



Student Handbook 2024-2025

The mission of Polk School District is to provide a quality education in order to prepare each student for the next stage in his/her life.

Non-Discrimination Notice: The School District does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.

TABLE OF CONTENTS

Section I: Introduction	Page
Welcome From Dr. Katie Thomas, Polk School District Superintendent	5
Acknowledgment of Student Handbook and Code of Conduct	6
Student Chromebook Usage Agreement	7
PSD Student Accidental Device Protection Plan Technology Fee	10
Board of Education	12
System Level Administration	12
School Level Administration	14
Calendar	15
Section II: Enrollment/Admissions/Attendance	16
School Enrollment	16
Out-of-Zone/Out-of-District Students	16
Transfer Students	16
Admission of Students Returning from State Detention	17
Re-Admission Refusal	17
Student Attendance	17
Exam Exemptions	21
Truancy Intervention Program	25
Dress Code	26
Section III: Curriculum/Academics	27
Curriculum	27
Scholastic Grades	28
Grading Systems	29
Plagiarism	32
Promotion, Placement, Retention of Students	32
English to Speakers of Other Languages (ESOL)	35
Gifted Program	36
Section IV: Student Supports	37
MTSS/RTI/SST	37
Section 504: Notice of Rights of Students and Parents, Procedures	37
Hospital/Homebound Services	40
Polk Alternative Program	41
Lost and/or Damaged Technology, Textbooks, and Library Books	42
School Nutrition Program	42
Guidance and Counseling Services	45
Medication	46
Opioid Antagonist	46
Parental Request for Dispensing Medication at School	47
Student Health and Parent Consent Form	48

Section V: Extra Curricular/Athletics	50
Student Government	50
Student Fundraising	50
Student Gifts	50
Field Trips	51
Clubs	52
Club Refusal Form	53
Interscholastic Activities	54
Non-Discrimination Notice of Equity in Sports	54
Gender Equity in Sports	54
Gender Equity in Sports Grievance Form	56
Section VI: Notification of Rights	57
The Elementary and Secondary Assistance Act of 1965 (ESEA)	57
Compliance with Civil Rights Acts: Title VI, Title IX	57
The Family Educational Rights and Privacy Act (FERPA)	58
Protection of Pupil Rights Amendment (PPRA)	60
Children’s Online Privacy Protection Act (COPPA)	61
Children's Internet Protection Act (CIPA)	61
Students and Parents Under Section 504	61
Right to Know Professional Qualifications of Teachers and Paraprofessionals	62
Right to Review Instructional Materials	63
Right to Object Instructional Materials	63
Student of Parent Complaint or Grievance	64
Free Speech and Expression	65
Property and Privacy Rights	66
Student Publications	66
Due Process	67
Questioning by Law Enforcement	67
School Notification of Court Action	67
Section VII: Bus Transportation: Rules and Regulations	68
Prior to Loading the Bus	68
When Unloading the Bus	69
School Bus Route Policies	69
School Bus Rules	69
Section VIII: Code of Conduct	70
Introduction	70
Behaviors	70
Expectations of Parents	71
Authority	72
Jurisdiction to Take Disciplinary Action	73

Parties to Offense	73
Search and Seizure	73
Use of Metal Detectors	75
Metal Detector Checks of Classes of Students	75
Metal Detector Checks of Individual Students	76
Administering Discipline	76
Definitions	76
Review for Students with Disabilities	79
Suspension/Expulsion	79
Polk School District Alternative School	80
Teacher's Authority to Remove a Student from Class	80
Function of Placement Review Committee	81
Appointment of Local Placement Review Committee	81
Offenses and Recommended Dispositions	82
Bus Rules and Regulations	102
School Bus Intervention Steps	104
School Safety Act of 1997	106
Chronic Disciplinary Student Act	106
Juvenile Justice Reform Act of 1994	106
Long-term Suspension and Expulsion/Disciplinary Tribunal Procedures	107
Criminal Prosecutions	109
Students Who Withdraw Pending Discipline	111
Transfer Students	111
Discipline of Students with Disabilities	111
Discipline of Students who Claim Eligibility for Special Education Services	112



POLK

SCHOOL DISTRICT

Dear Students, Parents, and Guardians:

As the proud Superintendent of Polk School District, it is my great pleasure to welcome you to the start of a new school year filled with excitement, promise, and endless possibilities. I hope this letter finds you all in good health and high spirits as we embark on this journey together.

Polk School District is committed to providing a safe, inclusive, and enriching learning environment for all students. As we kick off the new academic year, I want to emphasize the high expectations we have set for both our students and staff related to our code of conduct. We believe in the potential of each and every individual to achieve greatness, and we are here to support and guide you every step of the way.

I encourage all students to approach this school year with a positive attitude, a growth mindset, and a willingness to embrace challenges as opportunities. Our dedicated staff members are here to inspire, motivate, and empower you to reach your full potential and achieve your academic and personal goals.

Together, we can create a community of learners who are curious, resilient, and compassionate. Let us strive for excellence in all that we do and support one another in our collective pursuit of knowledge, growth, and achievement.

Wishing you all a successful and fulfilling school year ahead!

Respectfully,

Dr. Katherine M. Thomas
Superintendent

POLK SCHOOL DISTRICT

Acknowledgment of Student Handbook and Code of Conduct 2024-2025

This document may be accessed through the Polk School District Website and each school's website.

I, _____, a student enrolled in
(Last Name) (First Name) (Middle Name)

Polk School District at _____, and my parents/guardians
(Name of School)

I hereby acknowledge by our signatures that we have access to the foregoing Student Handbook and Code of Conduct, which includes the Internet Acceptable Use Policy, Discipline Policy, Attendance Policy, Sexual Harassment Policy, and Student Dress Code.

Signed _____
(Signature of Student) Date

Signed _____
(Signature of Father) Date

Signed _____
(Signature of Mother) Date

Signed _____
(Signature of Guardian) Date

Signed _____
(Signature of Guardian) Date

This acknowledgement is to be returned to the proper school employee (principal, counselor, homeroom teacher, etc.) as designated by the principal of the student's school.

The student will not be properly enrolled until this form has been signed and returned within five (5) days of receipt.

Contained in this handbook are policies adopted by the Polk School District Board of Education. The student may receive from the attending school an additional list of rules and regulations regarding specific behavior requirements at the school. Failure to follow those school regulations will also result in disciplinary action.



Student Chromebook Usage Agreement

Classroom environments in the Polk School District are designed for students and teachers to access a multitude of resources centered on learning technologies for communication, presentation, research, practice, and assessment. All students in grades 2-12 have a school-provided device to use in and out of school. Learning technologies do not drive the curriculum; rather, the core skills and knowledge are acquired through student creativity using a variety of technology tools.

Bring Your Own Device (BYOD)

Due to the increasing number of cyber-attacks on school districts across the country, Polk School District will no longer support or allow students to bring personal devices to school. This includes laptops, MacBooks, tablets, or any device that connects to the Internet through the PSD network. Cell phones are allowed but must be put away during instructional time. PSD provides each student with a Chromebook to connect to online platforms necessary for online learning assignments.

GUIDELINES FOR USE

Using the Internet is a privilege, not a right. Inappropriate use, including any violation of the School District's conditions and rules, may result in termination of Internet Use privileges. By a student taking home a Chromebook, which remains the property of the Polk School District, the student agrees to follow the district's Acceptable Use Policy (in accordance with Children's Internet Protection Act [CIPA]). The guidelines for use include:

- Student use and access shall be in accordance with school district policies and laws, including copyright laws.
- Students shall not use another person's account or password.
- Students shall not access or transmit material that is obscene, indecent, or pornographic.
- Cyberbullying will not be tolerated. Students shall not transmit any electronic communication that has the effect of bullying, harassing, threatening, or exposing another to humiliation or ridicule, including, but not limited to, sending emails, text messaging, or making website postings – including on all social media.
- Students shall keep the Chromebook and all accessories in good condition.
- Students shall know that all activity, including emails and files, are subject to review and the property of the Polk School District.
- Students shall notify a staff member if coming across information, images, or messages that are inappropriate, dangerous, or threatening.

Damaged, Lost, or Stolen Devices and/or Accessories

If a device is damaged, lost, or stolen, a staff member should immediately be notified. General wear and tear is covered by the district's Technology Support Services Division at no charge. Otherwise, the student/parent is responsible for the repair/replacement costs.

INCIDENT FEES

There are three categories of financial responsibility; damage, lost, and stolen/not returned. Should repair be required due to a system failure, no fault of the student (i.e., hard drive failure, system board failure), the system will be repaired at no cost.

Damage

All high school students are required to purchase the **Device Protection Plan** for \$10 each school year. Middle and Elementary students can opt into the plan voluntarily. **EXCEPT for chargers**, that fee covers the cost of repairs of the parts below:

Should repair be required due to malicious or accidental damage of any Chromebook for a student not on the Device Protection Plan, the repair cost is listed below:

- **Screen = \$35**
- **Keyboard = \$25**
- **Shell/Casing = \$20**
- **Chargers = \$26 (Amazon or off-brand chargers NOT accepted).**

In the case of chronic damage, students' Chromebook usage may be restricted to a loaned device while at school only.

Lost

Should a Chromebook or any of its parts be lost or the device is damaged beyond repair, the full cost of the replacement will be required. **The cost is \$280 per device.**

Stolen/Not Returned

If equipment is stolen, a police report must be filed, and a copy of the report must be provided to the school by the student or parent the day the school is open for business. You are still responsible for obtaining the police report. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code. If a device and/or its accessories are not returned when requested, **full cost of the replacement will be required, or Polk School District will file a police report as the device will be deemed stolen.**

Best Practices

Learning technologies do not drive the curriculum; rather, the core skills and knowledge are acquired through student creativity using a variety of technology tools. Our learning technology classrooms are not about e-books and digital worksheets. It's about writing code, collaborating, researching, creating presentations, and much more. Teachers receive targeted professional development, and our infrastructure has been strengthened to support increased wireless activity. So students can take full advantage of our innovative digital learning environments, here are the best practices to support engaging classrooms:

- The Chromebook is an educational tool and should be used as such.
- Devices should be fully charged each day when brought to school.
- No food or drink is allowed next to your Chromebook.
- Chromebooks should be manually shut down when not in use to conserve battery life and receive new automatic updates when powered back on.
- Devices should not be left in vehicles.
- Personal markings, stickers, etc. should not be put on the devices or cases, as these are the property of the school district.

- Login information must be kept secure. Remember that all use on the device, including emails on any system, are monitored.
 - Abide by all copyright regulations.
 - **Use the device to be innovative and creative!**
-

_____(PARENT/GUARDIAN) As the parent/guardian, my signature indicates I have read, understand, and agree to this **Technology and Internet Usage agreement**, and give my permission for my child to have access to the described electronic resources.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____

Date: _____

Student Name (please print): _____

Teacher's Name: _____

School: _____

Please sign and return this completed form to your designated school.



PSD Student Accidental Device Protection Plan Technology Fee

Objective:

To offer a comprehensive solution for protecting individuals with PSD-owned and issued devices against unforeseen costs and to reduce the financial burden resulting from accidental damage of devices under students' possession, ensuring a conducive 21st-century learning environment.

Plan Details:

1. Participation:

- The Accidental Student Device Protection Plan **is required for ALL Students** taking a device home for the current school year enrolled.
- **Devices can only be taken home if the student has paid**

2. Coverage:

- The plan covers **accidental** damage to school-issued devices for the first two incidents.
- **Accidental** damages including but not limited to spills, drops, and other unforeseen accidents. **This does not cover intentional damage, loss, or theft of devices or lost chargers.**
- **The cost will be \$10.00 per student per school year.**
- The coverage extends to the repair costs associated with the device for the current school year only.
- Any high school student not enrolling in the plan will have to check out, and return at the end of the day, a Chromebook, each day, from the Media Center at their school
- Any student who does not enroll in the accidental damage plan will be responsible for the full price of repair costs associated with the damage to the device. Polk School District's repair costs are listed below:
 - **Screen = \$35**
 - **Keyboard = \$25**
 - **Shell/Casing = \$20**
 - **Chargers = \$26 (Amazon or off-brand chargers NOT accepted).**

3. Enrollment Process:

- Enrollment will be conducted annually, and participants must opt-in during the specified enrollment period at the beginning of the school year.
- Students can pay the respective fees via the app School Window or pay cash to the front office.

4. Claim Process:

- In the event of accidental damage, the participant must promptly notify the school's IT department by submitting a request through the Media Specialist located at the school.
- The IT department will assess the damage and initiate the repair process.
- If the participant is enrolled in the protection plan, the plan will cover the repair costs associated with the first two accidental damage incidents.
- Any incident after the second accidental damage incident will be covered by the participant at the full cost of the repair.

5. Non-Payment and Responsibility:

- Participants who do not enroll in the protection plan will be responsible for the full cost of repairs in the event of accidental damage.
- Non-enrolled participants must report incidents promptly and arrange for the repair payment within a specified timeframe.

6. Communication:

- Regular communication channels, such as school newsletters, staff meetings, and student assemblies, will be utilized to inform participants about the protection plan, enrollment periods, and other relevant details.

7. Disclaimer:

- The accidental protection plan does not cover intentional damage, loss, or theft of devices.

By implementing this Accidental Student Device Protection Plan, the Polk School District aims to create a secure and supportive environment for staff and students while promoting responsible device usage.

.....

Student's Name

Amount Paid: **\$10 Student**

Receipt number

Signature

Date

POLK SCHOOL DISTRICT BOARD OF EDUCATION



District 1- Mr. Britt Madden, Vice Chairperson

District 2- Mr. Bernard Morgan

District 3- Mr. James Foster

District 4- Mrs. Vicki Mayes

District 5- Mrs. Kristy Gober

District 6- Mr. Chris Culver, Chairperson

District 7- Dr. Judi Renshaw

Superintendent- Dr. Katherine Thomas

SYSTEM LEVEL ADMINISTRATION

Office of the Superintendent

Superintendent- Dr. Katherine Thomas

Office Manager/Administrative Assistant- Ms. Wendy Hardin

Office of Financial Services

Executive Director of Finance- Tammy McDonald

Director of Finance- Melissa Alred

Payroll Supervisor- Donna Rayburn

Office of Marketing, Public Relations, and Recruiting Coordinator- Meagan Carter

Office of Operational and Student Services

Assistant Superintendent- Mr. Mark Lumpkin

Office of Operational Services

Executive Director of Operations- Todd Tillery

Director of Maintenance and Facilities- Jeff Little

Director of School Nutrition- Sheila Jennings

Director of Transportation- Jimmy Gladden

Safety and Training Coordinator- Roger Kiser
Police Department
Chief of Police- Michael McGee
Lieutenant- Lt. Ricky Parham
Office of Student Services
Executive Director of Student Services/District Athletic Director- Barry Williams
Director of Student Services/Title IX Coordinator- Wesley Cupp
Office of Human Resources
Benefits Specialist- Mrs. Laura Brady
Human Resources Specialist- Mrs. Amy Brown

Office of Academic and Behavior Supports

Chief Officer- Julie Moilanen

Office of Academic Supports and Interventions
Executive Director of Academic Supports and Interventions- Leanne Shelton
Office of Exceptional Student Services
Special Education Coordinator- Nancy Woods
Special Education Coordinator- Amber Fuqua

Office of Teaching and Learning

Chief Officer- Laurie Atkins

Office of Technology Support
Executive Director of Technology- Nathan Medley
Director of Technology and Infrastructure- Jeff Thompson
Cyber Security Coordinator- Zach Kinsey
Office of K-5 Curriculum and Federal Programs
Executive Director of K-5 Curriculum-Johnathan Kirsch
Family Support Coordinator- Amanda Hendrix
Gifted and Talent Development Specialist- Holly Amerman
Office of 6-12 Curriculum and CTAE
Executive Director for 6-12 Curriculum- Dr. Angela Shuman-Smith
Gifted and Talent Development Specialist- Holly Amerman
Director of Assessment- Kinga Rowell
Student Information System Coordinator- Brooke Campbell

SCHOOL LEVEL ADMINISTRATORS

Cedartown High School 167 Frank Lott Dr. Cedartown, GA 30125	Mr. Scott Wilson, Principal Mrs. Yvonne Lee, Assistant Principal Mr. Anthony Wilkinson, Assistant Principal
Cedartown Middle School 1664 Syble Brannon Pkwy Cedartown, GA 30125	Mr. Matt West, Principal Mrs. Angie Shuman, Assistant Principal Mr. Jon Goodfriend, Assistant Principal/Athletic Director
Cherokee Elementary School 191 Evergreen Lane Cedartown, GA 30125	Mr. Tim Rowell, Principal Mrs. Laura DeLong, Assistant Principal
Eastside Elementary School 425 Prospect Rd Rockmart, GA 30153	Dr. Melanie Hyde, Principal Mrs. Kristina Richardson, Assistant Principal
Northside Elementary School 100 N. Philpot St Cedartown, GA 30125	Mr. Kyle Abernathy, Principal Mrs. Patti Allen, Assistant Principal
Rockmart High School 990 Cartersville Hwy Rockmart, GA 30153	Dr. Bo Adams, Principal Mrs. Shea Floyd, Assistant Principal Mr. Adam Blalock, Assistant Principal/Athletic Director
Rockmart Middle School 60 Knox Mountain Rd Rockmart, GA 30125	Mr. Chris Loveless, Principal Mr. Ryan Shepard, Assistant Principal Mr. Archie Scott, Athletic Director
Van Wert Elementary School 370 Atlanta Hwy Rockmart, GA 30153	Mr. Will Zwingmann, Principal Mrs. Holly Petty, Assistant Principal Mrs. Tanya Woods, Assistant Principal
Westside Elementary School 51 Frank Lott Dr Cedartown, GA 30125	Mrs. Laura Little, Principal Mrs. Laurah Fannin, Assistant Principal
Youngs Grove Elementary School 601 Wooten Rd Cedartown, GA 30125	Mrs. Bridgett Kirsch, Principal Mrs. Jessica Lanham, Assistant Principal
Polk County College and Career Academy	Dr. Angela Shuman-Smith, Executive Director
Rockmart High School Campus	Mrs. Brandy Henderson, Coordinator
Cedartown High School Campus	Mrs. Brigitte Tillery, Coordinator/Athletic Director
Crossroads Academy 2245 Old Cedartown Rd Cedartown, GA 30125	Ms. Angela Ritchie, Coordinator of Alternative Education Mrs. Monique McIntosh, Assistant Principal
Polk Virtual Academy	Mrs. Robyn Teems, Polk Virtual Academy Coordinator

JULY 2024						
SU	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024						
SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024						
SU	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2024-2025 SCHOOL CALENDAR

JULY

4.....Independence Day (School District Closed)
29-31.....Teacher Workday (Pre-Planning)

AUGUST

1-7.....Teacher Workday (Pre-Planning)
8.....First Day of School
12.....Teacher Workday (No School)
19.....Teacher Workday (No School)
26.....Teacher Workday (No School)

SEPTEMBER

2.....Labor Day Holiday (No School)
9.....Teacher Workday (No School)
11.....Progress Reports
16.....Teacher Workday (No School)
23.....Teacher Workday (No School)
30.....Teacher Workday (No School)

OCTOBER

4-7.....Fall Break (No School)
11.....End First 9 Week Grading Period
16.....Report Cards
14.....Teacher Workday (No School)
21.....Teacher Workday (No School)
28.....Teacher Workday (No School)

NOVEMBER

4.....Teacher Workday (No School)
11.....Teacher Workday (No School)
13.....Progress Reports
18.....Teacher Workday (No School)
25-29.....Thanksgiving Holiday (No School)

DECEMBER

2.....Teacher Workday (No School)
9.....Teacher Workday (No School)
16.....Teacher Workday (No School)
20.....End Second 9 Week Grading Period
23-31.....Christmas Holiday (No School)

JANUARY

1-3.....Christmas Holiday (No School)
6.....Teacher Workday (No School)
8.....Report Cards
13.....Teacher Workday (No School)
20.....Martin Luther King Jr. Day (School District Closed)
27.....Teacher Workday (No School)

FEBRUARY

3.....Teacher Workday (No School)
10.....Teacher Workday (No School)
12.....Progress Reports
14-17.....Winter Holiday (Schools Closed)
24.....Teacher Workday (No School)

MARCH

3.....Teacher Workday (No School)
10.....Teacher Workday (No School)
13.....End of Third 9 Week Grading Period
17.....Holiday (No School)
19.....Reports Cards
24.....Teacher Workday (No School)
31.....Teacher Workday (No School)

APRIL

7-11.....Spring Holidays (No School)
14.....Teacher Workday (No School)
21.....Teacher Workday (No School)
23.....Progress Reports
28.....Teacher Workday (No School)

MAY

5.....Teacher Workday (No School)
12.....Teacher Workday (No School)
19.....Teacher Workday (No School)
22.....Last Day of School
22.....K-8 Reports Cards
26.....Memorial Day (School District Closed)
27-28.....Teacher Workday (Post-Planning)
28.....9-12 Reports Cards

JANUARY 2025						
SU	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025						
SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025						
SU	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025						
SU	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025						
SU	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025						
SU	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	TEACHER WORKDAYS		147 STUDENT DAYS
	FIRST/LAST DAY OF SCHOOL		CLOSED/HOLIDAYS



POLK
SCHOOL DISTRICT

SCHOOL ENROLLMENT

Student Enrollment Requirements

- Students must reside in Polk County with a parent or legal guardian and must register in the local school of residence.
- Students must provide proof of residence.
- Students must have a certified copy of their birth certificate.
- Students must have a Certificate of Immunization, Georgia Department of Public Health, Form 3231.
- Students must have a Certificate of Vision, Hearing, Dental and Nutrition Screening, Georgia Department of Public Health, Form 3300.
- Students are requested to present their Social Security card.

Student Enrollment Age Requirements.

- Students who are five years of age on or before September 1 are eligible for entrance to kindergarten.
- Students who are six years of age on or before September 1 are eligible for entrance to first grade.

OUT-OF-ZONE/OUT-OF-DISTRICT STUDENTS

Students who live in another Georgia school district (out-of-district) or another Polk School District Zone (out-of-zone) can apply for permission to attend a specific Polk School District school. The school's administration has the authority to accept an out-of-zone or out-of-district student if the student has excellent attendance and grades, no discipline record, and if there is adequate room in the grade and/or school. Students must also maintain satisfactory attendance, grades, and behavior throughout the school year. Those unable to meet these expectations will be withdrawn and referred to their official school district or home school. The request for out-of-district or out-of-zone students must be completed and approved each year. Parents/guardians must provide transportation for any student living outside of their school district/zone. Out-of-district families will pay a tuition fee set by Polk School District. Failure to submit tuition payments by the specified due dates will result in withdrawal and referral to the student's official school district. The tuition fee amount is subject to change.

TRANSFER STUDENTS

A student transferring into the School District from another district may be provisionally admitted to school upon completion by the student and parent or guardian of a form providing the name and address of the school last attended and authorizing such school to send the student's records to the school district.

On the same form the student and parent shall disclose:

1. Whether the student has ever been adjudicated guilty of the commission of a designated felony as defined in Code Section 15-11-37.

2. Whether the student is currently serving a suspension, expulsion, or assignment to an alternative education program in the district last attended.
3. Whether the student withdrew from the district last attended in lieu of being ordered to serve a period of suspension, expulsion, or assignment to an alternative education program.

Any student who seeks to transfer to Polk School District during the time the student is subject to a disciplinary order from another district for short-term suspension, long-term suspension, or expulsion, or who has withdrawn from such other district in lieu of being ordered to serve a period of suspension, expulsion, or assignment to an alternative education program shall be ineligible to attend school in Polk School District. Any student provisionally admitted who is found ineligible shall be dismissed from enrollment.

ADMISSION OF STUDENTS RETURNING FROM STATE DETENTION

A student returning from an assignment to Youth Detention Center (YDC), boot camp, or other state program of incarceration, who is sixteen years or under, and who has committed a felony or an offense that would be a felony if the student were an adult, will be referred to a placement committee composed of representatives from Department of Juvenile Justice (DJJ), Polk School District, parents, and the school. The committee will review the student's behavior, attendance, attitude, and academic performance to determine if the student will be placed in a regular or alternative school environment.

RE-ADMISSION REFUSAL

The Polk School District Board of Education is authorized to refuse to re-admit or enroll a student suspended or expelled for having been convicted of, or adjudicated to have committed, been indicted for, or had information filed for the commission of a felony or any delinquent act which would be a felony if committed by an adult. The student or his/her parent or guardian may request a hearing pursuant to the Public-School Disciplinary Tribunal Act. A hearing officer, tribunal, panel, superintendent, or local board shall be authorized to place a student denied enrollment in a local alternative program.

STUDENT ATTENDANCE

Polk School District emphasizes the value of regular attendance in enabling students to benefit from the school program.

DEFINITIONS

Truancy: More than 5 unexcused absences from school without a valid written excuse.

Tardy-to-class: Arrival at a classroom after the tardy bell at his/her school.

Tardy-to-school: Arrival to homeroom in the morning after the tardy bell.

Early-check-out: Signing of a student out of school before the end of the school day by a parent or designated individual.
Exception-for-suspension: School days missed because of an out-of-school suspension shall not count as unexcused days for the purpose of determining student truancy.

Georgia law requires all children to attend school daily from their sixth (6th) birthday through their sixteenth (16th) birthday. It is the responsibility of each student as well as each parent or guardian of children in Georgia to fulfill this requirement.

More importantly is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, but his/her presence as a class participant contributes to the education of others. Frequent absences and tardiness for any reason are almost certain to adversely affect a student's work at school. Each student is expected to be in school every day except when illness, injury, or some providential condition beyond his/her control prevents attendance.

Perfect Attendance

For a student to attain perfect attendance, he/she must be present each day, without any tardiness or early dismissals.

Attendance Procedures

To receive maximum benefit from the instructional activities, students are expected to be in school each day unless excused for legitimate reasons. Good attendance habits positively impact the learning process and carry over into the world of work. It is the position of the Polk School District Board of Education that every day at school is important and that no student should be absent except for extraordinary reasons. In accordance with Georgia Board of Education Rule 160-5-1.10, students may be **temporarily** excused from school who are:

- 1). Personally ill and whose attendance in school would endanger their health or the health of others.
- 2). In whose immediate family there is a serious illness or death which would reasonably necessitate absence from school.
- 3). On special and recognized religious holidays observed by their faith.
- 4). Serving as Pages of the General Assembly during the school year (Pages shall be credited as present as if on a field trip by the school in which enrolled-OCGA 20-2-692).
- 5). Registering to vote or voting for a period not to exceed one day.
- 6). When conditions render school attendance impossible or hazardous to the student's health or safety.
- 7). Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces and court orders.
- 8). Visiting a **parent** for up to 5 days who is on military leave or is being deployed to a combat zone.

