

Code of Student Conduct and Discipline



2015-2016

Effective August 2015

FOREWORD

Much work and thought has gone into the preparation of the Code of Student Conduct and Discipline. It is consistent with State Board policy, state legislation, and the most recent court decisions. It should prove to be beneficial to everyone involved: students, parents, and school employees. This code is reviewed annually and revised, as necessary, by a committee composed of educators, board members, students and parents.

In essence, it does the following five things:

- *It provides substantial guidance for behavior standards and expectations for students.*
- *It assures due process and fair treatment for every student, assuring each an opportunity to be heard.*
- *It is the foundation that should foster a wholesome environment within the schools of the system.*
- *It affords each student an uninterrupted opportunity to pursue academic excellence.*
- *It provides rules designed for the safety and welfare of the students.*

It does not, in any sense, weaken the position of the teachers and principals with regard to the maintenance of good conduct and order. We feel that it is a good guide for our school system.

This booklet should be used as a reference until another is revised and issued by the Richmond County Board of Education.

RICHMOND COUNTY SCHOOL SYSTEM
VISITOR GUIDELINES

WELCOME! The Richmond County School System values the participation of parents and community in the activities of the schools and encourages adults to serve as role models for students. The School System welcomes visitors to the campuses of the schools and provides for opportunities to observe and learn about the educational programs, to volunteer and to attend events such as sporting events as well as musical and dramatic presentations offered to the public.

While visitors are welcome on campus, the paramount concern of the School System is to provide a safe and orderly educational atmosphere in which disruptions and distractions are minimized.

Any visitor to a school or school event who violates these guidelines will be asked to leave and may lose the privilege of coming on campus and/or attending school events in the future.

To that end, the following guidelines apply.

- **SIGN IN:** Upon arrival, all school visitors must report immediately to the administrative office of the school in order to sign-in and obtain permission to be on campus.
- **RESPECT:** Visitors are considered role models and are expected to be appropriately and modestly dressed and to display respect for activities in progress at the school. Visitors shall conduct themselves in a manner that is not disruptive to the educational environment.
- **ABIDE:** All visitors are expected to abide by the general rules of the school, any applicable provisions of the Code of Student Conduct and Discipline and shall comply at all times while on Board property with Board of Education policies and procedures.
- **MAINTAIN:** Visitors shall maintain the integrity of student confidentiality policies. Any confidential school matters overheard or observed shall remain in the school, and any concerns should be discussed with the site administrator.
- **KEEP THEM PUT:** Visitors are not permitted to remove students from the classrooms or other school activities without direct permission of the legal guardian of the student and/or the site administrator.
- **SIGN OUT:** Parents/guardians visiting or volunteering in the school shall sign their children out using proper procedures established at the school. Visitors shall sign out or follow approved procedures for notifying the administrative office that the visit is concluded.

TABLE OF CONTENTS

Character Education and the Code of Student Conduct and Discipline	1
INTRODUCTION	
School Assignment	3
Improvement of the Student Learning Environment	3
PART I OFFENSES	
Rule 1(A) Disruption and Interference with School.....	3
Rule 1(B) Bomb Threat Policy	4
Rule 2 Damage, Destruction or Theft of School Property	4
Rule 3 Damage, Destruction or Theft of Private Property.....	5
Rule 4(A) Physical Assault on an Employee of the School System; Verbal Assault and Disruptive Conduct.....	5
Rule 4(B) Physical Violence against Teachers, School Bus Drivers, or other school official or employee.....	5
Rule 4(C) Reporting False Information of Alleged Inappropriate Behavior.....	6
Rule 5(A) Physical Assault to and/or Fighting with a Person not Employed by the School	6
Rule 5(B) Bullying	6
Rule 6 Weapons and Dangerous Instruments	7
Rule 7(A) Alcoholic Beverages.....	8
Rule 7(B) Narcotics, Drugs and Controlled Substances.....	9
Rule 8(A) Illicit or Immoral Activities by a Student	9
Rule 8(B) Sexual Harrassment of or by a Student	10
Rule 9 Disregard of Directions or Commands	10
Rule 10 Attendance Policy	10
Rule 11 Unexcused Absence from Detention Class	12
Rule 12 Tardiness	12
Rule 13 Leaving Campus Without Permission	13
Rule 14 Dress and Grooming.....	13
Rule 15 Smoking.....	15
Rule 16 Operation of Motor Vehicles on Campus	15
Rule 17 Compliance with Rules and Regulations.....	16
Rule 18 Falsified Addresses and Enrolling Out of Zone	16
Rule 19 School Bus Rules and Pupil Responsibilities	16
Rule 20 Chronic Disciplinary Problem Students	17
Rule 21 Authority of Teacher Over Classroom	18
Rule 22 Gang Membership and Activity	19
PART II PROCEDURAL RULES	
Rationale	20
Policy	20
Communication.....	20
Rule 23 Short-Term Suspension	20
Rule 24 Long-Term Suspension or Expulsion	20
Rule 25 Conduct of Hearing	21
Rule 26 Group Hearings.....	21
Rule 27 Notification of Hearing and Conduct of a Hearing for Special Circumstances/ Disciplinary Hearing Tribunal	21
Rule 28(A) Discipline Short of Suspension or Expulsion.....	22
Rule 28(B) Alternative Disciplinary Consequences	22
Rule 29 Emergency Suspensions	22
Rule 30 Alternative Center Program.....	22
Rule 31 Threat to Health or Safety	23
Rule 32 Disrupting School Operations	23
Rule 33 Discretionary Authority of Panel.....	23
PART III SEARCHES	
Rule 34 Searches of Students' Lockers and Desks	23
Rule 35 Searches of Students	23
PART IV ALTERNATIVE MEANS OF DISCIPLINE	
Rule 36 Using the Demerit System	24
Rule 37 Policy and Guidelines for In-School Suspension.....	24
BULLYING POLICY	26
ACCEPTABLE USE POLICY	28
CHILD FIND NOTIFICATION	34
INFORMATION ON SECTION 504 OF THE REHABILITATION ACT OF 1973	35
DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES	39
SCHOOL CLUBS AND ORGANIZATIONS & OPT OUT FORM	42-47
SCHOOL SITE COMMUNITY SERVICE FORMS	48-50

**CHARACTER EDUCATION INFORMATION
CODE OF STUDENT CONDUCT AND DISCIPLINE**

Parents should take the lead in teaching and demonstrating good character for their child or children. Whenever possible, it is recommended that students be referred for counseling to reinforce character education. Below are the rules of code of conduct with the corresponding character trait that befits the code violation.

Rule # 1

Disruption and Interference with School

Character Trait

Citizenship: Respect for and Acceptance of Authority;
Respect for Others

Rule # 2 & 3

Damage, Destruction or Theft of School Property
Damage, Destruction or Theft of Private Property

Character Trait

Citizenship: Respect for Environment and Respect for Others

Rule # 4(A) & 4(B)

Physical Assault on an Employee of the School System; Verbal Assault and Disruptive Conduct
Physical Violence Against Teachers, School Bus Driver, or Other School Official or Employee

Character Trait

Respect for Self: Self Control and Virtue,
Respect for Others: Courtesy,
Citizenship: Tolerance

Rule # 5

Physical Assault to and/or Fighting with a Person Not Employed by the School

Character Trait

Respect for Others: Compassion, Kindness,
Respect for Self: Self Control,
Citizenship: Tolerance

Rule # 6

Weapons and Dangerous Instruments

Character Trait

Respect for Self & Others: Accountability, Civility, Self Control

Rule # 7(A)

Alcoholic Beverages

Character Trait

Self-Esteem: Knowledge
Respect for Physical, Mental Health

Rule # 7(B)

Narcotics, Drugs and Controlled Substances

Character Trait

Self- Esteem: knowledge
Respect for Physical, Mental Health

Rule # 8

Illicit or Immoral Activities by a Student

Character Trait

Respect for Self: self control, and virtue,
Respect for the Creator, Accountability
Respect for Others: Kindness, Compassion

Rule # 9

Disregard of Directions or Commands

Character Trait

Citizenship: Respect for and Acceptance of Authority,
Respect For Self: Self Control and Virtue,
Work Ethic: Cooperation and Diligence

Rule # 10

Attendance

Character Trait

Work Ethic: Punctuality, School Pride, Diligence, Accomplishment

Rule # 11

Unexcused Absence from Detention Class

Character Trait

Respect for Others: Civility, Accountability
Work Ethic: Diligence

Rule # 12

Tardiness

Character Trait

Respect for Self & Others: Accountability, Commitment, Perseverance & Diligence, Frugality, Work Ethic: Punctuality, Dependability

Rule # 13

Leaving Campus Without Permission

Character Trait

Citizenship: Respect for and Acceptance of Authority, Respect for Others: Courtesy and Cooperation

Rule # 14

Dress and Grooming

Character Trait

Self-Esteem: Cleanliness, Respect for Physical appearance, Knowledge

Rule # 15

Smoking

Character Trait

Self-Esteem: Knowledge, Respect for Physical, Mental Health

Rule # 16

Operation of Motor Vehicles on Campus

Character Trait

Citizenship: Respect for and Acceptance of Authority, Respect for Others: Civility

Rule # 17

Compliance with Rules and Regulations

Character Trait

Citizenship: Respect for and Acceptance of Authority

Rule # 18

Falsified Address and Enrolling Out of Zone

Character Trait

Respect for Others: Integrity, Honesty, Truthfulness

Rule # 19

School Bus Rules and Pupil Responsibilities

Character Trait

Citizenship: Respect for and Acceptance of Authority, Respect for Self: Accountability

INTRODUCTION

The rules of the Code of Student Conduct and Discipline are divided into four parts:

- PART I** Lists the types of student conduct which represent offenses
- PART II** Outlines the method that will be followed in the processing of alleged offenses or in the operation and inspection of motor vehicles on campus
- PART III** Outlines appropriate procedures for search of students, students' lockers, and students' desks
- PART IV** Outlines alternative means of discipline

School Assignment

Student assignment to an attendance zone is based on residence. Every parent or guardian is required to complete and sign a certificate of residence so school officials may verify that the child is attending the proper school.

If a student moves outside the Richmond County School District or from one zone to another within the district, (excluding those transferred because of attending school out of zone), he or she may be allowed to complete the grading period before transferring if private transportation is provided, and provided that certain conditions are met. Approval must be given by the Superintendent or his designee, the Deputy Superintendent. Refer to Rule 18 for related information.

Improvement of the Student Learning Environment

Parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

PART I - OFFENSES

Rule 1(A)

Disruption and Interference with School

No student shall:

- (a) Occupy or attempt to occupy any school building, gymnasium, school grounds, properties, or part thereof with intent to deprive others of its use, or where the effect thereof is to deprive others of its use.
- (b) Block or attempt to block the entrance or exit of any school building or property or corridor or room thereof so as to deprive others access thereto.
- (c) Set fire or attempt to set fire to or otherwise damage any school building or property.
- (d) Possess, display, or otherwise threaten to use any firearms, explosives, other weapons or any instrument not covered under Rule 6, that can reasonably pose a danger

to the health and safety of students, teachers, or any other person, on school premises.

- (e) Prevent or attempt to prevent the convening or continued functioning of any school, class, activity, or lawful meeting or assembly on the school campus.
- (f) Prevent students from attending a class or school activity.
- (g) Block or attempt to block normal pedestrian or vehicular traffic on a school campus or adjacent grounds except under the direct instruction of the principal.
- (h) Continuously make noise or act in any other manner so as to interfere seriously with the teacher's ability to conduct the class.
- (i) Cause or attempt to cause the disruption of any lawful mission, process, or function of the school in any manner, by the use of violence, intimidation, force, noise, coercion, threat, harassment, fear, passive resistance, technology, Internet or any other conduct, or engage in any such conduct causing the disruption or obstruction of any such lawful mission, process or function or obstruct or hinder any school employee from performing his or her assigned duty. Regarding Bomb Threats and Bomb Threat discipline, refer to Rule 1B.
- (j) Refuse to identify self or provide false identity upon request of any teacher, principal, superintendent, school bus driver, or other authorized school personnel.
- (k) Verbally assault or verbally abuse or use vulgar or profane or threatening language or gestures or exhibit disrespectful conduct toward any other student, teacher, principal, assistant principal, administrator, school bus driver, any other school personnel, or other persons attending school related functions.
- (l) Possess vulgar or obscene materials, magazines, books, pictures, or any other vulgar or obscene materials that are disruptive to the education process. This rule shall not include magazines, books, pictures, or literature which are part of the library inventory of the school or which are a part of any prescribed assignment.
- (m) Forge the signature of parents, guardians, teachers, school officials, or any other person and/or alter any official document.
- (n) Sell, distribute, or take orders for any items for the purpose of raising money for personal gain or for non-school-related activities at school or during school hours. Soliciting, selling, or collecting from school personnel by students on campus is forbidden. Students may have bake sales and car washes after school at privately operated businesses in order to raise funds for clubs, provided that they have prior approval of the establishment where the event is held. Students, however, are not to go from door to door throughout the community selling items to raise money for school projects. Students are allowed, however, to sell advertisements for the school yearbook and newspaper. Also, students may sell booster ribbons, banners, etc., before school, during lunch, after school, and at school activities for approved school-related projects. Fundraising projects at the schools shall be limited to school pictures, school store items, and the above related activities.
- (o) Urge, bring, or encourage unauthorized persons to visit school campuses. The principal is empowered to take appropriate action against non-students who invade the building, grounds, or other school property. Such action shall include the right to request assistance from police authorities and swear out warrants after conferring with the Superintendent or the Superintendent's designee or the Board Attorney.

(p) Gamble or possess gambling devices of any type, kind, or description. HOWEVER, the student may possess, upon the express instruction of a teacher or other authorized personnel, gambling devices for use in the instructional program or particular educational project. In such cases, the particular teacher must verify to the office that the possession of such gambling devices was at the express direction or with the express permission of the teacher for use in the instructional program.

(q) Enter upon the campus of another school without prior approval of the school administration of the school to which the visit is to be made.

(r) Possess radios, electronic games, tape or disc players, beepers, cellular, digital or other portable communication devices, laser device, or any other device (e.g., MP3 players, iPods, iPads, Bluetooth) or item which disrupts or interferes with any lawful mission, process or function of the school.

Beepers and phones may not be brought into the school building or used on campus during regular school hours. They may be left in the student's automobile. Beepers and phones may not be possessed on school buses enroute to or from school for regular school hours. Phones may be allowed on extracurricular field trips for the sole and singular purpose of allowing the student to notify a parent or guardian as to any emergency or to arrival times and places.

Beepers and phones which are taken when a student fails to follow this policy shall be promptly labeled with the owner's name, the serial number, the name of the school, and the date the beeper and/or phone was confiscated. In the event that a beeper or phone is taken in accordance with this policy and is subsequently lost while in the school's possession, the school nor the system will be responsible for such loss. The student shall receive a receipt and the following procedures shall apply to beepers and phones.

