

High School

Handbook

Paulding County School System

STUDENT- PARENT - HANDBOOK

2007 - 2008

THIS BOOK BELONGS TO:

**IT IS THE STUDENT'S
RESPONSIBILITY TO
KNOW THE CONTENTS
OF THIS HANDBOOK.**

**THE STUDENT
SHOULD SHARE THE
INFORMATION
CONTAINED IN THIS
BOOK WITH HIS/HER
PARENTS**

HIGH SCHOOL HOURS

08:35 - 03:25

OUR MISSION:

Our mission is to facilitate optimal learning for all students to enable them to lead fulfilling and productive lives in a rapidly changing and increasingly complex society.

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Welcome

Welcome to a new school year at one of Georgia's finest high schools. Paulding County Schools have an excellent tradition of student scholarship and citizenship. This occurs because student initiative and responsibility, along with a knowledgeable, caring staff, and supportive community, make our high school unparalleled in academics, athletics, and co-curricular opportunities. We find that students experience success through commitment to school by maintaining good attendance, preparing for class, and participating in extra-curricular activities.

Pay careful attention to what is in your handbook, discuss it with your parents and classmates, and if you have any questions please don't hesitate to ask. We sincerely hope you will take every advantage of this school and the opportunities available to make your high school years both meaningful and enjoyable. Our job as faculty and staff is to provide you with the skills required to achieve success in the future. Please remember, education is a privilege. We look forward to working with you throughout the year.

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East Paulding High School - 3320 E. Paulding Drive,  
Dallas, GA. 30157, 770/445-5100, Fax -770/443-6357  
Principal: Charles Kuss  
Website: [www.eastpaulding.org](http://www.eastpaulding.org)

### DAILY BELL SCHEDULE

|                              |                    |
|------------------------------|--------------------|
| <b>1<sup>ST</sup> PERIOD</b> | <b>8:35-9:30</b>   |
| <b>2<sup>ND</sup> PERIOD</b> | <b>9:35-10:25</b>  |
| <b>3<sup>RD</sup> PERIOD</b> | <b>10:30-11:20</b> |
| <b>4A PERIOD</b>             | <b>11:25-12:25</b> |
| <b>A LUNCH</b>               | <b>11:25-11:54</b> |
| <b>B LUNCH</b>               | <b>11:56-12:25</b> |
| <b>4B PERIOD</b>             | <b>12:30-1:30</b>  |
| <b>C LUNCH</b>               | <b>12:30-12:59</b> |
| <b>D LUNCH</b>               | <b>1:01-1:30</b>   |
| <b>5<sup>TH</sup> PERIOD</b> | <b>1:35-2:25</b>   |
| <b>6<sup>TH</sup> PERIOD</b> | <b>2:30-3:25</b>   |

In responding to student attendance issues, the school system shall comply with all requirements of state law, State Board of Education rules, and the Student Attendance Protocol that has been developed by the county's Student Attendance Protocol Committee.

### **Excused Absences**

It is the policy of the Board to excuse students from school for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observance of religious holidays, necessitating absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.

The Board authorizes high school administrators to allow for eligible students a period not to exceed one day for registering to vote or voting in a public election.

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

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused. The principal may ask for proper documentation when one or more of the following conditions are met:

1. more than three (3) absences have been accumulated during the semester, or
2. more than 10 days of absences were recorded the previous school year.

### **Grades and Absences**

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

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.
3. It is the responsibility of the student and/or parent/guardian to make arrangements with a teacher within three (3) days to make up work missed due to an absence. Make-up work is to be completed at the time specified by the teacher. Some work is impossible to make up by its very nature. An alternative assignment will be assigned in this case. The principal or designee will be the final authority in waiving any of these criteria due to mitigating circumstances.



## **Uniform Withdrawal Criteria**

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following uniform criteria for withdrawing students.

1. Appropriate school personnel are authorized to withdraw a student who:
  - a. Has missed more than 10 consecutive days of unexcused absences;
  - b. Is not subject to compulsory school attendance; and
  - c. Is not receiving instructional services through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
  - d. The superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian, or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.
2. Appropriate school personnel are authorized to withdraw a student subject to compulsory attendance if the superintendent or superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.
3. Appropriate school personnel shall withdraw students retroactive to the first day of the consecutive absences.
4. Students between the ages of 16 and 18 (unemancipated minor) must have parental permission to withdraw from school prior to earning a diploma:
  - a) The principal must convene a conference with parent and child within two days of receiving notice of intent to withdraw;
  - b) The principal or his/her designee must make reasonable attempt to share options with the student and their parent or guardian.

## **Policies and Procedures to Reduce Unexcused Absences: Notification**

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy; and
2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via certified mail with return receipt requested.
3. The School System will use its best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5- 2 regarding the denial of driver's permits and licenses.

4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

#### **Other General Attendance and Tardiness Rules**

1. Students will not participate in extra-curricular activities, rehearsals, practices, and/or games on days that they are absent from school.
2. Students must provide clear documentation to excuse an absence due to a serious illness or death in the family, government mandate, court order, or voter registration.
3. A statement from a student's pastor or leader of his/her religious organization will be required to excuse any absence due to religious holidays.
4. Students must provide clear documentation from the Georgia General Assembly or a member thereof, in order to be considered present for the day(s) he/she served as a page.
5. Students must be checked out through the school office by his/her parent or other authorized adult before leaving school. Written documentation must be provided to make up work for any class time missed due to checking out of school early. A school may require clear documentation for students who check out of school early and miss classroom activities if:
  - a. the student has checked out early for three or more days in the semester, or
  - b. the student checked out of school more than ten (10) days the previous school year without providing a written excuse within three days.
6. A student is considered to be tardy to class if not in the room when the bell rings and/or if he does not have the necessary materials to begin class. Teachers are to handle the first three (3) tardies to class in a nine-week period. On the fourth tardy the student is to be referred to an administrator with the proper discipline form.
7. A student arriving at school after the beginning of the homeroom period or first instructional period, whichever occurs first, is considered tardy. (A late bus is an exception.) Any student who is tardy to school without an excuse shall come to the appropriate office for an admission slip and to sign in. On the fourth unexcused tardy during a nine-weeks grading period the student is to be referred to an administrator with the proper discipline form.
8. Students who accumulate five(5) or more unexcused absences in a semester will be ineligible to participate in any extracurricular activities for the following semester. Absences from the previous school year will carry over to a new school in year. For example, if a student accumulates five (5) or more unexcused absences the final semester of the previous school year, they will not be eligible to participate in extracurricular activities during the first semester of the new school year. A student may regain his/her privileges at the end of the next semester by meeting all of the standards stated below:
  - a. have less than five unexcused absences;
  - b. have less than three discipline referrals; and
  - c. have four or less instances of being late (tardy) to school and/or instances of checking out of school early without a legal/lawful excuse.

Athletic Directors, coaches, band directors, and sponsors **will** discuss these rules with students prior to their respective extracurricular activity and maintain compliance.

9. Students who have the privilege of driving automobiles to school and parking on campus must maintain good attendance. Students shall lose these privileges and parking permit for the following semester if they:
- a. have five or more unexcused absences in a semester;
  - b. have more than three discipline referrals; or
  - c. have four or more incidences of being late to school and/or checking out early without a legal lawful excuse.

This policy will continue from the previous school year. For example, if a student accumulates five (5) or more unexcused absences in the last semester of the previous school year, he/she will not be eligible for driving privileges and permits during the first semester of the next school year.

A student may regain his/her privileges at the end of the next semester by meeting all of the standards stated below:

- a. have less than five unexcused absences;
- b. have less than three discipline referrals; and
- c. have four or less instances of being late (tardy) to school and/or instances of checking out of school early without a legal/lawful excuse.

Students who have lost their driving or other privileges and who violate the intent of these procedures by driving to school, parking on and off campus, and/or participate in extracurricular activities, shall be subject to discipline that may include permanent loss of parking and other privileges and punishment for insubordination.

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Paulding County Schools

Date Adopted:

7/19/2005

Last Revised:

7/1/2006

### **Georgia Code**

#### **Description**

O.C.G.A. 20-2-0699

[Disposition of Children Taken Into Custody](#)

O.C.G.A. 20-2-0700

[Reports by Peace Officers to School Authorities](#)

O.C.G.A. 20-2-0690.2

[Establishment of Student Attendance Protocol Committee](#)

O.C.G.A. 20-2-0691

[Minimum Annual Attendance Required](#)

O.C.G.A. 20-2-0696

[Duties of Visiting Teachers and Attendance Officers](#)

O.C.G.A. 20-2-0692.1

[Excused Absence: Military Parent on Leave](#)

O.C.G.A. 20-2-0150

[Eligibility for enrollment](#)

O.C.G.A. 20-2-0690

[Reqs. for private schools and home study programs](#)

O.C.G.A. 20-2-0690.1

[Mandatory education for children between 6 and 16](#)

O.C.G.A. 20-2-0692

[General Assembly pages granted excused absences](#)

O.C.G.A. 20-2-0693

[Exemptions](#)

O.C.G.A. 20-2-0694

[Administration/enforcement of attendance reqts.](#)

O.C.G.A. 20-2-0695

[Employing attendance officers in addition to visiting teachers](#)

O.C.G.A. 20-2-0697

[Cooperation of principals and teachers with attendance officers and visiting teachers](#)

O.C.G.A. 20-2-0698

[Assumption of temporary custody of truant children by peace officers](#)

O.C.G.A. 20-2-0701

[Mandatory reporting of truants to juvenile or other courts](#)

Rule 160-5-1-.10

[Absences and Excuses](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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## **ARRIVAL**

Students should not arrive on campus before 7:45 a.m. unless a teacher or sponsor has a planned activity. **Students are not allowed to sit in their vehicle or leave campus once they arrive on campus.**

## **LEAVING CAMPUS AFTER SCHOOL**

Only students who are under direct supervision with a faculty member (tutoring, sports, drama, band, etc.) are to stay on campus after school. Students who are not supervised are to leave campus by 4pm.

## **TARDY TO SCHOOL**

A student who is tardy to school (not in his or her first period class when the bell rings) must report to the attendance office, sign in and obtain an admit-to-class pass. Teachers should not admit students who are late to first period without a pass from the attendance office. Tardy students who present a written note from a parent **MUST** include a phone number so that parents can be contacted. **ONLY THREE (3) PARENT EXCUSES FOR TARDINESS DUE TO ILLNESS MAY BE ACCEPTED IN A SEMESTER.**

Excused tardies are determined using the same guidelines set by the State Board of Education for absences. Car problems, oversleeping and other personal reasons **WILL NOT** be accepted as excused. Unexcused tardies carry a **GRADE OF ZERO** for any class work missed. A student who misses more than one-half of any class is considered absent from that class.

## **CONSEQUENCES FOR TARDINESS**

The attendance clerk will designate if the tardy is excused or unexcused. Unexcused tardies to school in a 18 week period will be handled as follows:

|            |                                                                                                                      |
|------------|----------------------------------------------------------------------------------------------------------------------|
| 1st Tardy: | Parent contact                                                                                                       |
| 2nd Tardy: | Parent contact                                                                                                       |
| 3rd Tardy: | Parent contact and informs next tardy will result in Administrative Referral                                         |
| 4th Tardy: | Administrator referral - 1 Day Saturday School (refer to pages 48-49 for consequences related to driving privileges) |
| 5th Tardy: | Saturday School (refer to pages 48-49 for consequences related to driving privileges)                                |
| 6th Tardy  | 3 Days ISS, deemed insubordination (refer to pages 48-49 for consequences related to driving privileges)             |

**\*Saturday School Hours - 8:30 a.m. to 10:30 a.m.**

**\*Additional tardies will result in a referral of insubordination.\***

**\*\*Student will not be refunded parking money for violation of the offense!\*\***

**\*\*\*CAR TROUBLE OR TRAFFIC IS NOT AN EXCUSED TARDY!\*\*\***

Students who are assigned tardy detention have up to five (5) school days from the date of the detention assignment to serve all detentions. Students who are late for detention may not be admitted. Detention date will be assigned at a later date.

7:55 a.m. - 8:25 a.m.

OR

3:35 p.m. – 4:00 p.m.

Students who fail to meet their detention assignment within the specified time period will be referred to the administration for assignment of ISS.

## **CHECKING OUT**

**Phone calls will not be accepted for sign-outs. Parents must come in or send a fax which includes a phone number for verification.**

A student needing to check out of school must present their reason in writing from the parent **BEFORE 8:30 a.m.** to the front office. Notes must include a phone number where a parent, doctor or dentist can be contacted during the morning for verification. If a student has a dental or medical appointment card, it should be presented.

Students checking out early must come to the front office and sign out at the appropriate time. All absences from class due to early dismissal will be classified as unexcused or excused. **Every effort should be made not to check students out during the school day.** Any student missing more than half of a class period will be counted absent from that class.

Once students arrive on campus they **MAY NOT LEAVE** at any time without authorization from the front office. Students **MAY NOT** check out and leave campus to eat lunch. Students who are checked out and those on any early release or work study program must leave the campus immediately and not return except for official school business.

