, as defined in Georgia Code Section 20-2-751.4, occurring on school property or school possession that is a willful attempt or threat to inflict injury, or apparent means to do so, any display of force that puts victim at fear of harm, any written, verbal or physical act that threatens, harasses, or intimidates; causes another person physical harm; interferes with a student's education; so severe and pervasive

intimidated or threatens educational environment. Includes but is not limited to a pattern of unwanted teasing, threats, name calling, intimidation, harassment, humiliation, hazing, physical attacks, extortion, social exclusion, coercion, spreading of rumors or falsehoods, gossip, stalking, or the use of electronic equipment on school property or using school equipment to harass or intimidate.

BUS SUSPENSION – A pupil found guilty of certain offenses may be suspended from the bus for a period up to the remainder of the school year.

CHRONIC DISCIPLINE PROBLEM STUDENT - A student who is chronically disruptive may be charged with repeated violations of school rules. Intervention attempts may include consideration by the Student Support Team, parent notification, parent observation and development of a behavioral correction plan.

CLASSROOM DISRUPTION - Conduct or behavior, which interferes with or disrupts the teaching/learning process.

COMPUTER TRESPASS - Use of a school computer for anything other than instructional purposes or unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program(s) or data.Level 1 – N/A

Level 2 - Unauthorized use of school computer for anything other than instructional purposes. Includes but not limited to computer misuse, using computer to view inappropriate material, and violation of school computer use policy.

Level 3 - Unauthorized use of a computer or computer network with the intention of deleting, obstructing, interrupting, altering, damaging, obtaining confidential information or in any way causing the malfunction of the computer, network, program(s) or data; includes disclosure of a number, code, password, or other means of access to school computers or the school system computer network without proper authorization. Includes but not limited to hacking, using school computer to change or alter school records (grades, attendance, discipline, etc.)

CONTINUATION OF INCIDENT - An event with multiple incidents for a single action has occurred.

DESTRUCTION OF PROPERTY - Injury to real or personal property through another's negligence, willful destruction, or by some act of nature. The amount of recovery for property damage may be established by evidence of replacement value, cost of repairs, loss of use until repaired or replaced or in the case of heirlooms or very personal property (e.g. wedding pictures) by substantive testimony as to sentimental value.

DETENTION - The student shall report to a specified school location and to a designated teacher or school official. Students must be given 24-hour notice in order to make arrangements for transportation. Detention may require the student's attendance before school, after school, on Saturdays, or during scheduled class or school activity time if school officials deem removal of the student from his/her regular school schedule essential to the well-being of the student or school. The school principal will develop rules for detention.

DISCIPLINARY PROBATION - A student found guilty of certain offenses may be placed on probation by the local school and/or the Student Disciplinary Tribunal. Probation is a trial period during which a student violating school and/or school system rules is subject to further

disciplinary action.

DISORDERLY CONDUCT - Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff or others. (Includes disruptive behaviors on school buses).

Level 1 - Creating or contributing to a moderate disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.

Level 2 - Creating or contributing to a severe disturbance that substantially disrupts the normal operation of the school environment but doesn't pose a threat to the health or safety of others; may represent a repeat action. Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.

Level 3 - Creating or contributing to a severe disturbance that substantially disrupts the school environment or poses a threat to the health and safety of others. Level 3 may be used for students that violate the school policy on disorderly conduct three or more times during the same school year. Includes but not limited to disruptive behavior on school bus, misbehavior during a fire drill or other safety exercise.

DRESS CODE VIOLATION - Violation of school dress code that includes standards for appropriate school attire. Non-conformity to established dress code of Douglas County Board of Education. (SEE DRESS CODE - POLICY JCDB)

Level 1 - Non-invasive and non-suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 1 may Include but are not limited to bare feet; trousers, slacks, shorts worn below waist level; no belt; clothing that is excessively baggy or tight; skirts or shorts that are shorter than mid-thigh; sunglasses worn inside the building; hats, caps, hoods, sweatbands and bandanas or other head wear worn inside school building.

Level 2 - Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Pursuant to local dress codes, dress code violations for Level 2 may include but are not limited to depiction of profanity, vulgarity, obscenity or violence; promote the use or abuse of tobacco, alcohol or drugs; creates a threat to the health and safety of other students; creates a significant risk of disruption to the school environment; clothing worn in such a manner so as to reveal underwear, cleavage or bare skin; spaghetti straps, strapless tops, halter tops, see-through or mesh garments or other clothing that is physically revealing, provocative or contains sexually suggestive comments.

Level 3 - Invasive or suggestive clothing, jewelry, book bags or other articles of personal appearance. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year. Level 3 may be used for students that violate the school dress code policy three or more times during the same school year.

DRUGS, EXCEPT ALCOHOL AND TOBACCO - Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or

narcotic substance, or equipment or devices used for preparing or using drugs or narcotics; or any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school.

Level 1 - Unintentional possession of prescribed or over the counter medication. Does not include the possession of narcotics or any illegal drugs. not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

Level 2 - Any medication prescribed to a student or purchased over-the-counter and not brought to the office upon arrival to school. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

Level 3 - Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776

EXPULSION - The student is removed from all Douglas County Public Schools, property and activities or events beyond the current school semester. Permanent expulsion may be made only by the Board of Education.

EXTENT OF SCHOOL JURISDICTION – Students are accountable for behavior on school property, at school functions, en route to or from school functions, and at bus stops.

FALSE FIRE ALARM - The willful and/or malicious activation of a fire alarm system or the willful and/or malicious reporting of a false fire.

FELONY - Any offense punishable as a felony under Georgia law or federal law.

FIGHTING – Mutual participation in a fight involving physical violence where there is no one main offender and an intent to harm (Note: The key difference between fighting and battery is that fighting involves mutual participation.)

Level 1 - A physical confrontation between two or more students with the intent to harm resulting in no bodily injuries. No injuries.

Level 2 - A physical confrontation between two or more students with the intent to harm resulting in mild or moderate bodily injuries. Mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body.

Level 3 - A physical confrontation between two or more students with the intent to harm resulting in severe bodily injuries. Level 3 may be used for students that violate the school policy on fighting three or more times during the same school year. Repeated physical confrontations resulting in severe injuries that require medical attention.

OTHER FIREARMS - Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any

weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Level 1 – N/A

Level 2 – N/A

Level 3 - Intentional or unintentional possession or use of any firearms other than rifle, shotgun, or handguns (including starter pistols) and any other destructive device which includes explosives. Includes any weapon (including started gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any destructive device, which includes any explosive, incendiary, or poison gas (i.e. bomb, grenade, rocket having a propellant charge more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or similar device); any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination or parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

FORGERY - The making of false or misleading written communication to a school staff member with the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

GAMBLING - Any participation in games (or activities) of chance for money and/or things of value.

GANG-RELATED - Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruptive behavior. Any group of three or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in school disruption behavior.

Level 1 – N/A

Level 2 – Wearing or possessing gang-related apparel; communicating either verbally or non-verbally to convey membership or affiliation with a gang. Possession or wearing of gang-related clothing, jewelry, emblems, badges, symbols, signs, or using colors to convey gang membership or affiliation; gestures, handshakes, slogans, drawings, etc. to convey gang membership or affiliation; committing any other illegal act or other violation of school policies in connection with gang-related activity.

Level 3 - The solicitation of others for gang-membership, the defacing of school or personal property with gang-related symbols or slogans, threatening or intimating on behalf of a gang, the requirement or payment for protection or insurance through a gang. Level 3 should be used for students who display a pattern of violating the school policy related to gang activity. Soliciting students for gang membership; tagging or defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang; requiring payment for protection, insurance, otherwise intimidating or threatening any person related to gang activity; inciting other students to intimidate or to act with physical violence upon any other person related to gang activity.

HAZING – Any action or situation which subjects a student to an activity which endangers or is likely to endanger the physical or mental health of a student, regardless of the student's willingness to participate in such activity.

HEARING OFFICER - System administrator or who conducts the Student Discipline Tribunal hearing proceedings.

HITTING/ROUGHING/MINOR PHYSICAL CONTACT – Intentionally making physical contact with another person including but not limited to hitting, slapping, pushing, tripping and wrestling.

HOMICIDE - Killing of one human being by another.

Level 1 – N/A

Level 2 – N/A

Level 3 - Killing of one human being by another. Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

INAPPROPRIATE DISPLAY OF AFFECTION - The practice of kissing, embracing, and other similar types of activities are not in good taste in the school setting. All students should conduct themselves in a mature manner.

IN-SCHOOL SUSPENSION - The student is removed from regular classes for a specified period of time in the local school. Class work assignments are sent to the student by the teachers. The student may not attend or participate in any extracurricular activities while assigned to In-School Suspension (ISS).

INSUBORDINATION - Refusal or failure to comply with a direction or an order from a school system staff member; failure to comply with State Law, School Board Policy, local school rule, behavior contracts, or classroom rules.

KIDNAPPING - The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

Level 1 – N/A

Level 2 – N/A

Level 3 - The unlawful and forceful abduction, transportation, and/or detention of a person against his/her will.