Any absences, which are not permitted under the Compulsory School Attendance Law and by policies and regulations of the Polk School District Board of Education will be considered **unlawful** (unexcused).

VERY IMPORTANT: PLEASE REVIEW CAREFULLY

Georgia's Compulsory School Attendance Law 20-2-690.1 states that **more than five (5) unexcused absences constitute truancy. The law also states that possible consequences for parent(s)/guardian(s) of student's whose unexcused absences exceed five (5) days may be:**

- At least \$25 and not more than a \$100 fine.
- Up to 30 days of jail time.

- **Community service.**
- **Any combination of these penalties.**

The school will make a reasonable attempt to contact the family each day a student is absent.

The school will accept excuses from parents/guardians for seven (7) total days of absences per year and will use the Georgia Board of Education Rules above to determine whether the absence is excused or unexcused.

A parent can write an excuse for seven (7) total days per year, but after seven (7) total days, a medical excuse will be required from a doctor or other qualified medical practitioner. If a student accumulates five (5) or more unexcused absences, any remaining parent excuses will be lost, and a doctor's excuse will be required for any subsequent absences.

At three (3) unexcused absences, the school will mail a notice to the family making the parents/guardians aware of the absence status of the student.

If the student reaches five (5) unexcused absences, the family will receive a letter by first class mail requesting the parent/guardian to schedule a meeting with members of the school's Attendance Support Team. Further unexcused absences will result in charges being filed as required by state law and local protocols.

Truancy Intervention meetings will be held with parents and students when they reach the 5th unexcused absence. The meeting will be for the purpose of intervening and helping the parents find solutions to the problem of truancy in their family.

Certain unexcused educational absences may be permitted without the make-up work penalty, provided arrangements are made with the local school administration prior to the absence.

Family vacations are not excused absences in accordance with state of Georgia Board of Education rules.

If the student accumulates **three unexcused tardies to school, three unexcused check-outs, or any combination of the two, this will constitute one unexcused absence** for truancy purposes only. **Unexcused tardies and check-outs can be defined as convenience tardies or check-outs.**

If a student wishes to obtain an employment certificate (**worker's permit**), the student must obtain a letter from the school principal indicating that he/she is enrolled in school full-time and has an attendance record in good standing for the academic year.

If a driver is younger than 18 years of age, a **driver's permit or license** can only be received if the student is enrolled in and not under suspension from school and has satisfied relevant attendance requirements.

Any student under the age of 18 that has accumulated ten (10) or more unexcused absences will be referred to the CHINS program (Children in Need of Services) with the Juvenile Justice System.

All students 10 years and older by September 1 and all parents will be asked to sign an Acknowledgement Form from this handbook, verifying that they have been given access to a copy of, and are aware of, these attendance procedures.

If you have questions about the attendance procedures, contact one of your local building administrators, your child's classroom teacher, or Wesley Cupp at the Polk School District Central Office at 770-748-3821.

****Time for Time does not replace unexcused absences for high school students.***

COURT PROCEDURES

A. *The following procedures will apply when the limit of unexcused absences has been exceeded.*

1. **A complaint will be filed through the Juvenile Court against the parent or legal guardian.**
2. *Parents have a right to bring a lawyer.*
3. **Requirements for parents and students can be set by the Juvenile Judge.**
4. **The following penalties may be assessed:**
 - a. *At least \$25 and not more than a \$100 fine.*
 - b. *Up to 30 days of jail time.*
 - c. *Community service.*
 - d. *Any combination of these penalties.*

B. *Students under 18 who have exceeded the allowable number of unexcused absences may have a juvenile complaint filed against them through the Juvenile Court's CHINS program.*

Parents of students under 16 years of age who allow their child/children to exceed the allowable number of absences may also have a warrant filed against them through the juvenile court. **PLEASE NOTE** - Students under the age of six (6) that have been enrolled for twenty (20) or more days must also follow the conditions of the Georgia Compulsory Attendance Law, OCGA 20-2-150(C).

ATTENDANCE REGULATION

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

1. Absences are justified and validated for excusable reasons.
2. The make-up work for excused absences was completed satisfactorily.
3. An excuse must be on file in the Principal's Office or with the principal's designee within three (3) school days from the day of the student's return to school. If the student fails to file an excuse within three (3) days of his or her absence, the absence shall be considered as unexcused.
4. Students shall be permitted to make up missed work. It shall be the responsibility of the student to arrange with the teacher for making up work within three (3) days after returning to school to receive full credit. At the discretion of the administration, additional time may be granted for completion of make-up work taking into consideration the number of absences and the extent of the makeup work.
5. Students who accumulate more than seven (7) absences in each class, whether excused or unexcused, **and who have accumulated a failing average**, shall be awarded an "F" and no credit with no right to appeal their attendance.
6. Students who accumulate more than seven (7) absences in each class, whether excused or unexcused, **and who have accumulated a passing average** shall be awarded an "Incomplete" and must go through the appeals process to receive the passing grade.
7. Students who are approved for hospital/homebound are counted as present.
8. Students placed in in-school suspension programs or alternative education programs are considered in attendance at school and shall be permitted to make up work missed.
9. Students who refuse in-school suspension or alternative program placement shall not be permitted to make up work missed.

10. Excuses from a licensed practitioner of the healing arts are recommended in all cases where the absence is due to illness. "Licensed practitioners of the healing arts" shall include dentists, medical doctors, chiropractors, osteopaths, equivalent degreed practitioners, and registered nurses employed by the Polk County Health Department or by Polk School District.
11. Students who are absent due to administratively imposed short-term out-of- school suspension shall be permitted to make up work missed for the first suspension. For the second suspension and all subsequent suspensions, there will be no make-up work allowed. Upon returning to school following the first suspension, the student must make a request to the teacher to make up work. The work must be done after school and within five school days. Short-term out-of-school suspension shall be a suspension up to and including ten (10) school days. Students who are placed on short-term suspension during final exams may have the opportunity to take their exams. During the term of suspension, the student is not allowed on the school campus or at any school activity or school-sponsored event.
12. Students under long-term out of school suspension or expulsion shall not be allowed to make up work missed. A long-term out of school suspension shall be a suspension of more than ten (10) school days.
13. When there is reason for a student to be excused from school for a portion of the school day, the principal may release the student only to the parent or guardian or to persons properly identified with parental approval. An effort should be made to verify the authenticity of such requests.
14. School officials shall not become involved in family disputes with parents who are divorced or separated. No person shall make or attempt to make a change of custody of a minor child by removing the child from the school premises without permission of the person who enrolled the child in school.
15. All students are subject to this policy upon entry into Polk School District. Absences incurred in other school districts shall not be counted as absences by the Polk School District in determining the number of permitted absences.
16. School-related absences shall be considered excused and accounted for according to State Standards.
17. When a student desires to withdraw from school, he/she must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.
18. Students under foster care are to be counted as "present" when attending court proceedings relating to such students' foster care.
19. Students participating in the Student Teen Election Participant (STEP) program are to be counted as "present."

Exam Exemption (High School ONLY)

Exam exemption guidelines must be approved by the superintendent each school year. Exemption guidelines do not apply to EOCs, AP exams, Dual Enrollment exams, or other OSD-mandated examinations.

For 2024-25, students may be exempt from the final exam for a course if they meet the following criteria during that semester:

- Student must have a 90 average or above with no more than **3 absences** (excused or unexcused); or
- Student must have an 80 average or above with no more than **2 absences** (excused or unexcused); or
- Student must have a 70 average or above with no more than **1 absence** (excused or unexcused); or

In addition:

- Student may not have more than 3 unexcused tardies.
- Student may not have any discipline referrals resulting in ISS or OSS during the semester of the exam to be exempted.
- School Trips do not count toward total absences for exam exemptions.

Attendance Appeals

High school students may lose credit for any classes in which they have excessive absences. Excessive absences are defined as absences that exceed seven (7) absences in a semester. Each school shall establish a School Attendance Committee appointed by the principal and chaired by an administrator. The School Attendance Committee will consider the following in their recommendations:

- Whether the absences can be validated by the School Attendance Committee as excused.
- Whether the student attempted to make-up missed time on Monday afternoons.
- Whether make-up work, where allowed, is satisfactorily completed.
- A passing grade has been earned for course work during the semester.

****Time for Time does not replace unexcused absences for high school students.***

High school students exceeding these absences, who have copies of medical excuses, court orders, subpoenas, military responsibilities and approved educational absences on file in the school office to cover ALL days more than these, may receive credit if these are given to the school within three (3) days of returning.

High school students must be present for a minimum of 30 minutes to be counted as present for that class period.

- Students may make up work missed with an excused absence.
- Excused absences require a note to be given to the office within three (3) days after returning to school.
- Students must arrange with the teacher to make up work within three (3) school days after returning. This is at the teacher's convenience, and the teacher has the discretion of setting a reasonable time limit for work to be completed.
- Principals are authorized to consider chronic illnesses or serious injury verified by an ongoing doctor's excuse, prior to denying credit. The principal makes the final decision at the school level to award or deny credit.
- In instances where there exists a reasonable doubt as to the validity of continued absenteeism, the school is directed to submit a referral to the Counselor and/or Social Worker.
- The classroom teacher keeps an accurate record of each student's attendance to serve as the official record in determining student attendance for that class. If there are some questions about the record, the office attendance record becomes official.
- Students must be in attendance all semester and fulfill all course requirements to earn Carnegie unit credits.
- Students who are absent from school for more than **1/2 day** shall not participate in extracurricular or after- school activities on that day.

- Students must be in attendance a minimum of **1/2 day** to be counted present for the day.
- Students at risk of losing credit due to attendance may make-up time missed during intervention sessions for students on Monday afternoons from 12:00 – 3:00. Make-up sessions will be considered during the appeal process.
- Students with extended illnesses may apply for Hospital Homebound services.
- In unusual situations where a student must be absent for reasons beyond the student's or parent's control, or where the purpose of the absence may be of educational value, even though not legally excusable, the local school administration MAY permit work to be made up provided the absence is approved by the principal in advance.

Appeals Procedure

When a student is in jeopardy of losing credit in a class due to excessive absences (more than seven per semester), the school will send a letter to the parent or guardian of the student notifying them of the student's status and the date of the appeal hearing. It is the responsibility of the student to sign that he/she received and understands the significance of the letter. It is also the responsibility of the student to take the letter home to be signed by a parent or guardian and return the letter to school.

Students seeking to appeal a loss of credit due to excessive absences must appear before the School Attendance Committee. The committee will hear the appeal and make a recommendation to the principal. The principal makes the final decision at the school level to award or deny credit. To appear before the School Attendance Committee, the student must complete an Attendance Appeal form and return to the school's attendance clerk at least one week prior to the date of the appeal hearing. Students and parents/guardians will be notified of the appeal decision via first class mail.

Attendance appeal hearings will be held in December and May.

ACTIONS FOR UNEXCUSED ABSENCES

A student who has an unexcused absence for one or more classes may be subject to, but not limited to, the following actions:

1. Detention with parent notification.
2. Assignment to in-school suspension.
3. Assignment to alternative education program
4. Out of school suspension.
5. Expulsion.
6. Possible court action against parents or a student.
7. Loss of credit.
8. Referral to the Truancy Intervention Program.

Excerpts from the Georgia Compulsory School Attendance Law O.C.G.A. § 20-2-690.1 (2015)

Mandatory education for children between ages six and 16

- (a) Mandatory attendance in a public school, private school, or home school program shall be required for children between their sixth and sixteenth birthdays. Such mandatory attendance shall not be required where the child has successfully completed all requirements for a high school diploma.

- (b) Every parent, guardian, or other person residing within this state having control or charge of any child or children during the ages of mandatory attendance as required in subsection (a) of this Code section shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child during the ages of mandatory attendance as required in subsection (a) of this Code section who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public-school program rather than suspending or expelling the child.
- (c) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested, or first-class mail. Prior to any action to commence judicial proceedings to impose a penalty for violating this subsection on a parent, guardian, or other person residing in this state who has control or charge of a child or children, a school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, or first-class mail, to such parent, guardian, or other person who has control or charge of a child or children. Public schools shall retain signed copies of statements through the end of the school year.

- (d) Local school superintendents in the case of private schools, the Department of Education in the case of home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart. The Department of Education shall coordinate with local school superintendents with respect to attendance records and notification for students in home study programs.
- (e) Student Attendance and Driver's Licenses—Students must have satisfied relevant enrollment requirements prior to application for an instruction permit or driver license.

Excerpts from the Georgia Eligibility for Enrollment O.C.G.A. § 20-2-150 (2015)

(c) All children enrolled for 20 school days or more in the public schools of this state prior to their seventh birthday shall become subject to all the provisions of this article, the provisions of Code Sections 20-2-690 through 20-2-701, and the rules and regulations of the State Board of Education relating to compulsory school attendance even though they have not attained seven years of age.

****Students aged 16-18 must have parent permission to withdraw from school. The principal shall convene a conference with the parent and student within two (2) days of the student expressing an intent to withdraw.**

For detailed information regarding attendance, please refer to Polk School District Student Attendance Policy JB. Questions concerning this policy, or hospital/homebound services should be directed to Barry Williams, Executive Director of Student Services at 770-748-3821.

TRUANCY INTERVENTION PROGRAM

Polk School District has established a **Truancy Intervention Program** with community partners from the various agencies in Polk County. The mission of the Risk Reduction Team is to review the records of students who have been referred due to excessive absenteeism for the purpose of identifying and removing barriers that may prohibit school attendance. Students may be referred to this team by schools, parents, or social agencies. After a review of the situation, a contract is developed with the students and parents to improve and/or correct excessive absenteeism. Failure to comply with the terms of the contract could lead to a court hearing and possible incarceration or removal of the child from the home by the appropriate agency.

The overall objective of the team is to increase the high school graduation rate in Polk School District. By addressing poor school attendance, the team will reduce the numbers of:

- School dropouts,
- Pregnant youth,
- Youth who are economically disadvantaged,
- Youth who are at risk to commit violent or delinquent acts,
- Youth who are at risk of experiencing mental health problems,
- Youth who attempt to harm themselves or who attempt suicide, and
- Youth who are at risk of repeated failure in school.

The Truancy Intervention Program meets with parents and students monthly. Parents and students are notified by letter of the date, time, and location of the meeting. School personnel are available to answer any questions and to assist the

parents and students in reaching a resolution to correct the problem of truancy. Parents who need assistance from the Truancy Intervention Program should contact Wesley Cupp at 612 South College Street, Cedartown, Georgia 30125, phone: (770) 748-3821.

*****Time for Time does not replace unexcused absences for high school students.***

DRESS CODE

Educational research indicates that appearance can reflect one's self-esteem and may also have a direct relationship with a person's educational performance; therefore, Polk School District expects the student body to exhibit a positive appearance that encourages proper hygiene and optimal performance. Clothing styles that enhance appearance and appropriately cover the body are encouraged. Attempts should be made to avoid extremes in styles that disrupt the educational process. This includes any garment which may be too revealing or considered a distraction to the learning environment. Please read these carefully and decide to follow them and contribute to the positive climate of your school. Students displaying extremes in personal appearance that violate the dress code will not be allowed to attend class and are subject to further disciplinary measures.

Shirts: Shirts must be the appropriate size and adhere to the following:

- Shirts will not be open down the side, under the arm.
- Shirts may not reveal the bare chest or cleavage.
- No pajama tops.
- Shirts must be long enough so that no skin shows between the bottom of the shirt and the top of the pants, even when arms are raised above the head.
- Tank tops with narrow straps, sheer tops, strapless halter tops and spaghetti straps are not allowed.
- Shirts/tops must fit so that there are no exposed undergarments.

Pants: Pants must be the appropriate size (waist and length) and adhere to the following:

- Pants or shorts must be worn at the waist level.
- Pants must have no rips, holes, tears, or frays that reveal skin above the fingertip.
- Permanent patches are allowed to cover holes.
- No pajama bottoms.
- Dresses may not have a physically revealing neckline.
- Clothing must fit so that there are no exposed undergarments.

Accessories

- No hats, caps, or hoods may be worn at any time inside the building unless otherwise approved by the principal. Cases with extenuating circumstances are handled by the principal on an individual basis.
- No towels, shirts, bandanas, or other objects may hang from pants/shorts pockets.
- No piercings that are considered to be a distraction to the learning environment.
- Non-prescription eyewear may not be worn in the building or in the classroom.
- Doo rags, rollers, net stockings, or any similar article will not be allowed.
- Clothing, markings, and other items related to gang involvement are not allowed.
- Make-up that exhibits an occult nature is not allowed.
- Chains or any type of jewelry that could be deemed unsafe are not allowed.
- Face masks are only allowed to be worn to protect the student, other students, and staff from any airborne contagions. Face masks are to be held to the same standards as any other piece of clothing. They cannot be a

distraction to the learning environment, have vulgar or profane graphics or language that is harassing to other students based on race, religion, gender, or disability or that is sexually suggestive. Face masks are not allowed to have any writing unless it is school, district or collegiate related.

Shoes

- Shoes must be worn at all times.
- Bedroom shoes are not permitted.

Outerwear

Students may wear their choice of outerwear to school; however, any outerwear worn inside the building must follow the dress code policy.

- Outerwear may be worn during school hours.
- Sweatshirts/pullovers and sweaters may be worn during school hours.
- Trench coats may not be worn at any time—before, during, or after school.

Extra-Curricular Day Clothing: Extra-curricular activity participants may wear clothing outside the dress code policy on designated days, if approved by an administrator. It is the sponsor's responsibility to make the request to an administrator, and he/she will inform the participants of the dates and appropriate clothing.

Additional Items

- Clothing with vulgar or profane graphics or language or that is harassing to other students based on race, religion, gender, or disability or that is sexually suggestive is prohibited.
- Clothing advertising or displaying tobacco, alcohol products, weapons and drugs is prohibited.
- Gym shorts (such as jogging shorts, cheerleading shorts, etc.) that are shorter than fingertip length may only be worn if required in a physical education class. Adequate changing facilities will be provided, and the students will only be allowed to wear such items for that physical education class. These items must fit appropriately.

Administration Approved Out-of-Compliance Days: Upon permission from the administration and the classroom instructor, students may dress out of compliance for special occasions (field trips, presentations, etc.).

Polk School District shall provide exceptions as to not infringe on sincere religious beliefs or physical disabilities or limitations. School administration reserves the right to remove a student from class and request that the student change clothes before returning to class. A student in violation may be subject to such disciplinary actions as further set forth in the Student Handbook and Code of Conduct.

CURRICULUM

Philosophical Basis: Student opinion regarding curriculum is extremely important, therefore, it deserves careful analysis and consideration. The degree of student involvement in curriculum development is determined by a student's age, grade, and maturity level. Final determination of course requirements and program consistency will be the responsibility of the professionals who are assigned the development of the curriculum.

Student Responsibilities Are:

1. To request participation in academic programs.
2. To seek course selection assistance from informed professionals in the school.
3. To enroll in the designated courses for the student's selected endorsement seal.
4. To exert every effort to achieve mastery of the basic skills.

5. To successfully complete the courses identified for the student's selected endorsement seal.
6. To select courses which challenge their creative reasoning abilities.

Student Rights Are:

1. To have equal access to educational opportunities.
2. To receive curriculum, course descriptions which will assist in the appropriate course selections.
3. To receive instruction in courses of study from competent instructors in an atmosphere free from bias and prejudice.
4. To receive appropriate basic skills programs in elementary, middle, and senior high schools.

SCHOLASTIC GRADES

Philosophical Basis: An academic grade shall reflect the teacher's most objective assessment of the student's academic achievement. Academic grades shall **not** be used as a means of discipline in the classroom.

Student Responsibilities Are:

1. To become informed of grading methods and how grades are determined in each class.
2. To maintain standards of academic performance equal to ability, and to make every effort to improve performance upon receipt of notification of unsatisfactory progress.
3. Discuss grade(s) concerns with teacher(s).

Parent Responsibilities Are:

1. To monitor student grades and progress via teacher contact, PowerSchool login, and or grade reports.
2. To contact a teacher, counselors, and/or administration regarding concerns.

Teacher Responsibilities Are:

1. To update and maintain grades in PowerSchool weekly.
2. To communicate grading issues and performance concerns with students and parents.

Parent and Student Rights Are:

1. To receive a teacher's grading criteria at the beginning of each year or semester course.
2. To receive periodic progress reports.

Make-up Work Due to Absences:

1. Students shall be permitted to make up missed work. It shall be the student's responsibility to arrange a plan to make up missed assignments within three (3) days of returning to school to receive full credit. Additional time may be granted at the discretion of the administration for completion of makeup work, with consideration to the number of absences and the extent of the makeup work.
2. Grades are final at the end of the school year with the following exceptions:
 - a. Emergencies and unforeseen circumstances that prevent completion of required work and would qualify as excused absences.
 - b. Homebound students who require additional time to complete their work.

Parents may access student grades through PowerSchool via the internet. Please contact the school for a username and password or for more information.

GRADING SYSTEMS

Definitions

Assessment: systematic observations and evaluations of student performance. Such observations and evaluations may be obtained through chapter/unit tests, labs, performance tasks, portfolios, and projects. Assessments are used to measure the students' depth of knowledge and skills outlined for the appropriate Georgia Performance Standards.

Kindergarten

The Polk School District report card for Kindergarten students is based on skills assessed on the Georgia Kindergarten Inventory of Developing Skills 2.0 (GKIDS 2.0). GKIDS 2.0 is a yearlong, progression-based assessment. GKIDS 2.0 is aligned with the Georgia Standards for Kindergarten and is organized around big ideas and learning progressions. A big idea describes Kindergarten skills that are most important for success in first grade. Each big idea consists of one or more learning progressions, which shows how students will have opportunities over the school year to demonstrate an understanding of skills from least difficult to most difficult.

Students are assessed in both academic and non-academic areas. Georgia requires that Kindergarten students be assessed in English Language Arts, Mathematics, Approaches to Learning, and Personal and Social Development. They may also be assessed on Science, Social Studies, and Motor Skills.

Teachers document student performance on each learning progression. Each learning progression has a carefully designed set of performance levels that allow the teacher and parent to understand where a child is in his or her development on that progression. The child's performance on the progression is typically assessed with the following performance levels:

- **Exceeding (EX)**
- **Demonstrating (DM)**
- **Developing (DV)**
- **Emerging (EM)**
- **Beginning (BE)**
- **Not Yet Demonstrating (NYD)**

Throughout the school year, a student's performance may range from 'Not Yet Demonstrating' to 'Exceeding.'

Student checklists are sent home every 4.5 weeks as a progress report. At the end of quarter one, the GKIDS Readiness Check Student Report is sent home with students. The GKIDS 2.0 Individual Student Report is sent home at the end of each quarter as the report card. Letter grades are not assigned in Kindergarten.

First through Fifth Grade

Grades are determined by averaging objective grades and student daily grades.

- 50% Assessment Grades
- 50% Quiz/Daily Grades

* Students will receive Progress Reports every 4.5 weeks and Report Cards every 9 weeks.

Retest Opportunities for Elementary Schools:

Retesting: All first through fifth grade academic classrooms, in all six elementary schools, have retesting opportunities for students.

- a. Retesting is only allowed in first through fifth grade.
- b. A failed test can only be retested once.
- c. Any student is afforded the opportunity to retest one failed test per subject, per quarter.
- d. Students must participate in teacher remediation.
- e. Retests must occur within 10 days of the failed test.
- f. Teachers should notify parents of any test failure.
- g. Retest can earn full credit.
- h. Retesting does not include final exams or benchmark exams.

Middle School

- Language Arts: 50% Assessment Grades; 40% Daily Grades; 10% Comprehensive Exam
- Math: 50% Assessment Grades; 40% Daily Grades; 10% Comprehensive Exam
- Science: 50% Assessment Grades; 40% Daily Grades; 10% Comprehensive Exam
- Social Studies: 50% Assessment Grades; 40% Daily Grades; 10% Comprehensive Exam
- Connections: 50% Assessment Grades; 40% Daily Grades; 10% Comprehensive Exam
- Alternative Setting: 50% Assessment Grades; 40% Daily Grades; 10% Comprehensive Exam

* Students will receive Progress Reports every 4.5 weeks and Reports Cards every 9 weeks.

Re-Test Opportunities for Middle:

Re-testing: All departments in middle school have re-testing opportunities for students.

- a. Students can retest one test per quarter, per subject.
- b. Retest can earn full credit.
- c. This retest policy does not include midterms, final exams, or benchmark assessments.
- d. Remediation is required from teachers.

High School

Academics: All students, ninth - twelfth grade will have the new percentages applied to the EOCs and final exams. The numeric score of the EOC shall count for 20% of the student's final numeric grade in the course assessed by the EOC as well as for the Final Exams in other courses.

- English: 50% Assessment Grades; 30% Daily & Homework; 20% Final Exam or EOC
- Math: 50% Assessment Grades; 30% Daily & Homework; 20% Final Exam or EOC
- Science: 50% Assessment Grades; 30% Daily & Homework; 20% Final Exam or EOC
- Social Studies: 50% Assessment Grades; 30% Daily & Homework; 20% Final Exam or EOC

- Foreign Language: 50% Assessment Grades; 30% Daily & Homework; 20% Final Exam
- Alternative Setting: 50% Assessment Grades; 30% Daily & Homework; 20% Final Exam or EOC

* Students will receive Progress Reports every 4.5 weeks and Reports Cards upon the completion of classes.

Re-Test Opportunities for High School:

Re-testing: All departments in high school have re-testing opportunities for students.

- e. Students can retest one test per quarter, per subject.
- f. Retest can earn full credit.
- g. This retest policy does not include midterms, final exams, or benchmark assessments.
- h. Remediation is required from teachers or Directed Studies.
- i. Retest Policy does not apply to Advanced Placement (AP) or Dual Enrollment classes. The use of this policy is at the teacher's discretion, per course.

Physical Education/Health:

- P.E.: 50% Participation; 30% Dressing Out; 20% Notebook/Assessment
- Health: 50% Assessment Grades; 30% Daily & Homework; 20% Final Exam

Fine Arts:

- Art: 50% Projects, Portfolio, Research; 30% Daily Grades, Sketchbook, Review; 20% Final Exam
- Band: 50% Participation and Performances; 30% Objective Grades; 20% Final Exam
- Drama: 50% Class Participation; 30% Performances, Journal Projects, Portfolios; 20% Final Exam

Career, Technical, Agricultural Education:

- CTAE Classes: 50% Participation, Lab, Project Grade; 30% Objective Assessment Grades; 20% Employability Skills/Work Ethics.
- Work-Based Learning/CTI: 50% Employer Evaluation; 50% Portfolio, Daily Participation, and Work-Wage Documentation

Advanced Placement/Honors Courses and Dual Enrollment:

For the purposes of secondary student records and calculating student averages, the following grade-weighting formula will be used for Advanced Placement and Honors Courses as a reward for the rigor of these courses:

- Advanced Placement - 5 points shall be added to the final grade which shall not exceed the numerical grade of 105
- Honors Courses - 2 points shall be added to the final grade which shall not exceed the numerical grade of 102
- Dual Enrollment - 5 points shall be added to the final grade which shall not exceed the numerical grade of 105

The additional points added to the final grade will be done by the Student Information System (PowerSchool).