- \*Failure to follow proper procedures will result in disciplinary action.**
- \*\*Parents must sign out students at attendance office who are leaving via parent pickup. Students will not be released without the parent's signature.**

### **ILLNESS OR INJURY**

A student who feels ill or is injured during the day should tell his or her classroom teacher immediately. When deemed appropriate, the student will be sent with a nurse pass to the front office. **Missing class for any reason without the teacher's awareness is not appropriate or acceptable behavior.**

The school and/or school nurse can only administer immediate first aid. Neither the school nor the Board of Education will pay any medical or hospital costs incurred as a result of accident to a student at school.

Parents are urged to make use of the protection afforded through school insurance. Athletes are strongly encouraged to make sure adequate insurance coverage is obtained before trying out or participating in the activity. This information is made available to students during the first week of classes.

### **FORGED/FALSE ATTENDANCE RECORDS**

**Forgery of any attendance related statements given to school personnel by students is a serious offense and will result in disciplinary action.**

### **MAKE-UP WORK FOR ABSENCES**

Make-up work must be completed at the convenience of teachers in accordance with classroom and school policies. Generally, the following guideline is used: **For every day , under four consecutive days, that a student is absent, he or she is given that many days to complete make-up work.** The teacher may provide extended time in certain situations. If a student misses more than three consecutive days, make-up work is handled at the discretion of and in cooperation with individual teachers.

Regardless, all make-up work for excused absences must be made up within five (5) days unless there are unusual circumstances. The make-up work time begins once the student returns to school. **It is the responsibility of the student to produce excuses for all missed work and initiate the make-up work process.** Students are expected to make up work whether excused or not in order to learn the material and be able to perform other class tasks.

If a student is going to be out of school or has been out of school for more than three (3) days due to illness or other excused circumstances, parents may call the guidance office to make arrangements for obtaining assignments from classes. Parents must give a one (1) day notice and either pick up the assignments themselves, or by a designated student. Because of the nature of some class work, it is not always possible to send home all work and students may have to make arrangements with teachers upon returning to school.

Students who have a medically diagnosed physical condition which restricts them to their home or hospital may be eligible for Hospital-Homebound services. To request this service, the parent should call the Paulding County Board of Education at 770-443-8000.

The school calendar is set and publicized well enough in advance so that vacations and other trips should not interfere with school responsibilities. **Family vacations and trips are NOT excused absences for students. Exams will not be given early or late to accommodate family vacation schedules.**

## **ACADEMICS**

The Paulding County School System operates under a two semester system. Most courses are year long courses and grades accumulate over the entire school year. One credit is earned for a year long course. Some courses are only one semester long and may earn ½ credit for the semester. Twenty-two units are required for graduation.

## **RECOVERY**

Students may recover grades taken in the “Formal Category”. Students must earn the right to recover a grade by doing additional work that moves the student toward mastery of the subject matter. Students should declare their intent to recover a grade by meeting with their teacher and discussing that intent immediately upon receiving a grade. There is no recovery on final exams.

## **CHEATING/PLAGIARISM**

It is not sufficient simply to gather your information and put it in to a paper. You must also give credit to the person whose work you use; otherwise, you will probably be guilty of **plagiarism**. Plagiarism can be defined as using another person’s writings or ideas as if they were your own. When you plagiarize, you let the reader believe the ideas presented are yours when they actually belong to someone else. By the time you are in college, the penalties for plagiarism range from failure for the paper, to failure for the whole course, to even expulsion from school. Avoiding plagiarism is easy; simply give credit to the author of the information.

Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to a grade of zero for the assignment and honor code violation referral to administration.

Mills, B., & Stiles, M. (1999). A Rookie's Guide to Research. NC: Union Creek Communications, 10.

## **COURSE REGISTRATION**

Parents are encouraged to take an active role in the registration and course selection process. **It is the responsibility of the student and parent to insure that courses selected are adequate for graduation requirements, diploma seal choice and post secondary plans.** Arena advisements will be scheduled for parents to provide input on the 4 - year plan.

Teachers, counselors, and administrators will seek to inform students of their standing and cumulative academic record during the registration process. Recommendations for course of study will be made through advisement sessions and schedule verification processes. Course placement criteria is determined by each department. Generally, students register for courses which are designed to meet on a year long basis.

## **SCHEDULE CHANGES/DROPPING COURSES**

After registration, students may request a schedule change **ONLY** if one or more of the following situations apply: (1) if there was a printout error in course selection, (2) if the student failed a prerequisite course, (3) if the student has already received credit for the course, (4) adding or dropping in special circumstances (work study, graduation requirements, etc.). All schedule changes must be done within the specified time announced during the registration process, the first ten (10) class days of the semester. **Students are NOT permitted to “drop a course” in the middle of the year** unless a prerequisite is not met and then only if another suitable course is available and the student schedule can be arranged to meet the need.

## **ADVISEMENT**

A system of academic advisement is an integral part of the school program and serves the following purposes: 1) to help students better plan programs of study, select courses, and set future goals; 2) to provide information about school services and student activities, and 3) to enhance interaction among students and teachers by providing time and personnel for students to discuss school related issues.

The advisement program begins when a student enters High School. Every student is assigned a staff member who serves as an academic advisor. The advisement program is designed to enrich a student’s high school experience and help monitor a student’s progress toward the attainment of a high school diploma. Additionally, department chair persons are an integral part of the advisement process.

Advisement is held regularly. All students are expected to be in the advisement locations each time as they would any other class.

**Advisement is very important and must be attended. Failure to report will result in disciplinary action.**

## **GEORGIA HIGH SCHOOL GRADUATION TEST**

In order to receive a high school diploma, a student must pass each section (Writing, Language Arts, Math, Social Sciences and Science) of the Georgia High School Graduation Test. Students who do not pass **ALL** parts of the test will not be able to participate in the graduation ceremony. This test is given for the first time to students during their junior year. Currently, there are five opportunities for a student to pass each part of the test before graduation date. Paulding County School System will adhere to the state and local policy according to fulfilling the requirements.

## **COURSE OF STUDY**

Students elect a College Prep (CP) High School seal or a Technology/Career Prep seal on their diploma. The decision about which “seal” to select depends upon the student’s interests, motivation, abilities, and goals. By carefully selecting course work, students may earn both CP and TCP Preparatory seals on their diplomas. A Tech Prep endorsement can be earned for certain courses of study within the TCP program. Parents should be very involved in giving guidance and direction to their student in conjunction with the faculty and staff of the school.

## **STUDENT TESTING**

PSAT - offered to all 10th graders if State provides funding and 11th graders through registration process. Registration Packets for the ACT or SAT are located in the guidance office. Please schedule an appointment with the appropriate counselor to discuss which test to take.

### **EOCT (End-of-Course Tests)**

Students taking the following courses will take the EOCT. It will count as 15% of the final grade. The course average using the EOCT as 15% must be 70 or higher in order to earn credit. A student must take the EOCT in order for credit to be awarded. The courses are: Algebra I, Geometry, Biology, Physical Science, Ninth Grade Literature and Composition, American Literature and Composition, Economics, and U.S. History.

## **GRADUATION REQUIREMENTS**

The State Board of Education offers one diploma with a choice of four seals: College Prep, College Prep with Distinction, Technology/Career Prep, Technology /Career Prep with Distinction. A student may elect to earn one or more seals on his/her diploma. The courses listed below meet the entrance requirements for public post secondary institutions in Georgia. Students must pass the Georgia High School Graduation Test.

| <b>CORE AREAS OF STUDY</b>                                                                                                       | <b>CP</b> | <b>CP+</b> | <b>TP</b> | <b>TP+</b> |
|----------------------------------------------------------------------------------------------------------------------------------|-----------|------------|-----------|------------|
| (I) English/Language Arts *                                                                                                      | 4         | 4          | 4         | 4          |
| (II) Mathematics *                                                                                                               | 4         | 4          | 3**       | 3**        |
| (III) Science *                                                                                                                  | 3         | 3          | 3         | 3          |
| (IV) Social Studies *                                                                                                            | 3         | 3          | 3         | 3          |
| (V) Health and Physical Education                                                                                                | 1         | 1          | 1         | 1          |
| (VI) Computer Technology and/or Fine Arts and/or<br>Technology/Career-Preparatory and/or Foreign Language                        | 1         | 1          | 1         | 1          |
| (VII) Foreign Language *                                                                                                         | 2         | 2          | 0         | 0**        |
| (VIII) Technology/Career-Preparatory Units ***<br>(From core Technology/Career-Preparatory Courses)                              | 0         | 0          | 4         | 4          |
| (IX) Locally Required or elective units                                                                                          | 4         | 4          | 3**       | 4**        |
| (X) State Electives (from Core Courses - English/Language Arts,<br>Mathematics, Science, Social Studies and/or Foreign Language) | 0         | 2          | 0         | 1          |
| <hr style="border-top: 1px dashed black;"/>                                                                                      |           |            |           |            |
| <b>TOTAL UNITS (MINIMUM)</b>                                                                                                     | <b>22</b> | <b>24</b>  | <b>22</b> | <b>24</b>  |

\* Core Courses

\*\* Technology/Career-Preparatory Students may want to utilize elective units as Foreign Language or as a fourth unit of mathematics depending upon the student's program of study and the student's intentions to enter a University System of Georgia Institution. Determination of the appropriate number of mathematics units for each Technology/Career-Preparatory program of study shall be determined by the local board of education.

\*\*\* Technology/Career-Preparatory includes JROTC.

### **GEORGIA DIPLOMAS \***

Georgia offers 3 secondary credentials: The High School Diploma, the High School Certificate and the Special Education Diploma. There are also four programs of study that students may pursue in order to receive the High School Diploma: College Preparatory Program, the College Preparatory Program with Distinction, the Technology/Career-Preparatory Program, and the Technology/Career-Preparatory Program with Distinction. These programs of study will be awarded on the Diploma with the appropriate seal(s).

Students seeking the College Preparatory with Distinction and/or the Technology/Career-prep with Distinction seals will be required to earn 24 Carnegie units of credit and, in addition, have an overall numeric GPA of 80 or better (not rounded up).

Students can earn both a College Prep and Technology/Career-prep seal on their diploma by carefully selecting class offerings. Students are encouraged to earn both seals as this better prepares the student for a wider variety of post secondary opportunities.

Students earning a College Preparatory or Tech Preparatory Career diploma must pass all portions of the Georgia High School Graduation Test.

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|                              |                                     |
|------------------------------|-------------------------------------|
| <b><u>Board Policy</u></b>   | <b><u>Descriptor Code: IKDB</u></b> |
| <b><u>Candidates for</u></b> |                                     |
| <b><u>Graduation</u></b>     |                                     |

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**Only those students who have met graduation requirements for a diploma as established by Board Policy IHF-HIGH SCHOOL GRADUATION REQUIREMENTS, shall be allowed to participate in graduation ceremonies.**

**\*EACH ENTERING CLASS MAY HAVE SLIGHTLY DIFFERENT REQUIREMENTS FOR GRADUATION BECAUSE OF CHANGING STATE BOARD OF EDUCATION RULINGS.**  
Graduation requirements that apply to a student are those which were in effect when the student entered high school for the first time unless the student dropped out. Generally, graduation requirements become more stringent with each successive class.

**PROMOTION/CLASSIFICATION REQUIREMENTS**

|                                 |                                         |
|---------------------------------|-----------------------------------------|
| In order to be classified as a: | a student must have earned:             |
| Sophomore (10th grade)          | 4 units and be on track for graduation  |
| Junior (11th grade)             | 10 units and be on track for graduation |
| Senior (12th grade)             | 16 units and be on track for graduation |

Refer to policy IHE.

## **GRADES**

Grade reports are issued with the official grade and credit earned for the course at the end of each semester, reported in Term 2 and Term 4. Students will receive a school system generated, mid-term grade progress report (Term 1 and Term 3) each semester. Teacher generated progress reports will be generated every 4-1/2 weeks. Work completed during the semester constitutes 85 % of the overall grade. A comprehensive final exam constitutes the remaining 15% of the overall grade. Students are encouraged to keep the syllabus and grading plan given by each teacher in each class at the beginning of the grading period. Teachers have the flexibility in the weight given to various evaluation activities.

## **PARENT GRADE AND ATTENDANCE VIEWER**

A parent /guardian may access his/her student's current grades and attendance record via the Pinnacle Parent Viewer on the Paulding County School District website: <http://www.paulding.k12.ga.us>.

## **GRADE RECORDING**

A numerical grade is recorded for all student grades. No semester grade may be changed after two (2) weeks beyond the end of the semester. Therefore, all eligible make-up work must be completed by that time. If a student is participating in state required end of course test, the test will constitute 15% of the final grade. The following grading scale is used throughout the school:

|   |                                         |
|---|-----------------------------------------|
| A | 90 - 100                                |
| B | 80 - 89                                 |
| C | 70 - 79                                 |
| F | 69 and below;<br>failing with no credit |

### **\*NOTE:** Advanced Placement Courses: Policy: IDCE-R

Advanced Placement Exams are not required for students who enroll in these courses: however, students who indicate they will take the exam and then decide not to, will, as a result, be responsible for any exam restock fees that are encountered.