LARCENY/THEFT - The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence or bodily harm. (Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)

Level 1 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value less than $100. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

Level 2 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between $100 and $250. The unlawful taking of property belonging to another person or entity that does not belong to the student with a value between $100 and $250. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

Level 3 - The unlawful taking of property belonging to another person or entity that does not belong to the student with a value exceeding $250. Level 3 may be used for students that violate the school policy on larceny/theft three or more times during the same school year. Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception Includes but not limited to theft by taking, theft by receiving stolen property, and theft by deception.

LEAVING CAMPUS - Students leaving campus without approval of school officials may have parking privileges revoked in addition to other consequences.

LONG-TERM SUSPENSION - The student is suspended out-of-school for more than ten (10) days. Any suspension of more than ten (10) days may be assigned only by the Student Disciplinary Tribunal, or by the Board of Education. (Student may continue academic work at the Alternative School.)

MISBEHAVIOR IN THE CAFETERIA - The acts of throwing objects, leaving trays, etc. in the cafeteria. Open food or drink outside of designated areas (any area other than cafeteria). No food may be delivered to school from a "fast food" establishment, in compliance with federal guidelines.

MISCONDUCT ON SCHOOL BUS OR OTHER SCHOOL APPROVED TRANSPORTATION - Conduct or behavior which interferes with the orderly, safe, and expeditious transportation of students or other authorized riders. In addition to consequences for offenses on a bus, students may lose the privilege to ride the bus.

MOTOR VEHICLE THEFT - Theft or attempted theft of any motor vehicle.

Level 1 – N/A

Level 2 – N/A

Level 3 - Theft or attempted theft of any motor vehicle. Includes but not limited to cars,

trucks, ATVs, golf carts, etc.

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

Level 1 - The possession of any unauthorized item. Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to possession of toys, mobile devices, gadgets, personal items, gum, candy, etc; includes possession of pepper spray.

Level 2 - The use of the any unauthorized item (i.e. toys, mobile devices, or gadgets). Does not include the possession of fireworks, matches, toy weapons, or other items that can be construed as dangerous. Includes but is not limited to use of toys, mobile devices, gadgets, personal items, etc; includes the use of pepper spray without injury.

Level 3 - The use or possession of unauthorized items including but not limited to matches, lighters, toy guns, or other items that can be construed as dangerous or harmful to the learning environment; Includes the possession of fireworks but the use of fireworks should be coded as Arson; Level 3 should be used for students who display a pattern of violating the school policy related to unapproved items. Includes but are not limited to matches, lighters, or the possession of fireworks, bullets, stink bombs, CO2 cartridges; includes the use of pepper spray with injury.

PRE-ADMISSION HEARING - A hearing requested by the school or parent(s) to determine whether a suspended or expelled student will be allowed to enter the Douglas County School System from another school system.

PRESCRIPTION DRUG - Use of a drug (medication) authorized by a registered physician, and prescribed for the student. Student or parent should inform the school on the use of medically prescribed drug.

PROFANE, OBSCENE, OR ABUSIVE LANGUAGE/MATERIALS - The use of either oral or written language, gestures, objects or pictures which are socially unacceptable and which tend to disrupt the orderly school environment, a school function, or extracurricular activity.

RE-ADMISSION HEARING - A hearing requested through the Board of Education or Student Disciplinary Tribunal by the school, parent(s) or other agency to determine whether a suspended or expelled former student be allowed to re-enter the Douglas County School System.

RE-ADMISSION REVIEW - A mandatory conference with the parent, student, school official and counselor to review documentation showing what has been done, while the student was on suspension and/or at the Alternative School, to correct the disciplinary problem(s) that resulted in the suspension from school.

REPEATED OFFENSES - Collection of state reportable offenses that occur on multiple school days.

Level 1 – Collection of minor incidents.

Level 2 – Collection of moderate incidents.

Level 3 – Collection of severe incidents.

ROBBERY - The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery.)

Level 1 – N/A

Level 2 - Robbery without the use of a weapon. Robbery with the use of a weapon Robbery with the use of a weapon.

Level 3 - Robbery with the use of a weapon. Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.

SERIOUS BODILY INJURY - The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Level 1 – N/A

Level 2 – N/A

Level 3 - Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death. Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.

SEXUAL BATTERY – Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent.

Level 1 – N/A

Level 2 – N/A

Level 3 - Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Includes but is not limited to rape, fondling, child molestation, indecent liberties and sodomy.

SEXUAL HARASSMENT - Non-physical and unwelcome sexual advances, lewd gestures or verbal conduct or communication of a sexual nature; requests for sexual favors; possession of sexually explicit images; gender-based harassment that creates an intimidating, hostile, or

offensive educational or work environment.

Level 1 - Comments that perpetuate gender stereotypes or suggestive jokes that are not directed towards specific individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes. Includes but not limited to insensitive or sexually suggestive comments or jokes.

Level 2 - Comments that perpetuate gender stereotypes, suggestive jokes or lewd gestures that are directed towards specific individuals or group of individuals. Includes but not limited to insensitive or sexually suggestive comments or jokes; leering.

Level 3 - Physical or non-physical sexual advances; requests for sexual favors; Level 3 may be used for students that violate the school policy on sexual harassment three or more times during the same school year.

SEXUAL OFFENSES - Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual.

Level 1 - Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in levels 2 or 3. Public groping or inappropriate bodily contact.

Level 2 - Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials; simulated sex acts.

Level 3 - Engaging in sexual activities on school grounds or during school activities. Oral, anal or vaginal penetration; pimping; prostitution; indecent exposure of private body parts.

SHORT-TERM SUSPENSION - one (1) through ten (10) days suspension out of school by the local school administrator. The student may be suspended for an accumulation of offenses, as well as a major offense. The teacher will determine required make-up. Suspended students shall make up those major tests or assignments (that will have a significant impact on their final grade. It will be the student's responsibility to request make-up work within a reasonable period of time three (3) school days upon return to school. Work must be returned within the period specified by the teacher.

STUDENT DISCIPLINARY TRIBUNAL - A panel composed of three school employees (not assigned to the school where the students attends) and one Hearing Officer. The Tribunal hears evidence presented by the school, the student, and parents when a student is referred by the local school principal or his/her designee. The Tribunal has the authority to make decisions ranging from returning the student to the local school through permanent expulsion.

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

Level 1 - Failure to comply with instructions or the inadvertent use of inappropriate language. May include but is not limited to general disrespect for school staff or

students; profanity; failure to follow instructions.

Level 2 - Blatant insubordination or the use of inappropriate language directed towards school staff or peers; intentional misrepresentation of the truth. Profanity or obscene language directed towards school staff; issuing false reports on other students; insubordination.

Level 3 - Blatant and repeated insubordination or intentional misrepresentation of the truth; Level 3 should be used for students who display a pattern of violating the school policy related to student incivility. Issuing false reports on school staff; Level 3 may be used for students that violate the school policy on student incivility three or more times during the same school year.

SUSPENSION - When the term suspension is used in the discipline code it may be interpreted to mean in-school suspension or short-term out of school suspension.

TARDINESS - Excessive late arrival to school or class.

THREAT/INTIMIDATION - Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack. Any threat through written or verbal language or act which creates a fear of harm and/or conveys a serious expression of intent to harm or violence without displaying a weapon and without subjecting the victim to actual physical attack.

Level 1 – N/A

Level 2 - Physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack.

Level 3 - School-wide physical, verbal or electronic threat which creates fear of harm without displaying a weapon or subjecting victims to physical attack; Note: Students that display a pattern of behavior that is so severe, persistent, or pervasive so as to have the effect of substantially interfering with a student's education, threatening the educational environment, or causing substantial physical harm, threat of harm or visibly bodily harm may be coded as bullying. Includes but not limited to bomb threats or unauthorized pulling of the fire alarm.

TOBACCO - Possession, use, distribution, or sale of tobacco products or tobacco product substitutes (e.g. BaccOff), cigarette look-alikes (e.g. electronic cigarettes), hookahs and hookah look-alikes (e.g. electronic hookahs) on school grounds, at school-sponsored events, and on transportation to and from school.

Level 1 – Unintentional possession of tobacco products or tobacco product substitutes

Level 2 - Use of or knowledgeable possession of tobacco products or substitutes as listed above on school property.

Level 3 - Distribution and/or selling of tobacco products or substitutes as listed above on school property; Level 3 may be used for students that violate the policy on tobacco or substitutes as listed above three or more times during the same school year. .

TRESPASSING - Entering or remaining on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.)

Level 1 – N/A

Level 2 - Entering or remaining on school grounds or facilities without authorization and with no lawful purpose.

Level 3 – Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; Level 3 may be used for students that violate the school policy on trespassing three or more times during the same school year.

TRUANCY - Violation of the State Attendance Laws - The primary purpose of our schools is to promote student learning. To that end, the Douglas County School System expects teachers to provide well-planned, appropriate lessons for each class every day that school is in session. In order to receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. While teachers and administrators are charged with the responsibility of providing worthwhile daily activities for students, the students and their parents must assume responsibility for being punctual and regular in attendance. It is the position of the Douglas County Board of Education that every day at school is important and that no student ever be absent except for extraordinary reasons. Truancy may lead to court action against the student and parent.

UNAUTHORIZED AREAS INCLUDING THE FOLLOWING: A) Any area of the building where classes are in session during lunch period; B) The gym unless you have a class at that time in the gym; C) The parking lot once you have arrived in the school; D) At lunch time students are permitted to be in the cafeteria or in the designated area; E) Any other designated area.

