

ELEMENTARY PARENT/GUARDIAN SIGNATURE PAGE
2018– 2019

Please review the following statements before signing:

1. The signature of a parent/guardian on this page signifies receipt and review of this document, as well as knowledge and understanding of the Gainesville City School System policies and guidelines contained within.
2. The signature of a parent/guardian on this page signifies you have received and reviewed the 2018-2010 School Health Services Information.
- 3 The signature of a parent/guardian on this page gives your child as having your permission to access school based, Internet-capable technology, and Electronic Device Use at school and are aware of the school's and district's initiatives to maintain a cyber-safety learning environment, including your child's responsibilities. If any parent does NOT wish for his or her child to utilize the Internet while at school, please signify those wishes in the comment section provided below.
4. The signature of a parent/guardian on this page signifies that you have received and understand the consequences and penalties for failing to comply with the State of Georgia's laws regarding Compulsory Education, Student Attendance Protocol Committee and Attendance/Discipline and Driver's License.
5. Within the provisions of O.C.G.A. § 20-2-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various school clubs provided at each of their respective schools. (These notifications will specifically exclude interscholastic activities). This notification will be accomplished through each school's web site. If any parent/guardian does NOT wish for his or her student to participate in a club or organization designated by him or her, please signify those clubs or organizations in the comment section below.
6. The signature of a parent/guardian on this page also identifies your child as having your permission to participate in the Georgia Student Health Survey II for 3rd through 12th grade students about substance abuse and violence. The surveys are anonymous and no personal identification is required. If any parent/guardian does NOT wish for his or her child to participate in this survey, please signify those wishes in the comment section provided below.
7. The signature of a parent/guardian on this page also identifies your child as having permission to be interviewed, photographed, and published in print (newsletters, brochures, newspapers, internet webpages, etc.) in conjunction with activities of the Gainesville City School System. If any parent/guardian does NOT wish for his or her child to participate in this way, please signify those wishes in the comment section provided below.

This handbook is meant to serve as a guide to students, parents, and teachers. It is filled with information such as school rules and policies, student code of conduct, and the school calendar. **Please sign and return to your child's Homeroom Teacher during the first week of school.**

I have received and read the 2018-2019 Student Handbook and have reviewed it with my child.

Student Name (Please Print) _____

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Comment:

Handbook and Student Code of Conduct



Centennial Arts Academy

**STUDENT CODE OF CONDUCT
GAINESVILLE CITY SCHOOL SYSTEM
Elementary Level**

2018 – 2019

FOREWORD

It is the purpose of the Gainesville City School System (GCSS) to operate each school in a manner that will provide an orderly process of education that ensures the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy that requires all schools to provide codes of conduct. These require students to conduct themselves at all times in a manner that facilitates an optimum learning environment for themselves and others.

GCSS has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for conduct that endangers the safety of the schools and/or disrupts the educational experience for other students. GCSS does not permit corporal punishment.

The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the District and the students, and may be amended at any time. It is a place for GCSS to explain certain policies applicable to students.

We expect students to:

- Respect each other
- Respect school district employees
- Obey student behavior policies adopted by the Board of Education
- Obey rules established by individual schools

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

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

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

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

Parents/guardians are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. We ask your cooperation in sharing this responsibility for maintaining a proper learning environment.

AUTHORITY OF THE PRINCIPAL

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

Students Should:

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

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

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

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of educational achievements and participation of others in curricular and extra-curricular activities.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Gainesville City School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

ADMISSION REQUIREMENTS –POLICY JBC

Age Eligibility

- All students, including homeless, who have attained the age of five by September 1st, shall be eligible to enroll in kindergarten.
- Those who have attained the age of 6 by September 1st shall be eligible for first grade.
- Students are eligible to attend school unless they attain the age of 20 by September 1 or they have received a high school diploma or the equivalent as if they have dropped out of school for a quarter or more. Students who have not dropped out of school for a quarter or more are eligible to attend school unless they attain the age of 21 by September 1st.
- Mandatory attendance age for enrollment is age 6. Every parent, guardian, or other person residing in Georgia having control or charge of any child or children between their sixth and sixteenth birthdays is required to enroll and send such child or children in their care to a public or private school or provide a home study program for these children which meets requirements set forth in law. If a student is enrolled prior to age 6 in a kindergarten program and attends for 20 days, then the child is subject to provisions of compulsory school attendance.
- Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia, and who were legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association or the equivalent thereof shall be eligible for enrollment in the appropriate general or special education program if such child will attain the age of five for kindergarten or six for first grade by December 31 and is otherwise qualified
- Special education students, including homeless, are eligible for enrollment in appropriate education programs until they receive a high school diploma or equivalent or they reach their twenty-second (22) birthday, whichever comes first; provided, however they were enrolled during the preceding school year and had an approved Individualized Education Plan (IEP) which indicated that a successive year of enrollment was needed.

STUDENT ENROLLMENT/PROOF OF RESIDENCY

Gainesville City Schools requires the parent or guardian to provide proof of residency in the district unless the student is homeless. The student must live with the authorized person(s) who resides within the school district.

Proof of Residency - Gainesville City Schools requires the parent or guardian to provide 2 proofs of residency in the district at the time a student is initially enrolled in a school. Proof of residency may be verified by presenting one from each column below (must include address), and a picture ID of the enrolling parent/guardian.

Present one of the following AND	One of the following:
Non-contingent sales contract	Current gas bill (within last 30 days)
Current lease/rental agreement	Current water bill (within last 30 days)
Most recent income tax return or IRS Form 1099	Current electric bill (within last 30 days)

Current paycheck stub	Cable/Internet bill (with service address)
Current warranty or quitclaim deed	
Current home purchase agreement	
Current homeowner's insurance policy	

Students under the age of 18 must be accompanied by one of the following authorized individuals

- Parent (natural or adopted)
- Legal guardian or other person legally entitled to act on behalf of the child
- Foster parents appointed by a state agency
- Sponsor for an approved International Exchange Program.

The person who is enrolling a student should provide one of the following acceptable forms of identification for purposes of enrollment

- A driver's license
- A state identification card
- A passport

When a student's family is residing in the home or apartment of another individual, the following is necessary for enrollment

- A notarized affidavit signed by the individual with whom the student's parent/guardian is residing verifying that enrolling parent/guardian is residing in that home or apartment. This affidavit must be notarized and witnessed at one of the Gainesville City School System locations. and
- Proof of residency documents for that individual with whom parent/guardian is residing (See Proof of Residency documents above)

For your convenience, registration is available at the Registration/International Center, located at 508 Oak Street Gainesville, GA 30501. Registration is not available at the schools. Please contact the Registration/International Center at (770) 536-5275.

Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Also, knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fine and /or imprisonment (O.C.G.A. 16-10-20).

IMMUNIZATION CERTIFICATES

All students entering or attending Grades Pre-K through 12th grade in the Gainesville City School System are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia State Law , O.C.G.A. 20- 2-771 and Regulations, Chapter 290-5-4. All students must be immunized against disease as specified by the Georgia Department of Human Resources, or have medical or religious exemption on file at the school.