*Advanced Placement (AP) Courses: Grading as suggested by the Advanced Placement Program.

*Dual Enrollment Courses: Grading as indicated by individual course syllabus.

* Students will receive Progress Reports every 4.5 weeks and Reports Cards upon the completion of classes.

* Tests: Includes objective tests, chapter tests, cumulative tests.

I. Interpretation Scale

A = 90-100 Very Good

B = 80-89 Good

C = 70-79 Average

PLAGIARISM

Definition of Plagiarism:

Plagiarism in an academic setting occurs when a student uses someone else's language, ideas, or other original (not common knowledge) material without crediting the original author. There are two types of plagiarism:

- Unintentional Plagiarism: Carelessly or inadequately citing ideas and words borrowed from another source.
- Deliberate Plagiarism: The most serious offense, involves a deliberate attempt on the part of a student to pass off as his own the writing or ideas of another person (student, parent, published or unpublished author, et al). This involves straight copying or slight paraphrasing of a source by the student.

Both types of plagiarism are serious violations of the principles of academic integrity.

Penalties for Plagiarism:

- A student who has unintentionally plagiarized will not receive a grade until citation errors are corrected, at which time he will receive a grade reduction just as he would for any other formatting error. Should a student fail to resubmit the paper with corrections within five school days, he will receive a grade of zero. A pattern of documentation error will be considered intentional.
- A student who intentionally plagiarizes will receive zero credit for the assignment and will be subject to a disciplinary referral. Recovery will not be given.
- A student who allows another student to copy his or her paper or assists in the act of plagiarism will be subject to disciplinary action.

PROMOTION, PLACEMENT, RETENTION OF STUDENTS

(1) DEFINITIONS

Accelerated Instruction - challenging instructional activities that are intensely focused on student academic deficiencies in reading and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the Office of Education Accountability, to meet grade-level standards in the shortest possible time.

Additional Instruction - academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level, as defined by the Office of Education Accountability, to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer/intersession instruction.

Differentiated Instruction - instructional strategies designed to meet individual student learning needs.

Grade Level - standard of performance, as defined by the Office of Education Accountability, on a state-adopted assessment.

Placement - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

Placement Committee - the committee established by the local school principal or designee to make placement decisions concerning a student who does not meet expectations on the state-adopted assessment. This committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the state-adopted assessment.

Promotion - the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

Retention - the re-assignment of a student to the current grade level during the next school year.

(2) REQUIREMENTS FOR GRADES 1-8.

The Polk School District Board of Education shall require all schools governed by its authority to abide by the State Board of Education Rule 160-4-2-.11, which specifies how the state-adopted assessments administered in grades 3, 5, and 8 will be used in making promotion, placement, and retention decisions for students once the Georgia Milestones Assessment Program is fully implemented by the State Board of Education.

The board hereby authorizes each school to follow the procedures and regulations that specify how the state-adopted assessments and the local promotion criteria will be used in making decisions concerning promotion, placement, or retention of students in Grades 1, 2, 4, 6, and 7, (and for students in grades 3, 5, and 8 in years when reliance on state adopted assessments has been waived). Such procedures or regulations are approved by the Superintendent or designee(s) and shall provide for the following:

- Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
- Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulations or procedures.
- A mechanism shall be established whereby a school-level team will review a student's performance prior to any decision to retain the student.
- Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
- School-level promotion and retention decisions may be appealed to the Superintendent or designee whose decision shall be final.

Kindergarten Promotion Criteria

To pass Kindergarten, a student must score at the emerging level or higher on at least 70% of both ELA and Math standards.

Sharing student progress is an essential part of the communication and partnership between home and school. Standards are what students should **know and be able to do at the end of each grade level**. Students are taught and assessed on all grade-level expectations. Each Kindergarten student will have a grade level standards-based checklist. A standards-based checklist provides detailed information on how well the student is progressing towards mastery of **year-end** standards. Teachers continuously identify the standards taught and district expectations for each marking period to inform instruction and assessment.

Standards' expectations adjust from one marking period to the next as students move toward the end-of-the year grade level expectations. Learners are scored on their progress made toward mastery of those expectations for each marking period. The below key indicates performance levels that will be used on the checklist.

Key for Performance Levels		
EX	Exceeding	The student demonstrates an advanced understanding of concepts, skills, and processes taught in this reporting period. Exceeds the required performance.
DM	Demonstrating	The student consistently demonstrates an understanding and mastery of proficiency in concepts, skills, and processes taught in this reporting period.
EM	Emerging	The student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.
NYD	Not Yet Demonstrated	The student does not demonstrate an understanding of grade level concepts, skills, and processes taught in this reporting period. The student is performing significantly below grade level expectations.
NYA	Not Yet Assessed	Not assessed in this reporting period. Boxes are grayed out as indication.

Grades 1-5 Promotion Criteria

The school administration will consider the following criteria for students to be promoted to the next grade:

Pass language arts, mathematics, and 80% of their other subjects.

Meet state requirements for standardized testing (Except in years when reliance on state-adopted assessments has been waived).

Grades 6-8 Promotion Criteria

The school administration will consider the following criteria for students to be promoted to the next grade:

Pass language arts, mathematics, and at least one other core subject (science or social studies).

Meet state requirements for standardized testing (Except in years when reliance on state-adopted assessments has been waived).

Additional Considerations for Promotions

The school principal or designee may retain the student for the next school year except as otherwise provided for in this policy.

The school principal or designee may retain a student who performs satisfactorily on the state-adopted assessment but who does not meet other promotion standards.

The parent or guardian or teacher may appeal the decision to retain the student.

The principal or designee shall send written notification of the appeal to the parent or guardian.

The appeal notice shall describe the composition and functions of the placement committee; it shall describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting (note that this is sample verbiage and is not mandated for inclusion); and

The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee composed of the parent or guardian, teacher(s), and principal or designee.

If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.

The placement committee shall be comprised of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the state-adopted assessment or the alternative assessment instrument on which the student failed to perform at grade level.

The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.

The placement committee shall review the overall academic achievement of the student and consider the performance on the state-adopted assessment or the alternative assessment instrument where applicable and promotion standards and criteria for the school that the student attends and make a determination to promote or retain.

The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.

The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

For students receiving special education, or related services, the Individualized Education Plan Committee shall serve as the placement committee.

(4) PROMOTION REQUIREMENTS FOR GRADES 9-12

Promotion at the high school level is based on credits earned. The following promotional standards must be met by all students:

- a. Promotion to 10th: 5 units plus one year of high school
- a. Promotion to 11th: 11 units plus one year of high school

- a. Promotion to 12th: 17 units plus one year of high school

ENGLISH to SPEAKERS of OTHER LANGUAGES (ESOL)

Polk School District's ESOL program's mission is to ensure the English language development and academic success of English Learners (EL). The ESOL program is offered to all K-12 students with a home language other than English who qualify based on a state-approved language screener. This program aids in the success of a limited English proficient student in an English-speaking classroom. Immersion in an English-speaking environment with guidance from the ESOL teacher and accommodations provided by other school personnel will promote student success. Polk School District will focus on the following program goals:

1. Increase our collaborative network with content area stakeholders to positively impact instructional practices for ELs throughout the district.
2. Use state and local performance data to support the implementation of differentiated and engaging instruction.
3. Provide district opportunities to ESOL families to support academic success while building a culturally connected community.

GIFTED PROGRAM

Polk School District's gifted program's mission is to challenge and nurture the development of exceptional abilities so that all gifted students demonstrate positive self-esteem, higher level thinking, and creative productivity. Polk School District will focus on innovative thinking and fostering creativity in order to better identify the gifted population in our schools.

To be identified as a gifted student, students must meet requirements set out by the Georgia State Board of Education and Georgia State Law and qualify in either

1. Superior achievement in math or reading and exceptional achievement in mental ability or
2. Meet criteria in three of four of the following areas- achievement in math or reading, exceptional achievement in mental ability, motivation, and/or creativity.

To be evaluated for gifted services PSD uses a multi-modal method of identification. First, results from tri-annual NWEA Map Growth assessments are examined for any score over the 90th percentile in math or reading. If not already identified for gifted services, these students are considered "automatically referred" for testing and will be offered the opportunity to be assessed for the gifted program. Second, any individual, including the student themselves, may refer a student for testing. Please contact your child's school or homeroom teacher for more information. Based on research, gifted testing will take place in "windows" as noted below based on grade level. Any student referred for testing shall be evaluated in all four areas.

Grade Level	Referral Window	Testing Window
Kindergarten	January-March	April-May
1st-5th Grades	August-October	November-January
6th-8th Grades	January-March	April-May
High School (transfers or students not previously tested)	Rolling Basis	As soon as possible if need arises

If a student meets the State requirements for enrollment in the gifted program, parents will be contacted, and services will be initiated as described in the Polk School District Gifted Services Manual. All students who are assessed for gifted will have a report of strengths sent to homeroom and content area teachers so that classroom modifications can be made when needed. Parents/Guardians will receive a detailed copy of all testing results with the opportunity to retest in the future if deemed appropriate by the gifted services committee.

Further information on the gifted program can be found on the Polk School District website as well as in the PSD Gifted Manual, or please contact the district office.

MTSS/RTI/SST

Georgia and Polk School District have adopted the national definition for Multi-Tiered System of Supports for Students (MTSS) which outlines the following essential components: Screening, Progress Monitoring, Multi-level Prevention System, Data-based Decision Making, and Infrastructure. Response to Intervention/Student Support Team (RTI/SST) are components of MTSS.

Response to Intervention (RTI) refers to a process that monitors how well a student responds to changes in instruction. The goal is to quickly identify those in need of help, provide interventions that have been shown to be effective with other students, and then monitor their progress to determine if the interventions are working. If an intervention is not working, then a different intervention needs to be used and monitored for effectiveness.

Tier 2 is for students who are falling behind on basic academic skills and need additional support to meet grade-level expectations.

Tier 3 (Student Support Team/SST) is a regular education, problem-solving process in every Georgia School and is for students who still have considerable difficulty mastering necessary academic skills, even with Tier 1 preventions and Tier 2 interventions. The instruction is evidence-based, intensive instruction and is continuously adjusted and individualized to address the needs of each student. Decisions regarding student participation in both Tiers 2 and 3 are made on a case-by-case basis and according to student need. Tier 2 and Tier 3 interventions supplement the general education curriculum and address identified areas of students' needs.

Overview of the MTSS Process

The MTSS process was designed to provide support to the student and teacher through a collaborative approach where decisions are made by an MTSS team. The MTSS process is most effective in schools in which all school staff have responsibility for all students and are skilled at engaging in collaborative problem solving. The process involves six basic steps that focus on individual student needs, evidence-based interventions, progress monitoring, and ongoing school/home collaboration. The steps are as follows:

1. Administration of a universal screener,
2. Gathering of additional information, other assessments as needed, and evaluation of data,
3. Development of an intervention plan,
4. Implementation of the intervention plan,
5. Evaluation of progress, and
6. Ongoing monitoring and evaluation.

NOTICE OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

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

more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Section 504 Coordinator
612 S. College Street
Cedartown, GA 30153
770-748-3821

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.

16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

SECTION 504 PROCEDURAL SAFEGUARDS

1. Overview: 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 failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

2. Hearing Request: The Request for the Hearing must include the following:

- a. The name of the student,
- b. The address of the residence of the student,
- c. The name of the school the student is attending,
- d. The decision that is the subject of the hearing,
- e. The requested reasons for review,
- f. The proposed remedy sought by the grievant, and
- g. The name and contact information of the grievant.

Within 10 business days of receiving the grievant Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be kept until the Request for Hearing contains the necessary information noted above.

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

4. Hearing Procedures:

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his/her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 CFR 104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court recording or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

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

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

HOSPITAL/HOMEBOUND SERVICE

A student enrolled in Polk School District who has a medically diagnosed physical condition which is non-communicable and restricts the student to his/her home or a hospital for a period of time that will significantly interfere with his/her education is eligible to be served by the hospital/homebound program.

A student is not eligible for hospital/homebound if absence is due to any of the following:

- 1. Cases of pregnancy not requiring abnormal restriction of activities as prescribed by a licensed physician.
- 2. Abuse of chemical substances where hospitalization is not required.

Pregnant students are eligible for hospital/homebound if, and only if, the treating physician determines the condition precludes attendance.

A medical referral form shall be completed and signed by the treating physician/psychiatrist, as defined in state law and licensed by the appropriate state agency or board. The physician shall project that the student will be absent a minimum of 10 consecutive school days and is physically able to participate in educational instruction, unless the physician certifies that the student has a chronic health condition that causes the student to be absent for intermittent periods of time, (i.e., of greater than, equal to or less than 10 days on each occasion), during the school year. In the case of the latter situation, re-documentation of the chronic or recurring condition is not required upon each period of absence. At a minimum, an annual medical referral on the chronic or recurring condition shall be maintained on file at the school. A physician shall certify that the condition restricts the student and state the date of expected recovery or length of expected incapacitation.

A parent requesting hospital/homebound services shall contact the principal of their child's school. An application, completed and signed by the physician, shall be returned to the principal for approval prior to initiating hospital/homebound services.

A student shall receive a minimum of three (3) hours of instruction per week. A student served is counted present at the school. The hospital/homebound teacher shall consult the child's regular classroom teacher(s) to provide continuity of the educational program.

POLK ALTERNATIVE PROGRAM

The Polk Alternative Program is designed to serve high school and middle school students as identified by Polk School District as eligible for alternative services. Eligible students must be enrolled at a Polk School District high school or middle school and must receive a school level referral followed by a Central Office administrative approval for acceptance into the program.

The program serves students who have been referred to the alternative program through a tribunal, have been adjudicated or have returned from a Youth Detention Center, or have been enrolled from another school district in which the student did not complete an assignment to an alternative program.

Voluntary placements may be made available at various times but would originate with the school referral and would be referred through the Central Office. The Central Office may screen the individual and determine the eligibility for placement in the alternative school. The decision of the Central Office is final.

To be accepted into the Polk Alternative Program, the student must agree to follow all program regulations, to maintain good behavior, to follow the student code of conduct, to work consistently on assignments, and to attend regularly, according to the Polk School District school calendar.

The Polk Alternative Program is a full-day program and follows the Polk School District school calendar. Students in the Polk Alternative High School Program attend class at Crossroads Academy. The Middle School Alternative School Program is located at Crossroads Academy, as well. Students who successfully complete their Polk Alternative Program assignment will be eligible to return to their home school.

LOST AND/OR DAMAGED TECHNOLOGY, TEXTBOOKS AND LIBRARY BOOKS

Parents are responsible for the cost of lost and/or damaged textbooks, mobile devices, and library books. If located later, a refund of the payment will be available if requested.

SCHOOL NUTRITION PROGRAM

School Nutrition Services Management

The School Nutrition Program shall be viewed as an integral part of the total education program through collaborative effects of administrators, teachers, and school nutrition personnel. Providing nutritious meals at no cost to enrolled students is the goal of the Polk School District's Nutrition Program. Meals served will be prepared according to the U.S. Dietary Guidelines and the United States Department of Agriculture (USDA) Meal Pattern under strict sanitary conditions, using quality foods while ensuring financial balance of USDA meal reimbursement to expenditures.

Free snacks are provided by the USDA to all students participating in the after-school program in the elementary schools that choose to participate. Polk School District also provides meals each summer to all children under the age of 18 years old and to persons 19 or older with a physical and/or mental disability still enrolled in school, at various locations throughout Polk County.

Community Eligibility Option: Polk School District will participate in Community Eligibility Provision (CEP) which will allow ALL POLK SCHOOL DISTRICT STUDENTS to eat a reimbursable breakfast and lunch at NO COST to the students.

Breakfast in the Classroom/Grab and Go Breakfast: Breakfast will be served at Grab and Go stations or in the cafeteria during the beginning of each school day.

Nutrition Standards

The United States Department of Agriculture (USDA) establishes strict guidelines for all meals served to the school-age population. The School Nutrition Program will adhere to these guidelines and follow all acceptable rules and regulations set by the federal and state government along with the Department of Education. Polk School District will follow the standards set forth under the "Smart Snacks in School" ruling of the Healthy, Hunger-Free Kids Act of 2010, which involves all foods sold in schools and will be monitored by the Wellness Committee.

School Nutrition Manager

The school nutrition manager is responsible for the efficient operation of food service programs in an individual school within the budget, local, state, and federal guidelines. The school nutrition manager is under the direction and guidance of the director of school nutrition in coordination with the school principal or principal's designee(s).

Principal's Responsibility

The principal should take the initiative to encourage students to participate in the school nutrition program. He/she shall schedule adequate time for the students to eat according to accepted standards. The principal will also encourage cooperation among the cafeteria personnel, teachers, and students. The principal shall work with the cafeteria manager and school nutrition director to maintain a functional and fiscally-sound nutrition program.

Alterations to Student Meals

Schools participating in a federal Child Nutrition Program (School Lunch, School Breakfast or After School Snack Program) are required to make accommodations for children who are unable to eat the school meals because of a disability* that restricts their diet. To make modifications or substitutions to the school meal, schools must have a written Medical Statement on file that is signed by a licensed physician or other State licensed health care professional authorized to write medical prescriptions under State law. The statement must identify:

- The child's disability,
- An explanation of why the disability restricts the child's diet,
- The major life activity affected by the disability,
- The food(s) to be omitted from the child's diet, and
- The food or choice of foods that must be provided as a substitute.

*Disabled Students: A disabled student is a student who has a condition, which substantially limits one or more major life activities. Those with chewing and swallowing difficulties may need to have the physical characteristics of their foods changed, i.e., menus may need modification to include softer foods such as cooked carrots rather than raw carrots, and some foods may need to be chopped, ground, or pureed.

A la carte Items

A la carte items will be sold at the standard prices set for supplemental sales of each item.

There will be absolutely no charges allowed for the following items:

1. A la carte items such as snacks, a la carte meals at the high school level, extra milk or juice, or side items off the main line.
2. If a student brings a meal from home and wishes to get milk or juice from the school cafeteria, the student must either have cash in hand or money in his/her meal account.

Meals Brought from Home

The School Nutrition Program will not be responsible for the safety of food brought from home by the students or faculty. Storage of such food will be the responsibility of the individual, not the school nutrition staff. If outside food is brought on campus to be consumed by a student, the items must be in an unlabeled bag. All food not prepared by staff on campus and made available to students must be purchased from a reputable commercial establishment to ensure the safety of students and shall comply with current US Dietary Guidelines for Americans. Polk School District encourages meals brought from home to be nutritious as to promote healthy eating habits among students.

Adult Meals

Adults must be offered the same foods offered to students with portions equal to those served to high school students. Larger portions, additional portions or individual items without a complete meal will be sold at a la carte prices set for additional food sales. All adults, except for school nutrition personnel, are required to pay full price for meals. Any violation must be reported to the manager and principal of that school. System employees, parents, school volunteers, and those having official business at the school during the meal service period, will be sold meals at the set adult lunch price. Visiting children (outside the school system) will be charged the adult price if consuming a meal at the school. Adult charges are not allowed, which includes faculty, staff, and workers.

Charging of Meals

It is the goal of the School Nutrition Program to establish procedures for handling of charges to promote sound fiscal responsibility. All students receive their first meal at no cost to them. There will be no charging of a la carte items, extra plates, or milk/juice. Adults may not charge any item or meal.

The Polk School District nutrition staff is looking forward to providing your child with hot, nutritious meals that fit the USDA New Meal Pattern requirement of increased fruits and vegetable consumption, whole grain rich products, lower sodium, and calories with zero trans-fats according to the child's stage of life. If you have any questions concerning school meals, you may contact the Director of School Nutrition at (770-684-5447).

Meal Prices

Meal prices for students, system employees, and visitors will be set at the beginning of each school year and approved by the Board of Education. This year Polk County School District will be participating in the Community Eligibility Provision (CEP), which provides both breakfast and lunch to all students within the school system at no charge. Each child will receive a reimbursable meal for both breakfast and lunch. The only food that is given to students at no cost will always be in the form of a completely reimbursable meal. Any extra food items may be purchased at cost. For example, single milks (without a meal) and individual food items must be purchased separately. No charging for these items will be allowed.

POLK SCHOOL DISTRICT SCHOOL NUTRITION PROGRAM MEAL PRICES

Breakfast

Adults-----3.00

Lunch

Adults-----4.50

AUTOMATED RECOVERY SYSTEMS

The Polk County School Nutrition Program is always looking for ways to be more efficient and effective in our fiscal policies. While it may seem like a minor issue to some, receipt of non-sufficient fund (NSF) checks is a time consuming and costly issue. As with any business, the Polk School District Nutrition Program has an obligation to our clients and the community taxpayers to be fiscally accountable. Processing NSF checks can take valuable time from program managers and bookkeepers. To manage this process, our program uses a check recovery system to protect the interest of all in our school system community against the time consuming and costly recovery of non-sufficiently funded checks. The check recovery system utilizes the federal and state laws allowing the electronic recovery process of NSF checks, which results in a high rate of recovery. The cost of recovery becomes the responsibility of those who wrote non-sufficient fund checks with the electronic recovery of the face amount of the check and the electronic recovery of the state fee from the bad check writer's bank account. Utilizing the check recovery system is an effort by the nutrition program to be fiscally accountable in a more efficient and cost-effective manner.

The Polk School District Nutrition Program will gladly accept checks. When a check is used as payment, the check writer authorizes us either to use information from the check to make a one-time electronic fund transfer from the check writer's account or to process the payment as a check transaction. The check writer authorizes us to collect a fee through an electronic fund transfer from the check writer's account if the payment is returned unpaid.

The Polk School District Nutrition Program operates under the regulations and guidance of the United States Department of Agriculture and, as such, is funded primarily by the Department. Each student meal, regardless of eligibility, is reimbursed by varying amounts by the USDA. Because federal funds are attached to each student meal, it is a violation

of federal law to abuse the use of meal benefits. Unlawful violation includes a student's use of another student's five-digit identification number at the point-of-sale keypad. Abuse of this nature is subject to punishment to the full extent of the law.

Discrimination Clause: The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at Program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). USDA is an equal opportunity provider and employer.

GUIDANCE AND COUNSELING SERVICES

Personal concerns and problems of students can seriously limit educational achievement. All Polk School District schools provide guidance and counseling services. Relevant and objective information is available to students so that it will enhance educational development.

Each school has counselors to provide support and counseling for students. Parents may contact the counselors to set up appointments to discuss their child's academic performance with school personnel. Students or parents may contact the counselor when the student encounters serious personal problems that are interfering with the child's education.

Student Responsibilities are:

1. To use guidance and counseling services for their own educational and personal improvement.
2. To schedule appointments in advance unless an emergency problem exists.
3. To work cooperatively with guidance and counseling personnel.

School-based Therapist

Mental Health needs can create barriers to student achievement. Polk School District offers School Based Therapy services for students. School Based Therapists are licensed mental health professionals. School counselors make referrals to the School Based Therapist program based on student need.

MEDICATION

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent, or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry, at all times, with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions, ready-to-use glucagon and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan or medication and supplies authorized by the student's seizure action plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan or seizure action plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

OPIOID ANTAGONISTS

Personnel may administer an opioid antagonist to anyone who they, in good faith, believe is experiencing an opioid overdose while at school or a school sponsored activity, while under the supervision of school personnel, or before or after normal school activities. The School Resource Officer and the School Nurse have supplies of these.

POLK SCHOOL DISTRICT

PARENTAL REQUEST FOR DISPENSING MEDICATION AT SCHOOL

NAME OF CHILD _____

BIRTHDATE _____

ADDRESS _____

TELEPHONE _____

PARENT'S NAME _____

SCHOOL _____

NAME OF MEDICATION _____

ADMINISTRATION OF MEDICATION

AMOUNT _____ METHOD _____ TIME _____

POSSIBLE ADVERSE SIDE EFFECTS, IF ANY: _____

I hereby request school personnel to assist in the administration of medication to my child according to the procedures indicated above by my child's physician.

The medication will be furnished by me and will be provided in the original bottle. The student's name must be clearly labeled, along with the amount to be given, the time of day to be taken, and the name of the prescribing physician and the dispensing pharmacy.

I understand that this request in no way obligates you to administer this medication but merely to assist my child in taking his/her medication.

SIGNATURE OF PARENT OR GUARDIAN

DATE

POLK SCHOOL DISTRICT

Student Health and Parent Consent Form

Child's Name: _____ Grade/Teacher: _____

DOB: _____ Age: _____ Race: _____ Sex: _____

I hereby give permission to the Polk School District School Nurse Program for my child to participate in the following services offered by the School Nurse Program which I have checked below. I understand that I can revoke this permission at any time by written notice to the school. (Mark ALL that apply for permission to treat.)

- ☐ Nursing care and treatment of acute illness/ injury (sore throat, headache, vomiting, etc.)
- ☐ Nursing care of chronic illness (diabetes, asthma, etc.)
- ☐ Wound Care (Bandages, Antiseptic, Antibiotic, First aid & Hydrocortisone creams, etc.)
- ☐ Over-the-counter Medication administration (Tylenol, Ibuprofen, Benadryl, Kids Pepto, etc.- or generic)
- ☐ Hearing, Vision, and Dental Screenings

Does the student have or has the student had any of the following? (Mark all that apply)

- ☐ Asthma
- ☐ Heart Condition
- ☐ Migraines/ Freq. Headaches
- ☐ Diabetes
- ☐ ADHD/ ADD
- ☐ Frequent Nosebleeds
- ☐ Seizures
- ☐ High/ Low Blood Pressure
- ☐ Hypoglycemia
- ☐ Other (please specify) _____

If the student has any ALLERGIES or SEVERE REACTIONS, please mark all that apply.

- ☐ Insect Bites, specify _____
- ☐ Medications, specify _____
- ☐ Food, specify _____
- ☐ Seasonal Allergies _____
- ☐ Does the student have an Epi-pen? _____
- ☐ Other, specify _____

Does the student have any of the following? (Mark all that apply)

- ☐ Glasses
- ☐ Contacts
- ☐ Hearing Aids
- ☐ Tubes in Ears
- ☐ Other _____

If the student has any medical or physical conditions or any fears which the school should be aware, please describe:

If the student has any religious or cultural needs which the school should be aware, please describe:

Please list any Medications the student takes regularly or as needed.

At Home _____

At School _____

Please list any doctors the student sees regularly or as needed.

Child's Doctor(s) _____

Phone _____

Does the student have health insurance? _____ If yes, please name: _____

Type of Insurance: _____

Parent/Guardian _____

Home Phone _____

Work Phone _____

Cell Phone _____

If there are any changes in medical information and/or contact phone numbers, please inform the nurse, your child's teacher, or the school secretary.