**GRADING:** Effective with the 2005-2006 school year, Advanced Placement Courses that are successfully completed with a final average of 70 or higher will have (10) points added to the final average. Honors courses successfully completed with a final average of 70 or higher will have (5) points added to the final average.

## **HONOR ROLLS**

To qualify for the Principal's Honor Roll, a student must have earned all A's for the semester. To qualify for the High School Honor Roll, a student must earn at least a 89.500 GPA (Grade Point Average) and no C's for the semester (not rounded off).

## **CLASS RANKING, VALEDICTORIAN, AND SALUTATORIAN**

All courses taken in high school will be used in determining class rankings. Honor graduates will be those graduates who have earned an 89.500 GPA (not rounded off) for four years of study in all courses. These students will be recognized at graduation. The valedictorian and salutatorian will be the students with the highest overall GPA in all courses for eight semesters and the second highest, respectively, according to guidelines set forth in Board of Education Policy. Colleges often recalculate a student's GPA for entrance requirements and some courses do not count in this refiguring.

## **HOPE SCHOLARSHIP**

Georgia high school students have a unique opportunity in the form of the Hope Scholarship. The State, however, continues to toughen the standards and requirements for obtaining this grant. Beginning with the Class of 2000, only approved core courses will be considered in determining eligibility for the scholarship. Typically, these courses are in English, Math, Science, Social Studies and Foreign Language. For a student to earn a College Prep seal on their diploma, an 80.0 average (not rounded) is required for eligibility for the Hope. Students earning other diplomas must have an 85.0 average (not rounded).

## **GEORGIA SCHOLAR PROGRAM**

To be recognized as a Georgia Scholar, a student must have completed the college preparatory program of study, scored 1360 or higher in one sitting on the SAT and achieved a grade point average of 3.75 or rank in the top 10% of the graduating class. Students have interscholastic competition requirements as well as other academic requirements of 22 units including: 3 units in Science (one is Chemistry or Physics), 4 units of Math (one is Algebra II). In addition, students are required to have exhibited leadership in school life and community activities.

## **GIFTED EDUCATION**

The Paulding County School system provides a program for gifted students as required by the State of Georgia. Students are evaluated periodically for gifted eligibility. All students are evaluated on the basis of scores from administration of the state-mandated achievement tests. In the first half of grades K-12, teachers observe all students for characteristics of gifted students and make referrals to the gifted eligibility team.

There are three steps in the process of identifying and placing gifted students. First, students may be referred by teachers, parents, peers, or as a result of system-wide testing. Parent, peer, and self-referrals are encouraged in the first half of the school year.

Secondly, referrals are reviewed by the school's local eligibility team. This team determines which students will be formally evaluated based on work samples and input from parents and teachers. Formal testing consists of evaluation of the student's mental ability, achievement, creativity, and motivation through the use of nationally normed, non-biased tests, instruments, performances, and standardized rating scales. Thirdly, the eligibility team at the local school reviews all relevant information and a decision is made by the team regarding eligibility or the need for further assessment. Parents are notified as to the team's decision.

To be eligible for gifted services, a student must either (a) score at the 99th percentile (for grades K-2) or the 96th percentile (for grades 3-12) on the composite or full scale score of a standardized test of mental ability and at the 90th percentile on the total battery, total math or total reading section of a standardized achievement test OR (b) qualify through a multiple-criteria assessment process by meeting the criteria in any three of following four areas: mental ability (intelligence), achievement, creativity and motivation. In the area of mental ability, a student must score at or above the 96th percentile on a composite or appropriate component score on a standardized test of mental ability. In the area of achievement, a student must score at or above the 90th percentile on the total battery, total math, or total reading section(s) of a standardized achievement test. In the area of creativity, a student must score at or above the 90th percentile on the total battery score of a standardized test of creative thinking or on a standardized creativity characteristics rating scale. In the area of motivation, a student must score at or above the 90th percentile on a standardized motivational characteristics rating scale. In grades ten through 12, a students may qualify in the motivation area by obtaining a qualifying grade point average in courses taken in language arts, mathematics, science, social studies and foreign language over the past two years. This qualifying GPA must be achieved by no more than 10 % of the students in each grade level and may not be lower than 3.5, but probably will be higher.

Questions regarding the Venture Program may be addressed to local school's Venture teacher or to the Program Coordinator, telephone number 770/443-8000.

## **TEXTBOOKS**

Textbooks issued to students are the responsibility of that student. Students are to keep up with these books at all times and not loan them to other students. Lost textbooks, which are quite expensive, and damages to textbooks will be assessed against the student. Students who have lost textbooks shall reimburse the school the cost of replacing the textbook. For damaged books, students will be charged the replacement cost of a new book.

## **MEDIA CENTER**

The media center is open from 7:45 a.m. to 4:00 p.m. each school day. In order to maintain an atmosphere that is conducive to academic study in the medial center, the following guidelines must be observed.

1. Students may use the media center during the school day when a pass is given by a teacher for a specific assignment. Students must present their pass and sign in upon entering the media center and sign out when leaving.
2. Students who disrupt others may lose their privilege to come to the media center for independent work.
3. The media center staff reserves the right to check all books, coats, and other possessions in order to give an accounting for all media center materials.

4. The media center will assess fines for overdue books:
  - A. Two Week Checkout -- a fine of 25 cents per day will be charged for each school day a book is overdue up to a maximum of \$5.00.
  - B. Reference and/or Reserve books -- a fine of 50 cents per day will be charged for each school day a book is overdue.
5. Students will be required to pay for lost or damaged materials. The payment charged will be the replacement cost of the item. When no such price is available, a flat fee of \$10.00 will be charged.
6. A maximum of three (3) books may be checked out at one time. Books may not be borrowed from the media center until overdue books and/or any media fines are cleared. A small collection of promotional videotapes from colleges are available for overnight checkout.
7. Use of all materials must be in accordance with copyright regulations and guidelines mandated by the system media policy. Bibliographic style used by the English Department is posted in the reference area.
8. Materials may be photocopied for 10 cents a page.
9. When students withdraw or transfer, they must clear outstanding media center obligations.

## **SCHOOL GUIDANCE COUNSELOR**

The Guidance Department is a service division of the total school program providing academic, vocational and personal assistance to students. Throughout the school year, students should avail themselves of the opportunities provided by the department. A school counselor is a certified, specially trained, caring person who provides guidance to all students. Counselors act as resource people, coordinators, consultants, group leaders, and teachers. They help students, parents, teachers, and administrators.

Except in emergencies, students should make an appointment to see the counselor. A student must have permission from a teacher to see a counselor during class time. The counselor will then see the student as the counselor's schedule permits. Students go to counselors for concerns about their grades, study habits, attendance, school, home and friends.

Some areas of responsibility of the guidance staff are:

Post-Secondary Counseling  
 Graduation Tests  
 Work Permits  
 Scholarship Information  
 Honors and Awards  
 Career Information  
 Records Maintenance  
 Transcripts

School Testing Programs  
 Freshman Orientation  
 Personal Counseling  
 Advisement Program  
 Hospital/Homebound  
 Diploma Advisement  
 Parent Conferences  
 PSAT/SAT/ACT Information

## **COUNSELORS**

### **East Paulding High School**

Ms. Valerie Moore –11<sup>th</sup>  
Ms. Penny Berry – 12<sup>th</sup> grade  
Ms. Jennifer Artigas-10<sup>th</sup> grade A-L  
Ms. Sandy Colvard –Graduation Counselor  
Ms. Ann Sharpe – 9<sup>th</sup> grade  
Ms. Yolanda Miles-10<sup>th</sup> grade M-Z

## **TRANSCRIPTS**

Students may request a transcript by filling out a form in the guidance office: there is a three (3) day turn around time and a \$2.00 fee per transcript request for the service (**no walk-ins, please**).

## **WITHDRAWING FROM SCHOOL**

A student withdrawing from school must report to the Guidance Office accompanied by a parent/guardian. The student will be given a withdrawal form which he/she will take to all their teachers to be signed. The withdrawal form will then be brought back to the Guidance Office to be signed by the appropriate counselor. All fees and fines must be paid before a transcript will be forwarded.

## **Uniform Withdrawal Criteria**

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following uniform criteria for withdrawing students.

1. Appropriate school personnel are authorized to withdraw a student who:
  - A. Has missed more than 10 consecutive days of unexcused absences;
  - B. Is not subject to compulsory school attendance; and
  - C. Is not receiving instructional services through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
  - D. The superintendent or the superintendent's designee shall use his or her best efforts to notify the parent, guardian, or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.
2. Appropriate school personnel are authorized to withdraw a student subject of compulsory attendance if the superintendent or superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.
3. Appropriate school personnel shall withdraw students retroactive to the first day of the consecutive absences.

## **STUDENT BEHAVIOR**

All students are entitled to a safe, secure, nurturing environment in order to experience a quality education. Under authority of the Board of Education, the school will do whatever is necessary to have a positive school environment.

**EACH STUDENT IS TO BE RESPONSIBLE FOR HIS OR HER OWN**

**1. ATTITUDE**

**2. BEHAVIOR**

**3. LEARNING**

### **Board Policy Student Discipline**

**Descriptor Code: JD**

It is the intention of the Paulding County School District to operate each school in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct which require students to conduct themselves at all times in an orderly manner to facilitate a positive learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

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

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

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

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

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community.

As required by the Georgia General Assembly, parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### **Standards for Student Behavior**

Standards for student behavior are designed to create the expectation that students will behave themselves in such a way so as to facilitate a positive learning environment for themselves and other students. The standards are designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district.

## Behavioral Expectations

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 by taking appropriate materials and assignments;
- Meet the Paulding County School District and school standard of grooming and dress;
- Respect the rights and privileges of other students, teachers, and other employees of the Paulding County School District;
- Respect the property of others, including Paulding County School District property and facilities;
- Cooperate and assist the school staff in maintaining safety, order, and discipline; and
- Refrain from committing violations of the Code of Student Conduct.

## Disciplinary Procedures

The disciplinary procedures outlined in this behavior code are clearly stated to insure that all students are aware of unacceptable behavior that is in violation of school district policies and the consequences of such policy violations. Offenses are classified as Level One, Level Two, or Level Three.

### Level One

Student offenses classified as **Level One** are those that significantly threaten the safety of students and staff, significantly disrupt the orderly school environment, and/or may result in injury or significant loss of property.

Student offenses classified as Level One may result in the following actions by the principal of the school:

- Placement in In-school suspension (ISS) for ten (10) days or less;
- Suspension from school (OSS) for ten (10) days or less;
- Referral to a disciplinary tribunal for a long-term suspension/expulsion from school for more than ten (10) days; and/or
- Referral to the appropriate law enforcement agency and the district attorney.

A student who commits a second Level One offense while enrolled in the Paulding County School District may be permanently expelled from the school district.

Level One Offenses include:

- Possession of a weapon in a school safety zone as provided for in Code Section 16-11-127.1.
- Possession of a firearm in a school safety zone as defined by 16-11-131.
  - This offense shall be grounds for long-term suspension/expulsion from the school district of not less of one calendar year.
- Unlawful use or possession of illegal drugs or alcohol, including, but not limited to:
  - Possession, distribution, sale use, and/or under the influence of narcotics, alcohol, stimulants, dangerous drugs, controlled and/or prohibited substances as defined by the Georgia Controlled Substances Act, on school property or at any school related activity.
  - Sale, attempted sale, distribution, or being under the influence of a prescription or over the counter drug.
  - Possession, distribution, attempted sale or sale of substances represented as drugs or alcohol.
- Possession of explosives as defined by O.C.G.A. 16-7-80 and 16-7-81, on school property or at any school related event.
- Assault, including threatened physical violence, of teachers, administrators, and other school personnel.

- Engaging in sexual offenses as defined by O.C.G.A. 16-6-1 through 16-6-24 while on school property or at any school related event.
- Commission of any delinquent act or behavior which if committed by an adult would be classified as a felony offense as defined by State Board Rule 160-4-8-.16.
- Any off-campus behavior of a student, as defined by State Board Rule 160-4-8-.16, which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.
  - A student who has committed a violation of criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to the school operation may be subject to disciplinary action, including in-school suspension, short-term suspension, and referral to a disciplinary tribunal. The Superintendent is authorized to place a student in an alternative educational setting as appropriate and in the best interest of the student and the education of other students within the school system
- The fourth offense of fighting during grades nine (9) to twelve (12).
- The third commission in a school year of "bullying", as defined by subsection (a) of Code Section 20-2-751.4, for students in grades six (6) to twelve (12);
- Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at school which results in a loss of more than \$100.
- Marking, defacing, or destroying school property which results in a loss or more than \$100.
- Any behavior which endangers the safety of others, including, but not limited to, making a bomb threat, detonating fireworks on school district property or at any school related event, arson or throwing objects from a school bus window;
- Stealing or theft of school district property or the property of others that result in a loss in excess of \$100.
- Willful and persistent violation of the student code of conduct.