Beginning in the 2014- 2015 school year, ALL 7th grade students and NEW entrants into Georgia schools grade 8th through 12th grade, are required to have one dose of Meningococcal (meningitis) conjugate vaccine and Tdap (tetanus, diphtheria, pertussis) booster. Immunization information and flyers for Pre-Kindergarten and Kindergarten and 7th Grade students are available on the website. All students enrolled in a Georgia Public School for the first time are required to file a completed Certificate of Vision, Hearing, Dental and Nutrition Screening (Form 3300) in accordance with Georgia Regulations, Chapter 290-5-31.

ARRIVAL/DISMISSAL TIMES

CAA will open at 6:45 AM. Classroom instruction begins at **7:30 AM and ends at 2:20 PM**. After 7:40 AM, **parents must walk the student inside and sign them in**. The student will receive a tardy slip. Perfect Attendance

requires students to attend school every day.

Due to safety and security measures the following will apply:

- If a student needs to change transportation in the afternoon, **he/she must bring a note (with a daytime phone number to contact you for verification) to the teacher describing the change or call the front office- 770.287.2044, before 1:30 PM.**
- **Morning car rider traffic should enter from the front of the school. The back of the school is for bus use only.**
- Car riders will be released at **2:20 PM** and should be **picked up in the front of the school.** For safety, **parents are to stay in their cars and follow the car line. Your child must be picked up by 2:45 PM.**
- **All car riders will receive a number which must be clearly visible in the front window of the vehicle.**

ATTENDANCE REQUIREMENTS – POLICY JBD

The Gainesville City Board of Education subscribes to a policy of good attendance and punctuality as essential to the academic performance for all students. It is the policy of the Gainesville City School Board to encourage students to attend school regularly and participate in all class activities physically or virtually on a daily basis.

The Gainesville City School Board believes that students should arrive at school on time and be in class on time each day. In order to foster regular attendance, the Gainesville City School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol developed by Gainesville City Schools' Student Attendance Protocol Committee. The Board strongly believes that every day at school is important and that no student should be absent except for extraordinary reasons and encourages students and their parents to assume responsibility for being punctual and regular in attendance.

The Gainesville City School Systems attendance requirements are as follows:

- The parents/guardians/other persons having charge of any child between the child's sixth and sixteenth birthdays are subject to "compulsory attendance". That is, they are required by law to enroll and send such child to a public or private school or utilize a home study program. Students assigned to alternative schools are subject to this requirement as well.
- All K-12 children enrolled for 20 school days or more in a public school of this state prior to their seventh birthday become subject to compulsory attendance.

Georgia law, O.C.G.A. § 20-2-690.1, states that a person who fails to send a child to school may be charged with a misdemeanor. For each violation of the statute, a court may subject this person to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties. Each day's absence after the school notifies the person of five unexcused days of absence shall be considered a separate offense of the statute.

For the purposes of this Policy, a child between his/her sixth and sixteenth birthdays shall be considered truant if the child has more than five days of unexcused absences in a school year. A truant student with more than ten days of unexcused absences within a school year may be identified as a child in need of services in accordance with O.C.G.A. § 15-11-380.

It is the policy of the Board to excuse students from school for the following reasons: Written justification for any absence must be submitted by the student.

1. Personal illness or attendance in school that endangers a student's health or the health of others
2. A serious illness or death in a student's immediate family necessitating absence from school
3. The observance of religious holidays, necessitating absence from school.
4. Conditions rendering attendance impossible or hazardous to student health or safety.
5. 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
6. Visiting with a U.S. military parent prior to or on leave from overseas deployment (limited to 5 days per school year)

7. Any emergency or set of circumstances which, in the judgment of a building administrator, constitutes just and sufficient cause for an excused absence from school
8. Students shall be counted present when they are serving as pages of the Georgia General Assembly.
9. Students in foster care shall be counted present when they attend court proceedings relating to their foster care.
10. Students who are designated as hospitalized/homebound through the formal process are counted as present.
11. Students shall be counted present when they are serving on jury duty.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Students are expected and permitted to make up all work for credit missed due to absences. This shall include all assignments, quizzes, and tests.

Tardiness - Students are expected to arrive at school on time. Students who are tardy for school must go to the school office to sign-in before going to class.

PowerSchool Parent/Student Portal Single Sign On Students and parents may access pupil attendance, grades, and assignments as well as the daily bulletin containing announcements through the parent/student portal. Student login information is available through guidance; parent log-ins may be obtained by going to the system webpage www.gcस्क12.net to sign up for the PowerSchool Single Sign On (SSO) parent portal. This portal allows parents/guardians the ability to view all of their children with one login name and password.

AWARDING UNITS/TRANSFERRING CREDIT – POLICY JBC-4

Elementary and middle school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed at the appropriate grade level in a probationary placement for one 9-week grading period. Student placement may also be based on satisfactory performance on standardized or locally developed tests focusing on grade level or subject area.

- Local tests, including SLOs and pre/post tests, may be utilized in order to provide additional information concerning student placement.
- Upon examination of test results and classroom performance, the final placement decision rests with the Principal and/or placement committee.

BUS CONDUCT

Transportation service for students is a privilege, not a right. Students will be allowed to ride Gainesville City School's buses as long as they remain a student in good standing for that purpose. A student in good standing is one who follows the rules. Students are responsible for maintaining good behavior while riding the school bus. Parents should remind their children to follow all the rules listed below and to be a person of responsible character while riding to and from school, on field trips, or any other school-sponsored trip. The school bus is considered school property; therefore, all rules that apply to school building also apply to school buses.

1. Students are to be at their designated stop in the morning at least five minutes before the bus is to arrive.
2. Students are expected to get off at their designated stop unless they have a note from a parent or legal Guardian stating that they have permission to exit at a different stop.
3. Parents must send a note to the school or call the school by 1:00 PM to make changes in afternoon bus transportation for their child.
4. **BUS BOARDING PASSES** – Students must have a bus boarding pass that is completed by the school in order to ride a bus other than their normal bus. Students must hand the bus boarding pass to the bus driver in order to ride a bus that is not their normal bus.
5. Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.
6. No excessive noise or rowdy behavior is permissible on the bus. Only normal conversation is allowed except when at railroad crossing, red lights, and stop signs. At these times there shall be no talking.

7. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.
8. Head, hands and feet shall be kept inside the bus at all times.
9. Throwing any article inside the bus or at the bus is strictly prohibited.
10. No fighting is allowed on the bus.
11. Students must wait for the bus in an orderly manner a safe distance off the roadway. The bus shall come to a complete stop before students move toward the bus. Students must not rush or walk between buses when loading or unloading.
12. Lighters, matches, or other igniting devices, as well as smoking on the bus are strictly prohibited.
13. Eating or drinking on the bus will not be allowed.
14. Student will not use profane or foul language at any time.
15. Students shall not deface or damage the bus (i.e., writing or painting inside or outside the bus). Any guilty of such acts will pay the cost of repairs.
16. Students will not open the emergency door except for emergencies when instructed by the bus driver to do so.
17. Students who must cross the road after being discharged from the school bus must cross in front of the stopped school bus.
18. Students are strictly prohibited from acting or talking disrespectfully in any way to the bus driver.
19. Misconduct on buses near the end of the school year that cannot be dealt with during the remainder of the school year will carry over the beginning of the school year.
20. For the safety and protection of riders and drivers, buses may be equipped with video cameras and audio capabilities. These tapes may be used for identifying behavioral problems. These tapes are held for one school day only and then are taped over. Videotapes will be reviewed only by district staff.