Parent or Legal Guardian Signature _____ **Date** _____

STUDENT GOVERNMENT

Philosophical Basis: Effective student government associations are forums for the training and involvement of students in the democratic process. Members of the school community share the responsibility for shaping student government associations into instruments for student involvement.

Student Responsibilities Are:

1. To become knowledgeable of the School Board and individual school policies governing the actions of students.
2. To conduct election campaigns in a positive, mature manner with all due respect provided to opponents.
3. To vote for student government officers and representatives who are responsive to the needs of the schools and who will work constructively toward the resolution of such needs.
4. To attend regularly scheduled meetings, if elected, as a student representative and to always exhibit appropriate conduct.

Student Rights Are:

1. To form and operate a student government within the respective schools under the direction of a faculty advisor.
2. To have access to policies of the board and individual schools.
3. To seek office in student government, or any school organization, regardless of race, sex, creed, or political beliefs.
4. To attend, as student government officers and representatives, official student government meetings upon approval of such meetings by the school principal (or his designee).

STUDENT FUNDRAISING

The selling of any article, subscription or the distribution of any leaflets, fliers, handbills, or brochures used for the purpose of advertising in or through any Polk School District School shall be prohibited unless the activity is approved by the superintendent and recorded in its minutes. Solicitations and roles by Polk School District students shall be governed by the following regulations:

1. Fundraising must be supervised by school personnel or PTO/PAC for grades K-5.
2. Students in grades 6-12 may sell programs, products, or concessions at school functions and in the community with proper supervision.
3. Each fund-raising project request must indicate the purpose for which the funds will be used and must be approved in advance by the Board of Education.

The Superintendent or designee is authorized to develop additional regulations to implement this policy.

STUDENT GIFTS

Flowers and other gifts by florists and other retail vendors shall be delivered to all schools within Polk School District during the last hour of the school day in the following manner:

1. The vendor shall deliver the items to the lunchroom. The vendor shall remain with and hand the flowers or gifts to the students. Except as required by the principal or his/her designee, a school staff member need not be present.
2. The vendor will provide the principal or his/her designee by noon of the delivery day, the following:
 - The name of the delivery person.
 - A list of students receiving deliveries; and
 - A list of items contained in gifts and/or flowers accepted.
3. The principal or his/her designee shall notify the student(s) from the list provided by the vendor.
4. At the sole discretion of the principal or his/her designee, all flowers and gifts not picked up by the student(s) that day are to be taken back with the vendor or disposed of. The decision of the principal or his/her designee is final.
5. Flowers and gifts with outward display of messages that in the sole discretion of the principal or his/her designee are found to be obscene or inappropriate or gifts that contain items not allowed on school property shall be removed and not delivered to the student at the school. The decision of the principal or his/her designee of what is allowed on school property is final.
6. Vendors shall notify customers at the time of the order that flowers or gifts are not allowed on school buses.
7. Flowers and gifts to teachers and staff will be delivered to the school office, and the recipient shall pick them up during their planning or lunch period.
8. Failure of a vendor to follow this policy may render the vendor ineligible to make deliveries in the future.

FIELD TRIPS

Polk School District believes that educational field trips can be an important part of a student's education. However, the district maintains the need to be fiscally responsible for taxpayer dollars. Therefore, the district will fund transportation costs for two field trips per grade level or department per year for academic purposes. Transportation costs for all competition field trips will be fully funded by the district. Transportation costs for one incentive trip per grade level or department per year will be funded by the district, as well. The proper field trip request form must be filled out fully with a completed agenda attached. The request is submitted to the appropriate Executive Director of Curriculum for academic field trips. For athletic field trips, the request is submitted to the county Athletic Director. Drivers are scheduled through the transportation department once a request has been approved by the Directors of Curriculum or Athletic Director. Adequate time must be allowed for processing. A minimum of four weeks is preferred with the exception of athletic or competitive trips that often need to be approved with much less notice.

Chaperones are required to complete the GCIC Background Consent form (annually) and the NCIC Fingerprinting process (one-time only) prior to chaperoning a field trip.

Employees and chaperones are not to consume or have in their possession any alcoholic beverages or other substance(s) that may impair their ability to supervise or care for the students for the duration of the trip.

It is the responsibility of the teachers and principal to secure written parent/guardian permission for every student involved in a field trip. No student in a class or group may be excluded from the trip except students who did not produce parent/guardian permission. A roster with emergency contact information should be taken on all bus trips and a copy left in the office for all field trips.

Board of Education approval must be obtained for any overnight field trips.

CLUBS

Any parent or guardian who does not wish for his/her student to be permitted to join or participate in any of the clubs listed may exercise that legal right by completing the accompanying ***Club Refusal Form*** and returning it to the principal.

POLK SCHOOL DISTRICT

CLUB REFUSAL FORM

Name of Club

Name of Student

By my signature below, I **decline permission** for my child/student to participate in the above-named club. If I do not sign and return this form, my child/student will be allowed to participate in any of the above-named clubs. The form must be returned to the school office if you do not wish for your child/student to participate in a club.

Parent Signature

Date

***Please print, sign, and return this form to the school if you do not want your child to participate in a particular club.**

INTERSCHOLASTIC ACTIVITIES

The interscholastic activity program is an important part of the educational process. It provides opportunities for learning experiences in athletics, competitive band, and literary competitions, which are difficult to duplicate in other school activities.

Participation in interscholastic/extracurricular activities in public schools is a privilege. Students participating in these activities are school leaders who are looked up to and emulated by other students. They are role models who represent their school and, more importantly, depict its character. With leadership comes additional responsibility and student participants must adhere to high standards of conduct. When students violate these high standards, the Polk School District may withdraw the privilege to participate in interscholastic/extracurricular activities.

Supervision of the interscholastic activities at each school shall be the responsibility of the principal, school athletic director, school assistant athletic director, and district athletic director. Each student who participates in the interscholastic activities shall be examined by a physician, Doctor of Osteopathic Medicine, nurse practitioner, or physician's assistant, before the regular seasonal instruction begins, and as often thereafter, as is deemed necessary to protect the health and physical welfare of participating students. The examiner must certify that the student is physically fit for such participation. It is the policy of the board to require physical examinations, regardless of student's race, nationality, or religious preference. The opportunity to participate in the program is extended to all eligible students who are willing to assume the responsibilities congruent with the privilege.

NON-DISCRIMINATION NOTICE OF EQUITY IN SPORTS

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. §§20-2-315). Students are hereby notified that Polk School District does not discriminate based on gender in its athletic programs. The sports equity coordinator for Polk School District is **Barry Williams**, 612 South College Street, Cedartown, Georgia 30125, 770-748-3821.

GENDER EQUITY IN SPORTS

The Polk School District Board of Education ("Board") prohibits discrimination based on gender in its elementary and secondary school athletic programs. In accordance with the Georgia Equity in Sports Act, the Board shall undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. The Board shall not participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Acts.

The board shall conduct an ongoing assessment of its athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there are not equal athletic opportunities for members of both genders, the school district shall conduct an athletic interest survey to determine student interest in various sports.

The superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The superintendent, at his or her discretion, may also designate school-level coordinators to assist the sports equity coordinator. The school system shall annually notify all its students of the name, office address, and office telephone number of the sports equity coordinator. This notification shall be included in the student handbook. Each school shall post in a conspicuous location a notice of nondiscrimination in sports based on gender.

The sports equity coordinator shall investigate any complaint received by the local school system alleging noncompliance with the Georgia Equity in Sports Act. Such an investigation shall be in accordance with the grievance procedures for resolution of complaints regarding gender equality in sports, as adopted by the Board.

State Ref: State Board of Education Rule 160-5-1-.20, Gender Equity in Sports Legal Ref: O.C.G.A. §§20-2-315, 20-2-315, 20-2-316 (Georgia Equity in Sports Act); 20 U.S.C. § 1681, *et. Seq.* (Title IX of the Education Amendments of 1972).

Gender Equity in Sports: Grievance Procedures

The Polk School District Board of Education (“Board”) prohibits discrimination based on gender in its elementary and secondary school athletic programs, in accordance with the Georgia Equity in Sports Act. The following grievance procedures provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the Georgia Equity in Sports Act. The student, parent, or guardian shall submit a complaint on the form included in Exhibit I and submit the completed form to the sports equity coordinator. The sports equity coordinator shall date-stamp the complaint.

1. The sports equity coordinator shall take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The sports equity coordinator may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained shall be maintained in accordance with federal and state law and the school system’s policies on confidentiality of student and employee information.
2. The sports equity coordinator shall render a decision in writing no later than 30 calendar days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision.
3. A copy of such decision shall be provided to the complainant within five (5) calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.
4. A complainant shall have the right to appeal such a decision to the board within 35 calendar days of the date of the decision. The request for appeal shall be submitted by the complainant in writing to the superintendent. The superintendent’s office shall date-stamp the complaint.
5. The board shall review all materials related to the matter and render a decision in writing no later than 30 calendar days or at the next regularly scheduled board meeting after receipt of the appeal, whichever is later, and such decision shall set forth the essential facts and rationale for the decision.
6. A copy of such decision shall be provided to the complainant within five (5) calendar days of the date of the decision, either by certified mail or hand delivery to the address.
7. A complainant may appeal a decision of the board to the State Board of Education in accordance with the procedures specified in O.C.G.A. § 20-2-1160.

POLK SCHOOL DISTRICT
Gender Equity in Sports Grievance Form

The Polk School District Board of Education prohibits discrimination based on gender in its elementary and secondary school athletic programs. Any student or student's parent or guardian shall file a complaint with the following form if he or she feels that the school system has violated the Georgia Equity in Sports Act.

(Please print all information)

Date: _____

Date received by sports equity coordinator (Filled in by school system): _____

Name of individual filing complaint: _____

Address of individual filing complaint: _____

Telephone number of individual filing complaint: _____

Name of student: _____

Name of parent or guardian: _____

Student's school: _____

ALLEGED ACTION BY SCHOOL SYSTEM IN VIOLATION OF GEORGIA EQUITY IN SPORTS ACT:

PROPOSED ACTION TO CORRECT ALLEGED VIOLATION:

This form must be completed in its entirety and submitted to:

Barry Williams, Sports Equity Coordinator
Polk School District
612 S. College St.
Cedartown, GA 30125
770-748-3821

NOTIFICATION OF RIGHTS

The Elementary and Secondary Education Assistance Act of 1965 (ESEA)

In compliance with the requirements of *The Elementary and Secondary Education Assistance Act of 1965(ESEA)*, Polk School District informs parents of the following information they can request regarding their child's teacher:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
4. Whether the student is provided services by paraprofessionals, and, if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact the principal.

COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE REHABILITATION ACT OF 1973, THE AMERICANS WITH DISABILITIES ACT, THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, THE HATCH AMENDMENT, AND THE VOCATIONAL EDUCATION GUIDELINES

It is the intent of the Polk School District to comply with the above referenced federal statutes and regulations adopted pursuant thereto, in terms of employment, programs and other related activities in the school district. Part of our compliance effort is to periodically apprise employees, parents, and students of the existence of these statutes and regulations, and our intent to carry out the mandates thereof.

Coverage: *The final regulations cover all operations of the Polk School District with the exception that the Vocational Education Guidelines cover vocational programs only.*

Treatment: All schools must treat students and employees without discrimination based on race, sex, color, national origin, religion, age, or disability. The regulations cover the following areas:

- Access to and participation in course offerings and extra-curricular activities, including campus organizations and competitive athletics.
- Eligibility for and receipt or enjoyment of benefits and services
- Use of facilities

A recipient school district may not participate with single-sex organizations other than the following: Boy Scouts, Girl Scouts, YWCA, YMCA, and certain voluntary youth services organizations that meet the provisions of Title IX.

Health Education: Classes in health education may not be offered separately based on sex except those separate sessions for boys and girls are permissible during times when materials and discussion deal exclusively with human sexuality.

Physical Education: Sex segregated physical education classes are prohibited. The regulations allow separation by sex within physical education classes during competition in wrestling, boxing, basketball, football, and other sports involving bodily contact.

Athletics: Where selection is based on competitive skill or the activity involved is a contact sport, athletics may be provided through separate teams for males and females, or through a single team open to both sexes. If separate teams are offered, they must provide equal opportunity—comparable facilities, equipment, etc.—but equal aggregate expenditures are not required.

Organizations: The school district may not provide significant assistance, in connection with its education program or activity, to any organization, agency, or person which discriminates based on race, sex, color, national origin, religion, age or disability.

Counseling Materials: Counseling materials developed and disseminated in keeping with these regulations must exclude references that portray biases toward race, sex, color, national origin, age, religion, or disability.

Employment: The regulations apply to nondiscriminatory policies and practices including both full-time and part-time employment and students. Specifically, the regulations cover:

- Employment criteria
- Recruitment
- Compensation
- Job classification and structure
- Fringe benefits
- Marital or parental status
- Effect of state or local law or other requirements
- Advertising
- Pre-employment inquiries

Employment coverage generally follows the policies of the Equal Employment Opportunity Commission.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believe are inaccurate or misleading. Parents or eligible students may ask the Polk School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.
- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
Washington, DC 20202-5920

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the parent or eligible student, FERPA regulations require the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, including educational software companies.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or Georgia Department of Education. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
- To appropriate officials in connection with a health or safety emergency.
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

The school district has designated the following types of personally identifiable information about students as **"Directory Information."** Directory information may be released by the school district without the consent of a parent or student.

- Student's name, address, and telephone listing.
- Date and place of birth.
- Dates of attendance; grade level.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Honors and awards received during enrollment in Polk School District.
- Photographs.

PROTECTION OF PUPIL RIGHTS AMENDMENT(PPRA)

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

- Consent before a student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - Political affiliations or beliefs of the student or student's parents;
 - Mental or psychological problems of the student or student's family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisal of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
- Receive notice (with approximate dates scheduled) and an opportunity to opt a student out of (remove their child) from:
 - The administration of any third party (non-Dept. Of Education) survey, containing one (1) or more of the eight (8) items listed under number one (1);
 - Any non-emergency, invasive physical exam or screening that is (a) required as a condition of attendance; (b) administered by the school or its agent; and (c) not necessary to protect the immediate health and safety of a student. This does not include hearing, vision, or scoliosis screenings, or any physical exam or screening permitted, or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use the following:
 - Surveys requesting protected information of students by a third party;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

No student shall be required to submit to a survey, analysis or evaluation which reveals any of the aforementioned information without prior consent of the student (if an adult or an emancipated minor) or of the student's parent or guardian.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue
 Washington, DC 20202-4605

A parent or eligible student who desires that the school district not release any or all the directory information about a student must notify the school district to that effect in writing addressed to Polk School District, Attention: Director of Student Services, 612 South College Street, Cedartown, Georgia 30125 by no later than September 1, each academic school year.

Children's Online Privacy Protection Act (COPPA)

The Children's Online Privacy Protection Act imposes certain requirements on operators of websites or online services directed to children under 13 years of age and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age.

Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. A student with a disability is a student with a physical or mental impairment that substantially limits a major life activity. Eligibility for Section 504 is determined by the Section 504 eligibility team.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Section 504 Coordinator
Polk School District
612 S. College St.
Cedartown, GA 30125
Phone: 770-7748-3821
Email:

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.

6. You have the right to not consent to the District's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the District will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the District regarding the identification, evaluation or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation or educational placement, with opportunity to parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the District's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other District employees are not considered impartial hearing officers), you have a right to a review of that decision according to the District's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

Right to Know Professional Qualifications of Teachers and Paraprofessionals

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

1. Whether the student's teacher –

- A. Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- B. Is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived; and
- C. Is teaching in the field of discipline of the certification of the teacher.

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

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the Principal of your child's school or the Director of Federal Programs at 770-748-3821.

Right to Review Instructional Materials

During the first two weeks of each nine-week grading period, parents can access instructional materials online through the School District's learning management system. If such instructional materials are not made available for review online, then they will be made available for review on-site upon a parent's request during the review period.

Right to Object to Instructional Materials

A parent/guardian who wants to opt-out of specific instructional materials intended for use in his or her child's classroom or recommended by his or her child's teacher and receive alternative instructional materials may contact the child's teacher for assistance.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation conducted by or for the school district, shall be available for inspection by the parents or guardians of the students involved in the survey, analysis, or evaluation.

Information concerning political affiliations, mental and psychological problems potentially embarrassing to students or their families, sexual behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of other individuals with whom students have close family relationships, legally recognized privileges and analogous relationships such as those with lawyers, physicians, and ministers, or income (other than that required by law) to receive eligibility for participation in a program or for receiving financial assistance under such program.

Compliance: Mr. Barry Williams, Executive Director of Student Services, has been named to coordinate the school district's activities in complying with all regulations and purposes cited above.

Grievances: Employees who believe that they have been discriminated against because of their sex, race, color, national origin, age, religion, or disability, or have been subjected to sexual harassment should contact:

Mr. Mark Lumpkin, Federal Regulations Compliance Officer
Polk School District
612 South College Street
Cedartown, GA 30125
(770) 748-3821

Parents or students who believe that they have been discriminated against with any Title I, Homeless or Migrant Program (including but not limited to School Choice and Supplemental Educational Services) because of race, sex, color, national origin, religion, age or disability, or have been subject to sexual harassment should contact:

Mr. Johnathan Kirsch, Director of Federal Programs
Polk School District
612 South College Street
Cedartown, GA 30125
(770) 748-3821

Students who believe that they have been subjected to sexual harassment should contact:

Mr. Wesley Cupp, Title IX Coordinator
Polk School District
612 South College Street
Cedartown, GA 30125
(770) 748-3821

Students who believe that they have been discriminated against because of their race, sex, color, national origin, religion, age, or disability should contact:

Mr. Barry Williams, Executive Director of Student Services
Polk School District
612 South College Street
Cedartown, GA 30125
(770) 748-3821 or

Office for Civil Rights, **Atlanta Office**
U.S. Department of Education
61 Forsyth Street S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: (404) 974-9406
Facsimile: (404) 974-9471
Email: OCR.Atlanta@ed.gov

Contact should be made in writing stating the nature of the grievance and indicating how you may be reached in order to schedule a conference.

The complete implementation plan includes the Regulations, the Polk School District's Policies and Rules related to personnel and students, a Grievance Procedure, and a Title IX record of implementation activities.

STUDENT OR PARENT COMPLAINT OR GRIEVANCE

Board Policy GAE describes the complaint and grievances procedures for certified personnel. Parents/school communication is described in the student handbook and on the website. Parents are expected to address complaints or grievances beginning at the school level with the teacher first and then the administration. Central office personnel should be contacted next, should parents feel the issues have not been resolved. If the complainant is still unsatisfied, the superintendent should be contacted. Parents have the right to speak to the Board of Education through public participation at a Board meeting. Conference forms/notes/minutes are kept on file as documentation of the issues. Complaint procedures are described, and a form for documenting complaints is in the administrative handbook. The complaint procedures describe grounds for complaints, federal programs for which complaints can be filed, filing and investigating complaints, and rights to appeal. The GADOE addresses which complaints should be filed.

A. Grounds for a Complaint: Any individual, organization, or agency ("complainant") may file a complaint with the Polk School District Board of Education if that individual, organization, or agency believes and alleges that a violation of a federal statute or regulation that applies to a program under the No Child Left Behind Act has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received unless a longer period is reasonable because the violation is considered systemic or ongoing.

B. Federal Programs for Which Complaints Can Be Filed

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
- Title II, Part A: Teacher and Principal Training and Recruiting Fund
- Title II, Part D: Enhancing Education Through Technology
- Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement

- Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities
- Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children

C. Filing a Complaint: A formal complaint must be filed in writing to the Polk School District superintendent or his/her designee. The complaint must include the following:

- A statement that the LEA has violated a requirement of a federal statute or regulation that applies to an applicable program.
- The date on which the violation occurred.
- The facts on which the statement is based, and the specific requirement allegedly violated (include citation to the Federal statute or regulation).
- A list of names and telephone numbers of individuals who can provide additional information.
- Copies of all applicable documents supporting the complaint's position, and the address of the complaint.

D. Investigation of Complaint: Within ten (10) days of receipt of the complaint, the superintendent or his/her designee will issue a Letter of Acknowledgement to the complainant that contains the following information:

- The date the Department received the complaint.
- How the complainant may provide additional information.
- A statement of the ways in which the Department may investigate or address the complaint; and
- Any other pertinent information.

If additional information or an investigation is necessary, the superintendent will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings. If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timeline outlined above may be extended if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant.

E. Right of Appeal: If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the Superintendent's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education
Office of Legal Services
205 Jesse Hill Jr. Drive SE
2052 Twin Tower East
Atlanta, Georgia 30334.

FREE SPEECH AND EXPRESSION

Philosophical Basis: Citizens in our democracy are guaranteed self-expression under the First and Fourteenth Amendments of the Constitution of the United States of America. Therefore, in a democratic society one of the basic purposes of education is to prepare students for responsible self-expression.

Student Responsibilities Are:

1. To respect the rights of others and to express disagreement in a manner which does not infringe upon the rights of others and does not interfere with the orderly educational process.
2. To act in a manner which preserves the dignity of patriotic observances.

3. To plan for, seek approval of, and conduct activities consistent with the school's objectives.

Students Rights Are:

1. To form and express viewpoints through speaking and writing in a manner that is not obscene, slanderous, or libelous.
2. To affirm and identify with American ideals, i.e., pledging allegiance to the flag.
3. To refrain from any activities which violate the precepts of religion.

PROPERTY AND PRIVACY RIGHTS

Philosophical Basis: Federal and state laws provide persons with a reasonable expectation of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all students.

Student Responsibilities Are:

1. To attend school-related activities without bringing materials or objects prohibited by law or School Board policy or which detract from the educational process.
2. To respect the property rights of the public at large, as well as those of individuals, and to refrain from destruction of, or damage to, such property.

Students Rights Are:

1. To maintain privacy of personal possessions unless appropriate school personnel have a reasonable suspicion to believe a student possesses any object or material which is prohibited by law or School Board policy.
2. To attend school in an educational environment in which personal property is respected.

STUDENT PUBLICATIONS

Philosophical Basis: One of the important roles of the school is to provide effective avenues through which students may express themselves on a wide variety of subjects. Official student publications, such as school newspapers, websites, and social media should include the viewpoints, which are representative of the student body.

Student Responsibilities Are:

1. To refrain from publishing libelous, obscene, or disrespectful materials.
2. To seek full information on the topic.
3. To observe the accepted rules for responsible journalism under the guidance of the faculty advisor.

Student Right Is: To participate, as part of the educational process, in the development and distribution of publication.

DUE PROCESS

Polk School District adheres to due process when carrying out the procedures contained in the **Student Handbook and Code of Conduct**. Furthermore, the School Board and the professional staff employed by the board shall comply with the

essential elements of due process. The responsibility of the principals shall be to familiarize their staff with the due process procedures and provide each staff member with access to the handbook.

This handbook has been developed with the following concepts in mind:

1. School rules shall be clearly stated and related to the educational purposes of the school.
2. School rules shall be fair and specific enough for students to know what they may or may not do.
3. Students and parents/guardians shall be informed of the rules affecting behavior and discipline.
4. When disciplinary action is involved, school personnel shall comply with required procedures.

QUESTIONING BY LAW ENFORCEMENT

No student enrolled in Polk School District shall be questioned by any non-school authority without the knowledge of the school principal or the assistant principal. When law-enforcement officers make it known that they wish to talk to a student while under the school's supervision, the student will be called to the office of the principal. Administration will attempt to contact the parent/guardian. The student shall be informed in the presence of the officers by the principal or the assistant principal that the student has three choices:

1. He/she may converse by telephone with his/her parent(s) or guardian(s).
2. He/she may decline to talk with the officers until his/her parent(s) or guardian(s) are present.
3. He/she may talk to the officers with an administrator present.

Law enforcement officers who have a warrant for a student who attends a Polk School District school may, by state law, take the student to a law enforcement center prior to questioning. Polk School District administrators shall follow state laws in these cases.

SCHOOL NOTIFICATION OF COURT ACTION

The law requires that the Superior Court provide written notification of conviction within 30 days of any proceeding ending in a felony conviction of a person who is at least 17 years of age, including the specific criminal offense, to the school superintendent of the system where the student was enrolled. The local school system may request additional information from the court's file.

The Superior Court is also required to notify schools in cases involving a child, age 13 to 17, when that child is convicted of an offense over which the court has exclusive jurisdiction or when the child is adjudicated delinquent based on conduct which, if committed by an adult, would constitute such an offense.

Administrators, who determine from this court provided information that a student has been convicted of or adjudicated to have committed an offense, which is a designated felony act, are required to inform all teachers to whom the student is assigned. Teachers and other certified professional personnel as the administrator deem appropriate may review the information in the student's file provided such information is kept confidential.

School administrators, disciplinary hearing officers, or the local board are allowed to report any criminal action by a student to the appropriate law enforcement agency or officer for investigation to determine if criminal charges or delinquent proceedings should be initiated.

BUS TRANSPORTATION: RULES AND REGULATIONS

School buses are operated for the purpose of transporting students from their bus stop to their schools and back in a safe manner. Parents are responsible for their children before they arrive at and after they leave their bus stop. Polk School District standards for behavior shall apply during school hours, on the bus, and at the bus stop. Polk School District shall not be responsible for the student after he/she has left the designated bus stop. Polk School District is constantly aware of its responsibility, but you, as students and parents, share in this responsibility.

The purpose of the following rules and regulations is to always ensure the safety of all students. They are for the benefit of the student. Please read carefully and be aware of all the rules and regulations.

Bus rules and regulations are prepared in accordance with the Polk School District Code of Conduct. The bus driver is in charge of the bus and oversees its passengers at all times. The bus driver shall report violations of school bus rules and regulations to the school principal. Disciplinary actions are handled by the principal of the student's school and are administered consistently according to the Polk School District Code of Conduct and School Bus Intervention Plan.

Each bus is equipped with a video camera. Students are videoed on each trip. The videos provide a record of student behavior on the bus. **Only school administration personnel are allowed to request or review the video to determine actual events.**

All rules and regulations that apply to students in the classroom apply to students on the school bus. The following are rules that are specific to buses or are repeated here for emphasis. If you have questions regarding bus transportation, you may contact the Transportation Department at 770-684-8771.

Prior to loading the bus:

1. Students shall remain off the roadway until the bus comes to a complete stop.
2. Students pass 12 feet in front of the bus when it is necessary for them to cross the road. Make sure you see the driver.
3. Students shall be at the pick-up point approximately 10 minutes prior to pick-up time. Be on time.
4. Do not attempt to get on the bus after it starts to move.
5. Never chase the bus.
6. Never walk to another bus stop or have parents drive the student to another bus stop.
7. Students shall not carry food, drink bottles, or cans on to the bus, with the exception of plastic water bottles. Students are responsible for proper use and disposal of the container.
8. Only students or approved chaperones are allowed on the school bus. Any entry on a bus by an unauthorized person may result in a \$500.00 fine and arrest (OCGA 20-2-1181 and 20-2-1182).