First Offense: After being taken upon a first offense, any beeper or cell/mobile phone will be kept at the school for thirty (30) calendar days. Upon expiration of the thirty (30) calendar days, the Parent/Guardian of the student will have three (3) school days to pick up the beeper or cell phone with proper ownership documentation. After the expiration of such three (3) schools days, any beeper or cell/mobile phone shall be donated to a charitable organization, recycled or discarded without further notice to the parent or guardian.

Second Offense: After a 2nd violation of the policy by a student, any beeper or cell/mobile phone will be held at the school for sixty (60) calendar days from the date of taking; after such sixty (60) day period the Parent/Guardian of the student will have ten calendar (10) days to pick-up the beeper or cellphone at the school with proper ownership documentation. At the end of the ten (10) day pick-up period (71st calendar day) any beeper or cell/mobile phone will be donated to a charitable organization, recycled or discarded without further notice to the parent or guardian.

Third Offense: After a 3rd violation of the policy by a student, any beeper or cell/mobile phone will be donated immediately to a charitable organization, recycled or discarded without further notice to the parent or guardian.

When parents or guardians reclaim the beeper or phone, they shall sign a receipt acknowledging that they understand it is against board policy for the beeper or phone to be brought to school.

Additionally, where there is reasonable suspicion that a phone or other communication device has been used in the violation of school rules or regulations, the school official can review the contents of the phone or device.

This policy, except as noted above, is in effect while students are:

- (a.) On the school grounds at any time;
- (b.) Off the school grounds at a school activity, function or event;
- (c.) En route to and from school, including, but not limited to, the school bus and the school bus stop.

In addition to other consequences, the school administrator is authorized to assign additional discipline as warranted by the circumstances, to include, but not be limited to, In School Suspension and Tribunal Referral.

(s) Incite, advise, urge, encourage, or counsel other students or persons to violate any of the preceding paragraphs of this rule or any other rule of this Code of Conduct

*FOR DISCIPLINE OPTIONS FOR RULE 1(a) THROUGH RULE 1(s), REFER TO RULES 20, 23, 24, 25 & 27

Rule 1(B)

Bomb Threats And False Fire Alarms: Minimum Discipline For Bomb Threats, False Fire Alarms

Notwithstanding any the provision of this Code of Conduct, the mandatory minimum discipline for students who make, cause or attempt to cause a bomb threat or false fire alarm to be received by or at any school or school function shall be a one year expulsion from the school district followed by one year attendance at the Alternative Center.

Additionally, these students shall not be allowed, while attending the Alternative Center, any unexcused absences. Therefore, any such unexcused absences shall extend the student's assignment at the Alternative Center one day for each unexcused absence.

In addition, students who cause or attempt to cause a bomb threat or false fire alarm to be made will not be allowed to attend evening school or summer school for the period of time for which they are expelled or assigned to the Alternative Center.

(Note: Rule 1(B) defines the minimum discipline when a student makes a bomb threat or causes a false fire alarm; Rules 1(e) and 1(i) are the rules violated when a student makes a bomb threat or causes a false fire alarm.)

Rule 2

Damage, Destruction or Theft of School Property

A student shall not cause or attempt to cause willful or malicious damage to real or personal property of the school, steal or attempt to steal school property, or use any school

property without authorization. In addition, a student shall not mark, deface or destroy school property.

The following disciplinary procedures will be followed for a violation of this rule:

- (a) **First offense:** The first offense will warrant a minimum discipline up to ten (10) days suspension. (If the act is severe enough, in the judgment of the appropriate school official, more severe discipline may be given on the first offense.) The student shall be required to have the parent or guardian come with the student to school for a conference. At this meeting with the parent or guardian, the Principal will give a written notice to the parent or guardian stating that the next offense will result in expulsion from school for the remainder of the school year.
- (b) **Second offense:** The second offense will result in expulsion for the remainder of the school year, upon a finding of violation by the Tribunal, after impartially hearing the evidence.

A student, to the extent allowed by law, must make restitution for damages to property before the end of the school year. Extreme cases will be referred to proper authorities.

Rule 3 Damage, Destruction or Theft of Private Property

A student shall not cause or attempt to cause damage to private personal property or steal or attempt to steal personal property of persons either

1. on the school grounds legitimately,
2. or during a school activity, function, or event off school grounds.
3. En route to and from school, including, but not limited to, the school bus and the school bus stop.

The following disciplinary procedures will be followed for damaging or stealing private property:

- (a) **First offense:** The first offense will require a minimum discipline up to ten (10) days suspension. If the act is severe enough, in the judgment of the appropriate school official, more severe discipline may be given on the first offense. The student shall be required to have a parent or guardian come with the student to school for a conference. At this meeting with the parent or guardian, the Principal will give written notification that the next offense will result in expulsion from school for the remainder of the school year.
- (b) **Second Offense:** The second offense will result in expulsion for the remainder of the school year, upon a finding of violation by the Tribunal, after impartially hearing the evidence. A student, to the extent allowed by law, must make restitution for damages to property before the end of the school year. Extreme cases will be referred to proper authorities.

Rule 4(A)

Physical Assault on an Employee of the School System; Verbal Assault and Disruptive Conduct

A student shall not cause, threaten, or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee; nor shall a student verbally or in writing assault or verbally or in writing threaten violence toward a school employee; nor shall a student exhibit rude, boorish or disrespectful conduct to a school employee:

- (a) On the school grounds at any time;
- (b) Off the school grounds at a school activity, function or event;
- (c) En route to and from school, including, but not limited to, the school bus and the school bus stop.

*FOR 6 – 12 DISCIPLINE OPTIONS, REFER TO RULE 27

*FOR PRE-K - 5 DISCIPLINE OPTIONS, REFER TO RULES 23 AND 24

Rule 4(B)

Physical Violence Against Teachers, School Bus Driver, or Other School Official or Employee

In addition to the requirements for Rule 4(A) for physical assault, a student shall not commit acts of physical violence against a teacher, school bus drivers or other school official or employee. On the school grounds at any time;

- (a) Off the school grounds at a school activity, function or event;
- (b) En route to and from school. Including, but not limited to, the school bus and the school bus stop.

As used in this Code of Student Conduct, the term “physical violence” means

- (a) Intentionally making physical contact of an insulting and provoking nature with the person of another; or,
- (b) Intentionally making physical contact which causes physical harm to another, unless such physical contacts or physical harms were in defense of himself or herself, as provided in Georgia law. (O.C.G.A. §16-3-21)

Any student alleged to have committed an act of physical violence, shall be suspended pending a disciplinary hearing by a Tribunal. The Tribunal shall be composed of three teachers or certified education personnel, appointed by the local school board. The decision of the Tribunal may be appealed to the local school board pursuant to O.C.G.A. §20-2-754. If appropriate, based on the facts and circumstances, the Tribunal shall include a recommendation as to whether a student may return to public school, and if return is recommended, a recommended time for the student’s return to public school. However, the Local Board of Education may impose penalties not recommended by the Tribunal.

A student found by the Tribunal to have committed an act of physical violence as defined herein against a teacher, school bus driver, school official, or school employee shall be expelled from the public school system. The expulsion shall be for the remainder of the student’s eligibility to attend public school pursuant to Code Section §20-2-150. The local school board at its discretion may permit the student to attend an alternative education program for the period of the student’s expulsion. If the student who commits an act of physical violence is in kindergarten through grade eight, then the local school board, at its discretion and on the recommendation of tribunal, may

permit such a student to reenroll in the regular public school program for grades 9 through 12. If the local school board does not operate an alternative education program for students in kindergarten through grade six, the local school board, at its discretion, may permit a student in kindergarten through grade six who has committed an act of physical violence as defined in paragraph (2) of subsection (a) of this Code section to reenroll in the public school system.

Any student who is found by a Tribunal to have committed an act of physical violence, as defined herein, in addition to all other discipline and sanctions, shall be referred to juvenile court with a request for a petition alleging delinquent behavior.

Any student who is found by a Tribunal to have committed an act of physical violence, as defined herein against a teacher, school bus driver, school official, or school employee, may be disciplined by expulsion, long term suspension, or short term suspension.

Nothing in this rule shall be construed to infringe on any right provided the students with individualized education plans pursuant to the federal Individuals with Disabilities Education Act, Section 504 of the Federal Rehabilitation Act of 1973, or the Federal Americans with Disabilities Act of 1990.

Rule 4(C)
Reporting False Information of Alleged Inappropriate Behavior

A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student:

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds or any other time when the school is being used by an school group
- (c) Off the school grounds at a school activity, function or event;
- (d) En route to and from school, including, but not limited to, the school bus and the school bus stop; and
- (e) Off the school grounds while the student is in attendance at school or any school function, or is otherwise subject to the jurisdiction of school authorities.”

If the Superintendent, with approval of the Local Board submits a complaint by a student against an educator alleging a sexual offense, investigation by the Professional Standards Commission (PSC) may begin immediately without prior notification and prior approval of the Commission members.

Rule 5(A)
Physical Assault and/or Fighting with a Person Not Employed by the School

A student shall not do, attempt, or threaten to do bodily injury to any person; or attempt to cause physical injury or

behave in such a way as could reasonably cause physical injury to any person.

- (a) On the school grounds at any time;
- (b) Off the school grounds at a school activity, function, or event;
- (c) En route to and from school, including, but not limited to, the school bus and the school bus stop.

Rule 5(B)
Bullying: No Bullying, It’s the Law

A student shall not bully, attempt to bully or threaten to bully any person, including students and employees.

Bullying is defined as follows: An act that is:

- 1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3. Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student’s education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur in school, on school property, on school vehicles, at school bus stops, at school related functions or activities, enroute to and from school or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of this School System.

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

any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Reporting

Students are encouraged either anonymously or in person to report or otherwise provide information on bullying activity to the school Principal or designee.

Any report of bullying will be appropriately investigated by the administration in a timely manner based on the nature of the complaint to determine the following:

- a. whether bullying has occurred;
- b. whether there are other procedures related to illegal harassment or discrimination that should be implemented; and
- c. what other steps should be taken.

Discipline

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Student Conduct and Discipline. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer or Tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to the Alternative Center. Nothing herein shall prohibit the Tribunal from assigning the student to the Alternative Center before a third offense of bullying should the circumstances warrant.

Retaliation Prohibited

Under O.C.G.A. §20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Any report of retaliation for reporting bullying will be investigated and addressed as called for in the Board's policy and in accordance with school system procedures.

False Reporting

Any student who knowingly files a false report of bullying, harassment or intimidation shall be punished under existing disciplinary provisions.

The Board's Policy (JCDAG) on bullying is posted on the website of the School System and is also included as an attachment to this Code of Conduct.

Rule 6

Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit the following: a razor, razor blade, ice pick, explosive, loaded cane, sword cane, machete, knife, pistol, rifle, shotgun, pellet gun, bullets, laser devices, chemical agents or other liquids or other objects that can be reasonably considered a weapon or instrument that can reasonably pose a danger to the health and safety of students, teachers, or any other person:

- (a) On the school grounds at any time;
- (b) Off the school grounds at a school activity, function, or event;

(c) En route to and from school.

Every Principal shall report to the Superintendent and Department of School Safety, all persons, including students, who possesses a firearm, incendiary device or other dangerous weapon; or if the student is involved in an assault using a "hazardous object," as defined in O.C.G.A. § 20-2-751 of the education code or is involved in a second offense with a weapon on campus.. The Superintendent shall investigate thoroughly all such reports and consult with the board attorney, where necessary, to determine whether, under the facts, a warrant should be sworn out against said persons or students for violation of any criminal laws or criminal statutes.

Furthermore, In the case of juveniles, said juvenile shall be reported to the proper juvenile and law enforcement authorities, as required by law.

There will be three categories of Rule 6 violations:

- A. Simple Possession:** A situation in which a student has in his/her possession a weapon which, in the opinion of the Principal, is not inherently an offensive weapon (example: fingernail file or clippers, scissors or pocket knife), where there is no threat of or actual confrontations; and where it is the student's first offense of a weapon Rule 6 policy violation. Offenses in this category the Principal may handle internally upon the following express conditions and procedures. The Principal shall consult with the Superintendent or designee, inform the Superintendent or designee of the facts, receive permission to handle the matter internally and immediately complete and forward to the Superintendent, the Principal's Incident Report detailing all the facts and circumstances.
- B. Hazardous Object:** Includes but is not limited to, any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, black jack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nanchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or taser and any other weapon not set forth herein. Such term shall not include any of these instruments used for classroom work authorized by the teacher. Any student in possession of any hazardous object shall in accordance with Board policy, be forwarded to the student Tribunal for appropriate action. Upon a finding of a violation by the Tribunal of any student found in possession of items listed, the student shall be subject to the following range of discipline by the Tribunal depending on the evidence, facts, and past record of the student:

1. Long-term suspension (beyond 10 days); expulsion for a specified time commensurate with the offense;
2. alternative educational setting;
3. referral for testing, evaluation or other similar handling;
4. probation;
5. in-school suspension (if recommended by Principal at the Tribunal hearing);
6. or any combination of the above, consistent with the facts, circumstances and evidence of each individual case.

Any student suspended long-term or expelled shall receive no credit for the school year of suspension or expulsion. Any student who attends less than one school year shall receive no credit.

The Superintendent or his designee, after consultation with the Board attorney, shall have the discretion to determine whether the weapon or instrument, other than those enumerated above, is in fact a dangerous weapon in accordance with the terms of the policy or appropriate statutes.

Where exceptions are made by the Principal, Superintendent or Deputy Superintendent, as authorized herein, a written Principal's Incident Report shall be made to the Superintendent and kept on file for review by Board of Education members.

C. Handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. §16-11-121, including but not limited to, a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade: Upon a finding of a violation by the Tribunal of any student found in possession of items listed in this subsection, the student shall be expelled for the school year and shall receive no credit for the school year for which the student is expelled. Thus, any student expelled for violating this rule in the second half of a regular school year shall not receive credit for the portion of the school year in which the incident occurred and the following half (third and fourth nine weeks) of the ensuing school year, excluding summer school. Students attending under a nine week reporting period who are expelled, shall be expelled for four full reporting periods, excluding summer school, which discipline, if necessary, shall extend into the following school year. At the end of the required one year expulsion, the student shall be required to attend a full year in the Alternative Center and comply with the rules and regulations of the Alternative Center before being allowed to re-enter the regular school program.

It is recognized that on very rare occasions, a student may unknowingly, unwittingly, involuntarily or unsuspectingly be involved in the presence of or briefly in possession of a firearm. On these rare occasions, the Principal, the Tribunal Chairperson, the Superintendent, or his designee, and the Board attorney, shall have the discretion to determine whether such student was in fact unknowingly,

unwittingly, involuntarily or unsuspectingly, in the presence or briefly in possession of such firearm and in certain cases, if all concur, may recommend a different disposition than is required by this policy. Where exceptions are made for firearm possession under these circumstances, a written report shall be made by the Superintendent and distributed to Board of Education Members.