UNAUTHORIZED ASSEMBLY, PUBLICATIONS, ETC. - Demonstrations and/or petitions by students, or possession and/or distribution of unauthorized publications, which interfere with the orderly process of the school environment, a school function, or extracurricular activity.

VANDALISM - The willful and/or malicious destruction, damage, or defacement of public or private property without consent.

Level 1 – N/A

Level 2 - Participating in the minor destruction, damage or defacement of school property or private property without permission.

Level 3 - Participation in the willful/malicious destruction, damage or defacement of school property or private property without permission; Level 3 may be used for students that violate the school policy on vandalism three or more times during the same school year.

WAIVER OF ATTENDING STUDENT DISCIPLINARY TRIBUNAL - Parents may sign a

waiver if the student admits guilt, they cannot attend or do not elect to attend the Tribunal hearing. In the event a parent or student does not attend the hearing, it will proceed as scheduled. The principal or designee is authorized to negotiate consequences with the parent and student.

WEAPONS – HANDGUN - Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, bb guns and pellet gun [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Level 1 – N/A

Level 2 – N/A

Level 3 - Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm. Pistols or revolvers.

WEAPONS – KNIFE - The possession, use, or intention to use any type of knife.

Level 1 - Unintentional possession of a knife or knife-like item without intent to harm or intimidate. Unintentional possession of a knife or knife-like item on school property without the intent to harm or intimidate.

Level 2 - Intentional possession of a knife or knife-like item without intent to harm or intimidate. Intentional possession of a knife or knife-like item on school property without the intent to harm or intimidate.

Level 3 - Intentional possession, use or intention to use of a knife or knife-like item with the intent to harm or intimidate. Intentional possession, use or intention to use a knife or knife-like item on school property with the intent to harm or intimidate.

WEAPONS – OTHER - The possession, use, or intention to use any instrument or object that is used or intended to be used in a manner that may inflict bodily harm (does not include knives or firearms).

Level 1 – N/A

Level 2 - Unintentional possession of a weapon, other than a knife or firearm, or simile of a weapon that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

Level 3 - Intentional possession and use of any weapon, other than a knife or firearm, in manner that could produce bodily harm or fear of harm. Includes but is not limited to razor blades, straight-edge razors, brass knuckles, blackjacks, bats, clubs, nun chucks, throwing stars, stun guns, tasers, etc.

WEAPONS – RIFLE/SHOTGUN - The term "rifle" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled

bore for each single pull of the trigger. The term "shotgun" means a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

Level 1 – N/A

Level 2 – N/A

Level 3 - Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm. Rifles, shotguns.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of students with disabilities requires certain considerations because behavior may be related to the disability. Following are general guidelines:

1. Determine which students have been identified as disabled and review their IEPs or Section 504 Plan at the start of the semester before there are discipline problems.

2. An IEP or Section 504 Plan may include a Behavior Intervention Plan that specifies how certain behaviors are to be handled. This plan should be followed in all school settings - regular or special.

3. Students whose IEPs or Section 504 Plan do not address behavior or discipline should be treated like non-disabled students with common sense consideration of the disability (see * below).

4. Classroom teachers should work closely with special education teachers and the Student Support Team to determine appropriate methods of discipline.

* In all cases, however, a student with a disability may not be suspended from school (including ISS - if the student does not receive the specified special education services) for more than a cumulative total of 10 days per school year. When the total number of suspension days nears 10 or a significantly disruptive behavior occurs, the following procedure should be followed:

1. The Director/Coordinator (or designee) of Special Education should be notified to assure that all due process procedures are followed.

2. The IEP committee will carefully review the IEP and current placement to determine if the behavior is related to the disability and if change should be made in the IEP.

3. For Section 504 students, the SST will review the 504 Plan and determine if the behavior is related to the disability.

BUS CONDUCT

School bus transportation is a privilege afforded pupils by the Board of Education. It is not a right. To protect the safety and well-being of all involved, pupils must adhere to established bus

conduct rules. Bus transportation privilege may be revoked if the pupil does not observe bus conduct expectations.

Bus Conduct Rules

1. Students should always conduct themselves in an orderly manner and obey all bus safety rules.
2. All students are under the jurisdiction of the driver while aboard each bus.
3. The driver is responsible for seating arrangements on each bus.
4. Students will remain seated while bus is in motion.
5. Students must refrain from loud talking, horseplay, throwing objects on or from the bus, or doing anything that will detract from the driver's attention.
6. Anyone damaging a bus will be responsible for restitution.
7. All parts of the body must be kept inside the bus at all times.
8. Smoking, chewing gum, eating, or drinking on the bus is not permitted.
9. It is the responsibility of the driver and each rider to help keep the bus clean.
10. The use of profanity on the bus will not be allowed.
11. Students will be picked up and delivered at their regular designated site each day. Written requests from the parent or guardian will be filed with the principal if it becomes necessary for a student to depart a bus other than at his/her regular stop. The principal will authorize the driver to make such a stop. Exceptions may be made if a safety hazard is involved.
12. Buses are provided for transporting students: therefore, large objects such as boxes, recreation equipment, large band instruments, etc., should not be on a bus.
13. Students must refrain from inappropriate display of affection.
14. Assignments to specific buses will be made by school authorities.
15. Students are expected to abide by the Douglas County School System Student Discipline Code.
16. Students shall not possess or use objects such as mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus. This also includes the usage of any electronic devices during the operation of a school bus in a manner that might interfere with the school bus communications' equipment or the school bus driver's operation of the bus.

NOTE: If a student is found to have engaged in bullying or physical assault or battery of another person on the school bus, the policy must require a meeting of the parent or guardian and district officials for the purpose of forming a school bus behavior contract for the student. Contract provisions must provide for appropriate progressive discipline and may include assigned seating, ongoing parental involvement and suspension from riding the bus. School bus contracts can be used for other infractions as well.

NOTICE

DOUGLAS COUNTY SCHOOL SYSTEM FACILITIES AND SCHOOL BUSES ARE MONITORED BY VIDEO/AUDIO SURVEILLANCE EQUIPMENT. VIDEO AND AUDIO TAPE MAY BE RELEASED TO LAW ENFORCEMENT OFFICIALS AND FOR OFFICIAL SCHOOL BUSINESS.

OFFENSES
01-3: Alcohol - Sale, purchase, transportation, possession, consumption of alcohol 01-2: Alcohol - Under the influence without possession 01-1: Alcohol - Unintentional possession
02-3: Arson - Arson with property damage 02-2: Arson - Arson without property damage
03-3: Battery - Battery with severe injuries; or three or more offenses in same school year 03-2: Battery - Battery with mild or moderate injuries 03-1: Battery - Battery with no injuries
04-3: B&E/Burglary - Any incident involving breaking and entering/burglary
05-3: Computer Trespass - Unlawful use of computer or altering records 05-2: Computer Trespass - Computer misuse
06-3: Disorderly Conduct - Severe disruption; or three or more moderate disturbances in same school year 06-2: Disorderly Conduct - Moderate disturbance; three or more minor disturbances in same school year 06-1: Disorderly Conduct - Minor disturbance
07-3: Drugs - Possession or distribution of unlawful drugs 07-2: Drugs - Failure to report medication to school authorities 07-1: Drugs - Unintentional possession
08-3: Fighting - Fighting with severe injuries; or three or more fights in same school year 08-2: Fighting - Fighting with minor or moderate injuries 08-1: Fighting - Fighting with no injuries
09-3: Homicide - Any incident involving homicide
10-3: Kidnapping - Any incident involving kidnapping
11-3: Larceny/Theft - Unlawful taking of property with a value exceeding $250; or three or more offenses in the same school year 11-2: Larceny/Theft - Unlawful taking of property with a value between $100 and $250 11-1: Larceny/Theft - Unlawful taking of property with a value less than $100
12-3: Motor Vehicle Theft - Any incident involving Motor Vehicle Theft
13-3: Robbery with a weapon 13-2: Robbery without a weapon
14-3: Sexual Battery - Any incident involving Sexual Battery
15-3: Sexual Harassment - Violation of sexual harassment policy; or three or more offenses in the same school year 15-2: Sexual Harassment - Unwelcome comments directed towards individuals 15-1: Sexual Harassment - Unwelcome comments not directed towards individuals
16-3: Sex Offenses - Consensual sexual activities; or three or more offenses in the same school year 16-2: Sex Offenses - Inappropriate sexually-based behavior