When unloading from the bus:

1. Remain seated (if available) until the bus stops.
2. Remain behind the bus driver until the door is opened.
3. When it is necessary to cross the road, always pass in front of the bus, and **always** look both ways.
4. Always be able to see the bus driver, so the driver can see you.
5. Students shall **never** throw an object at a bus, out of a bus, or inside a bus.
6. Students shall not go to the mailbox while unloading.

School Bus Route Policies:

1. The bus shall not stop more frequently than 530 feet.
2. To change a bus route the following requirements shall be met:
 - a. The distance must be at least .5 miles from the existing route.

- b. Roads must be adequately maintained by the County Road Department.
- c. If the route is a dead-end, an adequate turnaround area shall be maintained.
- d. Transportation is responsible for routing buses and bus stops for safety purposes.
- e. If the child misses the morning or afternoon bus, the guardian or parent must transport the child.

School Bus Rules

1. Students will follow directions of the bus driver and bus monitor.
2. Students shall be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the bus driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up the object.
6. Students will go directly to the assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, vapes, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend their head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop.
15. Students will keep their bus clean and in good, safe condition.
16. Students are allowed to "Bring Your Own Cell Phone" but shall be prohibited from using such devices during the operation of the school bus in a manner that interferes with the communication equipment or the bus driver's operation of the school bus. The bus driver may allow wearing of headphones with an audio system on a case- by- case basis as long as it is in accord with the local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

STUDENT CODE OF CONDUCT

Polk School District Revised July 2024

INTRODUCTION

The Polk School District Board of Education is dedicated to sound discipline practices. The purpose of this code of conduct is to provide students in the Polk School District with an effective and safe learning environment and to promote learning and encourage responsibility during the school day as well as during all school-related activities. The degree of discipline imposed for violations of this Behavior Code is age appropriate and shall reflect the severity of the charged offense, the student's disciplinary history, the maturity level of the student, and any other relevant factors. In addition to the discipline of students by the Polk School District, student conduct may be reported to appropriate law enforcement authorities.

Students and their parents need to know and understand the Code of Conduct to achieve a successful learning experience.

Questions regarding appropriate disciplinary action shall be referred to the Director of Student Services or designee. In situations where out-of-school suspension is used as a disciplinary action, an effort will be made to contact the parent of the student involved. Should personal or phone contact not be successful, sending the appropriate paperwork home with the student or to the student's residence shall be considered adequate parental notification of the action taken.

BEHAVIORS

In general, each student is expected to:

- ❖ Demonstrate courtesy with all individuals regardless of circumstances, even when others do not.
- ❖ Behave in a responsible manner, always exercising self-discipline.
- ❖ Attend all classes regularly and on time.
- ❖ Prepare for each class; take appropriate materials and assignments to class.
- ❖ Meet Polk School District and campus standards of grooming and dress.
- ❖ Obey all campus and classroom rules.
- ❖ Respect the rights and privileges of other students and of teachers and other Polk School District staff.
- ❖ Respect the property of others, including Polk School District property and facilities.
- ❖ Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- ❖ Refrain from committing violations of the Code of Student Conduct.
- ❖ Allow the school the ability to test CBD and THC products. If found to be positive, charges will be applied under Offense #7 Drugs.

The disciplinary procedures outlined in this behavior code are clearly stated to ensure that all students are aware of unacceptable behavior that is in violation of school system policies and the consequences of such policy violations. The behavior code is in effect at school or on school property at any time, off school grounds at any school sponsored activity, function or event and while traveling to and from such events, on vehicles provided for student transportation by the school system; at all designated bus stops; during the regular school day and while the student is going to and from school on Polk School District transportation; on Polk School District sponsored transportation (approved school trip on a private carrier); while the student is in attendance at any school-related activity, regardless of time or location; for any school-related misconduct, regardless of time or location; while attending a school-sponsored or school-related activity of another school system in Georgia; when retaliation or terrorist threats against a school employee or volunteer occurs or is threatened, regardless of time or locations; when a violent or dangerous incident may jeopardize the safety or well-being of staff and/or students, regardless of time or locations; and when a student commits an act that could punished felony, as provided in O.C.G.A.20-2-768. *Conduct of Students During Off-school hours that may have a direct impact on the safety or well-being of students, or which created a school disturbance are subject to disciplinary action.*

EXPECTATIONS OF PARENTS

The Code of Conduct provides for an orderly process of education to facilitate a positive learning environment for all students in the school district. The Code provides for the welfare and safety of those students as well. To that end, parents are expected to **enter a partnership with school staff and administrators to provide for a safe environment and orderly operation of the school.** Parents need to become familiar with the Code of Conduct and to be supportive of it in their daily communications with their children and others in the community. Parents should contact the principal of the school if specific questions arise related to the Code of Conduct.

Emergency Notification Information: At the beginning of each school term, parents are asked to provide certain information to the school to facilitate getting in contact with parents for emergencies and otherwise. It is the responsibility of the parent to keep such information (i.e., residence address, telephone numbers, etc.) current. Call blocking should not be activated with respect to school telephone numbers as this makes it impossible to reach the parent in an emergency. Polk School District does not accept responsibility for any delay in treatment or lack of communication that results due to out-of-date emergency notification information.

Dress Code: Parents should familiarize themselves with the dress code policy of the Polk School District and also ensure that their children are appropriately dressed in the required attire specified in this Code of Conduct.

School Day: Students are expected to be present at the appointed hour for the beginning of school and to leave the school premises at the end of the school day, and parents are expected to see to it that their children abide by this policy. The School District is not responsible for the supervision and safety of students prior to the beginning of the school day or after the end of the school day. The Board of Education does not expect its staff to exercise charge over students who are left at the school campus before the beginning of the school day or who are not picked up from school because of parental neglect. Parents are expected to (within no more than 30 minutes) provide transportation to a child who does not ride home from school on a school district bus. Repeated failure to abide by this policy may result in the referral of the case to the County Juvenile Court.

Transportation from School: Students are often involved in extracurricular activities which keep them from returning home through the school transportation system. If a parent cannot provide transportation for the student, the parent should ensure that a means of transportation is provided to the student. The school system does not take responsibility to provide transportation for students outside of the normal busing schedules. Parents should not allow students to loiter on school property after extra-curricular activities have been completed. **Students who repeatedly loiter on school property after the conclusion of extra-curricular activities may lose the privilege to participate in those activities.**

Sporting or Other School Sponsored Events: Loud and obnoxious behavior at events, on or off school district property, will not be tolerated. Parents will be asked to leave the premises if such conduct occurs.

Conferences with Parents: The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school administrator's request that a parent or guardian come to the school for a conference. If such a request is made, parents should take responsibility to meet with the school administrator to address behavior violations and discipline. Parents are encouraged to visit the schools regularly and to be actively involved in the behavior support process designed to promote positive choices and behavior. **Parents who wish to speak with a student's teacher(s) or an administrator are urged to call ahead to make an appointment. When questioning the decisions or actions of school staff, parents should first discuss their concern with that staff member, then, if not satisfied, with that person's supervisor.**

Chronic Discipline Problem Students: Parents of chronic discipline problem students must attend a Behavior Support Team meeting with the principal to devise a disciplinary and behavioral correction plan.

Other Expectations: Parents should conduct themselves in respect of and conformity with the Code of Conduct and uphold the integrity of the Code of Conduct. Parents are expected to:

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner at school or while attending a school-sponsored or school-related activity on or off school property.
- Encourage all students to obey all campus and classroom rules.
- Respect the property of others, including district property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline.
- Read and discuss the Code of Conduct with their children.
- Acknowledge receipt of the Code of Conduct by signing and returning the Acknowledgment of Code of Conduct form located at the beginning of this manual.

For the safety and security of students and staff, all visitors, including parents, are required to sign in at the school office prior to visiting any area of the school for any purpose.

AUTHORITY

School rules, and the authority of the Polk School District to administer discipline, apply whenever the interest of the Polk School District is involved. The code of conduct specifically applies to offenses that students commit while on school property at school sponsored events, during off-school hours as stated above, or while using the school technology resources.

As used in this Code of Conduct, school property includes, but is not limited to:

- 1) The land and improvements which constitute the school.
- 2) Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted.
- 3) Any bus or other vehicle used in connection with school functions and activities, including but not limited to, school buses, buses leased by the Polk School District and privately-owned vehicles used for transportation to and from school activities.
- 4) Personal belongings, automobiles, or other vehicles which are located on school property.

School technology resources include but are not limited to:

- 1) Electronic media systems such as computers, electronic networks, messaging, and web site publishing; and
- 2) The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

**SCHOOL OFFICIALS HAVE THE AUTHORITY TO USE PROFESSIONAL JUDGMENT IN
DISCIPLINING STUDENTS WITHIN THE GUIDELINES OF THIS BEHAVIOR CODE**

The school system requires administrators to inform all teachers to whom the student is assigned when a student, including a "transfer student," has been convicted of certain felonies as defined in Georgia Code Annotated, (O.C.G.A.), Section 15-11-63.

A school is authorized to refuse to enroll or subject a student to short-term suspension, long-term suspension, or expulsion for any time remaining in another school systems or school's disciplinary order upon receiving a certified copy of such order if the offense which led to such suspension or expulsion in the other school system or school was an offense for which suspension or expulsion could be imposed in the enrolling school. A school may refuse to re-admit or enroll students who have previously been expelled/suspended for being convicted of, being adjudicated to have committed, being indicted for, or having information filed for the commission of any felony or delinquent act under Code Section 15-11-28 which would be a felony if committed by an adult. Enrolling students must provide an official copy of

records from the previous school system, including discipline records, for admission. Schools may enroll students “conditionally” if parents sign a release authorizing the previous school system to forward records. Further, the release must indicate whether the student is currently serving a suspension/expulsion from another school system and/or if the student has ever been adjudicated guilty of a designated felony act as defined in O.C.G.A. Section 15-11-63. The act(s) must be listed on the release form. Students 18 years of age or older may complete the release form as appropriate. The content of these records may be challenged by appealing to the Director of Student Services or designee. The Student Behavior Code shall be provided annually to students through a handbook upon enrollment. The parent and student shall acknowledge their receipt of the code by completing the required form. Parents and students shall be notified of any changes in procedures by either voice mail, newsletters, parent conferences, or web pages. A copy of the code shall be posted in all classrooms.

JURISDICTION TO TAKE DISCIPLINARY ACTION

School administrators are authorized to take disciplinary action for misconduct that occurs:

- On the school grounds during or immediately before or immediately after school hours.
- On the school grounds at any other time when the school is being used by a school group.
- Off the school grounds at a school activity, function, or event.
- En route to and from school and at the bus stop; or
- Within a school safety zone.

Authority to take disciplinary action also extends to any off-campus non-school related actions by students, at any time of the year, which have a direct and immediate impact on school discipline, the educational function of the school, or the welfare of students and staff. A student who has committed a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such an act could include, but is not limited to, a felony, a delinquent act which would be a felony if committed by an adult, an assault upon another student, a violation of the laws prohibiting controlled substances, or sexual misconduct of a serious nature.

A student whose presence on school property may endanger the welfare and/or safety of other students or staff, or whose presence may cause substantial disruption at school, is also subject to in-school suspension, and assignment to an alternative education program.

PARTIES TO OFFENSE

Any student who videos, urges, encourages, counsels, furthers, promotes, assists, causes, advises, procures, or abets any other student to violate any section or paragraph of the policy shall be deemed to have violated that section or paragraph of the Code of Conduct.

SEARCH AND SEIZURE

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

As used in this discipline code, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action. Failure to permit searches could result in suspension or expulsion.

Personal Searches: A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a pat down search of a student's person is conducted, it will be conducted by a school employee of the same sex and with an adult witness present.

If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Student Discipline Hearing Officer or Superintendent, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Desk and Locker Searches: Student desks and lockers are school property and always remain the property of the school. Students are expected to assume full responsibility for the security and content of their lockers.

Periodic general inspections of desks and lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has any reason to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Canine detection services may be utilized in searching lockers, gym areas, common areas, vehicles, vacated classrooms, and any area that is not occupied by students, including the perimeters of school property.

Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such items shall be turned over to proper legal authorities for ultimate disposition.

Co-Curricular Activities – any activity that takes place outside the classroom but reinforces or supplements the classroom curriculum.

Extracurricular Activities – any school sponsored program where students from one or more schools meet, work, perform, and practice under supervision outside of regular class time. Examples include, but are not limited to, inter/interscholastic athletics, band, chorus, show team, field trips, and club activities.

Intra-scholastic Activities – athletic or non-athletic/academic activities where students are members of, participate with, or compete with students from within the same school.

Interscholastic Activities – athletic or non-athletic/academic activities where students compete on a school vs. school basis.

The Polk School District Board of Education believes that the use and abuse of drugs that are not prescribed or prescribed are detrimental to the physical, emotional, and mental well-being of its students. The board further believes that this abuse seriously interferes with the academic and athletic performance of students and creates an unhealthy learning environment. These concerns have prompted the board to authorize the superintendent and his/her administrative staff to develop and implement random drug screening procedures for all students who wish to participate in any co-curricular or extracurricular activity, or any student who applies for a parking permit and intends to park a vehicle on school grounds in Polk School District.

It shall be the policy of the board to take positive action through education, counseling, parental involvement, intervention, medical referrals, and police referrals in the handling of incidents in the schools involving possession, sale, distribution, and/or use of behavior affecting substances.

USE OF METAL DETECTORS

In General

In view of the escalating presence of weapons in schools, the board of education has authorized the use of hand-held and walk-through metal detectors to check a person or personal effects as follows:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this code will result in disciplinary action, including suspension.

Any student wearing a pacemaker, defibrillator, or similar device who objects to being scanned by a metal detector may notify the appropriate school official and may be subjected to an alternate means of search.

Metal Detector Checks of Classes of Students

When a principal decides to conduct a group metal detector check, he or she will select the class/classes to be checked at random by blindly drawing one or more classrooms from all the classrooms within the school. The drawing shall be conducted in the presence of another adult.

Before conducting the metal detector checks, the participating administrator or law enforcement officer will enter the classroom and explain the scanning process to students in the class, emphasizing that the checks are intended to maintain safe schools.

An administrator or officer will check each student by visually searching the student's desk and then escorting the student and his/her personal effects into the hall to proceed with the metal detector check. An adult will closely observe students at their desks to make sure that no objects are removed from pockets or personal effects.

In the hall, the administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.

If the metal detector is activated during the scanning of the student's effects, the administrator or officer will open the bag, purse, etc., and look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. If the metal detector is again activated, a same-sex administrator or officer will conduct a pat-down search of the student's outer clothing in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will escort the student into a private room and remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions regarding personal searches as set forth in this policy shall be followed under the circumstances. If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for ultimate disposition.

ADMINISTERING DISCIPLINE

In general, discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques.

Student discipline shall be administered fairly and equitably and based on a careful assessment of the circumstances of each case. Factors to be considered shall include:

- o The seriousness of the offense,
- o The student's age,
- o The frequency of misconduct,
- o The student's attitude,
- o The requirements of the student's **Individualized Education Program (IEP)**,
- o The effect or potential effect of the misconduct on the school environment,
- o The requirements of Title 20, Official Code of Georgia Annotated, and

DEFINITIONS

Affray-To fight with one or more persons in a public place to the disturbance of school tranquility.

Alternative Program-A program established by Polk School District to provide a continuous educational opportunity for students whose behavior has temporarily caused them to be suspended from their regular school program. Students in grades six (6) and up may be placed in or allowed to attend the Alternative Program.

Assault-An intentional, unlawful offer of corporal injury to another by force, or force unlawfully directed toward another person, under such circumstances as to create well-founded fear of imminent peril.

Battery-Any unlawful beating, or other wrongful physical violence or constraint, inflicted on a human being without his/her consent.

Bullying-(The Georgia Bullying Law – O.C.G.A. 20-2-751.4) (a) As used in this Code section, the term “bullying” means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm;
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - 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;
 - Has the effect of substantially interfering with a student's education;
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

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

Chronic Disciplinary Problem Student-A student who exhibits a pattern of behavioral characteristics that interfere with the learning process of students around him or her and which are likely to recur.

Computer Trespass-Any inappropriate use of a computer including but not limited to hacking, accessing inappropriate sites, threatening, or harassing other students or teachers, etc.

Corporal Punishment-Physical punishment by the principal or his/her designee.

Cyberbullying-Bullying that occurs when a student is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by a student/students using the Internet, interactive and digital technologies, mobile phones or any other electronic devices.

Detention-The state of being detained, usually after school, for a non-specific length of time other than regular class time, for up to one hour.

Disciplinary Order-Any public or private school or school system order that imposes short-term suspension, long-term suspension, or expulsion upon a student in such school or system.

Expulsion-Termination of enrollment, permanently.

Fighting-A physical altercation between two or more individuals. **Disciplinary consequences may be different for an aggressor than for a victim.**

Firearm-Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device. Destructive devices also include any weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant.

Hazing-Causing a student to participate, even if willing, in an activity which endangers or is likely to endanger the physical health or safety of the student, when this participation is a condition or precondition of gaining acceptance, membership, office, or other status in a school organization or team.

Individualized Education Program-A written statement for a child with a disability that is developed, reviewed, and revised in a meeting in accordance with federal laws governing individuals with disabilities.

In-School Suspension-Short-term suspension from regular school participation by assignment to the in-school suspension teacher located on the school campus. Regular school assignments will be completed.

Long-Term Suspension-Suspension from school more than ten (10) days.

Other Weapon-The term "other weapon" includes without limitation: a machete, dirk, sword cane, bowie knife, switchblade knife, ballistic knife, or any other knife; a razor blade, a straight-edge razor, ice pick, or box cutter; a spring stick, metal knuckles, or blackjack; 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 chuck, nunchaku, shuriken, or fighting chain; any disk, or 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; a club, including an instrument that is specially designed to inflict serious bodily injury or death by striking a person with the instrument and includes, but is not limited to, a blackjack, nightstick, or tomahawk; a laser pen, mace or pepper spray; or any weapon of like kind.

Physical Violence-Intentionally making physical contact of an insulting or provoking nature with the person of another, or intentionally making physical contact which causes physical harm to another unless such contacts or physical harms were in self-defense.

Placement Review Committee-A committee at each school established to determine the placement of a student who has been removed from class when a teacher withholds consent to return such student to the teacher's class.

Possession-The actual care, custody, control or management of an object or substance. A student shall be considered to be in possession of any substance or object prohibited or regulated by this Code if the substance or object is:

1. On the student's person or in the student's personal property, including but not limited to the student's clothing, purse, book bag, or backpack.
2. Brought by a student onto school grounds or to any school activity, function, or event.
3. In any private vehicle used by the student for transportation to or from school or a school-related activity, including but not limited to a truck, auto, motorcycle, or bicycle.
4. In any school property used by the student including a locker or a desk.

Probation-A conditional period of enrollment during a trial period.

Profanity-Abusive, vulgar, or irreverent language.

Reasonable Suspicion-A legitimate reason to suspect that a student possesses drugs, weapons, or other items prohibited by the school. A school authority may conduct searches for these items when reasonable suspicion exists subject to search and seizure rules.

School Authorities-A school principal, an assistant principal, or any other school employee designated by the principal to administer discipline or to conduct inspections or searches of students, student lockers, student desks, or automobiles.

School Bus Suspension-A termination of the privilege to ride the school bus to and from school for a specific length of time.

School Safety Zone-In or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school, or school district and used for elementary or secondary education.

Sexual Battery-To intentionally make physical contact with the intimate parts of the body of another person without the consent of that person. "Intimate parts" means the primary genital area, inner thighs, or buttocks of a male or female and the breasts of a female.

Short-Term Suspension-A temporary termination of enrollment for up to ten (10) days until stipulated conditions are met.

Student Support Team-A group which can include the teacher(s), other school staff and parents that addresses the needs of students having problems in school.

Terroristic Threat-A threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, or facility of public transportation or otherwise causing serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

Theft-The taking and removing of personal property with the intent of depriving the rightful owner of it.

Truancy-Unexcused absence or absences from school.

Under the Influence-Not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated but will be considered under the influence if there is any amount of alcohol, marijuana, controlled substance or dangerous drug in the student's blood, urine or breath. Impairment of a person's physical and/or mental faculties may be evidenced by a pattern of abnormal or erratic behavior and/or the presence of physical symptoms of drug or alcohol abuse.

Use-A student has introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

IEP/SECTION 504/MANIFESTATION DETERMINATION

REVIEW FOR STUDENTS WITH DISABILITIES

Special education personnel shall be consulted in matters involving special education students. A special education student shall be afforded all rights under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §1400, et al. seq., Section 504 of the Rehabilitation Act of 1973, 29 U.S.C., §706(8), 794, 794a, and the Americans with Disabilities Act (ADA), 42 U.S.C. 12101, et al. seq.

Any student who is receiving special education services or who has been identified as a student with a disability under the Individuals with Disabilities Act (IDEA) and whose acts are determined by the principal, or designee, Disciplinary Hearing Officer or Tribunal to have violated any of the rules, regulations, or laws as alleged, shall be referred to an IEP committee if cumulative days of exclusion exceeds ten days, or the recommendation constitutes a change in placement. The IEP committee is responsible for determining if the student's conduct resulted as a consequence of his/her disability, whether such conduct warrants a change in placement, amendments to the individual educational plan (IEP) and/or disciplinary actions. If the IEP committee determines that the student's conduct is not related to the student's disability, the student may be disciplined as any other regular education student but shall receive educational services during this discipline. The IEP committee shall also have the authority to consider, recommend and implement any changes in the student's IEP or educational placement. Nothing in this rule shall alter or adversely affect the rights of students with disabilities under applicable federal and state laws. Please refer to *Discipline for Students with Disabilities* later in this document for additional information.

DISCIPLINE

A suspension is defined as any disciplinary action that removes a student from regular classes and other school activities. Polk School District schools use both in-school and out-of-school suspensions in an effort to provide a safe and appropriate learning environment. Georgia law (O.C.G.A. 20-2-764-766) states that a "chronic disciplinary problem student" (as defined by GA Law) who has been suspended must have a conference with their parents and a school official before returning to class. They will discuss the reason for the suspension and write a plan designed to support more appropriate behavior. Parents who are unable to attend a conference must contact the school for further information. A notation of conference and/or scheduling is placed in the student's permanent file.

SUSPENSION/EXPULSION

- ***In School Suspension (ISS)***
An educational environment for students whose behavior precludes attendance in the regular school program. This setting is in the local school and is staffed by a paraprofessional.
- ***Out of School Suspension (OSS)***
Removal of the student from the school campus and exclusion from school sponsored activities. Students serving OSS may forfeit the opportunity to make-up missed class assignments.
- ***Short-Term Suspension***
An In-School or Out of School assignment for a specific period of time up to ten (10) days.
- ***Long-Term Suspension***
An In-School or Out of School assignment for a specific period of time ranging from eleven (11) days to the end of the current semester.

- **Expulsion**

Removal of the student from the school campus and exclusion from school sponsored activities beyond the current school quarter or semester.

- **Permanent Expulsion**

Removal of a student from the school system with no opportunity to return.

POLK SCHOOL DISTRICT ALTERNATIVE SCHOOL

An educational environment for students in Grades 6-12 whose behavior precludes continued attendance in the regular school program and where the instructional program is based upon normal course content, and behavior is carefully monitored. Upon the recommendation of the principal of the Alternative School and approval of the Director of Student Services, a student may be eligible to return to their home school before completion of their imposed term at the Alternative School, for good behavior (as evidenced by the following objective criteria in the student's records):

- The student has displayed good attendance and has consistently arrived on time for instruction at the Alternative School,
- The student has not incurred any further behavior code infractions or violated Polk School District policies while at the Alternative School, and
- The student has timely and satisfactorily completed all academic assignments while at the Alternative School provided;

No student shall be eligible for consideration for early return to the home school, if:

- The student has not satisfactorily completed at least one-half of their originally imposed term at the Alternative School, or
- The student's original behavior code infraction involved fighting or other forced physical contact.

TEACHER'S AUTHORITY TO REMOVE A STUDENT FROM CLASS

The superintendent shall, and does, fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law.

A teacher who has knowledge that a student has exhibited behaviors that repeatedly or substantially interfere with the teacher's ability to communicate effectively with students in the classroom or with the student's classmates' ability to learn and that violate the Code of Conduct shall file a report describing the behavior to the principal or administrator. The report must be filed within one school day of the most recent behavior. After receiving such a report, the principal or administrator shall send a copy of the report to the student's parent, investigate the incident, and within one day of school day of receiving such report, send notification to the teacher and the student's parent of any disciplinary action taken against the student.

Pursuant to O.C.G.A. §§ 20-2-737,738, a teacher may remove from class a student who repeatedly or substantially interferes with the teacher's ability to conduct instructional activities provided:

- 1) The student has previously been referred to the principal in accordance with the provisions set forth above, or
- 2) The teacher determines that the behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.

In the case of immediate removal from the classroom, the teacher will submit a written referral by the end of the school day or at the beginning of the next school day to the principal or other school administrator. The administrator will, within one school day after the student's removal from class, send to the student's parents, and the special education case manager, if applicable, a written notice that the student was removed from class, a copy of the teacher's referral, and information regarding how the parent may contact a school administrator. When a teacher removes a student from class, as prescribed above, the administrator will discuss the matter with the teacher by the end of the school day or at the beginning of the next school day. The administrator will give the student oral or written notice as to the reason(s) for

which the student was removed from class and allow the student an opportunity to present his or her explanation of the situation. If the teacher withholds his or her consent to the student's return to the same class, or the student's misbehavior precludes returning to school (such as committing a major violation of the *Code of Student Conduct*), the administrator determines the consequences for the student by the end of the first day following the student's removal from class, which may include in-school suspension or out-of-school suspension or an appropriate temporary placement. Any in-school or out-of-school suspension must be determined by the principal or designee. Such suspensions may not exceed ten school days. Suspensions or expulsions of longer than ten days may be imposed only by the Disciplinary Tribunal Hearing Panel.

FUNCTION OF PLACEMENT REVIEW COMMITTEE

If the teacher withholds his or her consent to the student's return to the same class and the administrator does not impose other disciplinary action, the administrator will convene the Placement Review Committee by the second day of the removal from the classroom, and the Committee, by a simple majority vote, will render a decision as to whether the student shall return to the teacher's classroom. The Committee's decision will be made no later than three (3) days after the removal from class. In the interim, the administrator will make a temporary placement for the student (other than in the classroom from which the student was removed, unless the teacher gives permission for the student to return to class).

THE COMMITTEE IS AUTHORIZED TO:

- Return the student to the teacher's class upon determining that such placement is the **best** or **only** alternative; or
- Refer the student to the administrator for other appropriate action.