Because safety on the school bus affects many other students, the administration reserves the right to invoke a penalty more severe than listed for the offense. This may include behaviors that threaten the safety of anyone else in the bus. Violations of the School Bus Rider's Rules will be dealt with as follows **for grades PK-12**:

First Offense- The student is reported to the principal by the bus driver. The principal talks with the student and send written communication to the parent/legal guardian to be signed and returned to the principal. A copy of this communication is sent to the bus driver.

Second Offense-The principal again talks with student and sends written communication to the parent/legal guardian. The communication in part will warn the parent/legal guardian that another offense will deny the student of bus riding privileges from one to five days (depending upon the nature of the offense). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

Third Offense- The parent/legal guardian is notified in writing that the bus riding privileges are suspended (from one day to ten days). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

ADDITIONAL GUIDELINES

Parents/guardians are responsible for providing transportation for students suspended from riding the bus.

- Bus drivers are in complete charge at all times and are authorized to assign seats.
- Conversation with the driver or behavior distracting the driver by students during loading and unloading of buses should be avoided. During this critical time complete concentration by the driver is required. Parents/guardians with concerns or complaints that need to be addressed by the bus driver should contact the Director of Transportation, Jerry Castleberry at (770) 536-8312.. Under no circumstances should parents distract the driver by boarding the bus or complaining at the bus stop. Student safety must be top priority during this time.
- Student conduct in school and on school buses may be videotaped with surveillance equipment. This equipment is installed for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the wellbeing of any student will be handled in accordance with the student discipline section of this handbook.
- It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the

operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature (OCGA 20-2-1181).

CENTENNIAL ARTS ACADEMY CALENDAR

First Semester		Second Semester	
August 8, 2018	First Day of School	January 3-4, 2019*	Teacher Planning Weather Makeup Day
August 21, 2018	PK-5 Curriculum Night	January 7, 2019	Students return to school
September, 2018	Labor Day Holiday	January 21, 2019	MLK Holiday
September 15, 2018	CAA Fall Festival	February 18-19, 2019*	Winter Break *weather makeup days
October 6-9, 2018	Fall Break Holiday	February 21, 2019	PTA-Talent Show
October 12, 2018	Fall Festival	March 15, 2019*	Teacher Planning Day *weather makeup day
October 19, 2018	PTA- 4th/5th grade musical	March 18-22, 2019	Book Fair
November 19-23, 2018	Thanksgiving Holidays	March 21, 2019	PTA- Show Choir Musical
November 26-30, 2018	Book Fair	April 1-5, 2019	Spring Break
December 14, 2018	PTA-K/1st grade Holiday musical	May 9, 2019	PTA-CAA Art Show and k/1st grade musical
Dec 21-Jan 4, 2019	Winter Break	May 15, 2019	Kindergarten & 1st Grade Field Day
		May 16, 2019	2nd & 3rd Grade Field Day
		May 17, 2019	4th & 5th Grade Field Day
		May 24, 2018	Last Day of School GHS Graduation @ 7:00 PM

CHILD ABUSE AND NEGLECT – POLICY JGI

All employees of the Gainesville City School System, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system’s designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Hall County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

CHRONIC DISCIPLINARY STUDENT ACT (O.C.G.A. 20-2-764)

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student’s parent/guardian of the disciplinary problem, invite the parent/guardian to observe the student in a classroom situation, and request at least one parent/guardian to attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail, at least one parent/guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. The law allows a local board of education to petition the juvenile court to require a parent/guardian to attend a school conference. If the court finds that the parent /guardian has willfully

and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent/guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent/guardian who willfully disobeys an order of the court under this law.

CLUBS AND ORGANIZATIONS FOR STUDENTS

All student clubs and organizations must follow guidelines and procedures governing the creation and operation of such clubs, organizations, and groups in accordance with the policies of the Gainesville City Board of Education. State law requires that parent/guardian receive information regarding school clubs and organizations, such information must include the name of the club or organization, mission or purpose, name of the club's faculty advisor, and a description of past or planned activities. On the parent/guardian signature page the parent/guardian will have an opportunity to decline permission for his or her student to participate in a club or organization designated by him or her.

The following clubs exist for the 2018-19 school year:

Club/Organization	Mission/Purpose	Faculty Advisor	Description of past/planned activities
Robotics Club	Develop problem solving skills, teamwork, and leadership skills in math and science (4th/5th grade)	Leslie Williams	Participation in district, region, and state competition
Reading Bowl	Encourage a love of reading and build a community of strong readers(4th/5th grade)	Kathy Anglin	Participation in district, region, and state competition
Tome Society	Encourage a love of reading and build a community of strong readers (4th/5th Grade)	Kathy Anglin	Participation in Tome Society Convention
Show Choir	Allow students to develop performance skills (3rd-5th grade)	Fancy Pettit	Seasonal music programs and musical productions
Running Club	Promote a healthy lifelong hobby (3rd-5th grade)	Jennifer Carney	Weekly running club meetings and participation in 5K races
Drama Club	Allow students to develop stage performance skills (3rd-5th grade)	Lindsey Guest	Performances for students and families twice per year

CONFERENCES WITH TEACHERS

Conferences with your child's teacher are an important and necessary means of keeping parents informed. Parents and/or teachers may request a conference when necessary. Requested conferences can take place between 7:15 AM – 7:25 AM, during planning times, or after school.

DISCIPLINE PROCEDURES (PROGRESSIVE DISCIPLINE) –POLICY JCDA

It is the policy of the Gainesville City Board of Education that each school within this school district shall develop and 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 Rule 160-4-8-.15. Each code of conduct shall include the following:

1. Standards for student behavior 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. Student 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 which 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. All student codes of conduct shall be submitted to the board for approval.

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. The student code of conduct shall be available in the school office and each classroom.

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 Section 20-2-738 and Section 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 principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teachers ability to communicate effectively with the students in his/her class or with the ability of such 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 develop procedures as necessary for implementation of this policy and this state law.

PBIS and the Student Code of Conduct

Gainesville City School System utilizes a **progressive discipline** approach when dealing with student behaviors. The Positive Behavioral Intervention Support (PBIS) framework is implemented at all Gainesville City school buildings. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based framework that helps schools design effective environments and supports that, when implemented with fidelity, increase teaching and learning opportunities for all students.

A student code of conduct is intended to teach students that there are consequences for violating behavior norms while under the supervision of educators. A student code of conduct, among other things, publishes a list of unacceptable student behaviors that interfere with the learning environment and the successful operation of the school day. A corresponding and progressive list of possible consequences is defined within a student code of conduct with the intent to promote a safe learning environment.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

Parents and police will be notified in every instance where the law is violated.

Minor acts of misconduct are those that interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or the student's learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the administration.