Since these offenses may be grounds for long-term suspension/expulsion, including permanent expulsion and referral to the proper law enforcement agency, students may be referred to a **disciplinary tribunal** as outlined in Board of Education Policy JCEB - Hearing Procedures.

Parents or students may elect not to contest whether a student has violated the Code of Conduct or the appropriate discipline, and in such cases, an agreement may be negotiated which would include the parents or students waiving a right to a hearing before a disciplinary tribunal. Such an agreement and waiver must be approved also by the disciplinary tribunal or hearing officer in accordance with Board policy.

### Level Two

Student offenses classified as **Level Two** are serious violations of the behavior code. Offenses classified as Level Two may result in the following actions by the principal of the school.

- Warning and/or Counseling with a School Administrator or Counselor;
- Loss of Privileges;
- Isolation or Time Out;
- Temporary Removal from Class or Activity;
- Notification of Parents;
- Parent Conference;
- Detention/Saturday School.
- Placement in In-school Suspension (ISS) for 10 days or less;
- Suspension from school (OSS) for ten (10) days or less;
- Any other corrective measure the principal may undertake, which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy; and/or
- Referral to the appropriate law enforcement agency and the district attorney.

Three or more level two offenses may be considered as willful and persistent violation of the student code of conduct and are cumulative over a school year.

Level Two offenses include, but are not limited to:

- Disrespectful conduct toward teachers, administrators, and other school personnel, including use of vulgar or profane language;
- Verbal assault of, physical assault or battery of, and disrespectful conduct, including use of vulgar or profane language, toward persons attending school related functions;
- Verbal assault of other students, including threatened violence, or sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972;
- Physical assault or battery of other students, including sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972;
- Fighting;
- Bullying as defined by subsection (a) of Code Section 20-2-751.4;
- Willful or malicious damage to real or personal property of the school or to personal property of any person legitimately at the school that results in loss of less than \$100.
- Marking, defacing, or destroying school property that results in a loss of less than \$100.
- Marking, defacing, or destroying the property of another student that results in a loss of less than \$100.
- Stealing, theft, or extortion of school district property or the property of others that result in the loss of \$100 or less.
- Sexually related offenses not classified as a Level One, including, but not limited to lewd or indecent behavior and harassment;
- Possession/use of tobacco products;
- Possession of, or possession with the intent to use, any object or materials of any kind for the purpose of injecting, ingesting, inhaling, or otherwise introducing into the human body illegal drugs or alcohol;
- Possession of common fireworks as defined by O.C.G.A. 25-10-1;
- Displaying or wearing gang articles, paraphernalia, or clothing; recruiting or soliciting membership in any gang or gang-related organizations; or holding oneself out as a member of a gang;
- Disruption of the orderly school environment, including but not limited to the inciting, advising, or counseling of others to engage in prohibited acts or harassing other students or any school employee through racially disparaging conduct or communication;
- Failure to comply with the local and district-wide provisions relating to the use of the electronic communication network as defined by policy IFBG - *Internet Acceptable Use*;
- Disrespectful conduct toward other students, including the use of vulgar or profane language;
- Leaving campus without proper authorization;
- Failure to comply with compulsory attendance as required under Code Section 20-2-690.1 and the Paulding County Attendance Protocol;
- Willful disobedience, insubordination, and/or blatant disrespect directed toward a school board employee;
- Repeated occurrence of minor offenses listed under Level Three.

Before a student is suspended (in-school or out-of-school) for ten days or less, the principal or designee will inform the student of the offense for which the student is charged and allow the student to explain his or her behavior. **If the student is suspended (in-school or out-of-school), a reasonable attempt will be made to notify the student's parents.**

### Level Three

Offenses classified as Level Three are less serious violations of the Behavior Code. The following disciplinary actions may be imposed at the discretion of principals and/or their designee for any Level III violation of this Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor;
- Loss of Privileges;
- Isolation or Time Out;
- Temporary Removal from Class or Activity;
- Notification of Parents;
- Parent Conference;
- Detention/Saturday School;
- Placement in In-school Suspension (ISS);
- Any other corrective measure the principal may undertake, which he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy;

Offenses classified as **Level Three** include, but are not limited to:

- Public affection;
- Gambling;
- Cheating;
- Violation of School Board dress code;
- Forgery;
- Possession of explicit/obscene material;
- Profanity;
- Any behavior which disrupts the learning environment of the classroom or school, not listed as a major offense.

### **Student Support Process**

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

The Paulding County School District provides a variety of resources which are available at every school within the district to help address student behavioral problems. These resources include Student Support Teams, school counselors, chronic disciplinary problem student plans, and the Paulding County Attendance Protocol.

### **Progressive Discipline Processes**

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

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

## **Parental Involvement Processes**

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians, and school employees to communicate freely their concerns about student behaviors which detract from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents, as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

Parents and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference.

Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference to devise a disciplinary and behavioral correction plan.

Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

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

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

## **Bus conduct**

The student behavior code applies to all school district transportation and at school bus stops. Many of the violations of the student behavior code will result in immediate removal from any school district transportation. The following are additional provisions prescribing and governing student conduct and safety rules on all school buses and at school bus stops:

- Students shall be prohibited from acts of physical violence as defined by Code Section 20-2-751.6, bullying as defined by subsection (a) of Code Section 20-2-751.4, physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus, and other unruly behavior;

- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players ; or any other electronic device in a manner that might interfere with the school bus communications equipment or the school bus driver's operation of the school bus; and
- Students shall be prohibited from using mirrors, lasers, flash cameras, or other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

If a student is found to have engaged in physical acts of violence as defined by Code Section 20-2-751.6, the student shall be subject to the penalties set forth in that Code Section. The consequences for physical violence against a teacher, school bus driver, or other school personnel may include expulsion for the remainder of the student's eligibility to attend public schools.

A meeting of the parent or guardian of the student and appropriate school officials must be held to form a school bus behavior contract whenever:

- A student is found to have engaged in bullying; or
- A student is found to have engaged in a physical assault or battery of another person on the school bus.

The school bus behavior contract shall provide for age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. Provisions may include, but are not limited to assigned seating, ongoing parental involvement, a suspension from riding the bus, and suspension from school. These provisions regarding use of a bus behavior contract are not to be construed to limit the instances when other code of conduct violations may require use of a student bus behavior contract.

Other infractions of bus conduct rules include:

- Failure to remain seated;
- Eating or drinking on the bus;
- Putting any part of the body outside a window;
- Consistent tardiness to bus stop;
- Unnecessary noise;
- Loading or unloading at unassigned stops; and/or
- Refusal to sit in assigned seat.

Disciplinary actions by an administrator include, but are not limited to:

- Conference with student;
- Conference with parent/guardian;
- Detention;
- Saturday School;
- In-school Suspension;
- Suspension from the bus transportation system; or
- Suspension from School.

Bus referrals are cumulative over the school year. Recommended action includes, but is not limited to:

- First referral - Form sent to parents;
- Second referral - Suspension for five days from the bus transportation system;
- Third referral - Suspension for nine days from the bus transportation system; and
- Fourth referral - Permanent suspension from the bus transportation system.

## **Attendance**

**Truant** - any child subject to compulsory attendance who during the calendar year has more than five days of unexcused absences.

Attendance problems such as truancy, excessive tardiness without a legal excuse, and/or checking out of school early without a legal excuse will result in disciplinary action by the school including, but not limited to:

- detentions;
- Saturday School;
- In-school Suspension;
- Declaring a student ineligible to participate in extracurricular activities;
- Declaring a student ineligible to drive and park at school;
- Referral of students age six (6) sixteen (16) to Juvenile Court for truancy and/or as an unruly youth;
- Referral of students age fourteen and older to the Department of Motor Vehicles for the suspension or denial of instructional and drivers licenses;
- Referral of the parent/guardian to State Court for Failure to Comply with the Compulsory Attendance provisions of the Official Code of Georgia Annotated (O.C.G.A.).
- Referral of the parent/guardian to the Department of Family and Children Services for suspicion or indications of abuse/neglect.

Please refer to Board Policy JB, Student Attendance.

## **Persistently Dangerous School**

A public school in which for each of three consecutive years on the property of the public school, or at an event within the jurisdiction of a public school, or at a school sponsored event:

- At least one student enrolled in that school is found by a official action to have committed an offense in violation of a school rule that involved one or more of the following criminal offenses.
  - Aggravated Battery (O.C.G.A. 16-5-24)
  - Aggravated Child Molestation (O.C.G.A. 16-6-4)
  - Aggravated Sexual Battery (O.C.G.A. 16-6-22.2)
  - Aggravated Sodomy (O.C.G.A. 16-6-2)
  - Armed Robbery (O.C.G.A. 16-8-41)
  - Arson - First Degree (O.C.G.A. 16-7-60)
  - Kidnapping (O.C.G.A. 16-5-40)
  - Murder (O.C.G.A. 16-5-1)
  - Rape (O.C.G.A. 16-6-1)
  - Voluntary Manslaughter (O.C.G.A. 16-5-2)
- or two percent or more of the student population or ten students, whichever is greater are found by official action to have committed an offense in violation of a school rule that involved one or more of the following offenses:
  - Non-felony drugs (O.C.G.A. 16-13-2)
  - Felony drugs (O.C.G.A. 16-13-127.1)
  - Felony Weapons (O.C.G.A. 16-11-127.1)
  - Terroristic Threats (O.C.G.A. 16-11-37)
- or any combination of the aforementioned criteria shall be identified by the Georgia Department of Education as a persistently dangerous public school.

The local school district shall:

- within ten school days of notification shall notify the parents/guardians of students in a school that has been identified as a persistently dangerous school;
- adopt a corrective action plan and submit it to the Georgia Department of Education;
- upon completion of its planned corrective action plan, apply to the Georgia Department of Education to have the school removed from the list of persistently dangerous schools.



Any student who is a victim of a violent criminal offense that occurs on the property of a public school in which the student is enrolled, while attending a school sponsored event that occurs on the property of a public school, or while attending an event under the jurisdiction of a public school shall be permitted to attend a safe public school, including a charter school, within ten (10) school days of the violent criminal offense, and to the extent possible, shall allow victims to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action, or restructuring.

A local board of education with one or more of its schools identified as persistently dangerous is not required to cover the cost of transportation to a safe public school beyond the levels identified by federal legislation.

**Authority of the Principal**

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

**Distribution of the Student Code of Conduct**

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

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Paulding County Schools

Date Adopted:  
8/24/2001  
Last Revised:  
7/1/2006

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NOTES

THE FOLLOWING GUIDELINES ARE TO BE UTILIZED IN MAINTAINING STUDENT DISCIPLINE AT ALL SCHOOL LEVELS:

Student Expectations

Conduct outside the classroom:

1. There shall be orderly behavior at all times in the school building.
This requires:
 - A) walking in the halls
 - B) keeping voices at a normal level
2. Students shall take good care of furniture, books, lavatories, and other facilities and equipment provided for their use.
3. All school personnel shall be treated and addressed in a respectful manner.
4. School offices are the center of business activities. Students entering the office shall have a legitimate purpose there and shall conduct themselves accordingly.
5. Students shall be expected to comply with all rules and regulations for behavior on the school grounds and in the cafeteria , such as:
 - A) eating in assigned areas
 - B) helping maintain a neat and orderly cafeteria
 - C) playing safely and in a sportsmanlike manner

Conduct inside the classroom

1. Teacher's shall remain at the door while the students enter in an orderly manner.
2. They shall be seated, quiet, and ready for work.
3. They shall bring all necessary materials.
4. Rules of courtesy to teachers and fellow classmates shall be followed at all times:
 - A) giving courteous attention when anyone is addressing the class
 - B) raising of hand for permission to speak
 - C) respecting public and private property
 - D) holding private conversation during class changes rather than class periods
5. Students shall meet each teacher's standards concerning such class procedures:
 - A) sharpening pencils
 - B) getting needed materials
 - C) staying in seat
6. Each student shall be responsible for keeping school room neat.
7. The class shall be dismissed by the teacher, not by the bell tone.

Students are subject to school policy:

1. While on school grounds immediately before school, during school, and immediately after school.
2. While on school grounds at any time that the school is being used by a school group.
3. While off school grounds at a school sponsored activity, school function, or event.
4. While going to and from any school function, or otherwise subject to jurisdiction of school authorities.

IN ADDITION

1. Students are asked not to bring personal items to school which might be lost or stolen or otherwise present a nuisance. Some of these items are: radios, headphones, cell phones, tape players, CD players, electronic games, guitars, cameras, skateboards and other non-school related items.
2. Students are not to bring or possess the following items at school: toys, water bottles, squeeze or plastic bottles, water pistols. These items will be confiscated.
3. Students may not sell items or solicit money while on school property. Students should not carry large sums of money or bring valuable items to school.
4. **Students must have a HALL PASS from a staff member for being out of class. Students should walk on the right side of the hallway and display their hall pass at all times.**
5. Students may not possess a cigarette lighter or matches at school.
6. Physical horseplay is not allowed at school because of safety reasons and the fact that often times this type of activity leads to fighting.
7. Throwing items in the cafeteria in anger, for fun, or otherwise is not permitted.
8. Any material that can be deemed dangerous (chains, etc.) will be taken up and returned **ONLY** to the parent.