16-1: Sex Offenses - Inappropriate sexually-based physical contact
17-3: Threat/Intimidation - School-wide threat or intimidation 17-2: Threat/Intimidation - Individual threat or intimidation
18-3: Tobacco - Distribution or sale of tobacco products or tobacco product substitutes; or three or more offenses in the same school year 18-2: Tobacco - Intentional use or possession of tobacco products or tobacco product substitutes 18-1: Tobacco- Unintentional possession of tobacco products or tobacco product substitutes
19-3: Trespassing - Refusing to leave school property; or three or more offenses in the same school year 19-2: Trespassing - Unauthorized presence on school property
20-3: Vandalism - Malicious destruction or damage to property; or three or more offenses in the same school year 20-2: Vandalism - Minor damage or defacement of property
22-3: Weapons/knife - Intentional possession or use of a knife with intent to harm or Intimidate 22-2: Weapons/knife - Intentional possession of a knife with no intent to harm or intimidate 22-1: Weapons/knife - Unintentional possession of a knife with no intent to harm or intimidate
23-3: Weapons/Other - Intentional possession or use of a weapon (not including knife or firearm) 23-2: Weapons/Other - Unintentional possession of a weapon (not including knife or firearm)
24-2: Other Discipline Incident - Three or more offenses in the same school year 24-1: Other Discipline Incident - Other minor incidents resulting in disciplinary action
25-3: Weapons/Handgun - Any incident involving a handgun
26-3: Weapons/Rifle/Shotgun - Any incident involving a rifle/shotgun
27-3: Serious Bodily Injury
28-3: Other Firearms
29-3: Bullying - Three or more incidents of bullying in the same school year 29-2: Bullying - Second incident of bullying 29-1: Bullying - First incident of bullying
30-1: Attendance Related - Any incident involving attendance
31-3: Dress Code Violation - Three or more offenses in the same school year 31-2: Dress Code Violation - Invasive or suggestive clothing 31-1: Dress Code Violation - Non-invasive or non-suggestive clothing
32-3: Academic Dishonesty - Plagiarism or cheating on major exams or statewide assessments; three or more offenses in the same school year 32-2: Academic Dishonesty - Plagiarism or cheating on classroom assignments or projects 32-1: Academic Dishonesty - Unauthorized assistance on classroom assignments or projects
33-3: Student Incivility - Issuing false reports on school staff; or three or more offenses in the same school year (Blatant insubordination; profanity directed toward school staff) 33-2: Student Incivility - Blatant insubordination; profanity directed toward school staff 33-1: Student Incivility - General disrespect or failure to follow instructions
34-3: Possession of Unapproved Items - Possession or use of items construed to be dangerous or harmful; or three or more offenses in the same school year 34-2: Possession of Unapproved Items - Use of unauthorized items

34-1: Possession of Unapproved Items - Possession of unauthorized items
35-3: Gang Related - Gang-related solicitation, violence, threats, defacement of property 35-2: Gang Related - Wearing or possession of gang-related apparel; conveying personal membership or affiliation with a gang
36-3: Repeated Offenses - Collection of (state reportable offenses) severe incidents 36-2: Repeated Offenses – Collection (state reportable offenses) of moderate incidents 36-1: Repeated Offenses - Collection of minor incidents
37: Chronic disciplinary problems. Repeated occurrences of Level One or Level Two offenses shall be treated as a Level Three offense.
38: Physical or verbal assault on a school employee. (Any act of violence against a teacher, bus driver, or other school employee causing injury shall result in expulsion for the remainder of the student's school years.) Level 3
39: Felony Any act, whether school related or non-school related, on-campus or off-campus, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process. (Level 3)
40-3: Other Non-Disciplinary Incident - Can only be used to report "physical restraint" with action"95"
41: Aiding and/or abetting the commission of any Level 3 offense. A student who aids or abets the commission of a Level 3 offense by another student shall be charged with Level 3 aiding and abetting.
42: Failure to serve or misbehavior while serving detention or in-school suspension. (Level 2)
43: Possession of obscene materials. (Level 2)
44: Violence against a teacher.
45: Aggression/confrontation towards others. (Level 2)
46: Inappropriate drawings or notes. (Level 2)
47: Providing false information to a school board employee. (Level 2)
48: Motor vehicle violations (Level 1)
49: Open food or beverage outside of cafeteria or designated areas such as the bus, unauthorized sale of candy, food or other items (Level 1)
50: Gambling (Level 1)
51: Petty Theft- Unlawful taking of property with a value less than $25 (Level 1)
52 Bus Misconduct (Level 1)

Complaints and Grievances for Students Eligible Under Section 504

Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents under Section 504 may be found at the system website or may be picked up at the central

office or at any of the school offices.

Internet Acceptable Use IFBG

ACCEPTABLE/UNACCEPTABLE USE OF TECHNOLOGY RESOURCES

This policy enables the superintendent to establish guidelines for what constitutes acceptable and unacceptable use of the Douglas County School System's technology resources in accordance with state and federal law and the Georgia Board of Education Regulations and Policies. Any user of Douglas County School System Technology Resources, including students, staff, authorized users and unauthorized users, acknowledge that the Technology Resources belong to the Douglas County School System and by their use, authorized or unauthorized, the user consents to monitoring by the Douglas County School System and acknowledges there is no expectation of privacy. Any user of the Douglas County School System Technology Resources waives any expectation of privacy and consents to monitoring by the Douglas County School System in order to insure compliance with Board policy, state and federal law. It shall also be the policy of the Douglas County Board of Education that the school district shall have in continuous operation, with respect to any computer belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and

2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of user and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Protection Act of 2000, (iv) and further prohibits uses not consistent with the missions of the Douglas County Board of Education, Board policy, local, state or federal law. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Executive Director of Technology or designated representatives. Such procedures or guidelines shall be designed to:

a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web; It shall be the responsibility of all members of the Douglas County School System staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with policy and the Children's Internet Protection Act.

b. Promote the safety and security of minors by providing to students age-appropriate instruction regarding safe and appropriate online behavior, including interacting with others on social networking sites, in email and in chat rooms; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying;

c. Specifically, as required by the Children's Internet Protection Act, prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;

d. Specifically, as required by the Children's Internet Protection Act prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

3. It shall be a violation of Board policy for any user, whether student, employee, authorized user or unauthorized user to use Douglas County School System Technology Resources in violation of the mission of the Douglas County School District, Board policy, local, state or federal law. All Douglas County School System Technology Resources shall belong to the Douglas County Board of Education, including any content, formula, or derivative byproduct created by the use of such resources. The Board hereby prohibits the creation, use or dissemination of materials violative of Board policy, local, state or federal law by means of Douglas County School System Technology Resources.

DISCLAIMER:

The Douglas County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Douglas County School System is committed to providing trouble-free access to the Internet but cannot be held liable for any lost, damaged, or unavailable information due to any technical difficulties that may arise. Use of any information obtained via the Internet is at the user's own risk. Fees and other charges incurred in violation of policy will be the responsibility of the user. The Douglas County School System specifically denies any responsibility for the accuracy or quality of any information obtained through these services.

Internet Acceptable Use IFBG-R (1)

Purpose

The purpose of this regulation is to define the acceptable and unacceptable use of technology resources for the Douglas County School System, whether the user is authorized or unauthorized, and to eliminate any expectation of personal privacy when accessing technology resources provided by the Douglas County Board of Education. This regulation applies whether accessing resources on Douglas County School System property or from remote locations, regardless of source. These regulations shall incorporate Board Policy IFBG by reference hereto.

Definitions

Acceptable Use – All instructional usage for students for research, instruction and training, presentation, communication and other areas that fulfill the requirements of the current Georgia curriculum standards or the Douglas County School System approved curriculum. For operational and administrational use, all technology use should be work related.

Unacceptable Use – Any usage that is not current Georgia curriculum standards or Douglas County School System approved.

Infrastructure – Cabling, electronics, hardware, software and anything else that connects to or has use of the Local Area Network (LAN), Wide Area Network (WAN) or the Internet.

Technology Resources – Hardware, software, network, peripherals, and infrastructure.

User or Users – Includes all users such as students, teachers, administrators, clerical and support staff, parents, vendors, guest users, unauthorized user and anyone else other than authorized technology personnel or those authorized by the technology department.

BYOD-Bring Your Own Technology. The ability of students or staff to utilize personal technologies as tools for learning, instruction and work. BYOD is subject to the availability of district wireless infrastructure. The use or non-use of personal devices shall be determined by the principal at each school where BYOD is available.

Violations of any of the provisions listed in this policy may result in the discontinuation or restricting of a person's access to any of the Douglas County School System technology resources as deemed necessary by the Superintendent or his/her designee. Additional disciplinary action and/or legal prosecution may also be applied.

The Douglas County School System will fully cooperate with local, state and federal officials in any investigation of illegal activities performed on any portion of the school system's technology.

For students, disciplinary action will be based on the severity of the offense. The Student Conduct Behavior Code, policy JD, will be followed, provided however, violations of law will be reported to the appropriate authority for prosecution.

Electronic Hardware/Software Acceptable Use

1. No one has ownership or rights of any of the technology resources of the Douglas County School System, except the Board of Education. All uses of said resources are restricted as herein provided.
2. All technology purchases must be evaluated and approved by a representative from the Technology Department and approved by the Director of Information Technology and the appropriate member of the Superintendent's Executive Cabinet to insure compatibility and data security..
3. No Douglas County School System technology resource can be used by any user for personal gain.
4. User logins and passwords provided by the technology department determine the rights to network resources. Passwords must be kept confidential and must not be shared by anyone.
5. All computers and peripherals such as printers, scanners, etc. as well as software should only be repaired, installed or updated by Douglas County School System Personnel from the Technology Department, other personnel authorized by the Technology Department, or by vendors authorized from the Technology Department. Any type of cabling, repairing, or adjusting of any equipment that deals with the LAN or the WAN shall only be completed by members of the technology department. Only cabling issued by the Technology Department should be used to

attach any device to the school system's network. No personally owned cables should be used to attach devices to the school system's network.