Penalties for minor acts of misconduct include, but are not limited to, the following:

- Warning

- Conference with student
- Alternative seating
- Loss of recess or other free-choice activity
- Time out in classroom
- Time out in another classroom
- Isolation during lunch
- Conference with parent/guardian, teacher and/or administrator
- Practice of desired behavior
- Development of an action plan or contract
- Time out in the administrator's office
- One day in-school suspension (ISS)
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Detention
- Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s)

Intermediate acts of misconduct require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given if not already provided. Penalties for intermediate acts of misconduct include but are not limited to the following:

- Student participation in conference with parent/guardian, teacher, and/or administrator
- Restriction from school programs or other activities
- Time out in administrator's office
- Up to three days out-of-school suspension
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Development of an action plan or contract
- Detention
- Change in Academic Setting
- Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s)

Serious acts of misconduct require administrative intervention and may require use of outside agencies and/or law enforcement. These offenses include, but are not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or well-being of others, or property. Because serious acts of misconduct may result in placement in a separate alternative educational program or expulsion, students have benefit of due process, such as the Disciplinary Tribunal, the procedural safeguards and other requirements identified in the 1997 Federal Individuals with Disabilities Education Act and the Georgia Board of Education's Special Education Rules. Penalties for serious acts of misconduct include, but are not limited to, the following:

- Restriction from school programs and/or other activities
- Out-of-school suspension for up to ten days
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Change in Academic Setting
- Placement in a separate alternative educational program
- Expulsion

OFFENSES	CONSEQUENCES
Absences and/or truancy-unexcused (O.C.G.A 20-2-690). 1) Excused absences are defined as 2) Illness 3) Death in immediate family 4) Religious Holiday 5) Instances in which attendance could be hazardous as determined by Gainesville City School System 6) Service as page in legislature	1. Penalty may range from warning and/or conference with student/parent/guardian to one to three days in-school suspension.

<p>7) Court Order</p> <p>8) Absence to vote in an election</p> <p>9) Up to five (5) days excused absences per year to students where the parents are in the military and are being deployed or on leave.</p>	
<p>2. Academic dishonesty/misrepresenting self or others</p>	<p>2. Penalty may range from the student receiving a zero on the assignment and warning or conference with student/parent/guardian to one to three days out-of-school suspension.</p>
<p>3. Assault on faculty or staff member - Threatening bodily harm to faculty or staff member. This includes threats that are verbal, written or implied.</p>	<p>3. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>4. Bullying (OCGA 20-2-751.4)- An act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electric technology of a local school system, that is:</p> <ol style="list-style-type: none"> 1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; 2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or 3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: <ol style="list-style-type: none"> A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23-.1; or visible bodily harm as such term is defined in Code Section 16-5-23-.1; B. Has the effect of substantially interfering with a student's education; C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or D. Has the effect of substantially disrupting the orderly operation of the school. <p>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.</p> <p>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.</p>	<p>4. Penalty may range from restriction from school programs and/or other activities to expulsion.</p> <p>Upon a finding that a student in grades 6-12 found by tribunal to have committed the offense of bullying for the third time in a school year, the student will be assigned to an alternative school.</p>

<p>5. Bus Misbehavior</p>	<p>5. Penalty may range from warning and/or conference with student/parent/guardian, suspension of bus riding privileges (1-10 days) to expulsion). See Bus Conduct section above.</p>
<p>6. Computer Trespass Unauthorized use of a computer or computer network including deleting, obstructing, interrupting, altering, damaging, or in any way causing the malfunction of the computer network, program(s) or data as well as visiting inappropriate web sites.</p>	<p>6. Penalty may range from warning and/or conference with student/parent/guardian to out-of-school suspension.</p>
<p>7. Disturbance – Classroom</p>	<p>7. Penalty may range from warning and/or conference with student/parent/guardian to one to three days out-of-school suspension.</p>
<p>8. Disturbance School Acts which cause substantial disruption of learning opportunities and/or threatens the safety or well-being of other students which may include pulling fire alarms, inciting disturbances, threats, or actual violence during period of disruption.</p>	<p>8. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to expulsion.</p>
<p>9. Dress Code Violations</p>	<p>9. Penalty may range from warning and/or conference with student/parent/guardian to one-day in-school suspension.</p>
<p>10a. Drug Sell/Transmission/Solicitation – No student shall sell/buy, attempt to sell/buy, intend to sell, transmit or distribute any legal or illegal drug in any form whatsoever, including, but not limited to, any narcotic drug, inhalant, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroid, intoxicant of any kind, vitamin, herbal supplement, any over-the-counter pill, medication or similar substance, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. This rule shall be in effect at school or on school property at any time, off school property at a school sponsored activity, function, or event, and en route to and from school.</p>	<p>10a. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>10b. Drug Possession/Use/Under the Influence – No student shall possess, use or be under the influence of any legal or illegal drug in any form whatsoever including, but not limited to, any narcotic drug, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, vitamins, herbal supplements, over-the-counter pills, medications or similar substances, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. In addition, a student may not possess or use any drug-related paraphernalia. This rule shall be in effect at school or on school property at any time, off the school property at a school-sponsored activity, function, or event, and en route to and from school. Possession and use of over-the-counter medications or medications prescribed to the student by a doctor will not be considered a violation of this rule provided that all</p>	<p>10b. Penalty may range from restriction from school programs and/or other activities to expulsion</p>

school and school district rules and procedures are followed.	
10c. Violations of the Medication Policy	10c. Penalty may range from restriction from school programs and/or other activities to expulsion.
11. Electronic communication devices Students may possess cell phones and other similar devices on school property as long as they adhere to the guidelines of Electronic Devices Use and Technology Resource Acceptable Use policies.	11. Penalty may range from administrative warning to out-of-school suspension. Devices will be confiscated when in violation of the guidelines.
12. Failure to accept administrative disciplinary action	12. Penalty may range from warning and/or conference with student to one to ten days out- of school suspension.
13. False Reporting and Statements. Students are prohibited against falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.	13. Penalty may range from a warning, suspension, or a recommendation for a disciplinary tribunal hearing which may result in long-term suspension or expulsion.
14. Gambling on school property, at a school function or on property used by the school with permission of the owner.	14. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
15. Gang-related activity A gang member is a person who is part of an association of three or more people, associated for common purpose, which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence	15. Penalty may range from restriction from school programs and/or other activities to expulsion.
16. Harassment Any act of harassment based upon race, color, religion, national origin, disability and gender (including sexual orientation and gender identity). This includes, but is not limited to, sexual harassment as used in connection with Title IX of the education amendments of 1972.	16. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
17. Off Campus Misconduct and Criminal Law Violations Any off campus behavior of a student 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. This includes any such conduct outside of school hours or away from school that shows disrespect to school personnel or which endangers the health, safety, morals, or well-being of other students, teachers, or employees within the school system (such as, theft or vandalism to property of a school employee).	17. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to expulsion.
18a. Physical Violence (O.C.G.A. 20-2-751.6)- A student shall not commit an act of physical violence against a teacher, school bus driver, or other school	18a. (1) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion. 18a. (2) Immediate suspension with disciplinary tribunal