D. In addition, students shall follow O.C.G.A. §16-11-127.1, which reads in part as follows:

1. "School safety zone" means in or on any real property or building owned by or leased to: (A) Any public or private elementary school, secondary school, or Local Board of education and used for elementary or secondary education; and (B) Any public or private technical school, vocational school, college, university, or other institution of postsecondary education.
2. "Weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser as defined in subsection (a) of Code Section 16-11-106. This paragraph excludes any of these instruments used for classroom work authorized by the teacher.
3. Except as otherwise provided in subsection (c) of O.C.G.A. §16-11-127.1, it shall be unlawful for any person to carry or to possess or have under such person's control while within a school safety zone or at a school function or on a bus or other transportation furnished by the school any weapon or explosive compound, other than fireworks the possession of which is regulated by Chapter 10 of Title 25.

*FOR DISCIPLINE OPTIONS, REFER TO RULE 33.

**Rule 7(A)
Alcoholic Beverages**

A student shall not possess, sell or attempt to sell, use, transmit or be under the influence of any alcoholic beverage, malt beverage, or intoxicant of any kind. A student shall not possess, sell or transmit any substance under the pretenses that it is, in fact, a prohibited substance as described in this rule:

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds or any other time when the school is being used by any school group.;
- (c) Off the school grounds at a school activity, function or event;

- (d) En route to and from school, including, but not limited to, the school bus and the school bus stop.
- (e) Off the school grounds while the student is in attendance at school or any school function, or is
- (f) otherwise subject to the jurisdiction of school authorities.

Any student determined to be in violation of Rule 7(A) may upon the first offense, be suspended for ten (10) days. The student shall have the opportunity of having five (5) days of suspension waived upon the condition the Principal recommends; and the student and at least one parent or legal guardian attend two 2 1/2 hour consecutive program sessions on alcohol and drug awareness and prevention. This opportunity may be extended upon the first offense. Notwithstanding these guidelines, the school administration shall have the discretion to recommend more stringent discipline in serious cases even if such case involves a first offense. Any student who violates this policy more than once shall be subject to more stringent disciplinary action, including long term suspension or expulsion.

Rule 7(B)

Narcotics, Drugs and Controlled Substances

The illegal or improper use of drugs and controlled substances is prohibited and harmful. A student shall not possess, sell or attempt to sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind. A student shall not possess, sell or transmit any substance under the pretenses that it is, in fact, a prohibited substance as described in this rule.

A student shall not possess or use any equipment or paraphernalia which could be used in connection with any of the drugs, substances or intoxicants prohibited by this rule.

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds or any other time when the school is being used by any school group;
- (c) Off the school grounds at a school activity, function or event;
- (d) En route to and from school, including, but not limited to, the school bus and the school bus stop.
- (e) Off the school grounds while the student is in attendance at school or any school function, or is otherwise subject to the jurisdiction of school authorities.

Use of any drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Any student determined to be in violation of Rule 7 for any prohibited substance other than alcohol, shall have his or her case referred to the Tribunal for a hearing. The Tribunal shall provide the student due process in accordance with all appropriate laws and policies and upon a finding of a violation, as a minimum, will issue the following discipline:

- (I) For a first time offender, a placement in the Alternative Center for a period of half a school year as defined as follows: If the placement is made before November 1st, the period of assignment to the

Alternative Center shall be for the remainder of the first three 6 week periods. If the placement is made after November 1st, the period of assignment to the Alternative Center shall be for the remainder of the school year. If the placement is made before April 1st the assignment will be for the remainder of the school year. If the assignment is made after April 1st the assignment shall be for the remainder of the school year and the entire first three 6 weeks of the ensuing school year. As an additional condition of the discipline, the Tribunal also may require the student to attend appropriate program sessions on alcohol and drug awareness and prevention.

- (II) For a second offense or where the evidence establishes that the student was distributing, selling, attempting to sell, transmit to another person, or was in possession of a large amount of any prohibited substance, or packaged in such a manner that the evidence indicates it to be for sale or distribution, the minimum discipline to be rendered by the Tribunal shall be one full school year expulsion, where the individual circumstances, facts, and evidence of the case warrant such a disposition of the case.
- (III) Furthermore, there may be occasions where the particular facts and circumstances surrounding the violation of this rule, may indicate that the student, regardless of whether or not it is a first offense, shall receive a greater or lesser discipline than recommended by the Principal, Principal's designee, or the Tribunal. The Superintendent or his designee after consultation with the board attorney shall have the discretion to modify the discipline. Provided, however, a written summary of the reasons for the modification shall be prepared and distributed in accordance with the Tribunal law and Board procedures.
- (IV) Students charged with any prohibited substance violation shall be referred to the appropriate court or arrested and charged with appropriate criminal statutes.
- (V) Principals will address this policy with the student body and faculty during the first month of each school year to explain the policy and the penalties for violations.

Furthermore, it is the policy of the Board of Education that each school will make available to students, upon request, information about drug and alcohol counseling, rehabilitation and re-entry programs.

Rule 8(A)

Illicit or Immoral Activities by a Student

- A. A student shall not commit or engage in or attempt to commit or engage in any immoral or illicit acts to include sexual harassment as defined in Rule 8(B) either by himself/herself or in consent with others while:
 - (1.) On the school grounds at any time;
 - (2.) Off the school grounds at a school activity, function, or event;
 - (3.) En route to and from school, including, but not limited to, the school bus and the school bus stop.
 - (4.) By use of data or software that is accessed through a computer, computer system, computer network, technology of a lab or other electronic technology of this school system.

Rule 8(B)

Sexual Harassment -- Of and By Students

B. The school district includes the facilities, the school district premises and non-school property if the employee and/or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Sexual harassment shall include, but not be limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1.) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's academic status, success or progress;
- (2.) Submission to or rejection of such conduct by an individual is used as the basis for academic, benefits and services, honors, programs, or activities available at or through the school, decisions affecting such individual's education; or
- (3.) Such conduct has the purpose or effect of unreasonably interfering with the individual's learning atmosphere, educational performance or creating an intimidating, hostile or offensive learning environment.

Examples of prohibited sexual harassment may include, but are not limited to:

- a. Unwelcome leering, staring, sexual flirtations or propositions.
- b. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- c. Unwelcome graphic verbal comments about an individual's body, or overly personal conversation.
- d. Unwelcome sexual jokes, stories, drawings, pictures, gestures, or the display of sexually suggestive objects.
- e. Unwelcome spreading of sexual rumors.
- f. Unwelcome teasing or sexual remarks about student enrolled in a predominantly single-sex class.
- g. Unwelcome touching of an individual's body or clothes in a sexual way.
- h. Verbal assault, including threatened violence or sexual harassment as defined pursuant to Title IX of the Education Amendments as of 1972.
- i. Physical assault or battery of other students, including sexual harassment as defined pursuant to Title IX of the Education Amendments of 1972.
- j. Use of data or software that is accessed through a computer, computer system, computer network, technology of a lab or other electronic technology of this school system.

Sexual harassment may occur: student to student, staff to student, student to staff, male to male, female to female, male to female and female to male.

Report Procedure and Investigation:

The Board encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.

Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student regarding sexual harassment of that student or another student by a student or adult in the educational setting must promptly forward that report to the building Principal or designee. All complaints of sexual harassment will be investigated and promptly resolved.

*FOR DISCIPLINE OPTIONS, REFER TO RULES 23, 24 & 27.

Rule 9

Disregard of Directions or Commands

A student shall not fail to comply with reasonable direction or commands of teachers, student teachers, substitute teachers, teacher assistants, principals, school bus drivers, clerical, custodial, food service, or other authorized school personnel when:

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds at any other time when the school is being used by any school group;
- (c) Off the school grounds at a school activity, function or event;
- (d) En route to and from school, including, but not limited to, the school bus and the school bus stop.

Rule 10

Attendance Policy: INTRODUCTION

Students who are absent from school are required to bring a written excuse for the absence their first day back at school. An absence is either excused or unexcused. Absences which are lawful and therefore excusable shall be governed in accordance with the laws of the State of Georgia and the rules and regulations of the State Department of Education and Local Board policy.

ABSENCE(S): DEFINITIONS

Excused Absence

An absence shall be declared excused for:

- A. Personal illness.
- B. Family death and funeral.
- C. Medical or dental appointments that cannot be scheduled outside school hours.
- D. Attendance of non-school activities or functions authorized by the Superintendent or designee.
- E. Special and recognized religious holidays observed by the student's faith.
- F. Mandate or order of government agency.
- G. Extreme circumstances that cannot be resolved outside school hours; parent or guardian must request and receive approval from the Principal or designated representative.

- H. Any other absence not explicitly defined herein, but deemed by the local school board of education to have merit based on the circumstances.

(Note: A foster care student, who attends Court proceedings relating to the student's foster care, shall be counted as present by the school.)

Unexcused Absence

Any absence not covered in (A)-(G) above, shall be declared unexcused. It is the policy of the Richmond County Board of Education that no unexcused absences are allowed. If parents keep their child out for other reasons, such absence shall be deemed unlawful and therefore unexcused. For any absence beyond five (5), the parent shall be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence.

Truant

For the purposes of this protocol, truant is defined as any child who has more than five days of unexcused absences during the academic year.

Extra-Curricular Activities

The school shall not allow a student to participate in any extra-curricular, co-curricular activities or cooperative work experience, if the student was not counted present for the school day. For absences subsequent to the fifth (5th) unexcused absence, the student shall not be allowed extracurricular participation without a physician's note or other excuse from an acceptable or official third party justifying the absence.

Full School Day

For a student to be marked present for a full school day, a student must be in attendance for one half or more of the school day. However, a student will not be recognized for perfect attendance after ten (10) tardies.

Make-Up Work

- (a) **Excused Absence:** Students who miss assignments or tests due to an excused absence shall be allowed to make up such assignments or tests. It shall be the student's responsibility to get the make up work from the teacher(s) and complete the work within one week after returning to school. It shall be the teacher's duty to promptly and courteously allow these students the opportunity to make up missed assignments and tests.
- (b) **Unexcused Absence:** Students who miss assignments or tests due to an unexcused absence may in the sound discretion of the Principal or designee, be given the opportunity to make up work. Missed tests or assignments that are not allowable for make-up work shall be recorded as provided in the grading policy for the school system.
- (c) **Suspensions:** For purposes of the countywide attendance protocol, short-term suspensions shall not be considered unexcused absences. Any

student who serves a short term suspension out of school shall be allowed to make up missed assignments and tests. It shall be the student's responsibility to obtain the missed work from the teacher(s) and complete the work within one week of returning to school. It shall be the teacher's duty to promptly and courteously allow these students the opportunity to make up missed assignments and tests.

Other consequences:

- (1) **Compliance with State Compulsory Law.** By Georgia Law, it is mandatory for children between ages 6 and 16 to attend school. Therefore, in addition to all other provisions of this policy, failure of a parent, guardian or other person residing within the state having control or charge of any child or children between their 6th and 16th birthdays, to enroll and send such child or children to school as defined in O.C.G.A. §20-2-690.1 shall be a violation of the Student Code of Conduct & Discipline.
- (2) **Notification of Parents.** Schools will notify parents by certified mail when a student has his or her fifth unexcused absence that each unexcused absence thereafter is a separate offense, is a misdemeanor, and, upon conviction, provides for a fine of not less than \$25.00 and not more than \$100.00; imprisonment not to exceed thirty (30) days, community service or any combination of such penalties. In addition, parents will also be notified that the Juvenile Court has the authority to incarcerate truant juveniles for up to thirty (30) days.
- (3) **Notification of Juvenile Court.** The Juvenile Court and the School System will cooperate when school interventions have not been effective, to refer students and their parents or guardian for a hearing.
- (4) **Notification of Students.** By September 1 of each school year, **parents and students over 10 years of age on September 1, of that school year will receive a copy of Georgia's compulsory school attendance law. They will also sign a receipt of written notice of consequences and penalties for violating attendance laws as a part of the Code of Student Conduct and Discipline Receipt. Schools will keep these signatures on file for the entire school year.**

Note: Failure to comply with compulsory attendance laws may result in possible denial of a driver's license.

AUTHORITY OF SUPERINTENDENT

In addition to not being allowed to make-up missed work, tests or assignments, students who have unexcused absences may not receive credit or grades for the school year in which the absences occurred. Provided, however, that the Superintendent or designee shall have the right to review the facts and circumstances surrounding the absence of any student for more than the designated absentee days or the period of time designated to make up work; and in those

special instances where the facts and circumstances support an exception, the Superintendent or designee may allow such student to complete make-up work and possibly receive a grade for the period.

FULL DAY ATTENDANCE REQUIRED

A student who wishes to leave school early must bring a written request to school stating the reason for early dismissal. **Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Parents should not pick up students before the end of the school day except where there is a legitimate emergency.**

Cutting School and/or Classes

Students and parents should understand that cutting a class or a full school day is an unexcused absence and a serious breach of the rules of the School System. The following disciplinary procedures shall be followed:

- (a) **First offense:** The first cut will result in two (2) hours of detention hall per class. (Example: If a student cuts two classes, the student is assigned 4 hours of detention hall. If a student cuts a full school day, the student receives up to 14 hours of detention.)
- (b) **Second offense:** The second cut (of a single class up to a full school day) will warrant four (4) days of In-School Suspension. The Principal or designee will send to the parent or guardian a letter explaining the discipline steps that will follow with any additional cutting.
- (c) **Third offense:** The third cut (of a single class up to full school day) will warrant a one (1) day out of school suspension. A conference is required with the Principal or designee and the parent or guardian with the student upon returning from suspension. At that time a letter covering the discipline for the fourth and fifth offense will be discussed and given to the parent.
- (d) **Fourth offense:** The fourth cut (of a single class up to a full school day) will warrant a three (3) day out of school suspension. The Principal or designee will send a letter to the parent or guardian explaining that any additional cuts will lead to the student being referred to the disciplinary Tribunal for possible expulsion for the remainder of the semester.

Rule 11

Unexcused Absence from Detention Class

Unexcused absence from detention class will warrant disciplinary action. The following discipline will be administered each school year to those students cutting or absent without authority from detention class.

- (a) **First Offense:** The first offense will result in out of school suspension for **one (1) day**.
- (b) **Second Offense:** The second offense will result in out of school suspension for **three (3) days**.
- (c) **Third Offense:** The third offense will result in out of school suspension for **five (5) days**.

A student must serve all detention he or she has accumulated when the student returns from suspension.

*FOR STUDENTS IN GRADES PRE-K THROUGH 5, REFER TO RULE 23.