The decision of the Committee shall be in writing and will be made within three (3) school days after the teacher withholds consent to the return of the student. If the Placement Review Committee decides not to return the student to the class from which he or she was removed, the administrator may place the student into another appropriate classroom, in-school suspension, or out-of-school suspension. In-school suspension or out of school suspension may be for up to ten (10) days. If a student is later referred for a local formal hearing and for an evidentiary hearing, the members of the Placement Review Committee shall not be required to testify as to any committee decision or action. Any and all disciplinary action will be sent to the parents in writing, by either letter or copy of the *Student Discipline Referral* form, with a note to the parent to confirm receipt of the notice.

APPOINTMENT OF LOCAL PLACEMENT REVIEW COMMITTEE

Each school shall establish one (1) or more Placement Review Committees. The Placement Review Committee shall be composed of three (3) members: the school faculty shall select two (2) teachers to serve as members and one (1) teacher to serve as an alternate member, and the principal will select one (1) staff member to serve as a member. Schools may have more than one (1) Local Placement Review Committee, at the discretion of the principal, but each committee must have three (3) members selected as stated above. The selection of the Committee should proceed as follows:

- 1) Principal asks for volunteers and nominations.
- 2) A secret ballot is taken at a faculty meeting.
- 3) Results are tabulated by a teacher.
- 4) Results of the ballot are shared with the faculty.

Members of the Placement Review Committee may resign from the Committee, with the replacement selected by the same process. If a student is later referred for a local formal hearing and for an evidentiary hearing, the members of the Local Placement Review Committee shall not be required to testify as to any committee decision or action.

OFFENSES AND RECOMMENDED DISPOSITIONS

A student shall not violate any of the following rules of the Polk School District. Pursuant to State requirements, suggested levels of discipline have been assigned to each offense. However, greater disciplinary sanctions may be determined to be appropriate in egregious circumstances.

OFFENSE NUMBER 00 **CONTINUATION OF INCIDENT**

An event with multiple actions for a single incident has occurred.

OFFENSE NUMBER 01 **ALCOHOL**

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession consume, transmit, store, or be under any degree of influence of alcoholic beverages (including related products such as “near” beer, non-alcoholic beer, and non-alcoholic wine coolers) while on school property, on school buses, at school sponsored events, or while under school jurisdiction.

CONSEQUENCES **SECONDARY 6 – 12**

- 1st Violation
Short-term suspension, long-term suspension and/or assignment to the Alternative School.
- 2nd and Subsequent Violations
Short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.
- Contact the principal and the student’s parent/guardian.

CONSEQUENCES **ELEMENTARY PK-5**

- Discretion of the building principal. Penalty may include reprimand, loss of privileges, and/or suspension.
- Contact the principal and the student’s parent/guardian.

OFFENSE NUMBER 02 **ARSON**

Unlawful and intentional damage or attempted damage to any real or personal property by fire or incendiary devices to school property or private property while either on school grounds or off school grounds during a school activity, function, or event.

CONSEQUENCES **SECONDARY 6 – 12**

- Depending on the circumstances and severity of the violation, disciplinary assignments may include short term suspension, expulsion, restitution, and/or assignment to the Alternative School. Violations resulting in substantial property may require a mandatory Disciplinary Tribunal. Parents /Guardians and/or students will be held responsible for restitution for damage / defacement / vandalism to school property.
- Contact the principal and the student’s parent/guardian.

CONSEQUENCES **ELEMENTARY PK-5**

- Depending on the circumstances and severity of the violation, disciplinary assignments may include suspension and/or expulsion. Parents/guardians and/or students will be held responsible for restitution for damage/ defacement/vandalism to school property.
- Violations resulting in substantial damage and/or repeated acts or attempts of vandalism may require a Disciplinary Tribunal.
- Contact the principal and the student’s parent/guardian

OFFENSE NUMBER 03**BATTERY**

No student shall directly or indirectly make, or attempt to make, physical contact of an insulting, provoking, or offensive nature with the person of another. Conduct which violates this rule includes, but is not limited to, pushing, hitting, shoving, kicking, pinching, slapping, or engaging in any other type of physical altercation or harassment. A student who intentionally acts in such a way as to cause a foreign object to make an insulting, provoking, or offensive contact with the person of another violates this rule. (Note: The key difference between battery and fighting is that fighting involves mutual participation.)

CONSEQUENCE**SECONDARY 6 – 12**

- At the discretion of the principal, students may be subject to short term suspension, long term suspension, expulsion and/or assignment to the Alternative School.

CONSEQUENCE**ELEMENTARY PK-5**

- At the discretion of the principal, the penalty may range from detention to long term suspension and may include referral to the Disciplinary Hearing Officer for the purpose of a determination of the facts and intent.

OFFENSE NUMBER 04**BREAKING & ENTERING - BURGLARY**

Unlawful or unauthorized forceful entry into a school building or vehicle (with or without intent to commit theft). Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students are prohibited from entering a school building after hours without express permission. This shall include any unlawful or forced entry onto or into any property, building, structure, or vehicle owned by the School System. Students may not be present in unauthorized areas of school property. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building).

CONSEQUENCES**SECONDARY 6 – 12**

- Disposition at the discretion of the principal. Violations may result in short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.
- Depending on severity, may be reported to the Director of Student Services, the police, the district attorney, and parent/guardian.

CONSEQUENCES**ELEMENTARY PK-5**

- Discretion of the principal. Penalty may range from detention to short-term or long-term suspension.
- Depending on severity, may be reported to the Director of Student Services, the police, the district attorney, and parent/guardian.

OFFENSE NUMBER 05**COMPUTER TRESPASS**

School technology cannot be used for anything other than instructional purposes. Students will not attempt to or disrupt the school technology resources by destroying, altering, or otherwise modifying technology. Hacking is strictly prohibited. No student shall attempt to threaten to, or damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off school grounds. Students will not use school or personal technology resources to distribute nor display inappropriate material.

CONSEQUENCE**SECONDARY 6 – 12**

- Violations may result in short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.

CONSEQUENCE**ELEMENTARY PK-5**

- Short-term suspension.

OFFENSE NUMBER 06**DISORDERLY CONDUCT**

Any act that substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. (Includes disruptive behaviors on school buses). Includes but not limited to general bus misbehavior, spitting on property or persons, encouraging disruptive behavior.

CONSEQUENCE**SECONDARY 6 – 12**

- Disposition at the discretion of the principal. Short-term suspension, long-term suspension, expulsion and/or recommendation to the Alternative School.

CONSEQUENCE**ELEMENTARY PK-5**

- Discretion of the principal. Penalty may range from detention up to short-term suspension

OFFENSE NUMBER 07**DRUGS, EXCEPT ALCOHOL AND TOBACCO**

Students shall not possess, buy, sell, or be under any degree of influence of illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified by the student as such, or believed by the purchaser to be an illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act. Does not include auto-injectable epinephrine as properly administered pursuant to O.C.G.A. 20-2-776.

CONSEQUENCES**SECONDARY 6 – 12**

- All violations shall result in long-term suspension, expulsion and/or assignment to the Alternative School.
- Depending on the substance involved and the severity of the violation, the incident may be reported to the Director of Student Services, the police, the district attorney, and/or the student's parent/guardian.

CONSEQUENCES**ELEMENTARY PK-5**

- All violations shall result in short term suspension, long term suspension or expulsion.
- Depending on the substance involved and the severity of the violation, the incident may be reported to the Director of Student Services, the police, the district attorney, and/or the student's parent/guardian.

OFFENSE NUMBER 08**FIGHTING**

No student shall directly or indirectly make, or attempt to make, physical contact of an insulting, provoking, or offensive nature with the person of another. Mutual participation in a fight involving physical violence where there is no one main offender and intent to harm. **(Note: The key difference between fighting and battery is that fighting involves mutual participation.)**

Conduct which violates this rule includes, but is not limited to, mild or moderate Injuries may include but are not limited to scratches, bloody noses, bruises, black eyes, and other marks on the body A student who intentionally acts in such a way as to cause a foreign object to make an insulting, provoking, or offensive contact with the person of another violates this rule

CONSEQUENCE**SECONDARY 6 – 12**

- At the discretion of the principal, students may be subject to short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.

CONSEQUENCE**ELEMENTARY PK-5**

- At the discretion of the principal, the penalty may range from detention to long-term suspension, and may include referral to the Disciplinary Hearing Officer for the purpose of a determination of the facts and intent.

OFFENSE NUMBER 09 HOMICIDE

Killing of one human being by another.

Killing of a human being.

Includes but is not limited to shooting, stabbing, choking, bludgeoning, etc.

CONSEQUENCE GRADES 5 - 12

- Referral to law enforcement and referral to a disciplinary tribunal with recommendation for expulsion.

OFFENSE NUMBER 10 KIDNAPPING

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

CONSEQUENCE GRADES 5 – 12

- Referral to law enforcement and referral to a disciplinary tribunal with recommendation for expulsion.

OFFENSE NUMBER 11 LARCENY / THEFT

The unlawful taking of property belonging to another person or entity (e.g., school) without threat, violence, or bodily harm. **(Note: The key difference between larceny/theft and robbery is that the threat of physical harm or actual physical harm is involved in a robbery.)** For purposes of this Behavior Code, “theft” shall mean the actual or attempted theft of public or private property by deception, extortion or attempted extortion, force, threat of force, violence, or coercion. No student shall possess, store, or transmit stolen property or counterfeit money or money orders on school grounds.

CONSEQUENCES SECONDARY 6 – 12

- Depending on the circumstances and severity of the violation, disciplinary assignments may include short term suspension, expulsion, restitution, and/or assignment to the Alternative School. Violations resulting in substantial property may require a mandatory Disciplinary Tribunal. Parents /Guardians and/or students will be held responsible for restitution for damage /defacement /vandalism to school property.
- Contact the principal and the student’s parent/guardian.

CONSEQUENCES ELEMENTARY PK-5

- Depending on the circumstances and severity of the violation, disciplinary assignments may include suspension and/or expulsion. Parents/guardians and/or students will be held responsible for restitution for damage/ defacement/vandalism to school property.
- Violations resulting in substantial damage and/or repeated acts or attempts of vandalism may require a Disciplinary Tribunal.
- Contact the Principal and the student’s parent/guardian

OFFENSE NUMBER 12 MOTOR VEHICLE THEFT

Theft or attempted theft of any motor vehicle

Includes but not limited to cars, trucks, ATVs, golf carts, etc.

CONSEQUENCES GRADES 5 - 12

- Disposition at the discretion of the principal. Punishment may result in in-school suspension, short term suspension, long term suspension, expulsion and/or assignment to the Alternative School.
- Depending on the item and/or severity of the violation, the incident may be reported to the Executive Director of Student Services, the police, the district attorney, or the parent/guardian of the student.

OFFENSE NUMBER 13 ROBBERY

The taking of, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. (Note: The key

difference between robbery and larceny/theft is that the threat of physical harm or actual physical harm is involved in a robbery).

- Robbery without the use of a weapon.
- Taking something by force or threat of force.
- Robbery with the use of a weapon.
- Weapons may include but are not limited to guns, knives, clubs, razor blades, etc.

CONSEQUENCES GRADES 5 - 12

- Disposition at the discretion of the principal. Punishment may result in in-school suspension, short term suspension, long term suspension, expulsion and/or assignment to the Alternative School.
- Depending on the item and/or severity of the violation, the incident may be reported to the Executive Director of Student Services, the police, the district attorney, or the parent/guardian of the student.

OFFENSE NUMBER 14 SEXUAL BATTERY

Oral, anal, or vaginal penetration against the person's will or where the victim did not or is incapable of giving consent; touching of private body parts of another person either through human contact or using an object forcibly or against the person's will or where the victim did not or is incapable of giving consent. Includes but is not limited to rape, fondling, child molestation, indecent liberties, and sodomy. Sexual battery is defined as a student intentionally making physical contact, and penetration with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. No student shall commit any act of sexual battery on school property, school buses, or at school-sponsored events.

CONSEQUENCES SECONDARY 6 – 12

- Disposition at the discretion of the principal following consultation with the superintendent and superintendent's designee. Violations may result in short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.
- Depending on the nature of the offense and/or severity, it will be determined if it needs to be reported to the police, the district attorney, and/or parent/guardian.

CONSEQUENCES ELEMENTARY PK-5

- Disposition at the discretion of the principal following consultation with the Superintendent or designee. Penalty may range from detention to short-term or long-term suspension.
- Depending on the nature of the offense and/or severity, it will be determined if it needs to be reported to the police, the district attorney, and/or the student's parents/guardian.

OFFENSE NUMBER 15 SEXUAL HARASSMENT

It is the policy of the Polk School District Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or any school employee through conduct or communications of a sexual nature as defined below. Unwelcome sexual advances, requests for sexual favors and other inappropriate communication or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when:

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

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

- Harassment or abuse such as sexually-oriented kidding, teasing, double-entendres, and jokes
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching such as pinching, patting, or brushing against
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning ones' grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor or other individual designated to receive such complaints. The Polk School District shall distribute Policy JCAC to all students and faculty members at the beginning of each school year and shall designate a minimum of four persons to receive complaints at each school. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments.

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

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

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

Legal Reference: Title VII of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Franklin v. Gwinnett Co. Public Schools, 1992

CONSEQUENCES SECONDARY 6 – 12

- Disposition at the discretion of the principal following consultation with the superintendent and superintendent's designee. Violations may result in short term suspension, long term suspension, expulsion and/or assignment to the Alternative School.
- Depending on the nature of the offense and/or severity, it will be determined if it needs to be reported to the police, the district attorney, and/or parent/guardian.

CONSEQUENCE ELEMENTARY PK-5

- Disposition at the discretion of the principal following consultation with the Superintendent or designee. Penalty may range from detention to short-term or long-term suspension.

OFFENSE NUMBER 16 SEX OFFENSES

Unlawful sexual behavior, sexual contact without force or threat of force, or possession of sexually explicit images; can be consensual. Inappropriate sexually-based physical contact including but not limited to public groping, inappropriate bodily contact, or any other sexual contact not covered in **Levels 2 or 3**. Inappropriate sexually-based behavior including but not limited to sexting, lewd behavior, possession of pornographic materials, simulated sex acts. Engaging in sexual activities on school grounds or during school activities. Oral, anal, or vaginal penetration; pimping; prostitution; indecent exposure of private body parts. Sexual offenses are prohibited against members of the same sex as well as members of the opposite sex.

SEXUAL MISCONDUCT

No student shall be engaged in amorous kissing or other inordinate displays of affection and shall not consent to or participate in any form of sexual activity on school property, school buses, or at any school activity or event. Sexual misconduct including, but not limited to, sexual touching or groping, sexual contact, sexual assault, welcome or unwelcome sexual advances or comments, request for sexual favors, indecent exposure, etc., between individuals on school property, on school buses, or at any school activity or event is prohibited. Sexual contact includes contact with the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. Parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties of underage sexual conduct and crimes for which a minor can be tried as an adult.

CONSEQUENCES SECONDARY 6 – 12

- Disposition at the discretion of the principal following consultation with the superintendent and the superintendent's designee. Violations may result in short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.
- Depending on the nature of the offense and/or severity, it will be determined if it needs to be reported to the police, the district attorney, and/or parent/guardian.

CONSEQUENCE ELEMENTARY PK-5

- Disposition at the discretion of the principal following consultation with the Superintendent or designee. Penalty may range from detention to short-term or long-term suspension.

OFFENSE NUMBER 17 THREAT / INTIMIDATION

Verbal or written threatening, bullying, cyberbullying, stalking, and/or intimidating school employees, other students, or other persons without actual physical contact is prohibited. Bullying is specifically defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so.
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such item 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 has the effect of substantially disrupting the orderly operation of the school; or
 - D. Has the effect of substantially disrupting the orderly operation of the school.

CONSEQUENCES SECONDARY 6 – 12

- Bullying violations shall result in short-term suspension, long-term suspension or assignment to the Alternative School and/or expulsion. A student who has committed the offense of bullying for the third time in a school year shall be assigned to the Alternative School. GA Code 20-2751.4.
- Threatening or intimidating Tribunal witnesses may result in expulsion. Otherwise, discipline is at the discretion of the principal. Punishment may range from a reprimand to long term suspension and/or assignment to the Alternative School.

CONSEQUENCES ELEMENTARY PK-5

- Bullying violations shall result in short-term suspension or long-term suspension.

- Threatening or intimidating Tribunal witnesses may result in expulsion. Otherwise, discipline is at the discretion of the principal. Punishment may range from a reprimand to long term suspension and / or assignment to an alternative school program.

THREATS TO SCHOOL SAFETY

No student shall transmit, allege, or communicate in any manner a false alarm to the effect that a bomb, chemical, explosive, or any other danger or dangerous instrumentality of a similar nature is concealed or located on school property thus creating a potentially dangerous situation. This includes all threats whether a device exists or not, whether the device is an explosive or whether there is an explosion. This infraction also includes blocking the entrance or exit of any school building or property or corridor or room thereof to deprive others of access thereto and includes any plans, schemes, or conspiracies to threaten school safety or to cause harm to any faculty member, employee, staff member, student, or school property.

CONSEQUENCES SECONDARY 6 – 12

- Violations may result in short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.
- Contact the Director of Student Services and the student's parent/guardian. The police and the district attorney may also be contacted.

CONSEQUENCES ELEMENTARY PK-5

- Discretion of the principal.
- Contact the Director of Student Services and the student's parent/guardian. The police and the district attorney may also be contacted.

OFFENSE NUMBER 18 TOBACCO

Possession, use, distribution or sale of tobacco or tobacco product substitutes (e.g., tobacco look-alikes, such as "Bacoff") and cigarette look-alikes on by students is strictly prohibited on school property, on school buses, at school sponsored events, or while under school jurisdiction. Students are not permitted to ignite, inhale, smoke, chew, or use tobacco products, tobacco product substitutes, or nicotine delivery systems of any sort. This restriction prohibits the possession, use, ignition, burning, chewing, igniting, inhaling, vaping, or oral use or consumption of cigarettes, cigars, pipes, water pipes, blunts, tobacco, tobacco leaves, dip, snuff, nicotine gum, hookah, and/or Electronic Nicotine Delivery Systems (ENDS or Electric Cigarette) on school property, on school buses, at school sponsored events, or while under school jurisdiction.

CONSEQUENCES

- **1st Violation:** In-school suspension for four (4) days plus the completion of the vape/tobacco cessation program
- **2nd Violation:** Out-of-school suspension for four (4) days
- **3rd Violation and Subsequent Violations:** Out-of-school suspension for ten (10) days with recommendation for an Alternative School placement.

CONSEQUENCE ELEMENTARY PK-5

- Discretion of the building principal. Penalty may include reprimand, and/or loss of privileges, and/or short-term suspension.

OFFENSE NUMBER 19 TRESPASSING

Entering or remaining on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. (Note: The key difference between Trespassing and Breaking & Entering-Burglary is that Trespassing does not include forceful entry into the school building.) Entering or remaining on school grounds or facilities without authorization and with no lawful purpose. Refusing to leave school grounds after a request from school personnel; **Level 3** may be used for students that violate the school policy on trespassing three or more times during the same school year.

CONSEQUENCES GRADES 5 - 12

- Disposition at the discretion of the principal. Punishment may result in in-school suspension, short term suspension, long term suspension, expulsion and/or assignment to the Alternative School.
- Depending on the item and/or severity of the violation, the incident may be reported to the Executive Director of Student Services, the police, the district attorney, or the parent/guardian of the student.

OFFENSE NUMBER 20 VANDALISM

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

CONSEQUENCE GRADES 5 - 12

- Depending on the circumstances and severity of the violation, disciplinary assignments may include short term suspension, expulsion, restitution, and/or assignment to the Alternative School. Violations resulting in substantial property may require a mandatory Disciplinary Tribunal. Parents/Guardians and/or students will be held responsible for restitution for damages/defacement /vandalism to school property.

OFFENSE NUMBER 21 POSSESSION, USE, OR DISTRIBUTION OF PORNOGRAPHY / OBSCENE MATERIALS

Any material or performance is "pornographic for minors" if it is primarily devoted to description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or is predominantly appealing to unhealthy or abnormal interest in sex. This offense includes accessing pornographic or obscene material through electronic means.

CONSEQUENCES SECONDARY 6 – 12

- Disposition at the discretion of the principal. Violations may result in short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.
- Depending on severity, may be reported to the Director of Student Services, the police, the district attorney, and parent/guardian.

CONSEQUENCES ELEMENTARY PK-5

- Discretion of the principal. Penalty may range from detention to short-term or long-term suspension.
- Depending on severity, may be reported to the Director of Student Services, the police, the district attorney, and parent/guardian.

OFFENSE NUMBER 22 WEAPONS— KNIFE

The possession, use, or intention to use any type of knife. Any knife or instrument having a blade of less than two inches, any "look-alike" firearm; or plastic disposable razor or slingshot.

CONSEQUENCES SECONDARY 6 – 12

- Violations could result in detention, short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.
- Mandatory reporting to the superintendent or designee. Also, the student's parents or guardian must be contacted.

CONSEQUENCES ELEMENTARY PK-5

- Mandatory reporting to the superintendent or designee and the student's parents/guardian.
- Discipline is at the discretion of the principal.

OFFENSE NUMBER 23 WEAPONS – OTHER

It shall be unlawful for a student to threaten, intimidate or use a weapon in an aggressive manner as defined by O.C.G.A. §16-11-127.1. The possession, use, or intention to use any instrument or object that is used or intended to be used in a

manner that may inflict bodily harm (does not include knives or firearms). “Weapon” means and includes any weapon designed or intended to propel a missile of any kind, or any dirk, 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 chahka, nunchuck, 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 weapon of like kind, and any stun gun or Taser as defined in subsection (a) of Code Section 16-11-106. This excludes any of these instruments used for classroom work authorized by the teacher. All weapons shall be confiscated and given to law enforcement agencies.

CONSEQUENCES SECONDARY 6 – 12

- Violations shall result in long-term suspension, expulsion and/or assignment to the Alternative School.
- The Polk School District Board of Education, a disciplinary tribunal, a hearing officer, or the Superintendent shall have the authority to modify such expulsion on a case-by-case basis.
- Mandatory reporting to the Superintendent or designee, the police, the district attorney and the parents or guardian of the student.

CONSEQUENCES ELEMENTARY PK-5

- Violators shall result in short-term suspension, long-term suspension, or expulsion.
- The Polk School District Board of Education, a disciplinary tribunal, a hearing officer, or the Superintendent shall have the authority to modify such expulsion or student discipline on a case-by-case basis.
- Mandatory reporting to the Superintendent or designee, the police, the district attorney, and the parent/guardian of the student.

OFFENSE NUMBER 24 OTHER INCIDENT FOR A STATE-REPORTED DISCIPLINE ACTION

Any other discipline incident for which a student is administered corporal punishment, detention, in-school, or out-of-school suspension, expelled, suspended for riding the bus, assigned to an alternative school, referred to court or juvenile system authorities, or removed from class at the teacher's request (pursuant to O.C.G.A. 20-2- 738) Parking on school property without a permit, or reckless or careless operation of a vehicle on or near school property or near a school bus, etc., is prohibited. Each student who chooses to park a vehicle on school property must purchase a parking permit. Students who purchase a parking permit will be given a decal sticker and assigned parking space. Parking and traffic regulations will be issued to each student at the time of registration. Parking permits must be renewed upon expiration. **Vehicles on school property are subject to a search at any time. Polk School District Schools will not be responsible for damages that may occur during searches.**

CONSEQUENCE SECONDARY 6 – 12

- Penalties may include revocation of parking permit, towing vehicle off campus at student’s expense, detention, or short-term suspension. For reckless driving on school property or in a school zone and/or for repeated parking or driving incidents, the student may be subject to short-term suspension, long-term suspension, expulsion, and/or be referred to the Disciplinary Tribunal, and/or be referred to the Alternative School.

OFFENSE NUMBER 25 WEAPONS – HANDGUN

Possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand; and any combination of parts from which a firearm described above can be assembled. NOTE: This definition does not apply to items such as toy guns, cap guns, BB guns and pellet guns [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141]. Intentional or unintentional possession or use of a handgun in a manner that could produce bodily harm or fear of harm pistols or revolvers.

CONSEQUENCE**GRADES 5 - 12**

- Students committing such an act shall be expelled for a minimum of one (1) calendar year up to permanent expulsion pursuant to Georgia law. (O.C.G.A. § 20-2-751.1(a) as amended). The Polk School District Board of Education shall have the authority to modify such expulsion or student discipline on a case-by-case basis. The Polk School District Board of Education, the disciplinary tribunal, a hearing officer, or the Superintendent shall be authorized to place any student determined to have committed such an act or offense in the Polk School District Alternative School. The appropriate superintendent or designee, the police, the district attorney, and the parent/guardian of the student will be notified.

OFFENSE NUMBER 26**WEAPONS – RIFLE/SHOTGUN**

The term "rifle" means a weapon designed or redesigned, made, or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger. The term "shotgun" means a weapon designed, or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of balls shot or a single projectile for each single pull of the trigger. [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141] Intentional or unintentional possession or use of a rifle or shotgun in a manner that could produce bodily harm or fear of harm; Rifles; shotguns.

CONSEQUENCE**GRADES 5 - 12**

- Students committing such an act shall be expelled for a minimum of one (1) calendar year up to permanent expulsion pursuant to Georgia law. (O.C.G.A. § 20-2-751.1(a) as amended). The Polk School District Board of Education shall have the authority to modify such expulsion or student discipline on a case-by-case basis. The Polk School District Board of Education, the disciplinary tribunal, a hearing officer, or the Superintendent shall be authorized to place any student determined to have committed such an act or offense in the Polk School District Alternative School. The appropriate superintendent or designee, the police, the district attorney, and the parent/guardian of the student will be notified.

OFFENSE NUMBER 27**SERIOUS BODILY INJURY**

The term "serious bodily injury" means bodily injury that involves a substantial risk of death, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. Infliction of "bodily harm" that dismembers, disfigures, causes permanent loss of a limb or function of an organ, and causes substantial risk of death. Any behavior that dismembers, disfigures, causes permanent loss of a limb or function of an organ and causes substantial risk of death.

CONSEQUENCE**GRADES 5 - 12**

- At the discretion of the principal, students may be subject to short term suspension, long term suspension, expulsion, and/or assignment to the Alternative School.

OFFENSE NUMBER 28**OTHER FIREARMS**

Firearms other than handguns, rifles, or shotguns as defined in 18 USC 921. Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun); the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any explosive incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be

readily assembled. (NOTE: This does not include toy guns, cap guns, bb guns, pellet guns, or Class-C common fireworks). [Pursuant to Gun-Free Schools Act - Public Law 107-110, Section 4141].