6. The Douglas County School System allows personal devices to be used to wirelessly access the Internet, provided these devices go through the school system's Internet filter. The use or non-use of personal devices shall be determined by the principal at each school where BYOD is available. If personal devices are used within the district, it shall be at the owners' risk. The school system will not be responsible for any damage or loss of any hardware, software, or any work created on these devices. The user will be responsible for attaching their personal devices to the wireless network. This applies to students, Douglas County School System employees and guests.
7. Technical support will not be provided for devices that are not the property of the Douglas County School System.
8. There are distinctions between the wired and the wireless networks. For protection of the DCSS network, personal devices will only be allowed to access the Internet through the BOYD network. Personal devices are not allowed to connect to the district's wired network.
9. The Children's Internet Protection Act requires that all Internet access within the Douglas County School System is filtered. Any attempt to bypass this filter, whether through the school system's supplied computers or an individual's own personal devices, will be a violation of this regulation and will be subject to disciplinary action.
10. Copyright laws will be strictly followed. Only properly licensed software, approved by the Executive Director of Technology and the appropriate member of the Superintendent's Executive Cabinet, will be installed on any computer or server within the Douglas County School System. No software purchased by the school system shall be loaded on any personal device unless allowed by the End User License Agreement (EULA) and approved by the Executive Director of Technology or his/her designee. Donations of software will be limited and will only be accepted through written approval of the Director of Information Technology.
11. No personally owned software will be installed on any Douglas County School System computer or server.
12. No user will download or upload any files that might violate copyright laws.
13. Storage space allocated to users is considered property of the Douglas County School System and is therefore subject to supervision and control by the school system.
14. If any hardware or software is intentionally damaged by a user, that user will be responsible for its repair or replacement.
15. General access to the network and workstations is allowed for general administrative and instructional purposes only. Personal use should be limited.
16. Each user is allowed access to specific resources determined by their role within the district.
17. User logins and passwords are vital for data security and therefore may not be shared. Logins and passwords shall only be used by the person to whom they are assigned. No one should be allowed to login or access any network resource or any application with another user's login and password.
18. Administrator accounts and passwords will be limited to use by staff members that are identified by the Executive Director of Technology. Sharing of these accounts or passwords by any staff member may be subject to disciplinary action, up to and including termination of employment.

19. Students are not allowed to touch or work on servers, switches or any network device that is attached to the Douglas County School System Local Area Network (LAN) or its Wide Area Network (WAN). Students may work on similar devices and have their own internal network if they are part of a Douglas County School System sanctioned network class that has a teacher to supervise the students. However, in no instance shall any device on this network be allowed to attach to any part of the Douglas County School System network.
20. Student access to workstations should be monitored by adults authorized by the Douglas County School System at all times.
21. Network data closets are to be locked and general access is to be denied if at all possible. Network data closets are not to be used as additional storage areas without approval from the Director of Technology.
22. Equipment or applications may be removed, installed, or upgraded as is required by the Technology Department.
23. No one shall remove or move Douglas County owned technology hardware, including computers, phones and printers, from room to room or school to school. In order to insure accurate inventory, all technology related moves will be completed by a member of the Technology Department.
24. No devices such as protocol analyzers or any other type of "sniffing devices" are allowed on any LAN or the WAN of the Douglas County School System without the approval of the Douglas County School System Technology Department.
25. No user will attempt to circumvent the security measures that have been placed on any computer or network.

Internet and Intranet Usage

1. Students must have a "Parent/Guardian Authorization Form," IFBG-E(1), completed and signed before using the Internet. The student must also sign the "Internet Use Authorization Form," IFBG-E(2).
2. Use of the Internet is a privilege and is NOT a right. Any misuse of this privilege could result in the termination of computer access.
3. The Internet will be filtered to attempt to keep students from accessing pornographic, hate, or other undesirable sites. Any attempt to bypass this Internet filter, either through use of Douglas County owned technology or through personal devices is a violation of this regulation and may result in disciplinary action.
4. Staff must be aware that students have access to the Internet from all of the school system's computers. Teachers must use good judgment and closely supervise their student's use of the Internet. The School System uses filtering software to help prevent student access to inappropriate web sites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency. They should not be permitted to access sites unrelated to their assignment and should not be allowed to access games or other sites that could infect the computer with "Spyware". Staff may have less filtered access to the Internet. They must be especially careful to review materials before displaying them to students.

Expectations for Communicating Electronically

The Douglas County School System recognizes that today's students and parents engage in electronic forms of communication for their daily interactions with friends, family, and their larger social networks. DCSS has also, or will be, utilizing e-mail, websites, blogs, text messaging, and use of public social media networks such as Twitter, Facebook, and others to communicate with similar groups. Whereas these forms of communications are dynamic, mobile, and quickly reach their audience through technologies that have become an integral part of our online lives, they may, in some circumstances, not meet the public and professional standards for communicating with students and parents.

DCSS realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of staff, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. DCSS has adopted the Expectations for Communicating Electronically to provide direction for employees when participating in online social media activities. It is important to create an atmosphere of trust and individual accountability, keeping in mind that information produced by DCSS employees is a reflection on the entire district. By accessing, creating or contributing to any blogs, wikis, or other social media for classroom or district use, you agree to abide by these expectations. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

Schools may maintain an official social media presence using sites such as Facebook, Twitter and LinkedIn. These official pages will be designated with logos and language to maintain the branding of the schools and the system.

All employees must adhere to the Georgia Code of Ethics for Educators as stated in DCSS Board Policy.

These expectations designed for the purpose of

1. **Protecting the students, staff, and the District;**
2. **Raising awareness of acceptable ways to use electronic communication tools when communicating with students and parents; and**
3. **Raising awareness of the positive and negative outcomes that may result in using these tools with students and parents.**

The following is a set of expectations that all members of the DCSS professional community will adhere to when communicating with students and parents electronically.

ALL electronic communication between staff, students, and parents should be transparent. As a public school district, we are expected to maintain openness, visibility, and accountability with regard to all communications.

ALL electronic communication between staff, students and parents are a matter of public record and/or may be accessible by others.

ALL electronic communication from staff to student or parent should be written as a professional representing DCSS. This includes word choices, tone, grammar and subject matter that model the standards and integrity of a DCSS professional. Always choose words that are courteous, conscientious, and generally businesslike in manner.

Acceptable Communications Methods

District Email and Phone - Use of District email and phone is always an appropriate way to communicate directly with students and parents. District email provides the staff member with a record of the communication. For this reason, the district-provided email system and

district-provided phone numbers and extensions should be used.

District Provided Websites– Utilizing district provided web storage; individual staff web pages are available to all teachers to share information with students and parents.

Social Media for Instructional Purposes – Any content staff members publish, pictures they post, or dialogue they maintain, whether in Facebook, Twitter, a blog, a discussion thread or other website should never compromise the professionalism, integrity and ethics in their role as a DCSS professional. A good question that staff members should ask themselves before posting or emailing a message is, "Would I mind if that information appeared on the front page of the local newspaper?" If the answer is "yes," then do not post it. Email and social networking sites are very public places.

Less Acceptable Communications Methods

Text Messaging - Nearly every student has a cell phone today and use of text messaging is rising sharply. This form of communication is typically between individuals and can be highly personal. Because texting is such a quick and convenient way of communication, a simple message may lead to an extended texting conversation that can get "off topic." Therefore staff members should be aware that text messaging between a staff member and an individual student can easily be misinterpreted by a parent. If a staff member plans to use texting for immediate and urgent contact with students/team members, they must be transparent about such use. He/she must make parents aware at the beginning of the school year or season that he/she may use texting.

Unacceptable Communications Methods

Non-District Email and Instant Messaging – DCSS employees should never use personal email accounts or instant messaging to communicate with students about school matters.

Important Reminders: Social Media Sites for Personal Purposes

Staff members presently using social media sites, such as Facebook, to communicate with friends, family and their personal networks should ensure that their privacy settings are set to "Only Friends." If the "Friends of Friends" or "Networks and Friends" settings are used, staff members open their content to a much larger group of people, including students and parents. Employees should not use their District email address or phone number for communications on social media networks for personal accounts. The wall between the role of a public educator and personal friendships with students should always be visible and strongly communicated.

Electronic Mail Acceptable Use

1. The Douglas County School System electronic (email) system is to be used for transmitting, receiving and storing information for school related purposes.
2. The Douglas County School System cannot protect individuals against the existence or receipt of materials that may be offensive to them. Those who make use of electronic communications may come across or be recipients of material that they might find offensive or annoying. In such cases where materials are received, the users shall

delete the non-school system business related content. The school system is not responsible for the views expressed by individual users via web pages, electronic mail or other on-line communications.