Rule 12

Tardiness (Grades PreK - 12)

Notice: A student is tardy when he or she enters the classroom or homeroom after the ringing of the tardy bell. The following disciplinary procedures will be followed each school year, and accumulated for each of two nine weeks periods comprising the first half and second half of each school year, for tardiness to school (homeroom and class).

The accumulation of unexcused tardies will warrant disciplinary action. The accumulation of excused tardies will not warrant disciplinary action; however, there are very few excuses for tardiness which will be accepted as a valid reason for tardiness. Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Parents should not pick their students up before the end of the school day except where there is a legitimate emergency. The lawful excuses for tardiness are as follows:

- A. Instances where the student has a medical or dental appointment, which cannot reasonably be scheduled outside of the school day. A signed written statement from the appropriate physician shall be required to validate a tardy for a medical or dental reason.
- B. Appearances before a court when required by subpoena. A copy of said subpoena is to be furnished to the school to validate a tardiness caused by a court appearance.
- C. In special situations, which rarely happen, but are not likely to recur, such as when a parent brings a child to school, if the Principal concurs with the circumstances.
- D. Under unique and rare circumstances, not specifically covered by these exceptions, whereby it would be inappropriate to punish the child for being tardy. Provided, however, that before a legal excuse for tardiness can be given in these circumstances, the Principal must review the matter with the Superintendent or designee and have the Superintendent or designee concur with the Principal's decision to grant an exception where circumstances and policy would warrant.

CONSEQUENCES for Tardy Policy Violation

Grades 9 - 12:

1-10 Tardies:

Verbal notification to student by the appropriate school official. (Parents will be notified in writing on the fifth tardy.)

11th Tardy:

Three (3) days of suspension.

12-15 Tardies:

Verbal and written notification to student by the appropriate school official.

16th Tardy:

Five (5) days of suspension.

17-20 Tardies:

Verbal and written notification to student by the appropriate school official.

21st Tardy:

Ten (10) days of suspension and may result in a recommendation for expulsion.

If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.

NOTE: Before any student can receive a long-term suspension or be expelled from school, the Principal must follow procedural due process, by referring the student to the Tribunal panel for consideration of long-term suspension or expulsion

Grades 6 - 8:

1st – 5th Tardy

Warning Letter sent home to parents explaining the Tardy Policy.

6th Tardy

A second warning letter sent home, requiring the parent to bring the student to school the next school day for a conference with the Principal. The Tardy Policy will be explained to the parent, and parents will sign a letter which states that they understand the policy.

8th Tardy

One (1) day in-school suspension.

10th Tardy

Two (2) days in-school suspension with a letter sent home notifying the parent of the discipline imposed.

12th Tardy

Three (3) days in-school suspension with a letter sent home notifying the parent of the discipline imposed. A warning letter requiring parental signature will be sent.

15th Tardy

One (1) day out-of-school suspension.

NOTE: Before any student can receive a long-term suspension or be expelled from school, the Principal must follow procedural due process by referring the student to the Tribunal panel for consideration of long-term suspension or expulsion.

Grades PreK - 5:

1st Tardy

Letter sent home to parents explaining the Tardy Policy.

5th Tardy

The parent must bring the student to school the next school day for a conference with the Principal where the Tardy Policy will be explained and parents will sign a letter stating they understand the policy.

8th Tardy

A second letter will be sent home, requiring the parent to bring the student to school the next day and for a

conference with the Principal. A Social Worker and/or DFACS will be contacted and requested to contact the parent.

10th Tardy

Discipline of a one day suspension shall result with a letter sent home to so inform the parent.

15th Tardy

Discipline of a two day suspension shall result with a letter sent home to so inform the parent. A Social Worker will be sent to the home.

20th Tardy

Discipline of a three day suspension with a letter sent home to so inform the parent.

If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.

NOTE: Before any student can receive a long term suspension or be expelled from school, the Principal must follow procedural due process.

Rule 13

Leaving Campus Without Permission

No student shall leave campus without permission of the Principal.

- (a) First Offense:** The first offense will result in suspension from school for three days.
- (b) Second Offense:** The second offense will result in suspension from school for five days.
- (c) Third Offense:** The third offense will result in suspension from school for ten days.
- (d) Fourth Offense:** Expulsion from school for the remainder of the school year, upon a finding of guilty by the Tribunal, after impartially hearing the evidence.

Rule 14

Dress and Grooming

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The Principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges, or other symbols result in such interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school. The Dress and Grooming policy must accommodate students whose religious beliefs are substantially burdened by this policy.

Students shall at all times adhere to the following guidelines:

- A.** Rules governing body cleanliness, modesty, and neatness of appearance and good grooming. Under all circumstances, the attire must conform to the county dress and grooming policy.
 - **Body Piercing:** No earrings (male) or body piercing (male or female).
 - **Hair:** Extreme hair color and/or styles that may cause a disruption to the learning environment or school program will not be allowed

- **Clothes and shoes** that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected.
 - **Coats and Jackets:** Coats and jackets shall be the appropriate size for the wearer, shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation or safe conduct of the school. Coats and jackets should only be worn, in weather appropriate for the garment and generally should be removed and not worn while the student is in the classroom or in the school building. When not being worn, the garment should be stored or hung in a manner and place reasonably determined at each school.
 - **Shirts or Blouses:** Shirts and blouses, including all T-shirts, must be the appropriate size for the wearer and must be tucked into the waistband of the pants, shorts or skirt. Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at, or may rise above the waist.
 - **Skirts, Shorts, Skorts, Dresses and Pants:** Skirts, shorts, skorts and pants must be fitted at the waist and must be at a minimum to the knee area in length. The school board deems miniskirts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit, that exposes the thigh above the knee area designation. Note: As a rule of thumb parents may use a dollar bill, held sideways, for a measurement of no more than 2 1/2 inches from the crease at the back of the knee.
All pants, including jeans, must be of traditional style without cutouts or holes and without excessive ornamentation. They must be fitted at the waist and must not be baggy or oversized or undersized and not sagging or frayed at the bottom. Pants must not drag the floor. Leggings are considered an accessory and are to be covered by the appropriate length skirt, dress or other garment. Sweatpants and wind suits are not allowed. Unacceptable shorts include, but are not limited to, athletic shorts, spandex-style "bicycle" shorts, cut off jeans, cut-off sweat pants, short-shorts, running shorts, and boxer-type shorts or any see-through garment.
 - **Belts and Straps:** Belts, if worn, must be secured at the waist and buckled. All straps must be fastened, and sashes must be tied. **Excessively large belt buckles are prohibited.**
 - **Shoes:** Shoelaces should be tied. No shower shoes, beach shoes, or house slippers, or altered shoes such as shoes with wheels are allowed. At all times student safety should be considered in shoe selection.
 - **Head Covers:** No hats, scarves, sweatbands, bandannas or other head covers may be carried or worn in the building.
 - **Bandannas and Scarves:** No bandannas or scarves of any type will be allowed.
 - Fraternity and sorority insignias on clothing are forbidden.
 - Sunshade and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
 - Students shall not wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use.
 - Suggestive, vulgar, or obscene pictures and/or language on clothing are forbidden.
 - Any symbol or article of clothing that is gang related as defined in Rule 22, is prohibited.
 - "Grills" or metallic caps on the teeth are prohibited.
 - Schools that require identification badges for the students shall prescribe the manner in which the ID badge should be displayed.
 - **Uniforms:** Athletic, Jr. ROTC, and other school approved uniforms must meet the guidelines of the County dress code.
 - **Special Schools:** Magnet and Charter Schools and the Alternative Center may have additional guidelines as per their contract.
- Nothing in this Code shall exclude provision for reasonable necessary dress and grooming regulations for special classrooms and extra-curricular activities. This policy applies to all school activities. The Principal of each school shall be responsible to carefully monitor these necessary modifications. Nothing contained herein shall prohibit any school official from making a decision in the interest of school, student or individual safety.**
- DRESS and GROOMING POLICY CONSEQUENCES FOR POLICY VIOLATIONS**
- Students who fail to follow the mandatory Rule 14 of the Code of Student Conduct and Discipline or to follow reasonable directions given by authorized school personnel in connection therewith shall be subject to the following disciplinary actions:
- Grades 9-12**
- First Offense:** The student will be required to write verbatim the Richmond County Board of Education Dress and Grooming Policy for students. Parents will be allowed to bring clothing permissible at the first offense and such offense will not be counted against the student.
- Second Offense:** 1 Hour Detention
- Third Offense:** 1 Day In-School Suspension
- Fourth Offense:** Three Days Out-of-School Suspension
- Fifth and Subsequent Offense:** Five Days of Out-of-School Suspension. For chronic offenses, refer to Rules 17, 20, 23, 24, 25 & 27.
- **Violations will accumulate throughout the entire school year.
- Grades 6-8**
- First Offense:** Written notification to parent using an approved reminder form will be sent by the school and the parent will be required to sign such acknowledgment of the violation and promptly return the signed acknowledgment to the school.

Second Offense: 1 Hour Detention **with written notification.**

Third Offense: 1 Day In-School Suspension **with written notification.**

Fourth Offense: Three days In-School Suspension **with written notification.**

Fifth Offense and Subsequent Offenses: Three Days of Out-of-School Suspension **with written notification.** For chronic offenses, refer to Rules 17, 20, 23, 24, 25 & 27.

**Violations will accumulate throughout the entire school year.

Grades K – 5

Grades K thru 5

First Offense: An approved reminder form will be sent by the school to the parent reminding them of the Dress Code Policy.

Second Offense: Written notification to parent using an approved reminder form will be sent by the school and the parent will be required to sign such acknowledgment of the violation and promptly return the signed acknowledgment to the school.

Third Offense: The teacher will telephone the parent to discuss the matter and seek to resolve the failure of the student to follow the policy. Also, a discipline referral form will be sent home, to be signed by the parent and promptly returned to the school.

Fourth Offense: There will be a parent conference required before the student may return to school, which shall be held within 2 school days. If the parent fails to respond and participate, the Principal may proceed to the discipline outlined for the fifth offense.

Fifth Offense: Student may receive discipline, up to and including a period of suspension. A parent conference will be required at which time a Social Worker and/or DFACS may be involved.

Nothing in this Code shall exclude provision for reasonable necessary dress and grooming regulations for special classrooms and extra-curricular activities. This policy applies to all school activities. The Principal of each school shall be responsible to carefully monitor this necessary modification.

Rule 15

Smoking

A student in grades pre-kindergarten through middle school (Pre-K - 8) shall not possess, transmit, or use tobacco of any kind:

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds at any other time when the school is being used by any other school group;
- (c) Off the school grounds at a school activity, function, or event;

- (d) En route to and from school, including, but not limited to, the school bus and the school bus stop; or,
- (e) Off the school grounds while the student is in attendance at school or any school function, or is otherwise subject to jurisdiction of school authorities.

A student in grades nine through twelve (9-12) shall not possess, transmit or use tobacco of any kind.

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds at any other time when the school is being used by any other school group;
- (c) En route to and from school while on school transportation, including, but not limited to, the school bus and the school bus stop; or
- (d) Off the school grounds while the student is in attendance at school or any mandatory school function.

The following shall apply to the possession, transmittal, or use of tobacco in grades PreK-12.

- (a) **First Offense:** The first offense will result in suspension for three days (out of school).
- (b) **Second Offense:** The second offense will result in suspension for five days (out of school).
- (c) **Third Offense:** The third offense will result in suspension for ten days (out of school).

Rule 16

Operation of Motor Vehicles On Campus

Any student who drives or parks a motor vehicle on property of the Richmond County Board of Education must first apply for and obtain or purchase, as the case may be, a permit and display same, as required, on such motor vehicle and obey all rules and regulations of the Board of Education pertaining to the operation and parking of motor vehicles on school property. Proof of insurance is required if a student operates a vehicle on campus.

In addition, the student and the parent or guardian in making the parking permit application, must agree and affirm in writing to the following:

- A. That school authorities (Principals and their designees) may search a vehicle:
 - i. Where there is consent of the student, contraband in plain view, if evidence or contraband is discovered while responding to an emergency or during the handling of a traffic violation.
 - ii. Where the student is in the parking lot without written permission or during non-authorized hours.
 - iii. In all circumstances where the school official acts to protect the life, property and health of students, teachers or other individuals.
- B. Further, the student and parent or guardian recognize that the Board of Education has the responsibility to insure the safety of all students and provide a wholesome learning environment.
- C. Thus, school authorities are to be given permission to conduct random suspicionless searches of the parking lot and all vehicles without warrants; and, in the discretion of school officials to utilize the assistance of canines trained to detect drugs, explosives or weapons.

Rule 17

Compliance with Rules and Regulations

A student shall not fail to comply with all laws, reasonable rules and regulations and/or directives governing the operation of the Richmond County School System when:

- (a) On the school grounds during and immediately before or immediately after school hours;
- (b) On the school grounds at any other time when the school is being used by any school group;
- (c) Off the school grounds at a school activity, function, or event;
- (d) En route to and from school, including, but not limited to, the school bus and the school bus stop.

Rule 18

Falsified Addresses and Enrolling Out of Zone

In accordance with Board of Education policies and procedures, each student is expected to enroll in the school for which such student is zoned. **Those students who intentionally falsify or have falsified their addresses and who enroll in a school for which they are not zoned by Board of Education policies, upon being discovered, shall be suspended for 10 days for violating this rule, which suspension must be served prior to the time the student shall be allowed to enroll in the correct school.** The Superintendent or Deputy Superintendent, upon the request of the Principal or the student and their parent or guardian, shall have the authority, where circumstances warrant, to make an exception to this policy upon such circumstances as when a child is so young that the parent or guardian have improperly done the enrolling and the child was not a knowing party to the falsification and out of zone attendance; where the child is classified as a homeless child in which case the regulations governing homeless enrollment shall apply; and in peculiar family situations on a case by case basis where the circumstances are legitimate and established through affidavits or other written documentation to the satisfaction of the Superintendent or Deputy Superintendent and where necessary, with the advice from the Board attorney. Refer to School Assignment (page 3) for related information.

Rule 19

School Bus Rules and Pupil Responsibilities

The driver is in charge of the bus and all pupils on the bus. Persons causing damage shall be expected to defray its full cost.

Students Must:

1. Obey the driver promptly and cheerfully.
2. Obey and respect the orders of authorized persons.
3. Be courteous to the driver, to fellow students, and to passers-by.
4. Be on time. (The driver cannot wait beyond his or her regular schedule for those who are tardy.)
5. Wait in an orderly line off the street or road.
6. Ride only the bus assigned by school officials.

7. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver. (Minimum: 10 feet)
8. Behave on the bus as students are expected to behave in the classroom. Insolence, disobedience, vulgarity, foul language, fighting, pushing, and similar offensive acts will not be tolerated.
9. Report promptly to the driver any damage done to the bus.
10. Wait until the bus has come to a full stop before getting on or off the bus. Do not move about within the bus while it is motion.
11. Occupy seats assigned by the bus driver or school officials and remain seated while the bus is moving.
12. Ride three in a seat if necessary and not exchange seats unless given permission by the driver.
13. When required to stand, stand to the rear of the white marker line when the bus in motion.
14. Follow the Code of Student Conduct and Discipline.

Students Must Not:

15. Run toward a school bus while it is in motion.
 16. **Possess, handle, transmit or use a weapon, as defined in Rule 6.**
 17. **Possess, sell or attempt to sell, use or be under the influence of alcoholic beverages, narcotics or controlled substances as defined in Rule 7 of the Code of Student Conduct and Discipline.**
 18. Engage in any activity that might divert the driver's attention, such as:
 - (a.) Loud talking or laughing or unnecessary confusion.
 - (b.) Unnecessary conversation with the driver.
 - (c.) Extending any parts of the body out of the bus.
 19. Open or close bus windows without permission of the driver.
 20. Regulate or operate any part of the bus.
 21. Engage in any activity which might damage, cause excessive wear or litter to the bus or other property.
 22. Smoke or eat on the bus.
 23. Spit or throw anything in or from the bus.
 24. Bring animals on the bus.
 25. Tamper with mechanical equipment, accessories, or controls of the bus.
 26. Leave the bus on the way to school or home without permission of the driver. (Drivers may not give permission except in case of personal emergency or upon request of the Principal or student's parent or guardian).
 27. Commit any acts of physical violence, bullying, physical assault or battery of other persons on the school bus, verbal assault or threatened violence toward other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus or other unruly behavior.
- As used herein, the term "physical violence" means:
- (a.) Intentionally making physical contact of an insulting and provoking nature with the person of another; or,
 - (b.) Intentionally making physical contact which causes physical harm to another, unless such physical contacts or physical harms were in

defense of himself or herself, as provided in Georgia law.

- (c.) Bullying as defined in Rule 5 of this Code of Student Conduct shall also apply to school bus behavior.
28. Commit any act of sexual harassment as defined in Title IX of the United States Educational Code, or Rule 8 of the Code of Student Conduct & Discipline.
 29. Possess or use any electronic devices during the operation of a school bus, including but not limited to, radios, electronic games, tape or disc player, beepers, pagers, cellular, digital or other mobile phones, laser device; 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.
 30. Use mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.
 31. Mark, deface or otherwise damage Richmond County property (the school bus or any of its equipment) or another's personal property.
 32. Incite, advise or counsel others to engage in prohibited acts.

Violations

Misconduct on the bus is subject to the same disciplinary measures as misconduct at school. When necessary, the Principal or the Director of Transportation may suspend or revoke riding privileges. In most situations, the first offense will result in a verbal warning; however, the school administrator has the discretion and right to take further action in serious cases. The second offense will result in written warning with a copy to the student's parent or guardian stating that further offenses will result in suspension or revocation of riding privileges for the remainder of the school year or for a longer period, if warranted.

The foregoing steps are not mandatory, and in appropriate cases, any one of or all steps mentioned above may be skipped and riding privileges may be revoked before the third offense. In addition, the school administrator in any case has the discretion and right to issue more severe discipline depending upon the facts and circumstances.

If a student is found to engage in physical acts of violence as defined herein, the student shall be subject to the penalties set forth in Rule 4(A) or any other appropriate rule of this Code of Conduct. If a student is found to have engaged in bullying as defined in this Code of Conduct, or in the physical assault or battery of another person on the school bus, in addition to all other discipline which may be allowed by this Code of Student Conduct or law, it shall be required that the parent or guardian of the student and appropriate school officials meet to form a school bus behavior contract for the student. Such contract shall provide for progressive age-appropriate discipline, penalties and restrictions for student conduct on the bus. Contract provisions may include, but shall not be limited to, assigned seating, on-going parental involvement and suspension from riding the bus. This rule shall not be construed to limit the instances when a school Code of

Conduct or Local Board of Education may require use of a student bus behavior contract.

Rule 20

Chronic Disciplinary Problem Students

Definitions: "Chronic disciplinary problem student" means a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur, including but not limited to, willful and persistent violation of the Student Code of Conduct.

Notification of Parent or Guardian of Chronic Disciplinary Problem Student

Any time a teacher or Principal identifies a student as a chronic disciplinary problem student, the Principal shall:

- A. notify by telephone call **and** by either certified mail or statutory overnight delivery with return receipt requested or first-class mail the student's parent or guardian of the disciplinary problem,
- B. invite such parent or guardian to observe the student in a classroom situation, and
- C. request at least one parent or guardian to attend a conference with the Principal or the teacher or both to devise a disciplinary and behavioral correction plan.

Procedure for students returning from expulsion or suspension;

If it becomes necessary to suspend or expel a student who has been determined to be a chronic disciplinary problem student before that student is permitted to return from an expulsion or suspension, the school to which the student is to be readmitted shall:

- A. request by telephone call or by either certified mail or statutory overnight delivery with return receipt requested or first-class mail that
- B. at least one parent or guardian schedule and attend a conference with the Principal or his or her designee
- C. to devise a disciplinary and behavioral correction plan.

Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school. At the discretion of the Principal, a teacher, counselor, or other person may attend the conference.

The Principal shall ensure that a notation of the conference is placed in the student's permanent file. The Principal shall promptly and efficiently document and maintain records of all attempts to communicate with the parent or guardian, whether in writing or by telephone.

Proceeding against parents for failure to cooperate in educational programs; penalty.

The Local Board of Education may, by petition to the Juvenile Court, proceed against a parent or guardian as provided by law. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by a Principal pursuant to Code Section §20-2-765 or §20-2-766, 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 entered under this Code section. The court may use its contempt and other powers specified in Code Section §15-11-5 to enforce any order entered under this Code section.
(Code 1981, §20-2-766.1, enacted by Ga. L. 2000, p. 618, § 68.)

Rule 21

Authority of Teacher Over Classroom

I. General Comments

A. A teacher shall have the authority, consistent with Local Board policy, to manage his or her classroom, discipline students, and refer a student to the Principal or the Principal's designee to maintain discipline in the classroom.

B. The Principal or the Principal's designee shall respond when a student is referred by a teacher by employing appropriate discipline management techniques that are consistent with Local Board policy.

II. Specific Procedure for Teacher and Principal

A. A teacher shall have the authority to remove from class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the Student Code of Conduct, provided that

1. the teacher has previously filed a report pursuant to this policy; or
2. determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.

The teacher shall file with the Principal or the Principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day.

1. Each School Principal shall fully support the authority of every teacher in his or her school to remove a student from the classroom under this Code section. Each School Principal shall implement the policies and procedures of the Superintendent and the Local Board of Education relating to the authority of every teacher to remove a student from the classroom and shall disseminate such policies and procedures to faculty, staff, and parents or guardians of students.

B. The Principal or the Principal's designee shall, within one school day after the student's removal from class,

1. send to the student's parents or guardians written notification that the student was removed from class,
2. a copy of the report filed by the teacher, and
3. information regarding how the student's parents or guardians may contact the Principal or the Principal's designee.

C. If a teacher removes a student from class as described above, the Principal or the Principal's designee shall:

1. discuss the matter with the teacher and the student by the end of the school day on which such removal occurs or at the beginning of the next school day;
2. give the student oral or written notice of the grounds for his or her removal from class; and,
3. if the student denies engaging in such conduct, the Principal or the Principal's designee shall explain the evidence which supports his or her removal from class and give the student an opportunity to present his or her explanation of the situation.

D. If, after such discussions, the Principal or the Principal's designee seeks to return the student to the teacher's class and **the teacher gives his or her consent, the student shall be returned to the class, and the Principal or the Principal's designee may take action to discipline the student, as may be warranted, pursuant to section of this Policy.**

E. If, after such discussions, the Principal or the Principal's designee seeks to return the student to the teacher's class and the **teacher withholds his or her consent to the student's return to his or her class, the Principal or the **Principal's designee shall:****

1. determine an appropriate temporary placement for the student by the end of the first school day following such removal; and
2. shall also take steps to convene a meeting of a placement review committee, which shall convene by the end of the second school day following such removal by the teacher and shall issue a decision by the end of the third school day following such removal by the teacher.

III. Temporary Placement

An appropriate temporary placement for the student shall be a placement that, in the judgment of the Principal or the Principal's designee, provides the least interruption to the student's education and reflects other relevant factors, including, but not limited to, the severity of the behavior that was the basis for the removal, the student's behavioral history, the student's need for support services, and the available education settings; provided, however, that the student shall not be returned to the class of the teacher who removed him or her, as an appropriate temporary placement, unless the teacher gives his or her consent. The temporary placement shall be in effect from the time of removal until the decision of the placement review committee is issued or, if applicable, a placement determination is made pursuant to paragraph (2) of subsection (E) of this section.

IV. Placement Review Committee

A. Each school shall form one or more placement review committees, each of which is to be composed of three members, to determine the placement of a student when a teacher withholds his or her consent to the return of a student to the teacher's class. For each committee established, the faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member and the Principal shall choose one member of the professional staff of the school to serve as a member. The teacher withholding consent to readmit the student may not serve on the committee. The placement review committee shall have the authority to:

1. Return the student to the teacher's class upon determining that such placement is the best alternative or the only available alternative; or
 2. Refer the student to the Principal or the Principal's designee for appropriate action consistent with section IV of this policy.
- B.** The decision of the placement review committee shall be in writing and shall be made within three school days after the teacher withholds consent to the return of a student. Each member of a placement review committee shall receive training regarding the provisions of this policy, including procedural requirements; Local Board policies relating to student discipline; and the Student Code of Conduct that is applicable to the school. Board counsel may be consulted and provide training and assistance as requested.
- C.** If a placement review committee decides to return a student to a class from which he or she was removed, the Principal or the Principal's designee shall implement such decision of the placement review committee. In addition, the Principal or the Principal's designee may, consistent with any applicable procedural requirements of the Constitutions of the United States and this State and after considering the use of any appropriate student support services, take any of the following actions which are authorized as a response to the alleged violation of the student code of conduct by Local Board policies adopted pursuant to law.
1. Place the student in an alternative education program;
 2. Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section; or
 3. Make another disciplinary decision or recommendation consistent with Local Board policy.
1. Place the student into another appropriate classroom or an alternative education program;
 2. Impose out-of-school suspension for not more than ten school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class pursuant to subsection (b) of this Code section;
 3. Make another placement or disciplinary decision or recommendation consistent with Local Board policy; or
 4. Implement or recommend any appropriate combination of the above and return the student to the class from which he or she was removed upon the completion of any disciplinary or placement action taken pursuant to this paragraph.
 5. Within one school day of taking action pursuant to this policy, the Principal or the Principal's designee shall send written notification of such action to the teacher and the parents or guardians of the student and shall make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians.
- E.** Parents or guardians of a student who has been removed from class pursuant to subsection (b) of this Code section may be required to participate in conferences that may be requested by the Principal or the Principal's designee; provided, however, that a student may not be penalized for the failure of his or her parent or guardian to attend such a conference.
- F.** The procedures contained herein are minimum requirements. Nothing in this Code section shall be construed to limit the authority of a Local Board of Education to establish additional requirements relating to student conferences, notification of parents or guardians, conferences with parents or guardians, or other procedures required by the Constitutions of the United States or this State.
- G.** The Superintendent of Schools shall fully support the authority of Principals and teachers in the school system to remove a student from the classroom pursuant to Code Section §20-2-738, provided they follow the requirements of this Rule 21.

Actions following placement review decision to not return student.

- D.** If a placement review committee decides not to return a student to a class from which he or she was removed, the Principal or the Principal's designee shall implement such decision of the placement review committee. In addition, the Principal or the Principal's designee shall determine an appropriate placement for the student and may take action to discipline the student, in a manner consistent with any applicable procedural requirements of the Constitutions of the United States and this State and after considering the use of any appropriate student support services, as follows, provided that the placement or disciplinary action is authorized as a response to the alleged violation of the Student Code of Conduct by Local Board policies adopted pursuant to law:

Rule 22

Gang Membership and Activity

Gangs are herein described as clubs, groups, or organizations of limited membership, which are known to the Richmond County School System through its personal intelligence or through information furnished through local law enforcement officials, to advocate, practice, engage or participate in unlawful acts such as intimidation, violence, or destruction to property. Gangs shall not be permitted on school premises or in school facilities, or to conduct any activities, meetings, or gatherings on or about school facilities, premises, or property at any time. The presence of such gangs is a threat to the safety and well being of the students and school employees of the Richmond County School System, and disruptive to the education process.

1. Membership in or affiliation with gangs as defined above shall not be permitted. Membership will be determined, by whatever means, from the existence of objective criteria. While not intended to be an all-inclusive list, and in addition to those items set forth in subpart (2) immediately below, criteria which can serve to indicate membership or affiliation with gangs include the following:
 - (a) Direct admission of gang affiliation
 - (b) Documented information on gang membership
 - (c) Information from known gang affiliate
 - (d) Admission of former membership, with continued associations
 - (e) Photographs indicating gang association
 - (f) Association with gang members.
2. Wearing or possessing of any insignia, and/or uniforms, or other means of any gang identification, or using or making any signs, signals, or other means of gang communication or identification by any student or non-student visiting on the premises of any school facility shall not be permitted. Also refer to Rule 14. This prohibition also includes any symbol, hair extensions, extreme colors or accessories that may be construed as gang related.
3. Any attempt to gather or co-mingle on school premises, facilities, or property for any purpose by gang members shall be prohibited.
4. No student shall use, employ, or rely upon his or her gang membership or affiliation to threaten, to intimidate, or to harass verbally or physically other students or employees of the Richmond County School System.
5. All of the above prohibitions concerning gangs apply as well to any school functions or events conducted away from school facilities, property, or premises.

Any student who violates this rule shall be subject to discipline, including the sanction of expulsion, if warranted under the particular circumstances of the case.

PART II - PROCEDURAL RULES

Discipline, Suspension, and Expulsion of Students

A. Rationale

Each school shall strive to educate every student and provide for each individual student's needs. Students guilty of misconduct must be disciplined firmly while being assured of due process at all times.

B. Policy

Students are expected to adhere to Board of Education policies and school rules. A wholesome learning environment will be maintained. No student shall prevent other students from being educated in a wholesome learning environment. Students violating this policy and this code may be suspended or

expelled in accordance with the procedures set forth herein.

C. Communication

The Principal and staff shall disseminate to students the general and specific policies of conduct of the Board of Education. Policies, rules, and regulations should be included in the student handbook, orientation assemblies, and/or homeroom orientations.

A copy of the Code of Student Conduct and Discipline will be disseminated to each student and parent or guardian and shall be reviewed with the student in orientation meetings, classrooms and or assembly. Parents or students, depending upon the age of the student, will be required to sign for receipt of the Code.