CONSEQUENCES SECONDARY 6 – 12

- Students committing such an act shall be expelled for a minimum of one (1) calendar year up to permanent expulsion pursuant to Georgia law. (O.C.G.A. § 20-2-751.1(a) as amended).
- The Polk School District Board of Education shall have the authority to modify such expulsion or student discipline on a case-by-case basis.
- The Polk School District Board of Education, the disciplinary tribunal, a hearing officer, or the superintendent shall be authorized to place any student determined to have committed such an act or offense in the Polk School District Alternative School.
- The appropriate superintendent or designee, the police, the district attorney, and the parent/guardian of the student will be notified.

CONSEQUENCES ELEMENTARY PK-5

- Students committing such an act shall be expelled for a minimum of one (1) calendar year up to permanent expulsion pursuant to Georgia law. (O.C.G.A. § 20-2-751.1(a) as amended).
- The Polk School District Board of Education shall have the authority to modify such expulsion or student discipline on a case-by-case basis.
- The Polk School District Board of Education, the disciplinary tribunal, a hearing officer, or the superintendent shall be authorized to place any student determined to have committed such an act or offense in the Polk School District Alternative School.
- The appropriate superintendent or designee, the police, the district attorney, and the parent/guardian of the student will be notified.

OFFENSE NUMBER 29 BULLYING

Behavior, which may include written, verbal, physical acts, threatening, bullying, cyberbullying, stalking, and/or intimidating school employees, other students, or other persons without actual physical contact is prohibited. Bullying is specifically defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such item 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 has the effect of substantially disrupting the orderly operation of the school; or
 - d) Has the effect of substantially disrupting the orderly operation of the school.

Reporting Procedures

Immediate and reasonably appropriate actions should be taken by school officials upon receipt of any report of bullying, regardless of the source, identity of the alleged violator or victim, grade level, previous circumstances, and/or personal beliefs. Therefore, all reports of bullying must be taken seriously. The system's stance on bullying should be posted in each school and placed in student and employee handbooks and student codes of conduct. Once bullying has been reported, school officials should take the following actions:

1. Investigate. After a report is made, the investigation should begin no later than the following school day. The investigation should include interviewing the alleged victim(s) and perpetrator(s), identified witnesses, staff members, and reviewing all available evidence.
2. Notify. At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided, and the parent/guardian should be notified immediately.
3. Discipline. Upon a finding by a school administrator that bullying has occurred, the accused student should be given age-appropriate consequences which shall include, at a minimum and without limitation, disciplinary action, or counseling as appropriate under the circumstances.
 - a. Students in grades 6 through 12 found to have committed the offense of bullying for the third time in a school year shall be recommended to a tribunal for expulsion and/or assignment to an alternative school.
 - b. In addition to conferences and phone calls, the school shall notify the parent/guardian of a perpetrator of bullying of the confirmation of finding of bullying.
 - c. Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in disciplinary action.
4. Follow-Up. At an appropriate time after the conclusion of the investigation, the principal or designee will follow-up with the student found to be a victim of bullying as well as the student found to be the bully.

Retaliation Prohibited

Retaliation is defined as bullying toward a person in response to a previously reported incident. Under O.C.G.A. §20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is prohibited. Schools should clearly communicate to all parties that retaliation is strictly prohibited and may result in disciplinary action.

Immunity

Any person who reports in good faith an incident of bullying, harassment, or intimidation to an appropriate school official shall be immune from civil liability for any damages caused by such reporting or any failure to remedy the reported incident.

Notification of Students and Parents

Students and parents shall be notified of the prohibition against bullying and the penalties for violating the prohibition, by posting such information at each school and by including such information in student, parent and employee handbooks and student codes of conduct. Legal reference: O.C.G.A. § 20-20751.4; 16-5-23.1.

CONSEQUENCES

SECONDARY 6 – 12

- Bullying violations shall result in short-term suspension, long-term suspension or assignment to the Alternative School and/or expulsion. A student who has committed the offense of bullying for the third time in a school year shall be assigned to the Alternative School. GA Code 20-2751.4.
- Threatening or intimidating Tribunal witnesses may result in expulsion. Otherwise, discipline is at the discretion of the principal. Punishment may range from a reprimand to long term suspension and/or assignment to the Alternative School.

CONSEQUENCES

ELEMENTARY PK-5

- Bullying violations shall result in short-term suspension or long-term suspension.
- Threatening or intimidating tribunal witnesses may result in expulsion. Otherwise, discipline is at the discretion of the principal. Punishment may range from a reprimand to long-term suspension and/or assignment to an alternative school setting.

OFFENSE NUMBER 30 OTHER – ATTENDANCE RELATED

Repeated or excessive unexcused absences or tardiness; including failure to report to class, skipping class, leaving school without authorization, or failure to comply with disciplinary sanctions. Regular attendance in school is necessary for a student to make adequate academic progress. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the school district should follow the local school rules to report reasons for absences. Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent/guardian, or other person who has control or charge of said child shall be guilty of a misdemeanor and subject to fines, imprisonment, community service, or any combination of these penalties. OCGA § 20-2-690.1(b).

CONSEQUENCE SECONDARY 6 – 12

- Discretion of the principal. The student is warned, and parents are contacted. A parent conference may be arranged. If the behavior continues, the student shall be referred to the counselor and/or school social worker. Chronic tardiness may result in a referral to the Truancy Treatment Team and/or in-school suspension of up to ten (10) days.

CONSEQUENCE ELEMENTARY PK-5

- Discretion of the principal. The student is warned, and parents are contacted. A parent conference may be arranged. If the behavior continues, the student shall be referred to the counselor and/or school social worker. Chronic tardiness may result in a referral to the Truancy Treatment Team and/or in-school suspension of up to ten (10) days.

SKIPPING CLASS OR REQUIRED SCHOOL ACTIVITIES

Including detention, leaving school without permission, and being in unauthorized areas as defined by school officials.

CONSEQUENCES SECONDARY 6 – 12

- Discretion of the principal.
- **1st Violation:** In-school suspension of up to three (3) days
- **2nd Violation:** In-school suspension of up to five (5) days
- **3rd and Subsequent Violation:** In-school suspension of up to ten (10) days, short-term suspension, long-term suspension, and/or possible recommendation to the Alternative School

CONSEQUENCE ELEMENTARY PK-5

- Discretion of the principal.

OFFENSE NUMBER 31 OTHER – DRESS CODE VIOLATION

Educational research indicates that appearance can reflect one's self-esteem and may also have a direct relationship with a person's educational performance; therefore, Polk School District expects the student body to exhibit a positive appearance that encourages proper hygiene and optimal performance. Clothing styles that enhance appearance and appropriately cover the body are encouraged. Attempts should be made to avoid extremes in styles that disrupt the educational process. This includes any garment which may be too revealing or considered a distraction to the learning environment. Please read these carefully and decide to follow them and contribute to the positive climate of your school. Students displaying extremes in personal appearance that violate the dress code will not be allowed to attend class and are subject to further disciplinary measures.

Shirts: Shirts must be the appropriate size and adhere to the following:

- Shirts will not be open down the side, under the arm.
- Shirts may not reveal the bare chest or cleavage.
- No pajama tops.
- Shirts must be long enough so that no skin shows between the bottom of the shirt and the top of the pants, even when arms are raised above the head.
- Tank tops with narrow straps, sheer tops, strapless halter tops and spaghetti straps are not allowed.

- Shirts/tops must fit so that there are no exposed undergarments.

Pants: Pants must be the appropriate size (waist and length) and adhere to the following:

- Pants or shorts must be worn at the waist level.
- Pants must have no rips, holes, tears, or frays that reveal skin above the fingertip.
- Permanent patches are allowed to cover holes.
- No pajama bottoms.
- Dresses may not have a physically revealing neckline.
- Clothing must fit so that there are no exposed undergarments.

Accessories

- No hats, caps, or hoods may be worn at any time inside the building unless otherwise approved by the principal. Cases with extenuating circumstances are handled by the principal on an individual basis.
- No towels, shirts, bandanas, or other objects may hang from pants/shorts pockets.
- No piercings that are considered to be a distraction to the learning environment.
- Non-prescription eyewear may not be worn in the building or in the classroom.
- Doo rags, rollers, net stockings, or any similar article will not be allowed.
- Clothing, markings, and other items related to gang involvement are not allowed.
- Make-up that exhibits an occult nature is not allowed.
- Chains or any type of jewelry that could be deemed unsafe are not allowed.
- Face masks are only allowed to be worn to protect the student, other students, and staff from any airborne contagions. Face masks are to be held to the same standards as any other piece of clothing. They cannot be a distraction to the learning environment, have vulgar or profane graphics or language that is harassing to other students based on race, religion, gender, or disability or that is sexually suggestive. Face masks are not allowed to have any writing unless it is school, district or collegiate related.

Shoes

- Shoes must be worn at all times.
- Bedroom shoes are not permitted.

Outerwear

Students may wear their choice of outerwear to school; however, any outerwear worn inside the building must follow the dress code policy.

- Outerwear may be worn during school hours.
- Sweatshirts/pullovers and sweaters may be worn during school hours.
- Trench coats may not be worn at any time—before, during, or after school.

Extra-Curricular Day Clothing: Extra-curricular activity participants may wear clothing outside the dress code policy on designated days, if approved by an administrator. It is the sponsor's responsibility to make the request to an administrator, and he/she will inform the participants of the dates and appropriate clothing.

Additional Items

- Clothing with vulgar or profane graphics or language or that is harassing to other students based on race, religion, gender, or disability or that is sexually suggestive is prohibited.
- Clothing advertising or displaying tobacco, alcohol products, weapons and drugs is prohibited.
- Gym shorts (such as jogging shorts, cheerleading shorts, etc.) that are shorter than fingertip length may only be worn if required in a physical education class. Adequate changing facilities will be provided, and the students will only be allowed to wear such items for that physical education class. These items must fit appropriately.

Administration Approved Out-of-Compliance Days: Upon permission from the administration and the classroom instructor, students may dress out of compliance for special occasions (field trips, presentations, etc.).

Polk School District shall provide exceptions as to not infringe on sincere religious beliefs or physical disabilities or limitations. School administration reserves the right to remove a student from class and request that the student change clothes before returning to class. A student in violation may be subject to such disciplinary actions as further set forth in the Student Handbook and Code of Conduct.

CONSEQUENCE GRADES 6 - 12

- Students will be provided with an opportunity to correct the dress code infraction. Students who habitually/repeatedly violate the dress code may be assigned detention or short-term suspension at the discretion of the principal.

CONSEQUENCES ELEMENTARY PK-5

- Discretion of the principal. Punishment may result in detention, in-school suspension, short-term suspension.
- Depending on severity of the violation, the incident may be reported to the parent/guardian of the student.

OFFENSE NUMBER 32 ACADEMIC DISHONESTY

Dishonesty and/or cheating on tests or assignments are prohibited. Includes but is not limited to intentional dishonesty on minor classroom projects, assignments, homework, etc.

CONSEQUENCES SECONDARY 6 – 12

- Discretion of the principal. Punishment may result in detention, in-school suspension, and short-term suspension, long-term suspension, and/or recommendation for assignment to the Alternative School.
- Depending on severity of the violation, the incident may be reported to the parent/guardian of the student

CONSEQUENCES ELEMENTARY PK-5

- Discretion of the principal. Punishment may result in detention, in-school suspension, short-term suspension.
- Depending on severity of the violation, the incident may be reported to the parent/guardian of the student.

OFFENSE NUMBER 33 OTHER – STUDENT INCIVILITY

No student shall use any type of profane, vulgar, obscene, or ethnically offensive language (written or oral) or gestures toward other students, school employees, or other people on school property or at school sponsored events. No student shall refuse to identify oneself upon request of any school employee or designee. All students shall comply with reasonable directions or commands of all authorized school personnel or designees.

CONSEQUENCES SECONDARY 6 – 12

- Discretion of the principal. Punishment may result in detention, in-school suspension, and short-term suspension, long-term suspension, and/or recommendation for assignment to the Alternative School.
- Depending on severity of the violation, the incident may be reported to the parent/guardian of the student.

CONSEQUENCES ELEMENTARY PK-5

- Discretion of the principal. Punishment may result in detention, in-school suspension, short-term suspension.
- Depending on severity of the violation, the incident may be reported to the parent/guardian of the student.

OFFENSE NUMBER 34 OTHER – POSSESSION OF UNAPPROVED ITEMS; DANGEROUS OBJECTS

Any object listed in OCGA§16-11-127.1 that is not used in a threatening or aggressive manner. Students may not possess ammunition, BB's, paint pellets, CO2 cartridges, laser pointers, mace, pepper spray, electrically charged items, pressurized items, or similar devices on school property, on school buses, at school sponsored events, or while under school jurisdiction. No student shall possess, light, and/or discharge or attempt to discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. These items are disruptive to the function of the school and may pose a safety risk.

CONSEQUENCES**SECONDARY 6 – 12**

- Violations could result in short-term suspension or long-term suspension or assignment to the Alternative School. The discipline will be at the discretion of the principal.
- All violations must be reported to the Superintendent or designee. The student's parents or guardian must be contacted.

CONSEQUENCES**ELEMENTARY PK-5**

- Violations could result in short-term suspension or long-term suspension. The discipline will be at the discretion of the principal.
- All violations must be reported to the Superintendent or designee. The student's parents/guardian must be contacted.

OFFENSE NUMBER 35**GANG-RELATED**

Any group of three (3) or more students with a common name or common identifying signs, symbols, tattoos, graffiti, or attire which engage in criminal gang activity (O.C.G.A. § 16-15-3). Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. The following conduct is always prohibited on school property and at school-sponsored events, regardless of where the events are held:

- 1) Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang.
- 2) Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang.
- 3) Engaging in any act in furtherance of the interests of any gang activity, including, but not limited; to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection;" or soliciting any person to engage in physical violence against any other person.
- 4) Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols, notebooks, personal property, or signs on school property.
- 5) Engaging in any other gang-related behavior which is subversive to the good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

In determining as part of the implementation of this regulation whether certain acts or conduct are gang-related, school officials may consult with local law enforcement. If the School District determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, depending upon the specific circumstances of the offense. Students also may be referred to law enforcement. The School District also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the School District has determined to be a gang indicator.

CONSEQUENCES**SECONDARY 6 – 12**

- Discretion of the principal. Violations may result in short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School. When an administrator is considering disciplinary action for off-campus activities, he/she may contact the Director of Student Services for appropriate disciplinary action being considered.
- Depending on severity, may be reported to the Director of Student Services, the police, the district attorney, and parent/guardian.

CONSEQUENCES**ELEMENTARY PK-5**

- Discretion of principal. Penalty may range from detention to short-term or long-term suspension. When an administrator is considering disciplinary action for off-campus activities, he/she may contact the Director of Student Services for appropriate disciplinary action being considered.
- Depending on severity, may be reported to the Director of Student Services, the police, the district attorney, and parent/guardian.

The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of the student and will consider the students' discipline history, the age of the student and other relevant factors. All due process procedures required by state and federal law will be followed. In general, disciplinary actions may include, but not be limited to, warning, loss of privileges, isolations, or time-out, temporary removal from class or activity, notification of parents, parent conferences, detention, forfeiture of, in-school suspension, out-of-school suspension (if available), assignment to the Alternative School, if applicable, or referral to a Disciplinary Hearing Tribunal, or Disciplinary Hearing Officer, for appropriate action, and/or expulsion. All principals are required to follow all reporting procedures as found in O.C.G.A. 20-2-984.2 and 20-2-1184 regardless of the age or grade level of the student.

OFFENSE NUMBER 36 REPEATED OFFENSES

Behavior that repeatedly or chronically disrupts or disturbs the educational process, the orderly operation of school or school activities, school bus, etc., is prohibited. Prior to this charge being made, the student must be warned of possible consequences, a referral made to a school counselor and/or school social worker; the parent/guardians must be contacted about the misbehavior, be given the opportunity to observe their child in school and be given an opportunity to participate in the development of a student discipline correction plan.

CONSEQUENCE SECONDARY 6 – 12

- In-school suspension of up to ten (10) school days, short-term suspension, long-term suspension, expulsion and/or recommendation for assignment to the Alternative School.

CONSEQUENCE ELEMENTARY PK-5

- Discretion of the principal. Penalty may range from detention to short term suspension

OFFENSE NUMBER 39 FALSIFICATION OF DOCUMENTS AND INFORMATION

No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse school district employees of wrong action or inappropriate conduct; falsify school records; or forge signatures. No student shall make false calls to emergency services or report false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.

CONSEQUENCE SECONDARY 6 – 12

- Violations may result in short-term suspension, long-term suspension, expulsion and/or assignment to the Alternative School.

CONSEQUENCE ELEMENTARY PK-5

- Short-term suspension

OFFENSE NUMBER 40 OTHER – NON-DISCIPLINARY INCIDENT

(This code is used to enter any physical restraints in a school setting). When the incident type on a discipline log entry is entered as "40" it is accompanied by an action code of "95."

OFFENSE NUMBER 41 GAMBLING

Acts such as betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia.

CONSEQUENCES SECONDARY 6 – 12

- Short-term suspension, long-term suspension, expulsion and/or recommendation to the Alternative School.
- Depending on severity, may be reported to the Director of Student Services, the police, the district attorney, and the student's parent/guardian.

CONSEQUENCES **ELEMENTARY PK-5**

- Discretion of the principal.
- Depending on severity, may be reported to the Director of Student Services, the police, the district attorney, and parent/guardian.

OFFENSE NUMBER 42 **ELECTRONIC SMOKING DEVICE**

Any device used to deliver nicotine, or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the device. Such devices include those manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, electronic nicotine delivery system or any cartridge or other component of the device or related product.

CONSEQUENCES **SECONDARY 6 – 12**

- **1st Violation:** In-school suspension for four (4) days plus the completion of the vape/tobacco cessation program
- **2nd Violation:** Out-of-school suspension for four (4) days
- **3rd Violation and Subsequent Violations:** Out-of-school suspension for ten (10) days with recommendation for an Alternative School placement.

CONSEQUENCE **ELEMENTARY PK-5**

- Discretion of the building principal. Penalty may include long or short-term suspension or assignment to the Alternative School, based on the circumstances and age of the student.

Any student who violates this Offense while on assignment to the Alternative School (for violation of this offense or any other offense in the student behavior code), shall be subject to immediate out-of-school suspension or expulsion, regardless of whether it is the student's 1st, 2nd, or 3rd violation of this offense. If the offense occurs on a bus or at a bus stop, in addition to the consequences outlined above, the student may be suspended from bus transportation. Absent clear and convincing evidence to the contrary, the use, possession, distribution, or attempted distribution of any vaping device or vape juice that the School District reasonably believes (by a preponderance of the evidence) contains THC oil, shall be governed by Offense Number 7 of this Behavior Code, respectively.

OFFENSE NUMBER 43 **ELECTRONIC DEVICES (PAGING DEVICES, CELLULAR PHONES, APPLE WATCHES, IPODS, MP3 PLAYERS, WALKIE-TALKIES, CAMERAS, TRACKING DEVICES)**

Students will not be allowed to bring personal computers to school. Students may bring personal cell phones to school at their own risk and are responsible for the safety and security of any personal electronic device brought to school. **CELL PHONES and APPLE WATCHES WILL NOT BE ALLOWED IN CLASS.** The district assumes no liability for loss, theft, damage, nor liability for any unauthorized use of a device. If a device is confiscated under this policy, no responsibility for the safety or security of the device is guaranteed. Students may not employ the photographic, video graphic, audio recording or reproduction capacity of any electronic device for the purposes of photographing, video capture, recording or reproduction of the same of any student or staff person without the express consent of the staff person, or under the supervision of a teacher or administrator. This section always applies while on school premises including school buses or at school sponsored events, regardless of the location. Under no circumstances may personal electronic devices be used in locker rooms, restrooms or rooms designated for changing clothing, regardless of location.

CONSEQUENCES **SECONDARY 6 – 12**

- Discretion of the principal. Punishment may result in detention, in-school suspension, and short-term suspension, long-term suspension, and/or recommendation for assignment to the Alternative School.
- Depending on severity of the violation, the incident may be reported to the parent/guardian of the student.

CONSEQUENCE **ELEMENTARY PK-5**

- Discretion of the principal.

Refusal to relinquish the device to any school official is defiance and will be disciplined according to the Polk School District Code of Conduct. (See Defiance of Authority)

OFFENSE NUMBER 44 VIOLENCE AGAINST A TEACHER

Intentional physical attack against a teacher with the intent to cause bodily harm resulting in severe injuries or any physical attack against a teacher. Violence against other school personnel should be reported as Battery (03) – **Level 3**. No student shall make physical contact of an insulting or provoking nature with the school employees or otherwise engage in any act of physical violence against a teacher, school bus driver, school official or other school employee as is outlined and further explained below.

PHYSICAL VIOLENCE AGAINST TEACHERS, BUS DRIVERS, SCHOOL OFFICIALS, OR OTHER SCHOOL EMPLOYEES

Any student alleged to have committed any act of physical violence as defined in this Code of Student Conduct against a teacher, school bus driver, school official, or other school employee shall be suspended pending a mandatory Disciplinary Tribunal Hearing.

Penalty for Acts of Physical Violence Which Result in Physical Harm: A student found by the Disciplinary Tribunal to have committed an act of physical violence, which causes physical harm to a school employee, shall be expelled from the public school system for the remainder of the student's eligibility to attend public school and referred to the juvenile court with a request for a petition alleging delinquent behavior. The local school board may permit the student to attend an alternative education program for the period of the student's expulsion; provided, however, that if such student is in Kindergarten through grade six, then the Board upon the recommendation of the tribunal may permit the student to re-enroll in regular programs for grades nine (9) through twelve (12); and provided further that if the Board does not operate an alternative education program for grades Kindergarten through grade six (6), then the Board may permit a student in Kindergarten through grade six (6) who commits such an act to re-enroll in the public school system.

Penalty for Acts of Physical Violence Which do not Result in Physical Harm: A student found by a tribunal to have committed an act of physical violence which does not cause physical harm to a school employee may be subject to short-term or long-term suspension, expulsion and/or assignment to the Alternative School.

PHYSICAL THREAT AGAINST TEACHERS, BUS DRIVERS, SCHOOL OFFICIALS, OR OTHER SCHOOL EMPLOYEES

No student shall attempt to commit a violent injury to the person of a school employee or commit an act which places a school employee in reasonable apprehension of immediately receiving a serious or violent injury.

CONSEQUENCE ELEMENTARY THROUGH SECONDARY PK – 12

- A mandatory Disciplinary Tribunal Hearing shall be held. Depending on the severity of the violation, a student found to have committed a physical threat against a school employee by the Disciplinary Tribunal may receive short term suspension, long term suspension, placement in the Alternative School or expulsion.

OFFENSE NUMBER 45 OFF-CAMPUS MISCONDUCT

Students shall be disciplined for engaging in off-campus conduct that may affect the safety and welfare of the school, staff, and/or students or that may have a direct effect on the discipline or education environment of the school. Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that:

- 1) Is prohibited by the Georgia or United States criminal codes.
- 2) Is punishable as a felony or would be punishable as a felony if committed by an adult.
- 3) Is conduct for which a student has been arrested, indicted, adjudicated to have committed, or convicted.

- 4) Which makes the students' continued presence at school a potential danger to person or property at the school or which disrupts the educational process. (O.C.G.A. § 20-2-751.5)

CONSEQUENCES

SECONDARY 6 – 12

- Discretion of the principal. Violations may result in short-term or long-term suspension, expulsion and/or assignment to the Alternative School. When an administrator is considering disciplinary action for off-campus activities, he/she may contact the Director of Student Services for appropriate disciplinary action being considered.
- Depending on severity may be reported to the Director of Student Services, the police, the district attorney, and the student's parent/guardian.

CONSEQUENCES

ELEMENTARY PK-5

- Discretion of the principal. Penalty may range from detention to short-term or long-term suspension. When an administrator is considering disciplinary action for off-campus activities, he/she may contact the Director of Student Services for appropriate disciplinary action being considered.
- Depending on severity, may be reported to the Director of Student Services, the police, the district attorney, and parent/guardian.

BUS RULES AND REGULATIONS

School buses are operated for the purpose of transporting students in a safe manner. Parents are responsible for their children before they arrive at a bus stop and after they leave the bus stop. Polk School District standards for behavior shall apply during school hours, on the bus, and at the bus stop. Polk School District shall not be responsible for a student after he/she has left the designated bus stop. Polk School District is constantly aware of its responsibility, but students and parents share this responsibility.

The purpose of the following rules and regulations is to ensure the safety of all students at all times. Rules and regulations are for the benefit of the student. Please read all rules and regulations carefully. Bus rules and regulations are prepared in accordance with the Polk School District Code of Conduct. The bus driver is in charge of the bus and oversees its passengers at all times. The bus driver shall report violations of school bus rules and regulations to the school principal. Disciplinary actions are handled by the principal of the student's designated school. In addition, disciplinary actions are administered consistently according to the Polk School District Code of Conduct and School Bus Intervention Plan.

Each bus is equipped with a video camera. Students are videoed at all times while on the bus. The videos provide a record of student behavior. **Only school administration personnel are allowed to request or review the video to determine actual events.** All rules and regulations that apply to students in the classroom, apply to students on the school bus. The rules listed below are specific to Polk School District buses or are repeated here for emphasis. If you have questions regarding bus transportation, you may contact the Transportation Department at 770-684-8771.

Prior to loading the bus:

1. Students must live at least one and one-half miles from school to be eligible to ride a bus.
2. Students shall remain off the roadway until the bus comes to a complete stop.
3. Students must walk 12 feet in front of the bus when it is necessary for them to cross the road. Students must make sure he/she can see the bus driver.
4. Students shall be at the pick-up point approximately 10 minutes prior to pick-up time. Always be on time.
5. Students shall not attempt to get on a bus after it begins to move.
6. Students shall never chase a bus.

7. Students shall never walk to another bus stop that is not his/her pick-up point nor shall a parent drive a student to another bus stop.
8. Students shall not carry food, drink bottles, or cans onto the bus. The only exception are plastic water bottles. Students are responsible for proper use and disposal of water bottles.
9. Only students or approved chaperones are allowed on school buses. Any entry on a bus by an unauthorized person may result in a \$500.00 fine and arrest (OCGA 20-2-1181 and 20-2-1182).

When unloading from the bus:

1. Remain seated (if available) until the bus stops.
2. Remain behind the bus driver until the door is opened.
3. When it is necessary to cross the road, always pass in front of the bus and **always** look both ways.
4. Always be able to see the bus driver, so the driver can see you.
5. Students shall **never** throw an object at a bus, out of a bus, or inside a bus.
6. Students shall not go to the mailbox while unloading.

School Bus Route Policies:

1. Students shall remain seated at all times (if available) until the bus stops.
2. Students shall remain behind the bus driver until the door is opened.
3. When it is necessary to cross the road, students shall always walk in front of the bus and always look both ways before crossing the road.
4. Students shall always be able to see the bus driver, so the bus driver should see the student too.
5. Students shall never throw an object at a bus, out of a bus window, or inside a bus.
6. Students shall not go to the mailbox after exiting a bus.