3. Email is NOT private and may be accessed and reviewed by school system administration or technical staff approved by the Director of Information Technology.
4. Email may be filtered by the Douglas County School System and some email may be refused or even deleted before it gets to the user if it is determined to contain pornographic, hate-related, or derogatory subjects. Specific file types will also be refused in order to protect the school system's network.
5. Since email is not private, it is not recommended for school system personnel or students to use the email system for personal communications, either within the school system or to people outside of the system. If anyone needs to send personal communications, they should use an outside, web-based email. Excessive use of school system email for personal purposes may result in disciplinary action.
6. Email accounts will be limited in space as determined to be appropriate by the Technology Department.
7. The Douglas County School System will not store emails. If an email user wants or needs to keep their emails, it is the user's responsibility to store them. Any email communication that is required to be maintained according to a records retention schedule shall be maintained by the user. Email backups will only be retained for a period of 14 days.
8. If any encryption is used, it must be approved by the Executive Director of Technology and approved by the Superintendent.
9. Email messages should be considered to be as if a user were writing a message on official Douglas County School System letterhead. If you would not write and sign your message on this letterhead, do not say it in an email.
10. These guidelines should be followed whether a Douglas County School System email user is accessing the system from work or from home.
11. Anyone using the Douglas County School System's email system may not access any other person's email without that person's approval with the exception of individuals identified in the Electronic Mail Acceptable Use Guidelines.

District Access to Electronic Resources and Data

All data created, accessed, stored, or transmitted by Douglas County School System electronic resources shall be used in a responsible, ethical, and lawful manner. All records created or received in the performance of a public duty or paid for by the Board of Education are deemed to be public property and shall constitute a record of public acts. This includes electronic records regardless of the records' storage format. Upon request employees will provide access to any electronically stored records. Any school system provided electronic storage media, including but not limited to hard drives, CD-Roms, DVDs, flashdrives or network/web based storage, is considered property of the Douglas County School System. There should be no expectation of personal privacy unless covered by district privacy as relating to all applicable local, state and federal laws.

All electronic student records and grades shall only be maintained in district approved software. No electronic grade books will be used that are not approved by the Executive Director of Technology and the Assistant Superintendent of Curriculum and Instruction..

Non-Employee/Consultant use of Technology

1. In specific situations it may be determined that non-employees/consultants need access to the district technology systems including network logins and email. In these cases authorization should be requested using the Non-Employee Request for use of Douglas County School System Technology form. This form may be obtained by contacting the Technology Department.

Web Publishing

1. The Douglas County School System will provide an appropriate Internet presence for the school system. Appropriate materials for web publishing include:
    a. Douglas County School Board information
    b. Douglas County School System information to students, teachers and to people outside of the school system
    c. Douglas County School information
    d. Teacher classroom and student information
    e. Extracurricular information
2. Although the Douglas County School System website will be seen by anyone outside of the school system, this does not imply that the site is intended to be a public forum. This site will be under the control of the school system and will not open our system for indiscriminate use by the public outside of our system.
3. The superintendent or his/her designee will appoint a person or persons over the design and publishing of the web and for maintaining the official Douglas County School System website.
4. These "Webmasters" will be responsible for the content and maintenance of the official website.

Individual School Web Pages

1. The Principal at the individual school will appoint a staff member to maintain the web page for the school.
2. The web pages will be placed on approved servers provided by the school system.
3. Individual teachers, students, and school organizations may be allowed to create and maintain their own web pages as part of the school's web page. Individuals must follow the Web Page Guidelines published below.
4. Any intentional misuse of the Douglas County School System web page or any of its technology used for the site by any persons will result in disciplinary action and/or prosecution.
5. All Web Pages must comply with the Web Page Guidelines issued below.

Web Page Guidelines

1. All material placed on any web page by the school district, an individual school, any teacher, any student, any extracurricular activity or any other person or organization shall comply with the Douglas County School System Board of Education Policies.
2. Only the district Webmasters, and the individual school Webmasters and their designees will have passwords to their web pages. Only these individuals will

have rights to add, modify, or remove web pages under their areas. Under NO circumstance should these passwords be shared.

Web Page Ownership

1. All web pages and their contents on the Douglas County School System's website are the property of the Douglas County School System.
2. Students may retain ownership of their work that is placed on any Douglas County School System web page.
3. All materials on any website under the Douglas County School System will be for educational and administrative purposes only.
4. All web pages are representatives of the Douglas County School System. Therefore, proper academic standards should prevail. For example, all pages should be checked for proper spelling, grammar and accuracy.
5. There should be no links, or even references to links to inappropriate sites that could not be placed on the school district's website. In addition, there should be no links to anyone's personal web page that would be used to publish opinions that would not be allowed on the Douglas County School System's website. Links to outside websites should be limited and should only be used to identify sites that support the mission and goals of the Douglas County School System.

COMPUTER ASSISTED INSTRUCTION: USE Parent/Guardian Authorization Descriptive Code: IFBG-E (1)

USE OF ELECTRONIC COMMUNICATIONS: INTERNET

The Douglas County Board of Education is committed to providing access to advanced technology and increased opportunities for learning by providing Internet access. Use of this network offers the opportunity for students to utilize information resources not generally available within the school or local community. Parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance and conveying standards for my son/daughter to follow when selecting, sharing or using this media.

While the potential for abuse exists, I understand the primary purpose of using the Internet is educational--that is, to support learning and enhance classroom instruction. I understand that inappropriate use of the Internet may result in the termination of access and possible disciplinary action

I understand that it is impossible to control all materials on a global network and that an industrious student may discover inappropriate material. Information obtained from the Internet is at the user's own risk. The school cannot be responsible for accuracy or quality of the information.

I release my school and the Douglas County School System from any liability relating to consequences resulting from my son/daughter's use of the Internet.

I understand that my student will have access to multiple instructional tools that the district has selected for use such as Google Suite, Microsoft Office365, etc. These tools require data to be provided in order to create accounts and enhance the instructional capabilities of the tools. The district carefully reviews all data privacy agreements for the applications that it selects to insure that any data provided in protected to industry standards and to limit the data provided. A list of applications used can be found on the district and individual school websites. By signing the Student Handbook Signature page, I understand and agree that these accounts will be created. If I do not agree to this, I understand that the student's use of technology will be limited and alternate assignment will be provided for any technology-based assignments.

I have reviewed the Internet Use Authorization Form with my child, and permission is granted for the use identified above through my signature on the Student Handbook Signature page.

PERMISSION TO DISPLAY PHOTOGRAPH OR WORK
Descriptive Code: IFBG-E (3)

I hereby grant permission to use, including publicly display or broadcast performance of my student's photograph, video, or audio clip on the district web site, individual school web pages, and social media pages or in other official publications without further notice. I acknowledge the right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I also understand that once my student's photograph, video or audio clip is published on a web site, it can be downloaded by any computer user, on or off campus.

Therefore, I agree to indemnify, defend and hold harmless the members of the Douglas County Board of Education, its officers, employees, agents, successors and assignees (the "Indemnified Parties") from and against any and all claims and liabilities resulting from this publishing.

Permission is granted for the use requested above through signature on the Student Handbook Signature page.

GRADUATION REQUIREMENTS: DESCRIPTIVE CODE: IHF(6) –R(1)

High school graduation requirements for students enrolling in the ninth grade for the first time in the 2008-2009 school year and subsequent years)

GRADUATION REQUIREMENTS FOR STUDENTS ENTERING THE NINTH GRADE
2008-2009 AND SUBSEQUENT YEARS

CORE AREAS	HIGH SCHOOL DIPLOMA
I. English/Language Arts	4
II. Mathematics	4
III. Science	4
IV. Social Studies	3
V. CTAE and/or Modern Language and/or Fine Arts	3
VI. Health and Physical Education*	1

VII. Electives 4

Total Units (minimum) 23

* Three (3) units of credit in JROTC may be used to satisfy this requirement.

In addition to meeting academic requirements, students graduating under the requirements of Policy IHF (5) and Regulation IHF (5) R (1) must meet attendance requirements as described in Douglas County Board of Education Policy JBD(1) and Regulation JBD R(1) and state assessment requirements as described in Policy IHF (5) and Regulation IHF(5)-R(4

NOTES – www.doe.k12.ga.us

A. English/language arts: Four units of credit in English/language arts shall be required of all students. A full unit of credit in American Literature/Composition and a full unit of credit in Ninth-Grade Literature/Composition shall be required. All courses that may satisfy the remaining units of credit are identified with a "c". The Writing Conventions and Listening, Speaking, and Viewing strands of the Georgia Standards of Excellence shall be taught in sequence in grades 9-12. Literature modules may be taught in any sequence in grades 10-12.
B. Mathematics: Four units of credit in mathematics shall be required of all students, including Mathematics 1 or its equivalent, Mathematics 2 or its equivalent, and Mathematics 3 or its equivalent. Additional units needed to complete four credits in mathematics must be chosen from the list of GSE/AP/IB designated courses.

Students with disabilities who take and pass Mathematics 1 in conjunction with a mathematics support class and Mathematics 2 in conjunction with a mathematics support class upon determination through the Individualized Education Plan process may meet diploma requirements by completing Mathematics 3 or its equivalent for a total of 3 math credits. Completion of 3 units of math may not meet mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution without additional coursework.

C. Science: Four units of credit in science shall be required of all students, including one full unit of Biology; one unit of either Physical Science or Physics; one unit of Chemistry, Earth Systems, Environmental Science, or an AP/IB course; and one additional science unit. The fourth science unit may be used to meet both the science and elective requirements. Any AP/IB science course may be substituted for the appropriate courses listed above.