<p>official or employee either by</p> <p>1. Intentionally making physical contact of an insulting or provoking nature with the person of another, or</p> <p>2) Intentionally making physical contact that causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.</p>	<p>hearing. Possible recommendation for expulsion for the remainder of the student's eligibility to attend public school.</p>
<p>18b. Violence</p> <p>A student shall not commit an act of physical violence against another student. Offenses include physical violence, i.e., assault, battery, hazing, and fighting.</p>	<p>18b. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.</p>
<p>19. Profanity</p> <p>Use of vulgar or obscene words, gestures, or other actions, which disrupt school system operations or show disrespect to school personnel during and after school hours</p>	<p>19. Penalty may range from warning and/or conference with student/parent/guardian to up to three days in-school suspension.</p>
<p>20. Property</p> <p>Willful or malicious damage of and/or threats to destroy or damage school, public, private property which may include such actions as the use of or threat of bombs, explosive devices, setting fires, firecrackers, homemade bombs, and/or the deliberate and serious destruction or defacement of school property or property used by the school with the permission of the owner</p>	<p>20. Penalty may range from warning and/or conference with student/parent/guardian to up to three days in-school suspension to placement in alternative school.</p>
<p>21. Repeated violations/misbehavior</p>	<p>21. Penalty may range from restriction from school programs and/or other activities to expulsion.</p>
<p>22. Rude and/or disrespectful behavior and/or refusal to carry out instructions of faculty or staff.</p>	<p>22. Penalty may range from warning and/or conference with student to one to three days out-of-school suspension.</p>
<p>23. Sexual improprieties</p> <p>Inappropriate bodily contact Commission of an act of sexual contact or indecent exposure, or inappropriate public displays of affection.</p>	<p>23. Penalty may range from warning and/or conference with student/parent/guardian to expulsion.</p>
<p>24. Tardiness – Chronic</p>	<p>24. Penalty may range from warning and/or conference with student/ parent/guardian to one-day in-school suspension.</p>
<p>25. Theft/Larceny</p> <p>Unlawful taking, carrying, leading, or riding away of property of another person.</p>	<p>25. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension</p>
<p>26. Threats or intimidation of another student(s), written, verbal or implied, but not involving actual physical contact.</p>	<p>26. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.</p>
<p>27. Tobacco and/or paraphernalia</p> <p>Possession or use: Includes smoking tobacco, chewing tobacco or snuff, e-cigarettes, hookahs, and other similar item</p>	<p>27. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.</p>
<p>28. Vandalism and misuse of equipment</p> <p>Destruction, or defacement of public or private property located on school premises or at a school function or on property used by the school with the permission of the owner, or inciting, advising or counseling of others to engage in prohibited acts such as marking, defacing or destroying school property</p>	<p>28. Penalty may range from warning and/or conference with student/parent/guardian to one to ten days out-of-school suspension.</p>

<p>29. Weapons/Hazardous Objects A student shall not supply, possess, handle, use or transmit a dangerous instrument, weapon, or any object which can be reasonably considered a weapon on school property, on his/her way to and from school, or at any school function or activity, or at any school-related activity or event away from school.</p> <p>1. Weapon means and includes any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.</p> <p>2. Hazardous objects include any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun charka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher.</p>	<p>29. Students who possess any weapon described in #1 in violation of this policy will be subject to a minimum of a one calendar year expulsion.</p> <p>The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent.</p> <p>The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment.</p> <p>Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction.</p> <p>Students who possess other weapons or hazardous objects as described in # 2 will be subject to discipline that may range from restriction from school programs and/or other activities to expulsion.</p>
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DRESS CODE FOR STUDENTS

We, the Gainesville City District family, aim high to create a warm and inviting environment. We want every reflection of our brand to be consistent with our tradition of excellence. As a member of this family, your appearance is a reflection of the GCSS brand and how we show up collectively is important to our community. At the same time, we want to build a district where individuality, empowerment, and inclusion are nurtured. With this balance in mind, we have updated our dress code. The dress code needs may vary at the elementary, middle, and high school levels. For that reason, please check your school’s handbook for school-specific standards.

Our dress code is generally based on what we like to think of as “school appropriate.” All clothing must fit modestly and provide appropriate coverage and length. Shoes should be safe for the school environment. Care must be taken to avoid distractions caused by tattoos, piercings, and unnatural hair colors and styles.

For further clarity it is helpful to provide examples on a “we don’t wear list.” On this list are examples of the things we don’t wear.

We Don’t Wear...

- pajama attire, sleepwear, or bedroom footwear.
- spaghetti straps, backless, strapless, or tank tops.
- clothing that allows the exposure of our midriff or waist.
- hats, caps, or hoods inside.
- clothing in a way that reveals underwear.
- clothing that fits immodestly.
- clothing that causes distractions to our mission (examples: clothing with inappropriate language, pictures or symbols; clothing depicting gangs, drugs, alcohol, or tobacco; clothing that advocates/promote violence).

- Overcoat and headgear must be removed upon entering the building.
- Lightweight sweaters or jackets can be worn during class

Electronic Devices Use Policy- POLICY JCDAF

Use of personal electronic devices and other electronic media during the regular school day must be in support of and consistent with the vision, mission, and goals established by the Gainesville City Board of Education. All personal electronic devices on Board property or used during a school sponsored activity are subject to the Technology Resources Acceptable Use Policy IFBG. Students may be permitted to use their personal electronic devices for instructional purposes and to access the District provided network/internet. Students must follow all directions given by school personnel in regards to using personal devices.

Only a student whose parent or legal guardian has completed and returned a "Permission Form for Personal Electronic Devices" shall be allowed to use an electronic device on Board property. The form is to be completed yearly.

Students shall be personally and solely responsible for the maintenance, support, and security of their personal electronic device. All personal laptops are required to have updated virus protection and the latest security patches to the operating system and browser prior to connecting to the network. Neither the district nor staff shall assume responsibility or liability for the theft, loss, or damage to personal devices, nor is responsibility for the unauthorized use of any device assumed.

While on Board property, students are not permitted to use their own personal Wi-Fi, data plans or other types of Internet access provided by Internet service providers/carriers that is not provided by the Board of Education. All Internet access will be filtered.

No student shall photograph, videotape, record, or reproduce, via any audio or video means, another student or staff member on Board property without the expressed prior permission of a teacher or administrator. Students shall not disrupt instruction with ringtones, music, or sound effects.

No student shall have a personal electronic device in their possession during district-wide assessments or state testing. Personal devices must be turned off completely (not simply on silent or vibrate mode) and turned into a teacher or testing proctor.

Electronic resources provided by the district may be limited. When demand for these resources exceeds available capacity, priorities for their use will be established and enforced. Authorized staff members may set and change the priorities for these resources. The highest priority for use district electronic resources will include uses that support the educational and business mission of the school system, purchased services, and online testing.

There can be no expectation that electrical power will be made available for student-owned devices. Therefore, it is recommended that personal technology is charged prior to school. Printing from personal devices will not be available at school.

Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.

School staff may confiscate personal electronic devices and school administrators may search the device if inappropriate activities are suspected.