Rule 23

Short - Term Suspension

The Principal or acting Principal may suspend a student for a period not to exceed ten school days for violation of:

- (a) Any of these rules;
- (b) Any state or federal law;
- (c) Any rule or regulation of the Board of Education or school;
- (d) Any other act constituting misconduct similar to that enumerated in these rules.

Any such suspension shall not require a formal hearing but shall require that only an informal investigation be conducted prior to suspension whereby the Principal or acting Principal shall give the student oral notice of the accusation against such student, and if such student denies the charges, then give such student an explanation of the factual basis of said charges and an opportunity for the student to present any defensive matter in his or her behalf as may be reasonably available. There need be no delay between the time the student is notified of the charges and opportunity for the student to explain his or her side. The purpose of such informal investigation is simply to notify the student of the charges and to ensure fairmindedness and avoid unfair suspension. Students facing an immediate suspension shall be detained pending the arrival of their parent or guardian when practicable. School officials shall endeavor to notify in writing and/or by telephone the parent or guardian of students subject to suspension.

Students who are suspended from school shall not enter upon the campus of any school of the Richmond County Board of Education until the suspension has been completed. Violators will be subject to further disciplinary action and/or prosecution.

NOTE: The regulations under IDEA declare that a special education student suspended for less than a half day is deemed to have been suspended for the entire school day.

Rule 24

Long-Term Suspension or Expulsion

A student shall be subject to expulsion or long-term suspension for any period in excess of ten school days, for any conduct referred to in this code only by action of the Tribunal or appropriate school official after the student has been afforded notice, opportunity for a hearing, and the other procedural rights hereinafter prescribed. Such expulsion or suspension may be administered notwithstanding that the student was previously suspended by other school officials under Rule 20 hereof. Where expulsion or suspension under this rule is

proposed to be administered, the Superintendent or other authorized officials shall cause a notice to be given to the student and his or her parent or guardian in accordance with Rule 27 and conduct a hearing in accordance with Rule 27.

Students who are suspended from school shall not enter upon the campus of any school of the Richmond County Board of Education until the suspension has been completed. Violators will be subject to further disciplinary action and/or prosecution.

Students who are assigned long-term suspension or expulsion and who are not allowed or choose not to attend the Alternative Center shall not be allowed to make up classwork or tests.

Rule 25

Conduct of Hearing

The Tribunal shall conduct the hearing and after receiving all of the evidence, render its decision based wholly on the evidence presented at the hearing. The decision shall be reduced to writing and sent to all parties within ten days.

Rule 26

Group Hearings

When two or more students are charged with violating the same rule and have acted in concert and the facts are basically the same for all such students, a single hearing may be conducted for them if the presiding officer believes that the following conditions exist:

- A. A single hearing will not likely result in confusion; and
- B. No student will have his/her interest substantially prejudiced by a group hearing.

If during the hearing the presiding officer finds that a student's interest will be substantially prejudiced by the group hearing, the presiding officer may order a separate hearing for that student.

Rule 27

Notification of Hearing and Conduct of a Hearing for Special Circumstances

Disciplinary Hearing Tribunal

- A. The County Board of Education of Richmond County has appointed a disciplinary hearing Tribunal of school officials, to hold disciplinary hearings following an instance of:
 - 1. An alleged verbal assault, physical assault or battery by a student upon any teacher, other school official, or employee;
 - 2. An alleged act of physical violence resulting in substantial physical injury to a teacher;
 - 3. An alleged assault or battery by a student upon another student, if, in the discretion of the school Principal, the alleged assault or battery could justify the expulsion or long-term suspension of the student.
 - 4. Substantial damage alleged to be intentionally caused by a student on school premises to personal property belonging to a teacher, other school official, employee, or student, if, in the

discretion of the school Principal, the alleged damage could justify the expulsion or long-term suspension of the student.

- 5. Any weapons violation charges.
 - 6. Any other infractions where the recommendation of the school official is long-term suspension or expulsion.
 - 7. Any teacher, school official, employee, or student who is subjected to the assault, battery, or damage described above shall file a complaint with the school administration and with the Local Board of Education, through central office administration.
- B. The disciplinary Tribunal of school officials shall be composed as follows:
 - 1. Each panel so appointed shall consist of three members, made up of a combination of teachers, principals, administrators and/or former school officials.
 - 2. Annually, the Board of Education through the Superintendent, as necessary, shall appoint several Tribunal panels to hear the cases described herein on an alternating basis.

The specific persons who fit the categories mentioned above to serve on the alternate Tribunals shall be recommended by the Superintendent and approved by the Board of Education. If at any time it becomes necessary to add new Tribunal members because of the case load or to substitute new members, the Board of Education has the authority to do so, although any substitution of new members shall be recommended by the Superintendent and approved by the Board of Education. The Board Attorney shall in all instances prepare such written charges and procedural notification as are necessary. Additionally, in all instances, the Board Attorney shall, as required, act as legal advisor to the Tribunals. In the event that any student is represented by counsel, the Board Attorney shall be consulted and where, in his opinion, after consultation with the Superintendent it is appropriate, he may act as prosecuting attorney. This decision must be made on a case by case basis, dependent on the circumstances. Generally a public safety officer shall act as prosecutor.

In addition to any other responsibility from time to time imposed upon such Tribunal, the Tribunal shall see that the following occurs:

- 1. All parties are afforded an opportunity for a hearing after reasonable notice served personally or by mail. **This hearing will take place no more than ten (10) school days after the beginning of the suspension.** This notice shall be given to all parties and to the parent or guardian of the student or students involved and shall include a statement of the time, place and nature of the hearing; a short and plain statement of the matters asserted; and statement as to the right of all parties to present evidence and to be represented by legal counsel.
- 2. Any teacher called as a witness by the school system will be notified no later than three (3) days prior to the hearing. All parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on all issues unresolved; and,
- 3. A verbatim electronic or written record of the hearing shall be made and shall be available to all parties. The Tribunal shall conduct the hearing and after receiving all evidence render its decision, which decision shall be based solely on the evidence received at the hearing.

4. If the Tribunal determines, based on the evidence that a student has committed an act of physical violence resulting in substantial injury to a teacher, the student shall be suspended from all public school programs, including alternative education programs, for not less than the remainder of the school year.

The decision shall be in writing and shall be given to all parties within ten (10) days of the close of the record. Any decision by such disciplinary officer, panel, or Tribunal may be appealed to the Local Board of Education by filing a written notice of appeal within twenty (20) days from the date the decision is rendered. Any disciplinary action imposed by such officer, panel, or Tribunal may be suspended by the Superintendent of schools pending the outcome of the appeal.

The Local Board of Education shall review the record and shall render a decision in writing. The decision shall be based solely on the record and shall be given to all parties within ten (10) days from the date the board receives the notice of appeal. The board may take any action it determines appropriate, and any decision of the board shall be final. All parties shall have the right to be represented by legal counsel at any such appeal and during all subsequent proceedings.

The Tribunal of school officials, once appointed, and following the evidence, shall determine what, if any, disciplinary action shall be taken. Such action may include, but is not limited to, assignment to an alternative setting, expulsion, long-term suspension, short-term suspension, and/or referral to appropriate testing or evaluation department of the School System. Any action taken by such Tribunals shall be subject to modification by the Local Board on appeal. The Tribunal of school officials or the Local Board of Education may report the incident giving rise to the hearing to the appropriate law enforcement agency or officer for investigation to determine if criminal charges or delinquent proceedings shall be initiated.

Students in grades Pre-K - 5 are excluded from the terms of this policy. The Board also adopts as policy those provisions of O.C.G.A. §20-2-756(b) and §20-2-757(a), (b), and (c) relating to the Open Meeting Law. To comply with O.C.G.A. §20-2-757(c), the Board of Education, after review of a case, shall prepare a written summary of any proceeding under this subpart which summary shall include a description of the incident and the disposition thereof, but shall not contain the names of any party to the incident, although the summary shall be a public record. The Board also adopts the provisions of §20-2-758 of the Official Code of Georgia. Adopted by the Board 7/12/84, revised, July 15, 1999.

Rule 28(A)

Discipline Short of Suspension or Expulsion

Teachers and principals have the authority to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to

restrain in accordance with State restraint guidelines or correct pupils and maintain order. Such measures may also include the administration of corporal punishment which shall not be excessive or unduly severe, and provided that it shall be administered in the presence of a Principal, Assistant Principal, or their designee and only after written consent by a parent or guardian. Upon appropriate request a written explanation of the reasons for the corporal punishment shall be provided the parent or guardian. In those rare instances when corporal punishment is utilized, it must be in accordance with State Laws and local policies.

(See OCGA §20-2-730 and File JDA)

Rule 28(B)

Alternative Disciplinary Consequences

A student subject to short-term suspension may be provided with the opportunity to reduce the period of suspension by completing alternative disciplinary consequences. The decision to allow a student the opportunity to reduce the period of suspension shall be at the discretion of the Principal or assigned administrator, determining the consequence imposed as a result of the student's misconduct. If allowed by the administrator, the student shall have the option to complete the alternative disciplinary consequences or to serve the full term of his or her suspension. The following alternative disciplinary consequences are currently authorized: perform school site based community service.

Rule 29

Emergency Suspensions

Notwithstanding the provisions of Rules 24 and 27, students may be suspended for periods in excess of ten days without notice, hearing, and the other rights provided by Rules 24 and 27 being first given where the school is undergoing a violent upheaval or where orderly educational processes have otherwise been substantially disrupted. In all such cases, notice, hearing, and the other rights shall be provided in accordance with Rule 27 at the earliest practicable date that the restoration of order permits. Nothing in this Rule is intended to modify procedures to be followed for special education or other appropriate special needs students.

Rule 30

Alternative Center Program

An alternative to suspension from school may be assignment to the Alternative Center subject to the Principal's recommendation and the approval of a screening committee. Students assigned to the Alternative Center will adhere to all rules and regulations of the Code of Student Conduct and Discipline for the Richmond County School System, as well as all rules and regulations in the handbook for the Richmond County Alternative Center.

Students returning from boot camps, incarceration, RYDC or the YDC must report to the Superintendent or his designee for appropriate transition before enrolling in the Alternative Center. The compulsory attendance policy of the State of Georgia applies to the Alternative Center and the students assigned thereto.

Rule 31

Threat to Health or Safety

Any student who has a dangerous communicable disease that poses a substantial threat to the health or safety of the school community may be removed from the school. The Richmond County Board of Health and the Georgia Department of Human Resources are agencies which determine the disease(s) which are considered communicable.

Reentry of a student who has been excluded for protective reasons from the school community may be initiated upon the receipt of a signed affidavit from a licensed physician and/or the Richmond County Board of Health.

Rule 32

Disrupting School Operations and Off Campus Conduct

A student who has been charged with the unlawful selling of narcotics or other such serious violation of the criminal law or a felony may be removed from the school by the Principal upon the approval of the Superintendent when it is necessary to protect other persons or property at the school or avoid substantial disruption to school operations or the educational process. The school must be able to show the above facts. As soon as the student no longer poses such a threat, he or she shall be reinstated. For special education students or other appropriate special needs students, guidelines developed under IDEA and related laws shall be followed.

COMMENT: Unlike the rules on serious student misconduct in Part 1, these provisions are not designed for discipline but are solely to protect other students, persons or property in circumstances where such protection is clearly necessary. Thus, the removal of these students is a separate part of this Code. **Rule 32** is intended to deal with the problem of the student who has been charged with a serious violation or felony of the criminal law, such as unlawfully selling narcotics, and his immediate return to school either would pose a substantial threat to other students, persons or property or would cause substantial disruption to school operations or the educational program. Such situations will be rare, and the burden is placed on the school to demonstrate that the student's continued presence endangers other students, persons or property or would disrupt the educational operation or process.

Rule 33

Discretionary Authority

Notwithstanding anything contained in this Code of Student Conduct and Discipline to the contrary, after hearing and weighing all of the evidence presented, the Tribunal may determine that it is appropriate, based on the particular facts and circumstances surrounding the violation of the Rule(s) involved, that the student should receive a greater or lesser discipline than is set forth herein for specific rule violations. The Tribunal, after consultation with the Board attorney, shall have the discretion to modify the discipline set forth herein for specific rule violations according to the particular facts and circumstances surrounding the violation of the rules involved except when prohibited by state or federal law. Provided, however, a written summary of the reasons for the modification shall be included in the

Student Tribunal Hearing Report and a copy of the same will be sent to the Superintendent.

Furthermore, the Superintendent shall have the authority (either before or after the student is referred for a Tribunal hearing) to modify the discipline set forth in the Code of Student Conduct and Discipline where the discipline contained therein appears excessive in light of the circumstances. In any Tribunal decision appealed to the Board of Education, the Board may modify the mandated discipline, but shall consider whether the Superintendent and/or the Tribunal considered a reduction and the rationale in denying such a reduction.

PART III - SEARCHES

Searches of Students' Lockers and Desks and Searches of Students

Rule 34

Searches of Students' Lockers and Desks

Students' lockers and desks are school property, which are made available for students' use upon their option. By exercising their option to use such lockers and desks, students agree and consent that said lockers and desks shall be subject to reasonable searches by school officials in particular circumstances, as well as routine periodic random searches by school officials. Such routine suspicionless inspections of said lockers and desks may be held without the student being present. Where the school official has a reasonable suspicion or reliable information that a particular student's locker or desk should be searched, said search shall be conducted by the school official, where the student is available, in the presence of the student. Non-suspicionless random locker inspections shall be held no less than twice annually.

Rule 35

Searches of Students

Any student may be searched with a duly issued warrant. Any student may be searched by school officials (defined as the Principal or designee) without a warrant where there is reasonable suspicion.

Other conditions under which school authorities would be acting properly in searching a student or his or her possessions without a warrant are:

- A. If the student has consented;
- B. If a contraband item is in plain view;
- C. If the evidence or contraband is discovered while responding to an emergency;
- D. If the official has reasonable suspicion to believe the individual is armed and dangerous; and
- E. In all other circumstances where the school official acts to protect the life and property and health of students, teachers, or other individuals.
- F. As part of the suspicionless inspection program of lockers and vehicles, searches of the person are to be directed primarily to individual students and not to

groups. (Strip searches should be conducted only in very limited circumstances where there is probable cause and only after consultation with the Superintendent or Deputy Superintendent or, where necessary, the Board Attorney.) (See Rule 16, for similar provisions for motor vehicles on campus.)

PART IV - ALTERNATIVE MEANS OF DISCIPLINE

Rule 36

Using the Demerit System

Consistent with the requirements of this Code, as an additional alternative means of progressive discipline, each school is afforded the option of implementing a demerit system whereby demerits may be issued to students for misbehavior, based on the frequency, severity and circumstances of the act or omission until a certain number of demerits have been earned, at which time additional discipline methods will be taken for a school to elect to use the demerit system, such school must make its intention to install a demerit system known no later than the regular Board of Education meeting in August annually, at which time the Local Board may authorize the demerit system for each declarant school.