D. Social Studies: Three units of credit shall be required in social studies. One unit of credit shall be required in United States History. One unit of credit shall be required in World History. One-half unit of American Government and one-half unit of Economics shall be required.

E. CTAE/World Language/Latin/Fine Arts: A total of three units of credit shall be required from the following areas: CTAE and/or World Language/Latin and/or Fine Arts. Students are encouraged to select courses in a focused area of interest.

Career, Technical, and Agricultural Education (CTAE) Pathways: Students may earn three units of credit in a coherent sequence of CTAE courses through a self-selected pathway leading to

college readiness and a career readiness certificate endorsed by related industries.

World Language/Latin: All students are encouraged to earn two units of credit in the same world language/Latin. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same world language/Latin. Georgia Department of Technical and Adult Education (DTAE) Institutions (Technical College System of Georgia) do not require world language/Latin for admissions.

Health and Physical Education: One unit of credit in health and physical education is required. Students shall combine one-half or one-third units of credit of Health (17.011), Health and Personal Fitness (36.051), or Advanced Personal Fitness (36.061) to satisfy this requirement. Three (3) units of credit in JROTC (Junior Officer Training Corps) may be used to satisfy this requirement under the following conditions: JROTC must include comprehensive Health and Physical Education rule requirements 160-4-2-.12.

LOCAL DCBOE SEALS

Academic Seal: Students must have successfully completed a minimum of (3) separate high school subject advanced placement courses, or (3) separate college core dual enrollment courses, or (3) separate technical college dual enrollment certification programs, or a combination of a minimum of (3) from the above categories.

Fine Arts Seal: Students must earn at least four (4) Fine Arts units, two (2) of which must be concentrated in one of the Fine Arts Program areas listed: Art, Music, Drama.

Foreign Language Seal: Students must have successfully completed a minimum of (4) units of the same foreign language in high school.

Career Ready Diploma Seal: The career Ready Diploma Seal is awarded to graduating high school students who complete a series of accomplishments as outlined and engage in activities, courses, and experiences that foster career readiness. The diploma seal is a signal to employers that a student is prepared to participate in the workforce.

- Employability/Soft Skills Seal
- Distinguished Employability/Soft Skills Seal
- Pathways Skills Seal
- Distinguished Pathway Skills Seal
- Leadership Skills Seal
- Distinguished Leadership Skills Seal
- For more information, please refer to the Georgia Department of Education.

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

DEFINITIONS

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

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

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

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

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

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

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

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

conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

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

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

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

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

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

NONDISCRIMINATION POLICY

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

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

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

process:

GRIEVANCE PROCESS

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

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

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

4. **Formal Complaint:**

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

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

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

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

(A) The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

(B) Upon a dismissal required or permitted pursuant to paragraph (5), the District shall promptly send written notice of and reason(s) for the dismissal simultaneously to the parties.

6. **Consolidation of formal complaints.**

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

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

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

(A) Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility and not place such burdens on the parties provided that the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so;
(B) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
(C) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
(D) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

(E) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;
(F) Provide both parties an equal opportunity to inspect and review any non-privileged evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available at any meeting to give each party equal opportunity to refer to such evidence during the meeting, including for purposes of cross-examination; and
(G) Create within 5 days an investigative report that fairly summarizes relevant evidence, and at least 10 days prior to the determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
(H) If at any point in the investigation of reported sexual harassment of a student, the investigator determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation. Reported sexual harassment determined not to be sexual harassment as defined under Title IX may be investigated in accordance with
Policy JAA.

8. **Questions.**

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford a 10 day period for each party to have the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The District

shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The decision-maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.

9. **Determination regarding responsibility.**

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

The written determination shall include—
(A) Identification of the allegations potentially constituting sexual harassment as defined in this policy;
(B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
(C) Findings of fact supporting the determination;
(D) Conclusions regarding the application of the District's code of conduct to the facts;
(E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
(F) The District's procedures and permissible bases for the complainant and respondent to appeal.
(G) The District shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal,
if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
(H) The Title IX Coordinator is responsible for effective implementation of any

remedies.

10. **Appeals.**

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

(A) Procedural irregularity that affected the outcome of the matter;
(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
(D) As to all appeals, the District shall:
(i) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
(ii) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
(iii) Ensure that the decision-maker(s) for the appeal complies with the training standards set forth in this policy;
(iv)Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
(v)Issue a written decision describing the result of the appeal and the rationale for the result; and
(vi)Provide the written decision simultaneously to both parties within 10 days of the receipt of the appeal.

11. **Informal resolution.**

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

investigation and adjudication, provided that the District—

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

12. **Recordkeeping.**

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

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

13. **Confidentiality.**

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

14. **Retaliation Prohibited.**

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

(C) Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under subparagraph (a); provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

15. **Time Frame.**

The District shall allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a

party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

CHILD ABUSE AND NEGLECT REPORTING DESCRIPTIVE CODE: JGI-R(1)

The purpose of this policy is to provide for the protection of children whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to prevent further abuses, to protect and enhance the welfare of these children, and to preserve family life wherever possible. This policy shall be liberally construed so as to carry out the purposes thereof.

As used in this policy, the term:

(1) "Abused" means subjected to child abuse.

(2) "Child" means any person under 18 years of age.

(3) "Child Abuse" means:

(A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, physical forms of discipline may be used as long as there is no physical injury to the child;

(B) Neglect or exploitation of a child by a parent or caretaker thereof;

(C) Sexual abuse or unwelcome touching of a child; or

(D) Sexual exploitation of a child.

(E) However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be an "abused" child.

Any school employee having reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made to the principal or the principal's designee. A staff member who makes a report to the principal or designee shall be deemed to have fully complied with the policy. The principal/principal's designee shall make an oral report immediately, but in no case later than twenty-four hours from the time there is reasonable cause to believe a child has been abused and followed by a report in writing to the Department of Family and Children Services (DFACS) and the appropriate police authority or district attorney. Under no circumstances may the principal or designee to whom a notification of child abuse has been made "exercise any control, restraint, modification or make other change to the information provided by the reporter, although each of the aforementioned persons (mandated reporters) may be consulted prior to the making of a report and may provide additional, relevant, and necessary information when making the report". The official referral shall be documented on the appropriate reporting form (Exhibit). Any school employee who

reports or causes a report to be made under s policy shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such reports are made in good faith. The principal shall be notified of all referrals on child abuse/neglect. The school superintendent and principal will receive a copy of the written referral.

In a reported case of child abuse, the student may be interviewed by a law enforcement officer or other appropriate governmental investigating official without notifying the parent; however, no investigation of child abuse shall be conducted at school without the knowledge of the principal/designee. This investigation may be conducted without the principal/designee being present.

Suspected child abuse which is required to be reported by Georgia law by any person pursuant to this policy shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law.

Any school system employee having reasonable cause to believe that a student has been abused by another school system employee shall report or cause reports of that abuse to be made to the appropriate agency in accordance with the procedure above. The principal or designee who receives such a report shall immediately notify the direct supervisor of the alleged perpetrator that the report has been made. The supervisor shall immediately notify local law enforcement and DFACS and begin a cooperative investigation with these agencies to determine the facts and whether sufficient grounds exist to warrant a reprimand, termination, suspension, or other adverse personnel action against the employee. Upon the conclusion of the investigation, the supervisor shall submit a written report of his or her findings to the Superintendent.

All school personnel who have contact with students shall receive training in the identification and reporting of child abuse and neglect with annual updates in the form of memoranda, directives or other written information.

Any school employee required by policy to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

STUDENT REPORTING OF ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT DESCRIPTIVE CODE: JGI-R (2)

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

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

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

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITIES JAA

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

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

COMPLAINTS PROCEDURE

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

1. (a) Any student, applicant for admission, employee, parent or guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title IX, excluding sexual harassment as described in 1b, above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the principal or the District. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant

and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.

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

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

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

4. If the complaint is not resolved at the conclusion of this fifteen-day period or if

the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

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

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

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

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

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

OPPORTUNITIES COMPLAINT PROCEDURE DESCRIPTIVE CODE: JAA-R (1)

Complaints made to the Douglas County School System regarding alleged discrimination on the basis of race, color, national origin, sex, age, or on the basis of handicap, in violation of the Perkins Act of 1998, Title(s) VI and IX, or Section 504/ADA, will be processed in accordance with the following procedure:

1. Any student, employee or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.

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

3. If the complaint is not resolved at the conclusion of this fifteen day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.

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

5. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.

6. Within thirty days of receipt of the written request of the complainant, the superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The board shall review the original complaint, the response of the coordinator, the response of the Superintendent and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

7. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

8. The procedure is not intended to deprive any employee of any right they may have to file a grievance pursuant to any policy of the Board of Education, specifically including policy GAE, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the statutes described above.

9. This procedure is available to students, employees and the general public through School Board Policy Manual available on the Douglas County School System Website (www.douglas.k12.ga.us) and at the Central Office of the Douglas County Board of Education, P. O. Box 1077, Douglasville, Georgia 30133, (770) 651-2000

Title VI Coordinator: Assistant Superintendent/Student Achievement
Title IX Coordinator: Assistant Superintendent/Student Services
ADA Coordinator: Assistant Superintendent/Operations
Section 504 Coordinator: MTSS / 504 Coordinator

STUDENT RECORDS DESCRIPTIVE CODE: JR

Student records shall be defined as all information about students recorded or collected in any format by local school systems or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions, and/or academic progress.