The school is NOT responsible for confiscated items.
Confiscated material will be released only to the parents

Board Policy

Descriptor Code: JCDAF

Use of Electronic Devices by Students

The Paulding County Board of Education does not permit any student to use a pocket pager or any other electronic device during school except for health or other unusual reasons approved by the Board.

Any student found in violation of the provisions of this policy shall be subject to disciplinary action.

Paulding County Schools

Date Adopted:

8/24/2001

Last Revised:

7/1/2006

Georgia Code Description

O.C.G.A. 20-2-1183

Possession of electronic communication devices in school

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

TOBACCO

The use or possession of tobacco products of any kind at any place on the school campus before, during or after school, including inside automobiles, is strictly forbidden. The use of tobacco products at any school sponsored activity is forbidden. The consequences are:

- 1st Offense: 5 days ISS and/or up to 5 days Out of School Suspension
- 2nd Offense: 5 days Out of School Suspension
- 3rd Offense: Expulsion for the remainder of the semester
- 4th Offense: Expulsion for the remainder of the year.

FIGHTING

Fighting in school will not be tolerated. Students who fight at school are subject to referral to law enforcement. The consequences for fighting are:

- 1st Offense: 5 days ISS or up to 10 days out of school suspension
- 2nd Offense: 5 days out or up to 10 days out of school suspension
- 3rd Offense: Expulsion for the remainder of semester/year.

TARDIES TO CLASS

Students are expected to be in class on time and be prepared to start instruction when the bell rings for class to begin. Each teacher will handle consequences for the first three (3) unexcused tardies in a 18 week period. The parent will be contacted on the second tardy and informed of the consequences for continued tardiness.

The teacher will inform the parent of a 4th unexcused tardy and all consecutive unexcused tardies thereafter. The fourth unexcused tardy in a 18 week period will also result in a referral to the administration for other consequences including but not limited to detention, Saturday School, ISS, or Out of School Suspension.

Unexcused tardies to **class** will be handled as follows:

- 1st Tardy: Teacher - student conference
- 2nd Tardy: Teacher - parent phone call (document)
- 3rd Tardy: Teacher - detention
- 4th Tardy: Referral - 1 day Saturday School
- 5th Tardy: Referral - 1 day Saturday School
- 6th Tardy: Referral - 3 days ISS (deemed Insubordination)
- 7th Tardy: Referral - 5 days ISS (deemed Insubordination)
- 8th and all Subsequent Tardies: will be addressed as Insubordination

BUS TRANSPORTATION

Student behavior on school buses is considered an extension of school behavior. Students who ride a bus are under the same jurisdiction of the school from the time they arrive at the bus stop. Students who fail to respond to the directions of the bus driver or exhibit improper behavior shall be reported to school administration who may deny the student bus transportation or impose other consequences.

CONSEQUENCES

DETENTION

Held before or after school as determined by individual teachers. Students who are assigned tardy detention have up to five (5) school days from the date of the detention assignment to serve all detentions. Students who are late for detention may not be admitted. Detention is held in the ISS room and the times are as follows:

8:00 a.m. - 8:25 a.m. OR 3:35 p.m. – 4:00 p.m.

Students who fail to meet their detention assignment within the specified time period will be referred to the administration for other consequences including but not limited to increased detention time, Saturday School, ISS or Out of School Suspension.

SATURDAY SCHOOL

Students assigned to Saturday School are expected to help clean up the school building and grounds by picking up trash, sweeping areas, etc. Students must report to the assigned area by 8:00 a.m. on the assigned day and will be released at 10:00. Students who report after 8:00 a.m. may not be allowed to remain for Saturday School and will be assigned ISS or out of school suspension.

IN-SCHOOL SUSPENSION

In School Suspension (ISS) is an alternative to Out-of-School Suspension. Students attend school, but are isolated from other students during the day(s) of assignment. The purpose of ISS is to provide an alternative type of suspension when it becomes necessary to remove the student from regular school activities. Students are allowed and expected to do their assignments and credit is given for work completed correctly. However, **students are not allowed to participate in school functions or activities during the day(s) or evening(s) of the ISS assignment; including athletic practices and games.** Students who misbehave or refuse to do their work in ISS will be given extra ISS day(s) or Out-of-School Suspension. ISS may be assigned for up to five days per infraction. Generally, once a student has been assigned ISS three times, without a change in behavior, Out-of-School Suspension will be assigned for further infractions of a similar nature. Lunch will be served in ISS with limited food selections.

OUT OF SCHOOL SUSPENSION

Although students and parents sometimes feel suspension is not fair, it is sometimes necessary to allow other students proper attention from the teacher. In the case of repeated or more serious behavior infractions, the point sometimes has to be made that the behavior in question will not be tolerated. The school certainly considers suspension as a punishment and not a vacation. No one should be happy about being suspended. Students are encouraged to take their books home, and complete assignments so that they are not behind when they return to class.

STUDENTS WHO ARE SUSPENDED OUT-OF-SCHOOL

1. Are not allowed to attend any school sponsored events(s) during the day(s) or evening(s) of the suspension;
2. Are not to be on or near any Paulding County School campus at any time during the day(s) or evening(s) of the suspension;
3. Cannot count days that school is not in session due to weather conditions as suspension days;
4. Have their suspension ended when they are physically eligible to be admitted back into the classroom;
5. Are considered a chronic disciplinary problem and will have a requested conference with parents and administration according to State Law.
6. Are allowed to make up work and receive credit. It is the responsibility of the student to make arrangements with their teachers to make up work after they return to school.

SCHOOL NURSE/MEDICINE

There is a nurse assigned to each school. Please feel free to discuss your child's individual health needs with her so we may better serve your child. The Nursing Supervisor's office is located in the Board of Education building. You may contact her by calling the BOE at 770/443-8000.

For the safety of all students, we are enforcing strict rules and regulations regarding medications. We are happy to accept "Over-the-counter" medications you feel your child needs. You must complete an "Assistance with Medication" form for each medication brought to school. We will keep the over-the-counter medications all year if you desire. However, these medications will only be administered as noted on the assistance form. All medications will be dispensed as ordered by the physician and/or indicated on the form.

The following is a list of important procedures that we follow regarding dispensing medication to our students. Please adhere to the county policy by following these simple steps. We hope this is helpful to you, as your child's safety is of the utmost importance to us. If you have any questions, please call the office at your child's school. Once again, this is for the safety of our students. Thank you for your cooperation.

1. Parents must bring **ALL** medications directly to the office and fill out the appropriate medication form. This includes prescription drugs, Tylenol, Calamine lotion, inhalers, cough medicine, Orajel, etc.
2. Students will **NOT** be allowed to transport any medication to or from school.
3. **ALL** medication will be dispensed through the office.
4. Each medication **MUST** be in its original container with the child's name labeled on it. If dosage is anything other than one whole pill (ex. ½ pill), the pills **MUST** be split in half when given to the office to dispense as prescribed. Prescription medications must also be labeled with the doctor's name and specific instructions and expiration date.
5. Any changes in original orders must be reflected on the label of the bottle and a new Assistance with Medication form must be filled out.
6. Any medication to be kept with the child (ex. inhaler, epi-pen, insulin), requires doctor's note to be on file indicating this **need**. The note should be attached to the "Assistance with Medication" form.
7. Please send no more than a **ONE** month supply of prescription medication at a time.

We are looking forward to a healthy school year! We believe that education and health are interrelated and that the healthy student is the best learner.

Board Policy

Descriptor Code: JGCD

Medicines

Assisting with Student Medication

The Board recognizes that there are some students who must take medication while at school. For the safety of all students, the following stipulations must be followed.

A completed form of parental consent [JGCD~E (1)] must be on file for each child requiring assistance with medication at school. This includes prescription or over-the-counter medication. Written parental consent for the administration of medication to the student is required (1) for each discrete illness and for each medication ordered; (2) at school opening for a chronic illness requiring long-term administration of medication (does not apply to a standing order for emergency medication). The parental consent form must include:

1. Name of child, address, and phone number;
2. Name and strength of medication;
3. Dosage to be given;
4. Purpose of medication;
5. Time and method of administration;
6. Side effects;
7. Termination date for administering medication;
8. Parent's signature; and
9. Physician's signature if possible to obtain.

Controlled substances such as Ritalin must be brought to school by a parent, legal guardian, or other designated adult. This includes drivers of special education buses. Prescription medication containing controlled substances may never be self-transported by a student. The school district strongly suggests that no medication be transported to school by students. Inhalers may be self-transported and may remain in the possession of students if a written order from a licensed medical provider is obtained.

Over-the-counter medications must be maintained in the original container, which will be labeled with the student's name. A 'Parental Request for Medication' to be administered during school hours form (see Exhibit JGCD~E) must be completed and accompany the medication. Over-the-counter medications will be kept for the school year or until the medication has expired. Persons assisting a student with medications will complete a log entry with the date, time, and their initials.

Prescription drugs must be maintained in the original container that bears the name of the student, name of the physician prescribing the medication, the instructions on how to administer (amount, time, etc.), and the name of the pharmacy filling the prescription. A 'Parental Request for Medication' to be administered during school hours, form (see Exhibit JGCD~E) must be completed and accompany the medication.

Parents are responsible for personally collecting from the school any unused portion of the medication within one week after expiration of the medication and/or physician's order. Medication that is not personally collected by the parent/guardian will be destroyed. Parents must also assure that any new prescribed medication is administered at home for a full day prior to a child coming to school and having school personnel assist with the medication.

Parents are encouraged to coordinate dosage administered at home to facilitate the school's medication schedule, if possible. Parents should make every effort to administer medications at home, sending medications to school only when necessary. The parent must assume full responsibility for informing the school principal or school nurse of any change in the child's health or change in medication. Only a letter from the physician prescribing the medication or a new prescription bottle from a pharmacy will be accepted.

The principal is responsible for designating the staff member who will, with written permission from the child's parents/guardian, assist the child in taking medication. This designated staff member is responsible for:

1. Assuring that the assistance with medication to the student meets the requirements of this regulation.
2. Reviewing and determining that each prescription and over-the counter medication are accompanied by a parental consent form, and that the medication is properly labeled in the original container.
3. Prohibiting any change in dosage or time of administration of medication unless authorized in writing by the parent.
4. Storing all medication in a secure area, accessible only to authorized personnel.
5. Destroying any unused portion of the medication not personally collected by parent/guardian within one week after expiration.
6. Maintaining current records of students receiving medication that includes the student's name, the name of the medication, the dosage and times the medication is administered, and the signature of the person administering the medication.
7. Informing the classroom teacher of the medication.

8. Administering medication at designated times of the day in order to minimize interruption of class time whenever possible.
9. Notifying the parents when medication is running low or has not been given.
10. Calling an ambulance in an emergency situation.

The System retains the right to reject requests for assistance with medicines.

The "Assistance With Medication" form must be complete and filed each school year and whenever the prescription is changed by the physician. This form shall be kept with the medication records.

Schools will adhere to these additional procedures for students (1) classified as severely or profoundly intellectually disabled, lower functioning moderately intellectually disabled, orthopedically impaired, severely behavior disordered or severely emotionally disabled and (2) who are not able to administer their own medication:

1. The principal designates an alternate person to assist with student medication in the event the regular teacher is not in attendance due to illness or personal leave. The principal will also notify the designee of the days he/she will be assisting with student medication.
2. The regular teacher will post information for a substitute teacher in order that the designee will be notified of medication needs.
3. The alternate designee will assure that the administration of medication to a pupil meets the requirement or this regulation.

Hypodermic Injections

The Board recognizes that some students have prescriptions for emergency medications involving hypodermic injections; however, it is the responsibility of the parent/guardian to provide the school with the following:

1. A letter from a licensed physician stating the need for injections during school hours. The note must also contain:
 - a. The name of the child, address and phone number;
 - b. Name and strength of the medication;
 - c. Dosage to be given;
 - d. Purpose of the medication;
 - e. Time and method of administration;
 - f. Side effects;
 - g. Termination date for administering medication;
 - h. Physician's signature.
2. A complete form of parent consent to administer injection(s) [JGCD~E (2)].
3. A licensed nurse will give all hypodermic injections, with the exception of epi-pens and glucagons. School staff will receive training from a licensed nurse for administering the epi-pen and glucagons.

- 4. Medication and any equipment needed to administer the medication (i.e., syringe, needles, medication). Note: These items are to be supplied by the parent or guardian.
- 5. Updates on any changes to information on the Emergency Data Card.

Paulding County Schools

Date Adopted:

8/24/2001

Last Revised:

7/8/2003

Georgia Code

Description

O.C.G.A. 20-2-0774

[Self administration of asthma medication](#)

O.C.G.A. 16-13-73

[Labeling prescription containers of dangerous drugs](#)

O.C.G.A. 16-13-75

[Drugs to be kept in original container](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: GAEB

Harassment

SEXUAL HARASSMENT

It is the policy of the 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 or staff member 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 oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student or fellow employee 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 or employment;
- 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:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning 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 directly to the Title IX Coordinator, Cliff Cole, at 770-443-8000. Any person who alleges sexual harassment by a member of the central office staff may complain directly to the Title IX Coordinator. (Each school shall publish Policy GAEB annually and shall designate a minimum of four persons to receive complaints and list these names in the handbooks.) 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 of the complainant and of the accused, 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 and immediate and appropriate corrective or disciplinary action shall be initiated. 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.