If a school elects to use the demerit system, the following general principles shall apply:

- A.** The demerits given for a minor infraction shall be reasonably uniform from school to school. Demerits for major infractions shall be substantially uniform and consistent with the Code of Student Conduct and Discipline.
- B.** The demerits will be so structured so that violations of Rules 10, 12, 13, and 16 will result in the loss of the student privilege to attend school simultaneously with schools not on the demerit system. These four rules, or their counterparts, shall be considered separately from the other rules in the Code of Student Conduct and discipline for purpose of demerits. Each of these four rules shall stand alone in the computation of demerits.
- C.** For all other minor offenses, subject to the reasonable uniformity requirement, the school can assign a range of demerits, appropriate to the circumstances and needs of each particular school.
- D.** Major student offenses, including but not limited to Rules 4, 5, and 6, or their counterparts, shall be dealt with according to the regulations outlined by the Richmond County Board of Education and the Student Tribunal Act.
- E.** Additionally, demerits may also be assigned but will not supplant other requirements for major offenses.
- F.** The demerit system, where implemented, shall not limit the authority of the Principal, his designee, or any other appropriate school official from additional discipline, suspending or recommending expulsion of a student where the code circumstances, conditions and

behavior would warrant such action. This demerit system shall be considered supplemental, not limiting to the Principal's authority.

- G.** To insure that the number of demerits awarded will be consistent from school to school, especially on major offenses and designated rules, 25 demerits shall require a parental or guardian conference with the Principal or Assistant Principal; 50 demerits shall require suspension for three days; 75 demerits shall require suspension for five days and 100 demerits shall require suspension for ten days.
- H.** Each school shall prepare its individual policy and record keeping method, subject to these limitations and submit them annually, prior to the August Board of Education meeting, for review by the Superintendent and the Board Attorney. Such policy shall include samples of all notifications, letters, referral forms, and local school plan.

Rule 37

Policy and Guideline for In-School Suspension

In-School Suspension is provided for High and Middle School Students. Alternative educational settings such as PASS, Time Out and other interventions may be provided for elementary students. The In-School Suspension program is a means of working with students who are a discipline problem by removing them from their regular classroom setting without removing them from the school.

This program is not to replace any of the workable means of school discipline by the teacher, nor is it to be considered a final solution to the most critical discipline problems, but is explored to enhance the overall school discipline and to keep offending students in school.

The purposes of the In-School Suspension program are:

- 1.** Provide alternatives for dealing with student misconduct other than removal from the academic setting (out of school suspension).
- 2.** Reduce the number of suspensions by providing assistance to the student through positive modification of behavior that otherwise would usually lead to suspension.
- 3.** Allow a student to continue his/her academic process while preventing the student from being in contact with peers until his behavior improves.
- 4.** Provide opportunities for the in-school suspension student to examine his/her system of values in relationship to the values of the school and society-at-large and reconcile existing conflicts.

The following requirements must be adhered to by all In-School Suspension programs in the system.

- 1.** Students assigned to the program must be isolated from all activities which include:
 - a.** Homeroom (optional to individual school).
 - b.** Lunchroom (to eat at a time or place separate from the regular program).
 - c.** Restroom (at a time when other students are not on break).
 - d.** Extracurricular activities including practice (band, music, football, etc.).
 - e.** Physical education classes (students assigned to in-school suspension may participate in physical education separate from the regular P.E. classes).
 - f.** All regular class activities including laboratory work.
- 2.** Teachers are to provide students with assignments for the number of days a student is in the program.

3. Assignments are to be graded by the classroom teachers and the same credit given to the in-school suspension student as is given to any other student for the same assignments.
4. In-school suspension students are to complete the assignments during the same period as any other student. If a student in the In-School Suspension program does not complete the assignment for the day, he does not get credit for that day in in-school suspension.
5. Students are to follow their daily schedule of subjects while studying in the in-school program.
6. If a student gets sick while in the in-school suspension classroom, the nurse is to come to the in-school suspension classroom, or the in-school suspension teacher is to take all students in the room as a group to the clinic.
7. The Principal or Assistant Principal makes the decision whether a student is assigned to the In-school Suspension Program or not. Parents are notified about in-school suspension assignments in the same manner as they are when students are suspended out of school. This can be done by conference or telephone. The Principal or Assistant Principal makes the decision about what to do if a parent objects to their child being put in the program with the usual option being that the student can be suspended out of school.
8. If the student is absent from school, he/she must make up the day missed.
9. Any test a student needs to take while in the program will be given by the in-school suspension teacher or as determined by the individual school plan.
10. Major student offenses, including but not limited to Rules 4, 5 and 6, or their counterparts, shall be dealt with in accordance to the regulations outlined by the Richmond County Board of Education and the Student Tribunal Act.

Grades 9 - 12:

The number of days assigned a student in the program shall not exceed fifteen (15) per school year for senior high school students.

Grades 6 - 8:

The number of days assigned to middle school students shall be left to the discretion of Principal or Assistant Principal.

BULLYING

The County Board of Education of Education of Richmond County believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Code of Student Conduct and Discipline for all schools within the school system.

A student shall not bully, attempt to bully, or threaten to bully any person, including students and employees. Bullying is defined as follows: An act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur in school, on school property, on school vehicles, at school bus stops, at school related functions or activities, enroute to and from school or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of this School System.

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

Reporting

Students, parents, guardians, or other persons who have control or charge of a student, either anonymously or in person, are encouraged to report or otherwise provide information on bullying activity to the school principal or designee

Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying should immediately report it to the school principal.

Any report of bullying will be appropriately investigated by the administration in a timely manner based on the nature of the complaint to determine the following:

- a. whether bullying has occurred;
- b. whether there are other procedures related to illegal harassment or discrimination that should be implemented; and
- c. what other steps should be taken.

Discipline

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Student Conduct and Discipline. Such consequences shall include, at a minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the disciplinary hearing officer or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Nothing herein shall prohibit the tribunal panel from assigning the student to Tubman Education Center Alternative Program before a third offense of bullying should the circumstances warrant.

Notification of Bullying Offense

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

General Notification of Bullying Prohibition

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting such information at school and by way of the inclusion of such information in the Code of Student Conduct and Discipline.

Retaliation Prohibited

Under O.C.G.A. § 20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Any report of retaliation for reporting bullying will be investigated and addressed as called for in this policy and in accordance with school system procedures.

False Reporting

Any student who knowingly files a false report of bullying, harassment or intimidation shall be punished under existing disciplinary provisions.

Immunity

Any person who reports in good faith an incident of bullying, shall be immune from civil liability for any damages caused by such reporting.

In determining when and how to implement this policy and any procedures related to it, educators exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement.

Policy

Internet Acceptable Use

Descriptor Code: IFBG

It is the policy of the Richmond County Board of Education that employees and students should be furnished educational opportunities and resources to have access to Internet-based instructional programs and administrative services. The primary purpose and mission of the Richmond County Board of Education is to educate students to become lifelong learners and productive citizens in the 21st Century. Technology plays a role in this mission by providing quality programs, information and learning activities along with support and services to improve student learning and enhance instructional and administrative effectiveness. The instructional use of interactive computer and web-based technology will prepare students for the future. Technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Richmond County Board of Education has adopted procedures regarding acceptable use to ensure that the technology users share in the technology resources in an effective, efficient, ethical and lawful manner. Particular attention should be given to ensuring that students are not granted access to anything other than educational and instructional materials and resources.

The Richmond County Board of Education is committed to: (a) preventing user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) preventing unauthorized access and other unlawful online activity; (c) preventing unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) complying with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Each user must follow the Richmond County School System Internet Acceptable Use Procedures found in the Richmond County Board of Education Code of Student Conduct and Discipline.

Procedures have been adopted to address Internet safety, which include:

- (a) Access by minors to inappropriate matter on the Internet and World Wide Web
- (b) Safety and security of minors when using electronic mail, instant messaging, chat rooms and other forms of direct electronic communications
- (c) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online
- (d) Unauthorized disclosure, use and dissemination of personal information of minors
- (e) Restricting minors' access to materials harmful to them

The Superintendent is authorized to designate certain persons in the School System who will be allowed to disable the blocking or filtering measure placed on the computer system during the use by an adult to enable access for bona fide research or other lawful purposes.

Procedures

Internet Acceptable Use

Descriptor Code: IFBG

Internet Acceptable Use Procedures

The Acceptable Use Procedures apply to all students, faculty, staff, employees and visitors (both adults and minors) of the Richmond County School System. All users of the district wide area network and/or other electronic informational services must maintain strict compliance with all applicable ethical and legal rules and regulations regarding access. The school system reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

Availability of Access:

The Internet will be available to users for instructional and administrative purposes. The electronic information available to users does not imply endorsement by the Richmond County Board of Education. The use of the network is a privilege, not a right, and misuse will result in disciplinary actions, including cancellation of those privileges.

Security:

Users must maintain appropriate passwords to obtain access to the network. Login information, user names, and passwords are confidential and it is the responsibility of the user to safeguard that information. Passwords should be at least 8 characters and should contain a number and a capital letter. No user should login with another user's information.

While the Internet is an extremely valuable tool for educational research, information is accessible that may not be appropriate according to community, school, or family standards. The Richmond County Board of Education provides an Internet filtering system which blocks access to a large percentage of inappropriate sites. Specifically, as required by the Children's Internet Protection Act, visual depictions of material deemed obscene or child pornography, or any material deemed to be harmful to minors will be blocked by the web filtering system. Even though most objectionable sites are blocked, various entities create new inappropriate sites daily. If a questionable site or information is encountered, the same should be reported to the school's Media Specialist or to the Media and Instructional Technology Department. Staff members in Media and Instructional Technology will make every effort to block the site as quickly as possible.

Internet Safety:

Internet safety is a great concern of the Richmond County Board of Education. It shall be the responsibility of all educators of the Richmond County School System, including administrators, instructional supervisors, principals, teachers, media specialists, technology specialists, guidance counselors, instructional paraprofessionals and any other personnel having access to the online computer network for instructional purposes, to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA), as much as is practical.

A series of age appropriate Internet Safety courses will be taught to all students in the Richmond County School System to provide education on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, safety and privacy, as well as cyberbullying awareness and response. School personnel have the discretion to provide such other training or to implement such other curricula, provided that such training or curricula meet the requirements of CIPA, as may be

amended from time to time. Any suggested topics or proposed curricula are intended as a guideline and in no way replace or diminish the professional judgment and discretion of the administrators or school personnel implementing this policy.

The following will be considered inappropriate uses of the Richmond County School System Technology Network, which list is not exhaustive and includes but is not limited to:

- A. Posting, publishing, sending or creating materials or communications that are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal, or engage in any other type of behavior which constitutes bullying or harassment of any kind, or is in violation of the Code of Ethics for Educators, the Code of Student Conduct and Discipline, State law or federal law
NOTE: Students who engage in such activity off campus and create a material disruption of school operations shall be subject to penalties for bullying and harassment contained in the Code of Student Conduct and Discipline as well as criminal charges, if applicable.
- B. Accessing, sending, creating or posting materials or communications that could be inconsistent with the district's educational needs and goals
- C. Using the network for financial gain, advertising or commercial activity
- D. Transmitting any material in violation of any United States or State law or regulation
- E. Posting anonymous or forging electronic mail messages or altering, deleting or copying another user's email
- F. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws
- G. Downloading, installing, or playing any unauthorized program or content (even that created at home) on any school's computer or network
- H. Purposely bringing any hardware on the premises or loading any software that is designed to damage, alter, destroy or provide access to unauthorized data
- I. Attempting to vandalize or disassemble any network or computer component including the attempt to alter network or computer configuration
- J. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person
- K. Sending spam through email
- L. Using the network while access privileges have been suspended
- M. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies

Employee Responsibilities:

- Employees must use good judgment and keep all passwords protected. Do not post a list of user names and passwords where they may be seen by students or others. Never email user names and passwords to unknown sources. The Richmond County School System Information Technology Department will never ask for passwords by email.
- When leaving a computer, always log off so to prevent unauthorized access to files or email.
- Students should always be supervised while using the Internet, computers, handheld devices or electronic resources.
- Email accounts are provided for professional use only. Email should not be used for personal gain or business related activities. Broadcasting of unsolicited messages is prohibited. All employees must request permission from the building administrator before sending any messages to an entire building's staff. Permission has to be granted from the Superintendent or designee to send messages to "All Users" in the system.

- If an employee brings a personal computer or handheld device, he/she must fill out a form to put the device on the network. The computer or device must have updated antivirus software. The device must be virus free and must not contain any unauthorized or inappropriate files.
- Employees may not download any unauthorized software onto Richmond County School System computers.
- Employees will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.
- Employees must follow the Code of Ethics for Educators, as well as any other applicable laws or regulations.
- Employees shall act in good faith to enforce the operation of technology protection measures while school computers with Internet access are being used.

Parent Responsibilities:

- Parents should read through the entire Internet Acceptable Use Policy and Procedures and discuss Internet safety with their child.
- Parents of students shall sign and return to their child's school a form to give or deny permission for their child to utilize the Richmond County School System Technology Network and for their child's picture, video clip or name to be featured on Richmond County School System websites.

Student Responsibilities:

- Students should not use the Internet for purposes other than instructional assignments related to the curriculum.
- Students will use system-supported technology, including, but not limited to, Web 2.0 or equivalent resources (wikis, blogs, online collaborative environments, etc.) for educational use only and will refrain from accessing inappropriate information.
- Students must follow teacher directions for Internet related assignments.
- Students must heed prohibitions and Internet Safety rules.
- Students should participate in any and all training as instructed by school personnel.
- Students will follow all applicable rules related to Internet, computer or digital device use contained within the Student Code of Conduct and Discipline and sign that they have read the policy and procedures of the Richmond County School System and agree to abide by the same.
- Students should take precautions when using the network.

For Internet Safety, Students Are Reminded They Should:

- Never provide last name, address, telephone number, or school name online to someone they do not know.
- Never respond to and always report any messages that make the student feel uncomfortable or that are from an unknown origin.
- Never send a photo of themselves or anyone else without the permission of a parent.
- Never arrange a face-to-face meeting with someone they met online.
- Never open attachments or files from unknown senders.
- Always report any inappropriate sites observed.

Usage of Mobile Devices and/or Personal Computers

The use of mobile devices or personal computers on campus is a privilege that the school grants to students who are willing to assume the responsibilities outlined in the Richmond County Acceptable Use Policy and Procedures. This usage policy also applies to the mobile devices checked out by the school and the RCSS Mobile Device/BYOT Agreement must be signed by the student and parent. All guidelines in the Richmond County Board of Education Acceptable Use Policy and Procedures continue to apply when a student brings a personal laptop computer or other mobile device for use on campus.