Students who do not comply with this regulation or any supporting directives related to the use of personal electronic devices will be subject to appropriate disciplinary action. The school district reserves the right to change or deny the use of personal electronic devices of students who do not comply with procedures.

EMAIL COMMUNICATION BY TEACHERS

Teachers will respond to parent/guardian email correspondence during planning times and at the end of the school day. During instructional times, teachers will not be able to read or respond to email.

EQUAL EDUCATIONAL OPPORTUNITIES –POLICY JAA

The Gainesville City School System does not discriminate based on race, color, religion, national origin, age, disability or gender in employment decisions or educational programs and activities, including its athletic programs. Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district based upon any of the factors previously listed should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

Title VI, Section 504, and Americans with Disabilities Act - Mrs. Sarah Bell, Deputy Superintendent– 508 Oak Street Gainesville, GA 30501, 770-536-5275, Ext 5136

Title IX –Mrs. Priscilla Collins, Chief Professional Services Officer –508 Oak Street Gainesville, GA 30501, 770-536-5275 Ext 5127

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedure under Gainesville City Board of Education Policy JAA/GAAA (Equal Opportunity/Discriminatory Complaints Procedure) or under Policy IDFA (Gender Equity in Sports) is located on the Gainesville City Board of Education Web site at www.gcssk12.net – Quick Links-Board of Education.

Any student, parent, 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 System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex 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. Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education or by the principal. 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.
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 Superintendent 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 workdays 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 system 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 grievance pursuant to any other policy of the local Board of Education, 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. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
7. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
8. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

GRADING

Elementary schools utilize Standards Based grading. The following scale is in effect:

1 – Needs Support 2 – Progressing 3 – On Track 4 – Goes Beyond

GOVERNANCE COUNCIL MEETINGS

Wednesday, August 15, 2018 @ 3pm	Wednesday, January 17, 2019 @ 3pm
Wednesday, September 19, 2018 @ 3pm	Wednesday, March 20, 2019 @ 3pm
Wednesday, October 17, 2018 @ 3pm	Wednesday, May 15, 2019 @ 3pm

HARASSMENT – POLICY JCAC

It is the policy of the Board of Education to prohibit any act of harassment of students by other students or employees based upon race, color, national origin, sex, or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student. Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, parent, employee, or other individual believes that a student has been subjected to harassment or discrimination by other students or employees of the School District as prohibited by this policy should promptly report the same directly to a principal of their school or to the appropriate coordinator designated in policy JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment of a

student should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct their subordinates as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

HOSPITAL/HOMEBOUND SERVICES Rule 160-4-2-.31

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

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

Hospital/Homebound Services Program Overview For more information, contact Jarod Anderson at Jarod.Anderson@gcssk12.net or 770.536.5275

INTERNET ACCEPTABLE USE POLICY IFBG

It is the belief of the Gainesville City Schools that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing students to live in the 21st century. Further, it is believed that a "technology rich" classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Gainesville City School System believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Gainesville City School System that the system shall have in continuous operation:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2001, i.e. an Internet filter; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (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 Internet Protection Act of 2001. Such procedures or guidelines shall be designed to:
3. Monitoring of online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
4. Methods for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response as required by the Children's Internet Protection Act;
5. Prevention of unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
6. Prevention of the unauthorized disclosure, use and dissemination of personal identification information regarding minors in accordance with Federal FERPA regulations; and
7. Restriction of 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 2001.

The district's technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Gainesville City School System. Use of computers and network resources outside the scope of this educational purpose is prohibited. Students and employees accessing network services or any school computer shall comply with the district's acceptable use guidelines. The district reserves the right to monitor, access, and disclose to appropriate parties the contents of any user's files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Gainesville City School System that the Internet's advantages far outweigh its disadvantages. The Gainesville City Schools Technology Department will provide an Internet screening system, or filter, which blocks access to a large percentage of inappropriate sites. It should not be assumed, however, that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, violation of this policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

The Superintendent and administrative staff shall develop rules for implementing and enforcing this policy and include them in the student handbook.

Teacher Web Pages and Internet Resources

The Gainesville City School System supports and provides training to teachers on creating classroom websites for expanding the learning environment for their students.

When using the Internet for class activities, teachers will:

- Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
- Preview the materials and sites they require students to access in order to determine the appropriateness of the material contained on or accessed through the site.
- Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
- Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

INTERPRETERS FOR TRANSLATIONS

Interpreters are available for Spanish speaking parents. Additionally, all communication from school is sent in English and Spanish.

PARENT CENTER

Schools have parent centers with information and materials for parents to become full partners in the education of their children. In situations where parents are unable to come to the Parent Center, staff is available to bring materials into the home. You can ask about Parent Center hours of operation by contacting your child's principal.

PARENT/TEACHER ASSOCIATION

The PTA is an organization composed of parents and staff members here at CAA. The PTA will assist the school by conducting special activities, programs, and fundraising. PTO membership dues are \$15.00 per family and all CAA parents are encouraged to join.

PARENT/TEACHER/STUDENT COMPACT

CAA's Parent/Teacher/Student Compact describes the roles that each have agreed upon to ensure a successful learning experience. **Parents will receive a copy of the compact in their Open House packet and during conferences. The compact must be signed and returned to CAA.** The compact will also be posted on the school's webpage.

PERFECT ATTENDANCE for the YEAR

Students must be present every day and no more than one tardy per quarter.

PERSONAL PROPERTY

Please write your **child's name on backpacks, jackets, sweaters, hats, gloves, etc.** to reduce the number of lost items. When an item is sent to the office, we look for some kind of identification before placing the item in the Lost and Found Box. Please check Lost and Found often for lost items.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

PBIS is implemented throughout our school to ensure consistent school-wide expectations and procedures. Our expectations are: **Be the One- Ready, Respectful, Responsible and Role-Model.**

PROMOTION AND RETENTION – POLICY IHE

The Gainesville City Board of Education endorses the concept that a student's success in school depends to a great extent upon the cooperation between home and school. The Board believes its primary function is to provide students a quality educational opportunity. It is the responsibility of the school, home, community and the individual learner to take full advantage of that educational opportunity. Although the Gainesville City Board of Education strongly believes that students should continue to advance to the next grade level annually, promotion is based primarily on student achievement and is not an automatic process. It is recognized that under certain circumstances retention or placement may be required for some students.

1. Definitions consistent with those contained in State Board Rule 160-4-2.11 Promotion, Placement and Retention.
2. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs-Student Assessment.
3. The decision to retain a student in grade K, 1, 2, 4, 6, or 7 (and for students in grades 3, 5, and 8 in years when reliance on state-adopted assessments has been waived) shall be made by a school level committee appointed by the principal and shall be based on the student's achievement with consideration of state-mandated assessments, attendance, ability, age, motivation and development. Parents will be invited for a conference regarding the decision to retain their student.
4. The parent/guardian or the teacher(s) may appeal the decision to retain a student. A Placement Committee, comprised of the parent or guardian, the teacher(s), and the principal or designee, will hear appeals. The Placement Committee will review the overall academic achievement of the student in light of the performance on standardized assessments and/or classroom measures. The decision to place students in the next grade in response to an appeal must be made unanimously by the Placement Committee.