Paulding County Schools

Date Adopted:

8/24/2001

Last Revised:

3/22/2005

Georgia Code Description

O.C.G.A. 19-07-5

[Reporting child abuse](#)

O.C.G.A. 20-2-1184

[Mandatory reporting of students committing certain prohibited acts](#)

US Code

42 USC 2000d

[1964 Civil Rights Act](#)

42 USC 2000e-2

[Unlawful employment practices](#)

20 USC 1681

[Title IX of the Education Amendments of 1972](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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|-------------------------------|--------------------------------|
| <b>Board Policy</b>           | <b>Descriptor Code: JCE(1)</b> |
| <b>Student Discrimination</b> |                                |

Complaints made to the Paulding County School District regarding alleged discrimination on the basis of race, color or national origin in violation of Title VI of the *Civil Right Act of 1964*, on the basis of sex in violation of Title IX of the Educational Amendments of 1972, or on the basis of handicap in violation of the *Rehabilitation Act of 1973* (also known as Section 504), or the *Americans with Disabilities Act*, or an alleged discrimination violation of Title II of the *Carl D. Perkins Vocational Education Act of 1984* will be processed in accordance with the following procedure:

1. Any student, employee, or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, the appropriate coordinator designated below for the school system. If the complaint is oral, the coordinator shall promptly prepare a memo or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memo or statement if it accurately reflects the complaint made.
  
2. The coordinator shall have fifteen (15) days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant and the Superintendent.

3. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five (5) days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools.
4. The Superintendent shall have fifteen (15) days to review the complaint and the response of the coordinator and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either approval of the action recommended by the coordinator or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator and the time frame in which such action shall be taken.
5. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen (15) days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons the complainant disagrees with the response of the Superintendent and the action requesting the system to take. The complainant shall also include in the written response a request that the complaint be referred to the Board of Education.
6. Within thirty (30) days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
7. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
8. This policy is not intended to deprive any employee of any right she/he may have to file a grievance pursuant to any other policy of the local Board of Education, specifically including policy GAE(2) – COMPLAINTS AND GRIEVANCES, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Board of Education rules, specifically including, but not limited to, hearings to be conducted pursuant to the *Fair Dismissal Act* (O.C.G.A. § 20-2-940 through 947). The complainant retains at all times the right to contact the Office of Civil Rights with regard to any allegations that the system has violated the Federal statutes described above.
9. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students and employees through appropriate procedures.

Title VI Coordinator: Dr. Giselle Stone

Title IX Coordinator: David Colvard

Section 504 Coordinator(s): Sandra Childers (K-12)

Americans With Disabilities Coordinator: Call BOE

Title II Coordinator: (Carl Perkins Act) Tyre L. Rakestraw, Jr.

ADOPTED: August 24, 2001

LAST REVISED: September 8, 2003

**Cross Ref.: Also GAE (1)**

PAULDING COUNTY BOARD OF EDUCATION

**Board Policy  
Student Dress Code**

**Descriptor Code: JCDB-R**

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The Paulding County School Board and administration acknowledge that good grooming and personal attire positively affect student achievement and conduct while helping prepare all students for later success in the world of work. This dress code was developed through the direction of the superintendent and with the cooperation of parents, students, teachers, and administrators.

This dress code is designed to reduce the likelihood of distraction or disruption and to maintain an academic focus in the classroom and on campus. The administration reserves the right to determine if items of clothing are too casual, too revealing, or too distracting for school dress.

**Approved for School Wear**

**Pants and Shorts**

- Length must be appropriate (5" from the top of kneecap as measured by a ruler or the width of a 3 x 5 index card);
- Size appropriate-waist, seat and inseam; must be hemmed or cuffed;
- Cannot be altered from their original form.

**Skirts and Dresses**

- Skirts must be size appropriate and be worn at waistline;
- Shoulders must be covered and arm holes must be tight fitting;
- Length must be appropriate (3" from the top of the kneecap as measured by a ruler or the length of a 3 x 5 index card);
- Slits in skirts must be appropriate (no slit above the three inch rule);
- Cannot be altered from their original form.

**Shirts and Blouses**

- Must be size appropriate;
- Long or short sleeved, dress shirt, polo type, sleeveless with appropriate, tight-fitting armholes (no tank tops, no halter tops, no spaghetti straps);
- T-shirts or sweatshirts must have no writing, pictures, or graphics that unreasonably attract the attention of other students or cause disruption or interference with the operation of the school (e.g., vulgarity, sexual innuendo);
- Shirrtails must be below the belt line even with arms raised above the head or when the student is seated;
- Cannot be altered from their original form.

**Shoes**

- All students must wear appropriate shoes (examples: dress, tennis, flip-flops, clogs).

## Not Approved for School Wear

- Pants that touch the ground or floor;
- Wide legged pants, skin-tight pants, form-fitting clothing;
- Holes or patches above the knee;
- Pants, dresses, skirts, and shirts that have frayed ends;
- See-through clothing;
- Sleeveless shirts, blouses, without appropriate (tight-fitting) armholes;
- Deep-scooped necklines;
- Clothing that shows the bare midriff, bare back or the bare shoulders;
- Pajamas, bedroom shoes, or other sleepwear;
- Articles of clothing which advertise or display the symbols of drugs, tobacco products or alcoholic beverages;
- Clothing which may be considered racially insensitive or which displays or implies profane or obscene language or symbols;
- Emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school;
- Headgear is prohibited and must be kept out of sight on the school campus during the school day. This includes, but is not limited to, caps, hats, hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering. No headphones, combs, rakes, curlers, or picks can be worn in the hair. Exceptions for religious or medical reasons to be granted by the principal.
- Chains hanging from wallets or clothing;
- Exposure of undergarments of any type;
- Display or wearing of any gang articles, paraphernalia or clothing that can be construed as being gang related (e.g. bandanas, sweat bands, head rags, etc.);
- Jewelry that is offensive, distracts, or is studded or pointed is unacceptable. Heavy chains are not allowed.

### Notes:

Uniforms for school related activities are acceptable as approved by the school administration. Female cheerleaders must wear warm-ups under cheerleading uniforms except during games and pep rallies.

The school administration reserves the right to alter the dress code for special occasions or extracurricular activities. Parents who require an exemption from the dress code for religious, cultural or short-term medical reasons may make application to the principal.

This dress code regulation may be modified by the principal at grades K-5.

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Paulding County Schools

Date Adopted:  
8/24/2001  
Last Revised: 7/1/2006

## **HIGH SCHOOL PARKING RULES AND REGULATION**

1. Only students classified as seniors and juniors in approved work/study programs will be permitted to obtain a parking permit. Others may be considered if space is available.

For the 2007-08 school year, parking permit scores for seniors will be based on attendance, discipline, and eligibility status for the 2004-05 school year. For all other high school students, permit scores will be based on attendance, discipline, and eligibility status (must have passed 5 subjects the previous semester), compiled from cumulative data beginning with the 2004-05 school year.

2. Each person who chooses to park a vehicle during school hours must obtain a parking permit. The permit must be displayed on the front windshield, driver's side above the state inspection sticker. Failure to comply with this regulation will result in voiding of the permit, revocation of parking privileges and/or towing of the vehicle at the owner's expense.

3. Parking permits are **NOT** transferable.

4. Parking rules:

- (a) Speed limit on campus is 10 mph and will be strictly adhered to by students.
- (b) Drivers must obey all traffic safety rules and those described within this application.
- (c) Parking is prohibited in handicapped spaces, on the grass, in driveways or walkways, reserved spaces, unpaved areas, in someone else's space, taking two spaces or any other part of a second space, or any place that may damage school property or landscaping

**According to School Board Policy, a warrant may be sworn out for damage to public property and the vehicle may be towed at the owner's expense.**

5. The parking lot is OFF LIMITS FOR ALL STUDENTS during the school day regardless of whether a permit has been purchased or not. Students may not go to the parking lot without written permission from the administration.

6. Once on campus, a student may not leave without properly checking out at the Attendance Office.

7. Students who have the privilege of driving automobiles to school and parking on campus must maintain good attendance. Students shall lose these privileges and parking permit for the following semester if they:

- A. Have five or more unexcused absences in a semester;
- B. Have more than three discipline referrals; or
- C. Have four or more incidences of being late to school and/or checking out early without a legal lawful excuse.

This policy will continue from the previous school year. For example, if a student accumulates five (5) or more unexcused absences in the last semester of the previous school year, he/she will not be eligible for driving privileges and permits during the first semester of the next school year.

A student may regain his/her privileges at the end of the next semester by meeting all of the standards stated below:

- A. Have less than five unexcused absences;
- B. Have less than three discipline referrals; and
- C. Have four or less instances of being late (tardy) to school and/or instances of checking out of school early without a legal/lawful excuse.

Students who have lost their driving or other privileges and who violate the intent of these provisions by driving to school, parking on and off campus, and/or participate in extracurricular activities may be subject to discipline that may include permanent loss of parking and other privileges and punishment as insubordination.

8. Upon arriving at school, the student is to park the vehicle properly and disembark from the vehicle immediately. Students are not allowed to sit in vehicles or loiter in the parking lot for any reason.
9. Possession of illegal drugs, alcohol, tobacco or weapons is in violation of school rules and Board of Education Policy. Possession includes within or on a vehicle driven or parked on campus. Appropriate law enforcement officials will be contacted.
10. Vehicles are not permitted to display ANY FLAG, BANNER or MESSAGE, which may be determined by school officials as being offensive, racially or otherwise, or deemed disruptive to the safe and orderly operation of the school. This rule applies while the vehicle is being driven onto or off campus or while parked on campus.
11. Students must obey all instructions and direction given by staff members.
12. **AUTOMATIC LOSS OF PARKING PRIVILEGES** may result from:
  - (a) Leaving the campus without permission(includes before school), or
  - (b) Allowing another student access to your vehicle or parking space, or
  - (c) Leaving campus with or without permission and taking someone with you who does not have permission, or
  - (d) Reckless driving (Sheriff's Department may be called), or
  - (e) Major traffic violation or repeated minor violations, or
  - (f) UPON RECEIVING SECOND (2ND) ISS assignment.
13. Students will not be allowed to play radios or music at loud volumes in the parking lot of the school.
14. All other traffic violations will be dealt with individually. Consequences may include, but are not limited to: Detention, Saturday School, ISS, temporary or permanent loss of driving privileges, Out of School Suspension, loss of parking privileges for the remainder of the semester or remainder of the year, towing the vehicle at the owner's expense and /or report to the appropriate law enforcement agency.

**CAR TROUBLE AND TRAFFIC PROBLEMS  
ARE NOT  
EXCUSED TARDIES!**

As a result of House Bill 1190, DMVS has revised the school certificate of attendance (DS-1). This revision is necessary to compl with the change in law.

**House Bill 1190**

**Education; amend provisions**

- Removes ‘parental permission to withdraw from school’ from the list of exceptions.
- Requires a person who is younger than 18 years of age to be enrolled in and not under suspension from a public or private school f a period of one academic year prio to application for an instruction permit or driver’s license.
- DMVS will now suspend the license if the person:
  - Has dropped out of school without graduatin and has remained out of school for ten consecutive school days.
  - Has more than ten school days of unexcused absences in any semester or combination of two consecutive quarters.
  - Has been suspended from school for:
    - Threatening, striking, or causing bodily hard to a teacher or other school personnel.
    - Possession or sale of drugs or alcohol on school property.
    - Possession or use of a weapon on school property.
    - Any sexual offense prohibited under Chapter 6 of Title 16.
    - Causing substantial physical or visible bodily hard to or seriously disfiguring another person, including another student.
- DMVS is authorized to grant an exemption upon such a minor’s petition, if there is clear and convincing evidence that the enforcement of the provisions of this subsection upon such minor would create an undue hardship upon the minor or the minor’s family or if there isclear and convincing evidence that the enforcement of the provisions of this subsection would act as detriment to the health or welfare of the minor.
- The suspension provided for shall be for a period of one year or shall end upon the date of such minor’s eighteenth birthday, whichever comes first.

Signed: May 4, 2004  
Effective: May 4, 2004

**When a student 15 - 17 years of age applies for an instruction permit or drivers license, they must have a Certificate of Attendance completed and notarized by their school. The student is responsible for following the guidelines of their school concerning securing this certificate.**

## **PROCEDURE FOR SECURING A CERTIFICATE OF ATTENDANCE**

1. Student picks up their Certificate of Attendance form from the Attendance Office **at least 48 hours in advance** of needing the form.
2. The student completes (**PRINT**) student name and address on form and returns it to the Attendance Office.
3. Attendance Office will verify compliance of attendance requirement and forward the form to the secretary.
4. The secretary will sign the form and have it notarized.
5. Student may pick up the form in the front attendance office when completed.
6. A fee of \$2.00 is charged for processing.