Professional staff of the schools will review all records in their immediate keeping to assure that only responsible and documented information is maintained, removing as necessary extraneous or inappropriate information. The person in professional status responsible for maintaining records will be responsible for administering the use of the file in observance of due process and will guarantee that records contain factual, documented information on students. All information contained in any student records not meeting this requirement shall be removed.

Student cumulative records must contain, but are not limited to: identifying data, academic achievement, attendance data, standardized test scores, immunization records, and required health screenings. Academic achievement records of individual students of Douglas County Schools shall be maintained for a period of at least 70 years (after the student leaves, transfers or graduates) and the attendance data for a period of at least three years. These shall be housed in a fire-resistant place.
No person or party, except the parents or legal guardians and students over eighteen (18) years of age, shall be permitted to examine or obtain information from the records of students

except, (1) by the written consent of the student's parent or lawful guardian specifying records to be released, the reasons for such release, and to whom, and with a copy of the records to be released to the student's parents or lawful guardian and the student if desired by the parents, or (2) in compliance with judicial orders, or pursuant to any lawfully issued subpoena, upon the condition that parents or lawful guardians of the student are notified of all such orders or subpoenas in advance of the compliance therewith. (Divorce does not end a parent's right to review the child's records unless the courts specify that such review or contact is prohibited.)

The records of the school concerning an individual student shall be used for appropriate educational purposes and for the promotion of the student's welfare. Student records shall be made available to an outside person or agency only under the following conditions:

1. A "Release of Information" request is received by school officials duly signed by a parent of the student, or legal guardian, or by a student of legal age (18 years or older). File completed request in student cumulative record.

2. A "Request for Information" request is received by school officials in the form of specific request from the court or a court order. Only information requested shall be provided and the parents and/or students shall be notified of all such orders in advance of compliance with the order.

3. A "Request for Transcript" is received by school officials from a receiving school including schools operated by the Department of Juvenile Justice. Only information such as grades, attendance records, discipline records for students in grades 7-12, and group test scores should be included. Psychological reports and health reports cannot be released without having been specified in the signed "Release of Information" request as per #1 above. Schools must comply with appropriate requests for transcripts within 10 calendar days.

4. In instances where requests for information might come from an outside agency such as the VA, working for the welfare of a student, the agency will file a release from the student or parent or guardian. In lieu of such a release, a form signed by a judge (not necessarily in the form of a subpoena) would suffice, provided the parent, student, or guardian is notified that such a form has been received.

5. In instances where requests for information come from the Comptroller General of the United States, the Secretary of Health and Human Resources, Secretary of Education, an administrative head of an education agency or state educational authorities in connection with the audit and evaluation of federal programs or for the enforcement of federal legal requirements which relate to such programs, only that data which would not permit the personal identification of such students or their parents shall be released. This does not prevent federal officials, administrative head of an agency or state educational authorities to audit and evaluate provided confidentiality is maintained and information later destroyed. The only exception shall be when the collections of personally identifiable data is specifically authorized by federal law.

Schools and the school system shall not withhold any student record because of nonpayment of fees.

Schools or the school system receiving the transferred record shall notify the parent(s)/guardian(s) of students in grades 7 through 12 that the record has been received. Student records shall be available to parents, legal guardians, and students of legal age, upon their written request. This does not include records that have the names of several students. Individual parents, guardians, or students may also inspect these records upon request.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.
"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

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

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

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the

educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.
Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

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

Parent Notification - Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: August 5, 2020

Dear Parents:

In compliance with the requirements of the Every Students Succeeds Act, the Douglas County School System would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher:
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

  If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the principal at your child's school.

CONFLICT OF INTEREST

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

WASTE, FRAUD, ABUSE, AND CORRUPTION

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

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

Student Handbook Signature Page

_____ _____ _____
Student Name Homeroom Date

The Parent/Student Handbook contains valuable information for you and your student to ensure success in the school environment. The handbook is located on the Douglas County School System Website. If you desire a copy you may request it from your school. Success is dependent upon mutual respect and clear understanding of rights and responsibilities. Please read carefully each statement below and sign each of the 4 blocks on the appropriate line and return to your school.

Section 1 - Handbook/Internet Use

I have read Board policy IFBG and regulation IFBG-R (1): Internet Acceptable Use, IFBG-E (1) Computer Assisted Instruction Parent/Guardian Authorization Form and IFBG-E (3) Permission to Display Photograph or Work as posted on the DCSS web site in the Policy Manual. I understand that DCSS will use multiple software programs to assist with instruction. The district carefully reviews and negotiates with each vendor to limit and protect information that is shared and to insure that it is only used to assist with the education of the child. By signing below, I agree that data about my student will be shared with the software vendors approved by the district. If I choose not to sign this form then my student will be provided alternate assignments and will have limited access to the district's technology.

_____ _____
Parent/Guardian signature Student signature

Section 2 - Directory Information

I understand that certain information (name, date of birth, participation in clubs and sports, awards, photographs, etc.) is considered Directory Information and may be released to the media, colleges and universities, Georgia Financial Aid Commission, the military and other agencies. Check your choice and then sign.

___ I grant permission for the release of Directory Information.
___I grant permission for the release of Directory Information to all groups except the military.
___I refuse permission for the release of any Directory Information.

_____
Parent/Guardian signature

Section 3 - Attendance

I have received a copy of the Attendance Policy and understand that I can be charged with a misdemeanor if my student obtains the sixth (6) unexcused absence.

_____
Parent/ Guardian signature

Section 4 - Clubs

I acknowledge that all clubs and organizations with related information are listed on school's handbook website and have been made available for me to review. I understand that any new clubs or organizations formed during the school year will be required to send home information and I must grant permission for my student to participate. I understand that if I wish to "opt-out" my student from participation I may do so by listing the club or organization that I do not grant permission for my student to participate in on this page.

(My student does **not** have permission to participate in the following clubs or organizations)

_____

_____

Parent/Guardian signature

Block 5 – Automatic Dialing System

By providing telephone numbers and signing below, I grant express consent for the school system to contact me using an automatic dialing system to provide information about my child and the school and/or system. I understand that it is my responsibility to contact the school with any changes to my telephone information and I will indemnify and hold harmless the school and the school system from and against any claims, damages, or causes of action arising from the school system's use of the telephone contact information I have provided to the school.

_____ _____

Parent/Guardian signature Telephone #

_____

Secondary #

Douglas County School System
Student Parking Application and Vehicle Registration

_____ _____ _____ _____
APPLICANT'S NAME DOB GRADE DATE

_____
ADDRESS, INCLUDING CITY AND ZIP CODE

_____ _____
APPLICANT'S DRIVER'S LICENSE NUMBER INSURANCE COMPANY AND POLICY NUMBER _____

_____ _____ _____ _____
YEAR MAKE MODEL COLOR TAG NUMBER

(Proof of insurance and valid driver's license, as required by state law, is required at time of registration)

1) Students are permitted to park on school premises as a matter of privilege, not of right.
2) Student parking permits will be issued upon application and payment of a parking fee. No refund will be made for any reason, including when a student withdraws from school or when a student's parking privileges are revoked. Permits are in the form of a numbered decal and must be attached to the windshield of the vehicle as directed by school officials.
3) DCSS (Douglas County School System) retains authority to conduct routine patrols of student parking lots and inspections of student automobiles on school property. Automobiles will be searched if there is reasonable suspicion to believe illegal or unauthorized materials are contained inside the vehicle. Such inspections may be conducted without notice, without student consent, and without a search warrant.
4) A student's parking privilege will be revoked when his/her license is suspended. Students and/or their parent(s) or legal guardian(s) must notify school administrators immediately when the license is suspended.
5) DCSS shall not be responsible for the losses or damages to the property of users of its facilities, including loss due to bodily injury.
6) Parking and traffic violations on campus shall be subject to one or more of the following disciplines:
   a) Temporary suspension of parking on campus
   b) Permanent suspension of parking on campus
   c) Impounding of vehicle per County Ordinance
   d) In-School Suspension
   e) Out-Of-School Suspension
   f) Detention
   g) Other at the discretion of the school administrator
7) Any student who applies for a parking permit and intends to park a vehicle on school grounds of the DCSS is subject to random drug testing. Students understand that submission to testing for the presence of drugs and alcohol is a condition of participation in privileged activities in the DCSS. Students further understand that refusal to take the test, failure to report for the test, or if the test establishes a violation of the drug testing policy, the student will be subject to consequences as set forth by the drug testing policy. By signing and dating this parking application form, we consent to the administration of drug tests and to the conditions listed in this consent and the accompanying general prohibitions and procedures as outlined in Policy JCDAC, JCDAC-R(1), JCDAC-E(1).

We have read and understand the above Douglas County School System Student Parking Rules and Regulations and agree to abide accordingly and herewith apply for a permit to park on campus at
_____ High School.

_____
Signature of Student Date Signature of Parent/Legal Guardian Date

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SCHOOL YEAR: _____ PAID BY: CASH_____ CHECK_____ AMOUNT_____

_____ _____ PERMIT #_____ SPACE #_____

SIGNATURE OF SCHOOL OFFICIAL DATE