SCHOOL NUTRITION INFORMATION

Gainesville City Schools became a Special Provision II district SY 2012. Currently all students eat at no cost for breakfast and lunch due to our Special Provision II status.

For students who bring their lunch, milk may be purchased for \$0.35. Adults and visitors may purchase meals from the cafeteria at the cost of \$2.00 for breakfast and \$3.50 for lunch. Contact School Nutrition Director Penny Fowler at penny.fowler@gcask12.net or 770-532-5481 for additional information.

Meal Charges

The School Nutrition Department is required to have a charge policy. No student or Adult charges will be allowed at any school site.

Adult Meals

All adult and guest meals are to be paid by the individual in advance or at the time the meal is selected. Adults are not allowed to charge their meal or any portion thereof. Adult meals or food items brought from home requiring refrigeration cannot be stored in the Food and Nutrition Services refrigerated equipment. Portion sizes for adults must not exceed portions required for high school students. Adults wishing to purchase larger portions may choose to buy two meals or pay an a la carte price for an additional entree. Beverages other than milk may incur an additional cost set by the School Nutrition Program (SNP).

Returned Checks

After the food and Nutrition Department has received two (2) checks written to Gainesville City School Nutrition for payment of meals, and they are returned by the financial institution due to insufficient funds, stop payment, or closed accounts; all purchases made through the School Nutrition Program thereafter will be on a cash only basis.

Listed below is the systems organizational plan which establishes the levels of instruction:

Early Education

K - 5 Enota Multiple Intelligences Academy
K - 5 Centennial Arts Academy
K - 5 Fair Street School, an International Baccalaureate School
K - 5 Gainesville Exploration Academy
PK – 5 Mundy Mill Academy
PK - 5 New Holland Knowledge Academy

Middle School Education

Grades 6 – 8 Gainesville Middle School

Secondary Education

Grades 9 – 12 Gainesville High School

SCHOOL FUNCTIONS

A parent or guardian must accompany students to all school functions, including but not limited to, Fall Festival, student musical performances, Fitness Night, and/or Music Fun Nights. **The parent/guardian must remain with the student the entire time.**

SCHOOL PARTIES

If a student would like to celebrate a birthday with his/her class, the parent should coordinate the event with the teacher. Parents may bring/send the birthday snack to be had at lunch. This minimizes loss of instructional time. Invitations to private birthday parties may be distributed at school **only if the entire class is invited**. Grade mothers for each classroom assume responsibility in planning and providing refreshments and favors for classroom parties.

SCHOOL SAFETY

Asbestos Management Plan During the spring of 1997 an asbestos inspection of Gainesville City Schools took place through the combined efforts of Pioneer RESA and the Gainesville City School System. Based on this inspection, a management plan was written and submitted to the State Department of Education. This plan will be available for public inspection at the superintendent's office. It contains the following:

- 1) *Location, amounts and types of asbestos contained materials in all schools and support buildings;*
- 2) *Response actions to the asbestos contained materials selected by the City School System;*
- 3) *Plans for re-inspection, periodic surveillance and operation and maintenance programs; and*
- 4) *Public notification procedures. Anyone interested in reviewing this plan, please contact the Gainesville City School Superintendent's office at 770-536-5272.*

Disruption of Public Schools (O.C.G.A. 20-2-1181) It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

EMERGENCY CLOSINGS - In the event of inclement weather that would prevent the safe transportation of students to the schools or any other emergency situation that would affect the safety or well-being of students, or otherwise make it impractical or impossible for the normal operation of school, the superintendent, in collaboration with the board of education, will close the schools until said emergency condition no longer exists.

In the case of sudden change of weather conditions, the safety of students shall be the number one priority. Decisions concerning the early or late dismissal of students will be determined by the severity of the weather conditions and surrounding circumstances. If it is determined that students will be dismissed other than at the regular time of dismissal, all efforts will be made to contact the local media. The school system requests parents stay tuned to local radio and television stations, phone communication from the school/district, and electronic communication via the GCSS webpage and "Have You Heard Newsletter" during inclement weather.

Emergency Preparedness Plan/Emergency Drills The Georgia Emergency Management Agency reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Preparedness Plan. These plans are coordinated with county, state, and federal emergency plans.

Fire/evacuation drills will be held on a monthly basis. In addition, drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. Parents/guardians should remind their children that during emergency drill students must respond quietly and quickly and must follow the direction given by their teachers and administrators.

Failure to Leave Campus (O.C.G.A. 16-22-35) Any person who fails to leave the premises when requested to leave any school property and/or returns to any school property after instructed by school staff or law enforcement to leave the property, they are considered trespassing and faces criminal prosecution of a misdemeanor of a high and aggravated nature.

Loitering on School Property (O.C.G.A. 20-2-1180) It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school building on weekends or after school hours without authorization or permission.

School Resource Officer (SRO) The Gainesville City Board of Education and Gainesville Police Department employ school resource officers jointly. Their main purpose is to assist in providing a safe and secure learning environment for students, teachers and staff. They are an excellent resource for teachers, parents/guardians and students in dealing with individual problems or questions with respect to delinquency prevention and the law. Consistent with board policy and legal requirements, school resource officers also provide law enforcement support when needed.

SCHOOL STORE

The school store operates each morning from 7:00 AM to 7:25 AM and carries such items as pencils, crayons, glue, and tablets.

SEARCH OF A STUDENT BY AUTHORITIES

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

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 obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator.

The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office located at 508 Oak Street. 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.

SECLUSION AND RESTRAINT – POLICY JCF (2)

The District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint.

STUDENT HEALTH SERVICES INFORMATION - POLICY JGC

The Board of Education, in order to implement the requirements of Official Code of Georgia 20-2-771.2, established a school health nurse program for the system.

The program will be staffed by licensed health care professionals and others whose duties will be set forth in job descriptions to be prepared by the Superintendent or designee, and may include off site consultation with health professionals through appropriate protocols or contracts.

STUDENT EMERGENCY/SAFETY INFORMATION

Please make corrections, sign and return your student's Health Information Card. This information must be updated annually to enable us to contact you in case of an emergency. If any phone numbers or contact information changes, please notify the school immediately.

STUDENT ILLNESS/INJURY - The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact the clinic so other student's parents and school staff may be alerted of the symptoms.

The school nurse administers medication only after a signed parent/physician form is completed and filed with the school nurse.

Reasons Your Child will be Sent Home from School

- o **Fever >100.4 degrees F** * Student should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (*Based on CDC Recommendations)
- o **Vomiting or Diarrhea** Student should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness. Student needs to be without symptoms for 24 hours before returning to school.
- o **Drainage from a wound, rash or eyes** Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment, and to rule out the possibility that the student is contagious to others.
- o **Head Lice** - student should stay home until treatment is complete and student has no live lice.
- o **Scabies** -Contact the health department or your doctor for treatment for scabies. A note from the doctor stating that the student has been treated and may return to school is required.
- o **Unexplained Rash** Student should stay home with an unexplained rash with or without fever. Call your doctor for treatment. Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day
- o When there is doubt in your mind about sending your student to school, consult your doctor. Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Please make sure that your student's school knows how to reach you during the day.