## **LOCKERS**

Students are encouraged to rent academic lockers to secure personal belongings. **The student renting the locker will be held responsible for the locker and its contents.** Lockers may be rented for \$6.00 for the entire year. **Students are not to share lockers.** Upon withdrawal from school and at the end of the school year, the student must remove everything from the locker. Any items left in the lockers at these times will be discarded.

**Lockers are the property of the school and CAN BE SEARCHED AT ANY TIME WITH OR WITHOUT THE STUDENT'S KNOWLEDGE AND/OR PRESENCE.** Students are to keep their locker locked and to protect their combination at all times. **DO NOT GIVE OUT YOUR LOCKER COMBINATION.** Be sure to spin your lock after shutting the door to remove it from the last number of the combination. Everyone (including the THIEVES) knows you can leave it on the last number of your combination and open the locker any time. Lockers that do not work properly should be reported to the office immediately by completing the "Locker Repair Request" form found in the front office. Give the completed form to the secretary. She will return it to you through your first period teacher when the repair is completed.

Lockers in the Physical Education areas should be locked after items are placed inside those lockers. Lockers are available to rent from the P.E. staff. **DO NOT** leave any items unsecured in the locker room at any time. Students must make personal lock combinations available to school personnel. Otherwise, personal locks will be cut off by school personnel.

## **SEARCHES**

The school has the legal right and responsibility to maintain a safe and orderly environment. Where, in the opinion of the school administration, there is suspicion that the school rules or legal codes are or have been violated, all personal items can be searched, including but not limited to purse, bags, clothing, and vehicles.

## **SECURITY OF PERSONAL ITEMS**

Students must be responsible for all personal items brought to school, i.e., book bags, purses and wallets, gym bags, books, calculators, musical instruments, etc. The school cannot be held responsible for personal items including clothing. It is the individual student's responsibility to keep up with all personal items. Names/markings should be made in all shoes, jackets, notebooks, etc., for identification purposes. All lost/found items should be turned in to the front office.

## **EMERGENCY INFORMATION**

Students and parents will be asked to complete an **EMERGENCY INFORMATION CARD** naming persons to contact in case of an emergency. It is the responsibility of the parent to provide transportation and further care for the student if the student becomes ill or injured on school property. The fire department EMT's will be called in emergency situations and every effort will be made to contact a parent or other person(s) listed on the emergency form. **Students will not be sent home without parental approval.** Parents are asked to keep the school informed of address and phone number changes as soon as they occur.

## **FIRE DRILLS**

Fire drills are necessary for the safety of the students and faculty. Regular drills are required. When the fire alarm sounds, students are to line up quietly and file out of the building to the designated area where the teacher will take roll. If the alarm rings during class change, students are to leave the building by the nearest exit and report to their last period class teacher outside the building. No one should ever assume that an alarm is false.

## **TORNADO DRILLS**

Tornado drills will be held periodically during the year. When a tornado watch is announced, students will move to their assigned area and wait for further instruction. If a tornado warning is issued, all students and staff members will assume the "duck and cover" position until an "all clear" is sounded.

## **SCHOOL CLOSING**

When school is closed due to weather or other circumstances, official announcements are made through Atlanta TV and radio stations. Every effort will be made to put this information on the main school activities hotline as soon as possible. In case of school closing once students have arrived at school, student drivers will be released as soon as possible. Bus riders will wait until their bus arrives after elementary school routes. Parents are encouraged to work out a specific plan with their student ahead of time in the event school is dismissed early.

## **STUDENT ACTIVITIES**

Activities can play an important role in the life of a high school student, providing an outlet for many talents and interests. Student leadership skills and school spirit are enhanced when a student participates in these activities. All students are encouraged to be actively involved. All student activities must be approved in advance by the sponsor and the administration. All rules and policies of the Board of Education must be followed, including eligibility requirements if they apply. No activity may be conducted without the coach or sponsor being present.

## **ELIGIBILITY REQUIREMENTS**

All academic requirements are based on a minimum grade of 70. The Georgia High School Association “No Pass, No Play” policy pertains to competitive interscholastic activities. Certain other school activities may also be governed by these policies.

Students must have passed five (5) classes the semester immediately preceding participation and be enrolled in a minimum of five (5) courses during the semester of participation. Approved summer school courses are an extension of the spring semester for eligibility purposes.

Additionally, students must be “On Track” for graduating with their designated class. The table below explains the new (Adopted April 1998) “On Track” requirement:

|                           | <b>Students Entering 9th or<br/>10th Grade in 1998 and after</b> |
|---------------------------|------------------------------------------------------------------|
| <b>End of first year</b>  | 4                                                                |
| <b>End of second year</b> | 10                                                               |
| <b>End of third year</b>  | 16                                                               |

**Fifth year students are not eligible and students must not turn 19 before May 1 preceding the year of participation.**

Students must reside within the school’s designated attendance zone with a custodial parent/guardian and have not previously attended another school while living in this attendance zone to be eligible for GHSA sanctioned activities.

For eligibility questions contact Athletic Director.

## **ATHLETICS**

High School offers a wide variety of interscholastic athletic teams for students. The goals of our athletic program are: to build character and pride through teamwork and individual sacrifice; to develop physical, mental, and spiritual potential of the student through practice and preparation; to teach discipline and techniques through training and example; and to instill a winning attitude for life through experiences of competition.

All regulations, including eligibility requirements, of the State Board of Education, the Georgia High School Association, and the Paulding County Board of Education will be followed. Information on tryouts for each activity will be announced and it is the student’s responsibility to listen to all announcements and obtain the necessary information. Coaches make selections for participation based on the criteria for each activity.

Currently, athletic activities are:

| <b>FALL</b>   | <b>WINTER</b> | <b>SPRING</b> |
|---------------|---------------|---------------|
| Cross Country | Basketball    | Baseball      |
| Football      | Wrestling     | Tennis        |
| Softball      | Cheerleading  | Track         |
| Volleyball    | Rifle Team    | Golf          |
| Cheerleading  |               | Soccer        |

“No student shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by a local school system, and no local school system shall provide any such athletics separately on such basis.” This is basically the heart of the law, and should provide a reference point for school systems in guiding their actions with regard to gender equity in their athletic programs. This provision in the law tracks language from the federal Title IX regulations. (O.C.G.A 20-2-315 (a). Questions regarding this matter you may contact Mr. David Colvard, Sports Equity Coordinator, at 770/443-8000 or the Paulding County Board of Education, 522 Hardee Street, Dallas, GA. 30132.

## **PHYSICAL EXAMINATIONS**

All students wishing to participate in interscholastic athletics, including tryouts, must have a current physical examination on file in the Athletic Administrator’s office. **The physical examination must be signed by a medical doctor (M.D. or D.O.). Physical examinations MAY NOT be signed by a chiropractor but may be signed by a nurse practitioner.** It is the student’s responsibility to make sure the physical is up to date and on file before any tryouts or pre-season workouts. Physicals are good for one calendar year.

## **BOOSTER CLUBS**

The Booster Club organizations at High School play an integral role in the successful operation of the total athletic program. Their contribution is one of full support, both financially and athletically, toward the students, administration and coaches. Booster clubs serve only as organizations of support for their respective sport, and should refrain from making demands in the area of policy established by the administration and coaching staff. Additionally, the booster club should not make recommendations or attempt to become involved in the day-to-day operation of the school athletic program. A close working relationship and open communication between the club and school is desirable and should be the goal of all concerned.

## **INTERSCHOLASTIC ACADEMIC ORGANIZATIONS**

### **Included but not limited to:**

**YEARBOOK** - The yearbook staff is determined in the Spring prior to the end of the school year through workshop and application process.

**ACADEMIC BOWL** - This group is a competitive skill-based team. The members participate in a variety of activities designed to demonstrate skill in all academic subjects.

**MATH TEAM** - This group is a competitive skill-based team. The members participate in a variety of activities designed to demonstrate skills in mathematics.

**MARCHING BAND/AUXILIARY** - These groups perform at football games and festivals. Workshops and tryouts are required to participate.

**CONCERT & SYMPHONIC BAND** - These groups participate in concerts and festivals.

**NATIONAL HONOR SOCIETY** - This group offers membership to outstanding Juniors and Seniors. To maintain membership, students must have at least a 92% average, show leadership qualities, be of strong character, and provide volunteer service to the school and community.

**NATIONAL FRENCH HONOR SOCIETY** - This a national organization designed to recognize academic excellence in French. It incorporates community service and French awareness into its many activities.

**NATIONAL SPANISH HONOR SOCIETY** - This a national organization designed to recognize academic excellence in Spanish. It incorporates community service and Spanish awareness into its many activities.

**NEWSPAPER -**

**SHOW CHOIR**

**DEBATE**

## **CLUBS & ACTIVITY GROUPS**

### **Included but not limited to:**

Clubs fall into one of the following categories: service organizations, honor societies and clubs, curriculum related clubs, and interest groups. Currently, High School offers the following which are open to all students:

|                                                      |                    |
|------------------------------------------------------|--------------------|
| Future Business Leaders of America (FBLA)            | BETA Club          |
| Fellowship of Christian Athletes (FCA)               | DECA               |
| Family Career & Community Leaders of America (FCCLA) | Ecology Club       |
| International Club (Foreign Language)                | Conservation Club  |
| Vocational Occupational Clubs of America (VOCA)      | Art Club           |
| Vocational Industrial Clubs of America (VICA)        | Drama Club         |
| 4 - H Club                                           | EPTV               |
| JROTC Drill Club                                     | Men of Distinction |
| Thespian Troupe                                      | Ladies of East     |
| GUMBO                                                |                    |

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

SGA provides student leadership opportunities available through participation in the student government process. Students may serve by election, as a class representative, class officer, or council officer.

Election times and procedures will be announced. The purpose of the Student Government Association is:

- to develop attitudes of, and participate in good citizenship
- to promote positive relations and morale throughout the school
- to provide orderly direction of school activities
- to provide leadership for the student body
- to provide a forum for student expression
- to promote the general welfare of the school

## **VISITORS TO CAMPUS**

Any individual visiting the school must report to the front office upon arriving at school. Friends and relatives are not permitted to spend the day at school with students. Visitors other than parents will not be allowed to eat lunch with students. *Lunches from “fast food” places are not to be delivered, brought in or eaten in the school cafeteria.*

## **FLORAL AND OTHER DELIVERIES**

**Floral and balloon deliveries by parents or outside vendors are not allowed at school.** The school cannot accept responsibility for these types of deliveries to students and will not interrupt the school day for these. **Students may not have balloons or other vision interfering items on the bus, at any time.**

## **MESSAGES TO STUDENTS**

Only **EMERGENCY** messages can be delivered to students during the school day. We will not interrupt instructional time with messages. Students are urged to make transportation arrangements and other necessities before coming to school each day since phone lines must be kept open as much as possible. With our large number of students, it is not possible to allow students complete access to the phones for incoming calls.

## **FOOD SERVICES**

All food prepared in our kitchen is carefully selected and served by professionally trained personnel and is reasonably priced. Students are encouraged to participate in the food services program. Students may prepay for their meals and are encouraged to do so. Checks made out to the school and for the price of the lunch will be accepted. Lunch charges are prohibited. Students may not bring canned drinks or drink containers to school except for commercially sealed containers.

Students are asked to clean up after themselves in the cafeteria. No food, drinks, or cups are to be taken from the cafeteria. Common courtesy and proper table manners are expected from all students in the cafeteria. This includes but is not limited to: breaking in line, not throwing food, returning trays and placing refuse in its proper location. Students may not leave the cafeteria during their assigned lunch without permission.

|        |                           |        |
|--------|---------------------------|--------|
| Costs: | High School Student Lunch | \$1.80 |
|        | Student Breakfast         | \$ .90 |
|        | School Board Employee     | \$2.50 |

In the operation of child nutrition programs, no child will be discriminated against because of race, sex, national origin, age, or disability. If you believe you have been discriminated against, write immediately to the secretary of Agriculture, Washington, DC 20250.

## **VENDING SERVICES**

Vending machines are available for responsible student use. Drink machines in teacher areas are off limits at all students. The school will make every effort to provide these machines; however, student cooperation is necessary for continuation of this service. Student use of the machines is at his/her own risk.

## **FIELD TRIPS**

The full participation of students in all classroom activities is provided free of charge and no student is denied these opportunities because of inability or unwillingness of his or her parents/guardian to financially donate in support of those activities. Our field trips are funded primarily through parent/guardian donations which are requested and collected to enable every student to participate.

A student may be excluded from a field trip by the administration if the student's behavioral history suggests the possibility that he/she may endanger themselves and others on the trip.

## **ASSEMBLIES**

Assemblies are an important part of the social activities of our school. At all times the students' behavior should be courteous and respectful. Whether guests are present or not, each student should feel personally responsible for the impression made by the school as a whole. Students will be given direction as to seating arrangements when an assembly occurs. Students who are disruptive may be removed for disciplinary action.