School Bus Rules

1. Students shall follow directions of the bus driver and bus monitor at all times.
2. Students shall be at the bus stop 10 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
3. Students shall wait in an orderly line and avoid playing.
4. After the bus has come to a complete stop and the bus driver gives a hand signal, students shall cross the roadway in front of the bus after looking in both directions for traffic; left, right, left.
5. Students must signal the bus driver with a waving motion if something is dropped and wait for the bus driver to give a signal before picking up the object.
6. Students must go directly to the assigned seat when entering the bus. All aisles and exits must remain clear.
7. Students shall remain properly seated with back against the back of the seat, bottom against the bottom of the seat, and hands to themselves.
8. Students shall not eat, drink, chew gum, or bring tobacco, alcohol, drugs, vapes, or any controlled substances on a bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto a bus. Students must only carry objects that can be held in their laps.
10. Students shall refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students shall not extend their head, arms, or objects out of bus windows.
12. Students must remain totally silent at railroad crossings.
13. Students must stay seated until time to get off a bus. The open door is the signal to get up from a bus seat.
14. Students shall ride the bus to which they have been assigned and get off at their assigned bus stop.
15. Students must keep their bus clean and in good, safe condition.

16. Students are allowed to "Bring Your Own Cell Phone" but shall be prohibited from using such devices during the operation of the school bus in a manner that interferes with the communication equipment or the bus driver's operation of the school bus. The bus driver may allow students to wear headphones with an audio system on a case by case basis as long as it is in accordance with local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

SCHOOL BUS INTERVENTION STEPS

Administrative Referral Consequences

- 1st Referral: The bus driver has already tried intervention strategies, called the parent, and sent home a notification concerning a student's bus behavior. The administrator will discuss or assign appropriate bus discipline and contact the parent.
- 2nd Referral: The administrator will discuss or assign appropriate bus discipline and contact the parent. Discipline may include up to a 5-day bus suspension. The second (2nd) referral is the only time the Bus Intervention Program will be offered.

Note: In the event a parent cannot be notified of bus suspension by phone, it is the child's responsibility to give the parent the written notification on the day sent. Failure of the child to give the notice to the parent does not nullify the suspension that begins the day following the written notice.

- 3rd Referral: The administrator will discuss or assign appropriate bus discipline and contact the parent. Discipline may include a 5 days or longer bus suspension. On the third referral, the administrator will write future steps that will be followed.
- 4th Referral: The administrator will discuss or assign appropriate bus discipline and contact the parent. Discipline may include up to a 10 day or longer bus suspension.
- 5th Referral: The administrator will discuss or assign appropriate bus discipline and contact the parent. Discipline may include possible long-term removal from the bus.

We must provide a safe and secure environment to and from school. We reserve the right to remove a student from the bus for the remainder of the year if offense(s) warrant.

The principal will notify the parent/guardian of any warnings, disciplinary actions, or bus suspension.

No student shall be allowed riding privileges on any Polk School District School Bus if the student has been suspended. If the school year ends and the student has not served his/her entire bus suspension, then the student shall finish the bus suspension at the beginning of the next school year.

Consequences for Engaging in Acts of Physical Violence on a School Bus

- (A) A student found by a tribunal to have committed an act of physical violence, by intentionally making physical contact which causes physical harm to a teacher, school bus driver, or other school official, or employee shall be expelled from the public school system. The expulsion shall be for the remainder of the student's eligibility to attend public school. The board, at its discretion, may permit the student to re-enroll in the School District. The student shall also be referred to juvenile court with a request for a petition alleging delinquent behavior.
- (B) Any student who is found by a tribunal to have committed an act of physical violence, by intentionally making physical contact of an insulting or provoking nature with the person of a teacher, school bus driver, school official, or school employee may be disciplined by expulsion, long-term suspension, or short-term suspension.

The procedure for students alleged to have engaged in acts of physical violence against a teacher, school bus driver, or other school official or employee is set forth under "Long Term Suspension and Expulsion" in this code of conduct.

Consequences for Engaging in Bullying, or in Physical Assault or Battery of Another Person (other than a teacher, driver, or other school official or employee) on a School Bus.

If a student is found to have engaged in bullying or in physical assault or battery of another person on or around the school bus, there shall be a meeting of the parent or guardian of the student and an appropriate school district official(s) to form a school bus behavior contract for the student. Such contracts shall provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Contract provisions may include but shall not be limited to assigned seating, ongoing parental involvement, and suspension from riding the bus.

Consequences for Causing Damage to the School Bus

Students causing damage to a school bus will be punished by suspension from the school bus.
Parents/guardians/students will be required to repay the cost of any damage to any bus by any student.

Police Involvement in Extreme Behavior

In cases of extreme misbehavior while students are being transported to and from school or school related activities, Campus Police or City Police may be called to remove the student(s) from the bus. In this event, the Transportation Department, School Administrator, or the police will notify the parent or legal guardian that the student has been removed from the bus and as to where the police officer has transported the student. In addition to removal by campus police, the student may be suspended from the school bus for the remainder of the school year.

Signing the Polk School District Bus Rider Registration Form indicates you agree to the above rules and regulations adopted by the Polk School District Board of Education.

REPORTING PROCEDURES

The Polk School District's behavior code requires that the following actions be reported to the Polk School District Police Department and the Director of Student Services.

- 00 Continuation of Incident
- 01 Possession / Use / Influence of Alcohol (GA DOE Discipline Rubric Levels 1, 2, & 3)
- 02 Arson (Level 3)
- 03 Battery on Student / Staff (Level 3)
- 04 Burglary (B & E into School) (Level 3)
- 07 Possession / Sale / Dist. / Influence of Drugs (Level 3)
- 08 Fighting (Level 3)
- 09 Homicide
- 10 Kidnapping
- 11 Larceny / Theft
- 12 Motor Vehicle Theft
- 13 Armed Robbery
- 14 Sexual Battery
- 16 Sexual Offenses - Criminal (Level 3)
- 17 Threat / Intimidation of Staff / Student (Bomb Threat) (Level 2 & 3)
- 20 Vandalism (Level 3)
- 22 Possession / Use Weapon - Knife (Level 3)
- 23 Weapons Other Excludes Knife / Firearm (Level 3)
- 25 Weapons - Handgun
- 26 Weapons - Rifle / Shotgun

- 27 Serious Bodily Injury
- 28 Other - Firearms
- 34 Possession / Unapproved Items (Level 3)
- 35 Criminal Gang Related (Level 3) Three Students or More
- 44 Violence Against a Teacher

THE SCHOOL SAFETY ACT OF 1997

Requires Polk County Superior Court and Polk County Juvenile Court to notify Polk School District of any student 13-17 years of age who is convicted of a designated felony or a felony crime. This law also requires local school administrators to inform the student's teachers and provide them an opportunity to review information in the student's file. The information shall be kept confidential.

THE CHRONIC DISCIPLINARY STUDENT ACT

Requires the principal or designee to inform a student's parent/guardian by telephone and by either certified or statutory overnight delivery with return receipt requested or first-class mail when a student has been designated a chronic disciplinary problem. This law also requires the principal to invite the parent/guardian to observe the student in class and to formulate a behavioral correction plan to be signed by the parent and student.

All employees are required to report suspected child abuse or neglect. Employees shall make such reports to their principal, school counselor, or system social worker. The building principal has the responsibility of ensuring that the necessary report is made to the Department of Family and Children Services.

Principals are required to report to the superintendent's office any accident or occurrence that results in an injury to students or staff. Principals should use the system reporting form designed for this purpose.

Georgia Code enables school officials to ask individuals loitering on the school premises, verbally insulting, or abusing public school teachers, administrators, or bus drivers, or using profane or vulgar language in the presence of minors to leave the school premises. Failure to comply will result in such a person being reported to the appropriate law enforcement agency.

THE JUVENILE JUSTICE REFORM ACT OF 1994

Requires any teacher or other person employed at an elementary or secondary school that has reasonable cause to believe that a student at that school has committed any prohibited act listed below upon school property or at any school function to immediately report the act and the name of the student to the principal.

Prohibited acts include the following:

- A. Aggravated assault with a firearm.
- B. Aggravated battery.
- C. Sexual offenses (rape, sodomy, solicitation of sodomy, aggravated sodomy, statutory rape, child molestation, aggravated child molestation, enticing a child for indecent purposes, public indecency, bestiality, necrophilia, prostitution, pimping, pandering, sexual battery, aggravated sexual battery).
- D. Carrying deadly weapons at public gatherings.
- E. Carrying weapons at school functions or on school property or within the school safety zone.
- F. Illegal possession of a pistol or revolver.
- G. Possession, purchase, sale, manufacture or distribution of marijuana or other controlled substances.

The principal shall make an oral report immediately by telephone to the Executive Director of Student Services. The principal will then make an oral report immediately by telephone to the appropriate police authority and the District Attorney's Office.

LONG-TERM SUSPENSION AND EXPULSION/DISCIPLINARY TRIBUNAL PROCEDURES

A student may be suspended from school more than ten (10) days or expelled from school in accordance with the rules set forth herein.

Local boards of education shall appoint a disciplinary tribunal of school officials to hold a hearing following any instance of an alleged violation of the student code of conduct where the principal recommends a suspension or expulsion of longer than ten school days or an alleged assault or battery by a student upon any teacher or other school official or employee if such teacher or school employee so requests. It is the preferred policy of the board that disruptive students are placed in alternative education settings in lieu of being suspended or expelled.

Decision to Seek Expulsion: If after investigation the principal decides that a penalty more severe than any within the principal's authority is warranted, the principal may or shall, prepare the notice described below and schedule a hearing for the case on the next available calendar of the Student Discipline Hearing Officer. The principal must ask for a hearing within a reasonable time after learning of the misconduct.

Sanction Before Hearing: The procedure described in the subsection above does not affect the principal's authority to invoke a short-term suspension or other sanction after his/her investigation but prior to the hearing. **Principals will make every effort to invoke in School Suspension prior to a hearing** except in those cases when the continued presence of the student poses a danger to persons or property or an ongoing threat of disruption to the academic process.

Employee and Student Complaints: When any instance of assault upon or destruction of property of a teacher or student occurs, the teacher, other school employee or student who is subjected to the assault, battery or damage shall file a complaint with the superintendent. If the teacher or other person fails or refuses to file a complaint, the principal shall investigate and initiate proceedings on behalf of the person if such action appears warranted.

Notice: The principal shall prepare a written notice that shall be served personally or by mail upon the student, the parent or guardian, and all other affected parties including any victims. Mailing the notice to a party's last known address on the school's record shall constitute sufficient notice. The notice shall include the following:

- The nature of the hearing includes a description of the acts of the student.
- A statement of the grounds for taking disciplinary action together with a short and plain statement of the matters asserted.
- The time and place for the hearing.
- The maximum penalty which may be administered for the alleged misconduct.
- A statement that all parties, including any victims, may present evidence and be represented by counsel at their own expense.
- **A statement that those who intend to be represented by counsel must notify the Student Discipline Hearing Officer at least 48 hours before the scheduled hearing time so that the Board of Education Attorney may also be present. Failure to give such notice will result in the hearing being continued until the Board of Education attorney can be present.**
- A statement that the student has a right to waive the hearing by furnishing the principal with a signed statement to that effect. The student and his/her parents shall notify the principal within 24 hours after receipt of a notice as to whether they wish to waive the hearing. If no notification is received, the hearing schedule will be observed.

Mailing the notice by certified mail, return receipt requested, or hand-delivering the notice to the student's address of record at the school shall constitute sufficient notice.

Student Discipline Hearing Officer: The hearing for all cases involving long-term suspension or expulsion shall be conducted by the Student Discipline Hearing Officer and the Disciplinary Tribunal composed of three school administrators selected by the Student Discipline Hearing Officer. Initial and ongoing training courses must be conducted before serving as the Discipline Hearing Officer or Disciplinary Tribunal Panel Member.

Scheduling the Hearing: Hearings shall be assigned to the next available calendar, but in no event later than five (5) school days after notice has been delivered to the parties. The Student Discipline Hearing Officer may grant a continuance if good and sufficient cause is shown by either the student or the principal, provided, however, that a rescheduled hearing shall not be held later than fifteen (15) days after the date of notification.

Conduct of the Hearing: The Student Discipline Hearing Officer shall make an audio record of any information orally presented at the hearing. This recording will remain on file for a period of twenty (20) days pending an appeal. All documentary evidence shall be kept on file by the Student Discipline Hearing Officer. A transcript of the tape recording shall not be prepared unless there is an appeal to the Board of Education.

Examination of Witnesses: All parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses about any matters logically relevant to the charge against the student. The Student Discipline Hearing Officer may limit unproductively long or irrelevant questioning. **Any teacher called as a witness shall be given at least 3-day notice prior to the hearing.**

Role of the Parents or Attorney: The parents or legal guardian of the student and any victims may be present at the hearing and make a statement to the Student Discipline Hearing Tribunal concerning their feelings about the proper disposition of the case and to answer any questions. If the parents cannot be present or if the student or his/her parents think his/her interest can be protected by the presence at the hearing of an attorney, in addition to his/her parent(s) or guardian(s), the student may be represented by counsel at the hearing. If the Student Discipline Hearing Officer thinks the presence of the school board attorney will be helpful at any hearing, he/she may request his/her presence.

Subpoenas: All parties shall be entitled to have subpoenas or other compulsory processes issued by the board under the subpoena power granted to it by O.C.G.A. § 20-2-1160.

Recommendation of the Student Discipline Hearing Tribunal: The Student Discipline Hearing Officer shall prepare the written findings of fact and recommended disposition of the Hearing Tribunal on each case within five (5) days after the conclusion of the hearing or the close of the record. A copy of the decision shall be given to all parties as soon as practicable.

When some misconduct is found, even if a rule or serious misconduct has not been violated, the Student Discipline Hearing Tribunal shall recommend what action, if any, shall be taken with respect to the student. The penalty may range from short-term suspension to expulsion and/or the option of attending the Alternative School.

The decision of the Student Discipline Hearing Tribunal in cases shall be final unless the recommended punishment is long-term suspension or expulsion (which may include the option of attending the Alternative Program), in which event any party to the proceeding may file a written notice of appeal to the Board of Education within twenty (20) days from the date the Student Discipline Hearing Tribunal's decision is rendered.

Any decision by the Student Discipline Hearing Tribunal in a case may be appealed to the Board of Education by filing a written notice of appeal within twenty (20) days from the date the decision is rendered.

The superintendent in his/her sole discretion may suspend the enforcement of any suspension or expulsion ordered by the Student Discipline Hearing Tribunal pending the outcome of the appeal to the Board of Education.

Appeals to the Board of Education: Any appeal to the Board of Education shall be in writing, shall specifically set forth the reasons for requesting review by the board, and shall designate in what respects the Student Discipline Hearing Officer or Tribunal erred in the findings and recommended punishment. No specific form of writing is required; however, a notice simply stating that a party desires to appeal shall be insufficient and shall not be brought before the board by the superintendent.

The notice of appeal must be received by the superintendent within twenty (20) days of the date of the decision by the Student Discipline Hearing Tribunal. The Board of Education shall consider any appeal at its next regularly scheduled meeting or at a called board meeting, but in no event shall such appeal be heard and decided later than ten (10) days (excluding weekends and holidays) from the date on which the superintendent received the written notice of appeal.

The appeal shall be considered by the Board of Education solely on the record made before the Student Discipline Hearing Tribunal, and no new testimony or evidence shall be received by the board. The board may take any action it deems appropriate, and any decision of the board shall be final.

Appeal to the State Board of Education: Any party may appeal the action of the Board of Education to the Georgia Board of Education. The board may in its discretion suspend the enforcement of any suspension or expulsion pending the outcome of the appeal. Any such appeal shall be in accordance with O.C.G.A. 20-2-1160 and the policy of the State Board governing appeals.

Meetings and Records: All student discipline proceedings and hearings conducted by either the Student Discipline Hearing Officer or the Board of Education are confidential and are not subject to the open meetings law. Any written records, transcripts, exhibits or other documents assembled or used in any manner with regard to the conduct of student discipline hearings are not public records and are not subject to public inspection.

Student's Status After Suspension or Expulsion: In cases in which a student is given a long-term suspension or expelled, the student shall be given a notice of the disciplinary action taken which shall include a notification that during the period of the suspension or expulsion, the student is prohibited from entering any buildings, facilities or properties owned or used by the school district. The notice shall further provide that it constitutes the only warning the student will receive, and that failure to abide with the warning will result in prosecution for criminal trespass. In the case of a student transferred to the Alternative Education Program, the notice shall advise that the student is not to enter upon any school district building, facility or property other than the Alternative Program area. Each local board of education shall observe Georgia law in developing and implementing disciplinary hearings held by a disciplinary officer, disciplinary panel, or disciplinary tribunal pursuant to O.C.G.A. 20-2-751 through 20-2-759, including the ability to honor disciplinary orders of private and other public schools/school systems pursuant to O.C.G.A. 20-2-751.2.

SB 169 This bill amends O.C.G.A. 20-2-754 relating to the procedures to be followed by a disciplinary officer, panel, or tribunal in public schools. It allows for both parties to continue to extend a hearing date when mutually agreed upon; however, it sets a limit of 15 days after the beginning of the suspension. The hearing may be further extended by request of the parent but only when agreed upon by the school. The bill also requires schools to provide “appropriate grade-level instructional materials” to any student receiving in-school suspension and other suspensions. It becomes effective on July 1, 2024. Since this topic does not require a board policy, most districts will not have one; however, any guidance documents addressing suspensions, disciplinary tribunals, and hearings should be checked for any language in need of revision. Likewise, any related administrative regulations, handbooks, suspension or hearing notification letters, or other related documents that may contain language in need of revision should also be checked

CRIMINAL PROSECUTIONS

In addition to the normal school discipline procedures to be followed under the Code of Conduct, misconduct which is also a felony under the laws of Georgia or the United States or is a delinquent act which would be a felony if committed by an adult shall be reported by the principal to the appropriate law enforcement agency for investigation and possible prosecution. 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.

School officials are required by state law to report the following violations:

- Aggravated assault with a firearm.
- Aggravated battery.

- Carrying deadly weapons at a public gathering.
- Possession of a weapon within a school safety zone or at a school function.
- Sexual offenses including:
 - Rape
 - Sodomy/Solicitation of sodomy
 - Statutory rape
 - Child molestation
 - Aggravated child molestation
 - Public indecency
 - Prostitution
 - Pimping
 - Pandering
 - Adultery or fornication
 - Sexual battery.

***Parents are strongly encouraged to inform their children of the criminal penalties for sexual violations which may include a mandatory minimum prison sentence of ten (10) years for a sexual offense with someone who is under 16 years of age and is three (3) years or younger than the offender.**

Possession of any firearm or other weapon in violation of school policy is also a violation of Georgia law and is punishable by a fine of not more than \$10,000.00, imprisonment for not less than two nor more than ten years, or by both.

Any student found in possession of or having control over any item defined in this Code as a firearm or other weapon will be considered to be on school property without authority or permission and may be prosecuted for criminal trespass.

When appropriate, less serious criminal conduct, as listed below, shall also be reported for investigation by the appropriate law enforcement agency or personnel:

- Fighting
- Battery (including sexual battery)
- Disrupting a Public School
- Misdemeanor Weapons Violations
- Disorderly Conduct (students and parents)
- Criminal Trespass
- Possession of Drugs
- Loitering in a School Safety Zone
- Possession of Alcohol and Possession by Consumption
- Traffic Violations
- Misdemeanor Theft
- Damage to School Property (writing gang graffiti, etc.)
- Pulling a Fire Alarm
- Bomb Threats
- Inciting to Riot
- Unlawful Assembly
- Contributing to the Delinquency of a Minor
- Gambling.

Except in cases where school safety is a concern, the foregoing criminal prosecutions shall normally be handled by means of a citation to appear in Municipal Court, the State Court of Polk County, or the Juvenile Court of Polk County.

STUDENTS WHO WITHDRAW PENDING DISCIPLINE

Any student who is subject to a disciplinary order in this school district who withdraws from school and then seeks to re-enter any school in this school district shall remain subject to such disciplinary order for any period of time remaining on such order at the time of the student's withdrawal.

TRANSFER STUDENTS

A student transferring into the School District from another District may be provisionally admitted to school upon execution by the student and parent or guardian of a form providing the name and address of the school last attended and authorizing such school to send the student's records to the school in which the student is seeking to enroll. On the same form the student and parent shall disclose:

- Whether the student has ever been adjudicated guilty of the commission of a designated felony as defined in Code Section 15-11-37,
- Whether the student is currently serving a suspension, expulsion, or assignment to an alternative education program in the district last attended, and
- Whether the student withdrew from the district last attended in lieu of being ordered to serve a period of suspension, expulsion, or assignment to an alternative education program.

Any student who seeks to transfer into the School District during the time the student is subject to a disciplinary order from another district for short-term suspension, long-term suspension, or expulsion, or who has withdrawn from such other district in lieu of being ordered to serve a period of suspension, expulsion or assignment to an alternative education program shall be ineligible to attend school in Polk School District. Any student provisionally admitted who is found to be ineligible shall be dismissed from enrollment.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students served through the Program for Exceptional Student Services under the Individuals with Disabilities Education Act will comply with this Student Discipline Code unless otherwise specified in an Individual Education Program (IEP).

The district complies with all federal and state laws pertaining to students with disabilities. Students with disabilities may be subjected to short-term or long-term removals depending on the disciplinary infraction of the Code of Conduct. A short-term removal is one in which a student with a disability is removed from a school for up to ten (10) school days within a school year. It is not necessary for the IEP team to meet when this occurs. Likewise, it is not necessary for a manifestation determination to be completed, a functional behavior assessment to be conducted, or for any special education services to be provided if the removal is for 10 or fewer school days in the school year. It is recommended that an IEP team convene to discuss the student's behavior and review the behavior intervention plan if appropriate. In some cases of a short-term removal, the team may need to consider implementing a behavior intervention plan and/or goals.

A long-term removal is one in which a student with a disability:

- Is suspended for a period of more than ten (10) consecutive days, or
- Has been suspended for more than ten (10) cumulative days in the school year, or
- Is subject to expulsion.

A long-term removal of a student with a disability requires the following prior to the removal beyond the 10th day:

- The school will schedule a manifestation determination meeting with the relevant members of the IEP team including the parent and student. At this meeting, the team reviews the student's IEP, the student's file, teacher observations, and relevant information provided by the student's parents. Following this review, the IEP team shall determine whether the student's behavior was a manifestation of his/her disability.
- If the behavior is not a manifestation of the student's disability, then the student may be disciplined in the same manner as non-disabled students. Additionally, the student may be removed to an alternative education setting or recommended for expulsion by the District Tribunal Committee when appropriate. Under any of these

circumstances, the IEP team must determine appropriate services that allow the student to continue to participate in the general education curriculum and progress toward meeting the goals outlined in the student's IEP, although in another setting.

- If the behavior is a manifestation of the student's disability, both an FBA and a BIP must be developed. If already completed, the FBA and BIP must be reviewed and revised as necessary. The student shall not receive the recommended discipline.
- Certain serious behavior problems can lead to a student being moved to an interim alternative educational setting (IAES) for up to 45 school days, even if the conduct is determined to be a manifestation of the student's disability. Removing the student for these offenses does not require parent consent or agreement, nor does it require a tribunal hearing. These offenses include if the student: (a) carries a weapon to or possesses a weapon at school, (b) knowingly possesses or uses illegal drugs at school, or (c) has inflicted serious bodily injury upon another person while at school.

Additional requirements for the suspension and expulsion of students with disabilities are detailed in the Georgia Department of Education Rule 160.4-7-.10. Any time a significant change in placement (such as an exclusion of more than ten (10) consecutive days) is being considered, the parent(s) or guardian of a student with a disability shall be provided a copy of the notice of procedural safeguards for parents of students with disabilities and written notice.

DISCIPLINE OF STUDENTS WHO CLAIM ELIGIBILITY FOR SPECIAL EDUCATION SERVICES

If, after a discipline notice is served, a student not previously determined to have a disability contends that prior to the misbehavior that precipitated the disciplinary action, the School District had knowledge that the student might have a disability, the following procedures shall apply:

- The school district must first determine whether it had a basis for such knowledge before the behavior that precipitated the disciplinary action occurred.
- The school district will be deemed to have knowledge that a student may have a disability if any of the following have been met before the behavior issue occurred:
- The parent of the child has expressed concern in writing (unless the parent is illiterate or has a disability that prevents compliance with these requirements) to personnel of the school district that the child needs special education and related services.
- The behavior or performance of the child demonstrates the need for such services.
- The parent of the child has requested an evaluation of the child to determine if the child needs special education and related services; or
- The teacher of the child, or other personnel of the school district, has expressed concern about the behavior or performance of the child to the director of special education of the School District or to other personnel of the school district in accordance with the school district's special education referral system.

However, the school district will not be deemed to have knowledge of a disability under the above criteria if, because of receiving the information specified in paragraphs 1-4 above, the school district either:

- Conducts an evaluation and determines that the child is not a child with a disability, or
- Determines that an evaluation is not necessary

In either situation, the school district must have provided notice to the child's parents of its determination to be deemed not to have had knowledge.

The written notice required under this provision must include:

- A statement that the child was evaluated and found not to be eligible for special education, or that the school determined that an evaluation was not necessary.
- An explanation as to why the child is not eligible or why the school feels an evaluation is not necessary.

- A description of any other options which were considered and the reasons why those options were rejected.
- A description of each evaluation procedure, test, record, or report used as a basis for concluding that the student is not eligible for special education, or that further evaluation is not warranted.
- A description of any other factors which went into the decision.
- A statement that parents of a child with a disability have protection under the procedural safeguards of federal law, and how the parent(s) may obtain a copy of a description of the procedural safeguards.
- The notice must be:
 - Written in language understandable to the public; and
 - Provided in the native language of the parent or other mode of communication used by the parent unless it is clearly not feasible to do so.
- If a native language or other mode of communication is not a written language, the school district shall take steps to ensure:
 - That the notice is translated orally or by other means to the parent in his or her native language or other mode of communication.
 - That the parent understands the content of the notice; and
 - That there is written evidence that these requirements have been met.

If, under the above criteria, the school district can be found to have had knowledge that the child was a child with a disability before the behavior at issue, then the procedures for discipline matters for special education students must be followed. If the school district did not have knowledge that a child is a child with a disability prior to taking disciplinary measures against the child, the child may be subjected to the same disciplinary measures as those applied to children without disabilities who engaged in comparable behavior. However, if a request is made for an evaluation of a child after the behavior which led to disciplinary action and during the time in which the child is subjected to disciplinary measures, the evaluation shall be conducted in an expedited manner. Until the evaluation is completed, the child remains in the educational placement determined by the school, which can include suspension or expulsion without education services.