Insurance is available for protection of the child in the event of an accident at school. Information about the insurance program is sent the first day of school. Contact the school office if you have not received an application. Claim forms can also be obtained from the school office

Student Medication Administration

The Gainesville City School's Medication Policy is available on the website e-Board under Policies and will be followed for all medications given at school.

- The parent or legal guardian must complete and sign the School Medication Authorization for ALL medications given at school. For prescription medications, a duly-licensed, Georgia physician must also complete and sign the School Medication Authorization available from your school nurse.
- A parent/legal guardian or other designated adult must bring all medications, accompanied by the School Medication Authorization to the school clinic unless special permission is given by the principal or school nurse.
- All over-the-counter and/or prescription medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Parent/Guardian must provide over-the-counter medications to the clinic.
- If your student has a life-threatening condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, glucose tablet, epinephrine injector, etc.) on his or her person from the student's physician and parent/guardian on the School Medication Authorization.

STUDENT RECORDS – POLICY JR

It is the policy of Gainesville City Schools that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS -

FERPA affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, your own education records. Parents or eligible students should submit to the Superintendent a written request identifying the record(s) they wish to inspect. The Superintendent or designee will make arrangements for access and provide notice of such arrangements.

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

(3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); a member of the Board of Education acting as a collective group; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as electronic data storage; or a parent or student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:

- (a) Student's name
- (b) Student's participation in official school activities and sports;
- (c) Weight and height of members of an athletic team;
- (d) Dates of attendance at schools within the district;
- (e) Honors and awards received during the time enrolled in district schools
- (f) Photograph; and
- (g) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

(5) You are also notified that from time to time students may be photographed, video -taped, or interviewed by the news media at school or some school activity or event; unless you, as a parent/guardian object in writing to the principal to your student being photographed, videotaped or interviewed. You must notify the principal of your objection by the date specified above. The principal will take reasonable steps to control the media's access to students. However, your submission of a written objection does not constitute a guarantee that your student will not be interviewed in circumstances which are not within the knowledge or control of the principal.

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS

UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

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

Inspect, upon request and before administration or use –

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

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys.

The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Option 1: The school is required by federal law to give this notice to parents. However, the school has not scheduled any such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

STUDENT REMOVAL FROM CLASS

A teacher may remove or refer to the principal or designee a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to teach students in his or her class or the ability of other students to learn in the class. (O.C.G.A. 20-2-738 (a- h)). The superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to O.C.G.A. 20-2-738.

Where a teacher has previously filed a report of a student's repeated or substantial interference with the classroom or where the behavior of a student poses an immediate threat to the safety of student's classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. 20-2-738.

STUDENT SUPPORT PROCESS

Gainesville City Schools provides support for students to maintain appropriate codes of conduct by the use of a Positive Behavior Support System, which includes student participation in establishing a respectful and positive

learning environment. Each school has components of Character Education that supports positive behavior. Further resources are offered by counseling, social work services, school psychologists, and partnerships with community agencies.

STUDENT TOBACCO USE

outdoor athletic facilities.

TEACHER QUALIFICATIONS

Within the provision of Elementary Secondary Education Act (ESEA) statute, parents/guardians may request information about the professional qualifications of their child's teacher(s). The following information may be requested; certification information, college major/graduate certification or degree held, teaching under an emergency or provisional status through which Georgia qualifications or certification criteria have been waived, and qualifications of paraprofessionals. Parents/guardians wishing to request this information must notify the principal of the school at which the student is enrolled or the Chief Professional Services Officer, Priscilla Collins at (770) 536-5275.

TITLE ONE PARENT INVOLVEMENT POLICY

The Gainesville City School System (GCSS) Title I Program promotes the belief that all children can learn and acknowledges that parents share the system's commitment for the educational success of all students. We recognize that a student's education is a responsibility shared by system, school, family, and community.

The Title I District staff and the Title I Schools work jointly to provide opportunities for the regular involvement of parents. To ensure both, maintenance and effectiveness of the Parent Involvement Program mandate, the system provides opportunities for parents to become involved in the child's education. For more information, see the entire policy on the district's website or at the school.

TOBACCO POLICY

Tobacco Free Environment

The Gainesville City School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smokefree Air Act of 2005, the federal Pro-Children's Act, and the Georgia Youth Access Law.

Tobacco Use Prohibited

No student, staff member or school visitor is permitted to use any tobacco product, at any time, including non-school hours 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by the Gainesville City Schools;
- On any school grounds and property - including athletic fields and parking lots - owned leased, rented or chartered by the Gainesville City Schools; or
- At any school-sponsored or school-related event on-campus or off-campus.

In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Tobacco Products and Tobacco Use

Tobacco products are defined to include cigarettes, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products.

Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products, or nicotine delivery devices, such as e-cigarettes.

The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor

Enforcement for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the school's behavior management plan. Students who violate the school districts tobacco use policy will be referred to the guidance counselor, school nurse, or other health or counseling services for all offenses for screening, information, counseling and referral. All student violators will have access to an Alternative to Suspension (ATS) program. The ATS program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school, and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school. School may also use community service as part of the consequences. Suspension will only be used after a student has several prior violations or refused to participate in other outlined measures.

1st Offense: Tobacco education/Alternative To Suspension course is mandatory; parent notification

2nd Offense: Tobacco education/Alternative To Suspension course is mandatory; parent notification

3rd Offense: Three-day suspension; parent notification

4th Offense: Administrator's discretion

School Grounds and Property

School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

Signage

Signs declaring all school grounds and property as tobacco-free will be posted in all school buildings and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all doors.

TOYS

Toys should be kept at home. Please check your child's book bag before he/she leaves your home.

TRANSFERS/WITHDRAWALS

A student who is currently enrolled in Gainesville City Schools in grades K-4 may elect to transfer to another elementary school for the upcoming (next) school year during the **Choice Enrollment** period. Choice Enrollment takes place in **January** prior to the next school year. The transfer would be honored for the upcoming (next) school year based on availability of space at the requested school within the Cluster. Transportation must be provided by the parent to a school that is selected outside of the zoned Cluster

2. A student who is currently enrolled in Gainesville City Schools in grades K-5 may request a transfer during the school year in the event of a residential move to a different Gainesville City Schools' attendance zone **ONLY**. Approved placement is subject to availability of space at the requested school. All transfer requests must be made through the Registration Center located at the district office.

3. A student who is currently enrolled in Gainesville City Schools in grades K-5 and has demonstrated appropriate behavior on the school bus will be offered transportation to the school of his or her choice within the zoned Cluster.

VISITORS

All visitors to a school or school campus must report immediately to the main office of the school. Visitors may not go beyond the office without permission.

WITHDRAWAL FROM SCHOOL

In the event that a student needs to be withdrawn from school, parents must file a withdrawal form with the main office. Once the form is submitted, there is a **24 hour wait** for student records. Withdrawals are completed after the school day ends and will be processed for the next business day. **Students must turn in all books and clear up any accounts (lost library books) before withdrawal can be completed.**