## **HOME/SCHOOL COMMUNICATION**

Effective communication between the school and the home is essential to the successful operation of the educational program. Delivery of information to the home is a responsibility shared by the school personnel and students. Therefore, students will be expected to transmit written notes, messages, deficiency reports, report cards and other information intended for communication between the school and parents. The school will be responsible for making reasonable efforts in this process; however, school personnel can not be held responsible for problems which develop from refusal or "forgetfulness" of students to transmit such information.

## **PUBLIC ADDRESS ANNOUNCEMENTS**

Announcements, notices, and posters must have administrative approval. Special notices posted throughout the building must advertise only school sponsored events and/or must be approved by the administration or organizational sponsor. Announcements are to be submitted with the sponsor's approval to the front office before 8:30 a.m. each day. Signs and posters must be removed upon completion of the activity.

## **MOMENT OF SILENCE**

The Paulding County School System adheres to the State Law regarding the “Moment of Silence”. The moment of silence is to be the first activity of each school day. If a class period comes before homeroom, the moment of silence will be the first activity of the class period. The teacher in charge will conduct the activity in accordance with the procedures established by the principal.

High School’s will observe the moment of silence each day at the conclusion of the morning announcements.

## **PLEDGE OF ALLEGIANCE**

State Law, State Standards and Paulding County Board of Education Policy require that students be afforded the opportunity to recite the Pledge of Allegiance. Each day at the beginning of the morning announcements over the public address system students will be asked to stand for the pledge. Students will be given a moment to stand and be led in the recitation of the Pledge. Students participating in the recitation of the Pledge will be expected to stand, face the flag and recite the Pledge in unison. Students electing not to participate may (a) stand and refrain from reciting the Pledge; or (b) remain quietly seated.

If tardy students are checking in at the attendance office or in the hall going to class, they should immediately stop, face the front of the building where the flag pole is, and recite the Pledge with the rest of the student body.

## **YEARBOOKS**

Students are encouraged to purchase a yearbook when they go on sale each year. This will reserve the yearbook for the student. Students should keep their receipt in a safe place. When books arrive at the end of the year, there are few available for purchase.

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BOARD POLICY

Code: IFBGA

Internet Acceptable Use

Date: August 24, 2001

Acceptable Use of the Electronic Communication Network

The Paulding County School System maintains an electronic communication network that includes Internet Access. Access to the electronic communication network, as well as the hardware and software that support access, are the property of the School System, and shall be used solely in support of the educational objectives of the School System. Use of this property is a privilege that may be discontinued at any time.

The electronic Communication network should be used in a responsible, ethical, and lawful manner. School principals and department heads shall be responsible for monitoring all use of the electronic

communication network at their facilities. Student access to the electronic communication network shall be under the supervision of a teacher or other appropriate staff member.

Unacceptable Use of the Electronic Communication Network

Any unauthorized use of the electronic communication network or any failure to comply with the local and system-wide provisions relating the use of the electronic communication network by a student will be grounds for loss of electronic communication network access and /or other disciplinary and/or legal action. Unauthorized use of the network or failure to comply with provisions relating to the use of the network will be dealt with as described in policy JDD/JDE.

Any unauthorized use of the network or any failure to comply with the provisions relating to the use of the network by an employee will be grounds for loss of network access and/or other disciplinary and/or legal action, including termination of employment.

Unacceptable use includes, but is not limited to:

1. Attempting to gain unauthorized access to a computer resource by using another user's name and or password.
2. Attempting to disrupt service, or break into any computer system resource maintained by the Paulding County School System.
3. Utilizing any network resource by the Paulding County School System.
4. Utilizing any network resource for personal or commercial gain.
5. Sending anonymous messages or misrepresenting one's identity through the data network.
6. Utilizing any network resources to obtain any software and/or material against copyright law.
7. Wastefully using the network resources of the Paulding County School District.
8. Attempting to use any software that would cause damage or disruption to any network resource maintained by the Paulding County School District.
9. Using any network resource when privileges have been terminated.
10. Using any network resource in such a way that does not comply with the educational objectives of the Paulding County School system.
11. Engaging in any activity while using a network resource that could result in a monetary charge to the Paulding County School District.
12. Utilizing any network resource in an illegal manner or that violates any State or Federal laws, rules , or regulations.

13. Supplying personal information such as home address, phone number, and full name while accessing the Internet.
14. Accessing, posting, or communicating materials or messages that are slanderous or harmful to the reputation of another.
15. Accessing, posting, or communicating materials or messages that are harassing, abusive, threatening, obscene, vulgar, or inappropriate in content.
16. Utilizing any network resource for political lobbying.

Privacy

All electronic communications using the Paulding County School District electronic communication network is subject to monitoring by the appropriate administrative personnel.

Employees should be aware that all electronic communications on the Paulding County School District are discoverable.

Security

Security is of the utmost importance on the electronic communication network of the Paulding County School District. Any user identifying a breach of security or other computer security problem will immediately report the problem to the supervising teacher or local administrator. The problem will not be demonstrated to any other users. Passwords will not be shared among users under any circumstances.

Network Etiquette

All users of the electronic communication network will use the generally accepted rules of network etiquette. These rules include, but are not limited to communicating in a polite manner, refraining from abusive and/or vulgar language.

Vandalism

Vandalism is defined as any malicious attempt by any user to harm, destroy, or access data or equipment of the Paulding County School District or any other system represented on the Internet. Any user engaging in vandalism will have all privileges terminated and be subject to disciplinary action, including but not limited to legal action.

Warranties

The Paulding County School District makes no warranties of any kind, whether express or implied, for the service it is providing and will not be responsible for any damages a user may suffer. This includes loss of data resulting from delays, non deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions of the system or the user. Use of any information obtained via the network/Internet is at the user's risk. Paulding County School District specifically denies any responsibility for the accuracy or quality of any information obtained through this services.

1. Students will remain in the menus provided. At no time should a student be found at a DOS prompt (C:\ or an other drive letter), unless authorized and supervised by a faculty member.
2. Students may **NOT** send messages on the networks.

VIOLATION OF THE ABOVE TWO POLICIES ARE LEVEL III OFFENSES -- TO BE DEALT WITH AT THE DISCRETION OF THE BUILDING ADMINISTRATOR.

3. Students may **NOT** copy any programs, utilities, or games to any computer on campus.
4. Students may **NOT** use unauthorized ID's. Students are only authorized to use their own ID or one assigned by a faculty member. Students should never share ID's or Passwords with anyone else. A student is responsible for damage done using his/her ID.
5. Students may **NOT** attempt to break security on individual units or networks.
6. Students may **NOT** access "improper" on-line information, including the utilization of any "improper" medium, for example (but not limited to) adult or pornographic material.
7. Students will **NOT** remove any technology equipment, peripherals, or software from this campus. These offenses are punishable by law as well. (If the amount of damage is in excess of \$75.00, violation of this policy may be a Level I Offense).
8. Students will **NOT** make changes to teacher grade disks or grade records using electronic means.
9. Students will **NOT** vandalize software. Examples of offenses include, but are not limited to, deleting files, zipping files, hiding or moving files, renaming files, changing files, and deleting icons.
10. Students will **NOT** distribute any virus on, or cause to infect, any unit or system or down the server.
11. Students will **NOT** vandalize equipment or systems. Examples of offenses include, but not limited to, rearranging keys on the keyboard, removing keys on the keyboard, removing mouse balls, unplugging computer cables, marking on computer equipment, and cutting computer cables.
12. Students will **NOT** distribute "improper" materials on any unit or server, for example (but not limited to) adult or pornographic material.

VIOLATION OF POLICIES 3 - 12 ARE GENERALLY LEVEL II OFFENSES, WHICH ARE CONSIDERED MAJOR. UNDER CERTAIN CIRCUMSTANCES, THESE CAN BE CONSIDERED AS LEVEL I OFFENSES. IN ADDITION TO THE FOLLOWING, REPORTS MAY BE MADE TO LAW ENFORCEMENT OFFICIALS:

First Offense:	Suspension in school or out of school up to 5 days
Second Offense:	Suspension from school for 5 days
Third Offense:	Expulsion from school for the semester
Fourth Semester:	Expulsion from school for the year

HATCH AMENDMENT

Parents and students have certain rights under the federal law (20 U.S.C. 123h) commonly known as the Hatch Amendment. Pursuant to this law, all instructional materials, including teachers' manual, films, tapes, or other supplemental materials which will be used in connection with any survey, analysis, or evaluation shall be available for inspection by the parents or guardians of the students. In addition, no students shall be required to submit to a survey, analysis, or evaluation that reveals any information concerning any of the following: political affiliations; mental or psychological problems potentially embarrassing to the student or his/her family; sex behavior or attitudes; illegal; anti-social; self incriminating and demeaning behavior; critical appraisals of other individuals with whom the students have close family relationships, legally recognized or analogous relationships, such as those of lawyers, physicians or ministers; or income without prior written consent of the parent.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Paulding County School District complies with the provisions of the Family Educational Rights and Privacy Act (FERPA). Board Policy JR (revised July 29, 2003) provides that parents, guardians, or eligible students have the right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that Federal Law authorizes disclosure without consent;
4. File with the U.S. Department of Education a complaint concerning alleged failures by this school or the Paulding County School system to comply with FERPA;
5. Obtain a copy of Board Policy JR. Board Policy JR is available in the Principal's Office or at the Paulding County School District website. The Policy is also available at the school district offices at 522 Hardee Street, Dallas, Georgia 30132.

We are also required to apprise parents of the types of information that may be given out by the school system as "directory information." Your parent/student handbook should include the following statement:

Public notice is hereby given by the Paulding County Board of Education pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g (a) (5) (b), that the following information pertaining to students enrolled in the Paulding County School District may be given upon request to law enforcement agencies, PTA and school related groups, U.S. Armed Forces recruitment agencies, and schools and colleges accredited by the Southern Association of Colleges and Schools; name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height if the member of an athletic team, dates of attendance, awards received, the most recent previous educational institution attended, and other similar information. Student names may be obtained from athletic programs as well as tentative list of graduating seniors for media publication. Parents of students under eighteen (18) years of age or older objecting to the release of this information should notify Cliff Cole, Assistant Superintendent for Operations, Paulding County School System, 3236 Atlanta Hwy, Dallas, Georgia 30132, in writing by September 10, 2007.

SOCIAL SECURITY NUMBERS

Georgia law requires that “No child or youth shall be admitted to any public school of the state until the parent or guardian provides to the proper school authority an official copy of the child’s social security number. Under the same law however, parents may choose not to provide the number by signing a wavier form. Social security numbers are for educational records only and providing the number is voluntary on behalf of parent and/or student.

LEGAL COMPLIANCE

In the operation of the Paulding County School System, it is the policy of the Board of Education that no person shall, on the grounds of race, color, national origin, handicap, disability, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in educational programs, activities, or employment practices. The following staff persons have been designated to field questions, comments, and complaints regarding instances of alleged discrimination:

Title VI Coordinator:	Dr. Giselle Stone	770-443-8000
Title IX Coordinator:	David Colvard	770-443-8000
Section 504 Coordinator:	Sandra Childers	770-443-8000
Title II (Carl Perkins Act) Coordinator:	Tyre L. Rakestraw, Jr.	770-443-8000
Americans with Disabilities Act Coordinator:	TBA	770-443-8000

NOTES

Approved & Upcoming 2007 – 20078 School Calendar

***** Notice - The calendar below will be updated with new dates (i.e. progress reports dates, report card dates, etc) as the new school year approaches and more information becomes available. Please check back often for the latest version of this calendar. *****

Date	Event
July 23 – 27	New Teacher Orientation – Schedule to be Announced
July 30 - August 3	Pre-Planning/Professional Learning
August 6	First Day for Students
September 3	Holiday (Labor Day) – Schools Closed
October 12	Early Release Day - Students Dismissed Two Hours Early
October 15-19	Parent/Teacher Conferences – Report Cards Issued – Elementary Students Dismissed at 1:30 p.m. / Middle and High Students dismissed at 2:30 p.m.
November 7	Professional Learning Day - Student Holiday
November 19	STUDENT HOLIDAY/DISTRICT LEARNING DAY
November 20 - 23	Fall Holidays (Thanksgiving) – Schools Closed
December 5	Early Release – (Professional Learning) - Students Dismissed Two Hours Early
December 20 - January 3	Mid-Year Holiday (Christmas) – Schools Closed
January 4	Professional Learning Day – Student Holiday
January 7	Begin Second Semester
January 21	Holiday (Martin Luther King, Jr.) – Schools Closed
January 23	Early Release (Professional Learning) - Students Dismissed Two Hours Early
February 18 - 22	Winter Holiday – Schools Closed
March 17-21	Parent/Teacher Conferences – Elementary Only – Report Cards Issued - Elementary Students Dismissed at 1:30 p.m.
April 7-11	Holiday (Spring Break) – Schools Closed
May 7	Early Release (Professional Learning) – Students Dismissed Two Hours Early
May 23	End Fourth Nine Weeks Grading Period (45 days)/End Second Semester/Last Day of School (93 days)
May 26	Holiday (Memorial Day) – Schools Closed
May 27 - 28	Post-planning

Dates are subject to change, Please refer back often for the most up to date academic calendar.