CIPA DEFINITION OF TERMS:

Technology Protection Measure. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS**. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Minor: Under Federal law, the term "minor" is defined as "an individual who has not attained the age of 17 years" (pursuant to 47 U.S.C. § 254(h)) and "any person under the age of eighteen years" (pursuant to 18 U.S.C. § 2256). For purposes of this policy, however, the term "minor" shall apply to any student properly attending a school within the Richmond County School System.

Sexual Act; Sexual Contact. The terms "sexual act" and "sexual contact" have the meanings given such terms in 18 U.S.C. § 2246.

Failure to follow the Acceptable Use Policy violates the requirements as set forth by the Official Code of Georgia and the Children's Internet Protection Act (CIPA)

**RICHMOND COUNTY SCHOOL DISTRICT
PHOTO AND VIDEO RELEASE FORM
FOR INTERNAL AND EXTERNAL USE**

I do hereby grant the Richmond County School System the unlimited right to use and/or produce photographs, videos, movies, recordings, likenesses and/or the voice of any student in any legal manner and for the internal and external promotional and informational activities of Richmond County Schools. I also agree to allow my child's work and/or photograph to be published on the Richmond County School System Internet website, RCBOE publications and on television, radio and media outlets. I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated materials.

School Name: _____
Student's Name: _____ Homeroom Teacher: _____
Parent/Guardian Signature: _____ Date: _____
Parent/Guardian Name (Please Print) _____
Parent/Guardian Address: _____

Child Find Notification

Richmond County School System Child Find Procedures

One in ten of Georgia's children have a sensory, emotional, physical, intellectual, or language disability that may inhibit learning. Many of these disabilities are so subtle that they go unnoticed. As a result, children may have trouble in school, at home, and with other children. The earlier these disabilities are discovered and identified, the more effectively they can be managed, giving the child every chance to be successful in life.

The Richmond County School System has a mission, mandated by the Individuals with Disabilities Education Act (IDEA), to locate, identify, and evaluate each child from 3 through 21 years of age with a suspected disability, and to provide appropriate educational services to these children. This mandate applies to all children who reside in Richmond County, Georgia, whether children are currently attending public school, private school, home school or are incarcerated, homeless, migrant, etc. We need your assistance to find these children so they can receive the help they need to enjoy a more successful life experience.

Many children are born with or acquire physical and/or mental conditions which handicap their normal growth and development. Fortunately, many of these conditions can be helped or completely corrected if parents and others recognize the problem early and seek help. You can prevent an unnecessary life-long handicap by recognizing and dealing with a child's problem as early as possible. Anyone can help us identify children with special needs, including parents, foster parents, grandparents, teachers, doctors, nurses, counselors, social workers, day care providers, and community members. If you know of a child in Richmond County from birth through age 21 who has special needs, please let us know so we can get them the help they need to enjoy a brighter future. Contact Richmond County School System's Department of Psychological Services for students ages 6-21 (706-826-1131) or the Richmond County School System's Department of Special Education and Support Services for children ages 3-5 (706-826-1132).

Babies Can't Wait (BCW) is Georgia's statewide interagency service delivery system for infants and toddlers with developmental delays or disabilities and their families. BCW is established by Part C of the Individuals with Disabilities Education Act (IDEA) which guarantees all eligible children, regardless of their disability, access to services that will enhance their development. This program serves children from birth to age 3. For more information visit <http://health.state.ga.us/programs/bcw/>.

For more information and assistance about free educational services that are available for children with disabilities, simply call the toll-free number for CHILD FIND, 800-282-7552 (V/TDD) or <http://www.childfindidea.org/>. *Refer to State Board Rule Child Find 160-4-7-.03.

Overview of Section 504 of the Rehabilitation Act of 1973

Congress prohibited discrimination against persons with disabilities in the Rehabilitation Act of 1973, in a segment most often referred to simply as "Section 504." This is a broadly worded prohibition that covers both children and adults. Section 504 of the Rehabilitation Act is a federal civil rights law and prohibits discrimination by programs that receive any federal financial assistance, such as school systems. The principles enumerated in Section 504 were later expanded and served as the basis for the 1990 Americans with Disabilities Act (ADA).

Included in the U.S. Department of Education regulations for Section 504 is the requirement that students with disabilities be provided with a free appropriate public education (FAPE). These regulations require identification, evaluation, provision of appropriate services and procedural safeguards in every public school system in the United States.

For more information regarding student and parent rights under Section 504, please refer to the following documents:

- *Notice of Rights of Students and Parents Under Section 504*
- *Section 504 Procedural Safeguards*

Notice of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the Richmond County School System's Section 504 Coordinator at the following address:

Dr. Maria Brown
Senior Coordinator of Student Services and System Section 504 Coordinator
Richmond County School System
864 Broad Street
Augusta, Georgia 30901
(706) 826-1000
brownma@boe.richmond.k12.ga.us

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of students without disabilities. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on students without disabilities or their parents. Insurers and similar third parties who provide services not operated by or provided by the School System are not relieved from an otherwise valid obligation to provide or pay for services provided to a student with disabilities. 34 CFR 104.33.
3. Your child has the right to participate in an educational setting (academic and nonacademic) with students without disabilities to the maximum extent appropriate to his or her needs. 34 CFR 104.34.

4. Your child has a right to facilities, services, and activities that are comparable to those provided for students without disabilities. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to refuse consent to the School System's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the School System will consider information about the student from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, adaptive behavior, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that decisions regarding eligibility and placement are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data and the placement options. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change in placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the School System regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the School System's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this Notice and a copy of the School System's impartial hearing procedure upon request. 34 CFR 104.36. [SEE SECTION 504 PROCEDURAL SAFEGUARDS.]
15. If you disagree with the decision of the impartial hearing officer (Local Board of Education members and other School System employees are not considered impartial hearing officers), you have a right to a review of that decision according to the School System's impartial hearing procedure. 34 CFR 104.36. [SEE SECTION 504 PROCEDURAL SAFEGUARDS.]
16. You have the right, at any time, to file a complaint with the United States Department of Education's Office for Civil Rights.

Section 504 Procedural Safeguards

1. **Overview:** Any student, parent or guardian may request an impartial hearing due to a School System's alleged actions or inactions regarding their child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the School System's Section 504 Coordinator; however, a parent or guardian's failure to request a hearing in writing does not alleviate the School System's obligation to provide an impartial hearing if the parent/guardian orally requests an impartial hearing through the School System's Section 504 Coordinator. As needed, the School System's Section 504 Coordinator will assist the parent/guardian in completing the written Request for Hearing, but may not provide legal advice to the Parent/Guardian.

To request an impartial hearing or for more information regarding Section 504, please contact the School System's Section 504 Coordinator at the following address:

Dr. Maria Brown
Senior Coordinator of Student Services and System Section 504 Coordinator
Richmond County School System
864 Broad Street
Augusta, Georgia 30901
(706) 826-1000
brownma@boe.richmond.k12.ga.us

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

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

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

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

4. **Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the Request for Hearing unless agreed to otherwise or unless a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by either party, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The parent/guardian will have an opportunity to examine the child's educational records prior to the hearing.

- d. The parent/guardian will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the parent/guardian is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The parent/guardian will have the burden of proving any claims he or she may assert. When warranted by law, the impartial hearing officer may require either party to defend its position/decision regarding the claims. One or more representatives of the School System, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the parent/guardian testimony and answer questions posed by the impartial review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and to provide the names of witnesses each party expects to appear at the hearing.
- g. The impartial review official shall determine the weight to be given any evidence based on its credibility, reliability and probative value, according to applicable legal standards.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the School System. All documentation related to the hearing shall be retained by the School System.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of the School System unless the parent/guardian can prove that a preponderance of the evidence supports his or her claim. A "preponderance of evidence," while determined by the impartial review official, has been described as just enough evidence to make it more likely than not that the fact that the parent/guardian seeks to prove is true.
- m. Failure of the parent/guardian to appear at a scheduled hearing (unless prior notification of absence was provided and approved by the impartial review official or unless just cause is shown) shall constitute a waiver of the parent/guardian's right to a personal appearance before the impartial review official.

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

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

Discipline Procedures for Students with Disabilities:

The discipline of students with disabilities is subject to applicable State and Federal laws, in addition to the Richmond County Board of Education Student Code of Conduct and Discipline (“Code of Conduct”). To the extent any conflict exists, State and/or Federal law will prevail. In accordance with Georgia law, the Code of Conduct shall apply to all students unless a student’s Individualized Education Plan (IEP) specifically states otherwise. The System will ensure that the parents and the students with a disability receive notice of the rules and regulations applicable to students with disabilities with respect to discipline and suspension/expulsion upon the child’s entry into a special education program, at the Annual IEP review, upon request by the parent or student and when a due process hearing has been initiated, in accordance with the discipline requirements of State and Federal law.

- If a student with a disability (as defined by Federal and State laws and regulations) is recommended for removal from school for more than ten (10) school days, either consecutively or cumulatively, in any one school year, or if expulsion is being recommended, a meeting of the student’s IEP team must be conducted.
- The student’s IEP team will consider whether the offense was a manifestation of the student’s disability.
- If the IEP team determines the offense was a manifestation of the student’s disability, the student must be returned to the placement from which the student was removed, except in cases involving weapons, serious bodily injury as defined by State law, or illegal drugs or controlled substances, unless the parent **and** the System agree to a change in placement.
- If the IEP team determines that the offense is not a manifestation of the student’s disability, the student will be subject to the provisions of the System’s Code of Conduct and will be disciplined accordingly. For disciplinary removals exceeding 10 school days, System personnel may apply the relevant disciplinary procedures in the same manner and for the same duration. However, the following must be provided:
 - The student must continue to receive educational services that will enable continued progress and participation in the general education setting and to progress toward meeting IEP goals, although in another setting; and
 - The student should receive, as appropriate, a Functional Behavioral Assessment and Behavioral Intervention Plan, as well as services and modifications that are designed to address the violation so that it does not recur.
- In instances where the student with a disability presents a danger to self or others, or is so disruptive to the educational environment as to interfere with the rights of other students, emergency placement and/or removal may be sought by the System, including home-based instruction.
- Students with disabilities and their parents and/or guardian should also refer to the *Special Education Rules Implementation Manual* available through the Georgia Department of Education and/or the local System Special Education Implementation Manual/Guide. <http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Special-Education-Services/Pages/Implementation-Manual.aspx>.
- **A student with a disability may not be placed in an alternative education program solely for educational purposes if the student does not meet the criteria for placement under the Code of Conduct.**
- **NOTE:** A student who is enrolled in any special education program may not be removed for disciplinary reasons past ten (10) days without a manifestation determination review meeting in order to review the conduct in question prior to being taken to a tribunal hearing.
- Following a manifestation determination, students with a disability who commit serious offenses which could otherwise result in removal, suspension or expulsion may be brought before the Tribunal for a determination as to whether the student is guilty of the offense charged.

Manifestation Determination:

Students with a disability who are accused of any misconduct warranting disciplinary consequences which may constitute a change in placement (e.g., long-term suspension greater than 10 days or expulsion) shall be afforded a manifestation determination meeting. The purpose of the manifestation determination meeting is to determine whether or not the student’s misconduct was directly and substantially related to his/her disability. The meeting is not designed to determine guilt or innocence.

The educational placement of a student with a disability may be changed for disciplinary reasons if a placement committee determines the misbehavior is not a manifestation of the student’s disability, in which case regular disciplinary consequences (including long-term removal to a disciplinary setting or expulsion) may be applied through the student tribunal hearing process.

- If a Behavior Intervention Plan (BIP) is not in place:
 - The IEP team must conduct a Functional Behavioral Assessment (FBA), unless the System had conducted one prior to the behavior; and
 - A Behavioral Intervention Plan (BIP) should be developed and implemented.
- If a BIP is already in place:
 - The IEP team must review the existing BIP; and
 - The IEP team must make changes needed in the BIP/IEP to address the behavior.

Section 504 Plans:

Students with disabilities served under Section 504 of the Rehabilitation Act will be disciplined in accordance with Federal and State law. The Code of Conduct applies to all students, including Section 504 students. Students identified under Section 504 may be subject to a series of removals for disciplinary reasons, each one of which may be for up to ten (10) days, for different acts of misconduct. However, the disciplinary removals may not constitute a change of placement, and the disciplinary consequences are those applicable to students without disabilities. Once the student exceeds 10 days out of school suspension (OSS) for the year, the Section 504 committee should meet to conduct a manifestation determination.

A Section 504 student shall not be subject to disciplinary removal for more than ten (10) consecutive days or expelled unless the System first determines that the misbehavior is not a manifestation of the student’s disability.

When Parents Challenge the Disciplinary Decision and/or Manifestation Determination Review:

The parent of a child with a disability who disagrees with any decision regarding placement or the manifestation determination, or if the System believes that maintaining the current placement of the child is substantially likely to result in injury to the child or others, may appeal the decision by requesting a hearing. *34 C.F.R.300.532(a)*.

- *The Director must be notified immediately when a parent of a child with a disability disagrees with the placement or manifestation determination proposed by the System so that due process procedures may be followed.*
- Parents may file a request for an expedited due process hearing to challenge the disciplinary action and/or results of the Manifestation Determination Review (MDR) by filing a due process hearing, parents may challenge one or all of the following:
 - The MDR team’s determination that the behavior was not a manifestation of the student’s disability;
 - The proposed Interim Alternate Educational Services (IAES) (including the type of services to be provided to the student, the amount of services to be provided, the setting in which the services are to be provided); or
 - Any procedural failings of the disciplinary process (*e.g.*, parents may claim that a “change of placement” occurred and that the System failed to conduct a MDR).
- Parents must file a request for a due process hearing (or due process complaint) with Georgia Department of Education (GaDOE) and provide at the same time a copy of the request/complaint to the System. GaDOE is responsible for arranging for the appointment of a special education due process hearing officer, who must handle the case in an expedited manner.
- IDEA 2004 eliminated the “stay-put” rule in the context of disciplinary matters. When parents challenge the results of the MDR and/or placement decision, the student must remain in the IAES pending the decision of the special education due process hearing officer or until the expiration of the disciplinary removal, whichever occurs first. The only exception to this provision is when the parents and System agree that the student’s placement during the hearing process may be something other than IAES. If the System and parents enter into such an agreement, the terms of the agreement should be reduced to writing and included in the student’s IEP (such an agreement results in a placement decision and is thus required to be part of a student’s IEP).

CRIMINAL ACTIVITY: Nothing prohibits the System from reporting a criminal act committed by a student with or without a disability to the appropriate authorities or prevents State law enforcement authorities from exercising their responsibilities concerning Federal and State law for crimes committed by a student with a disability.

Department of Special Education and Support Services
 864 Broad Street
 Augusta, GA 30901
 Phone: 706-826-1132
 Fax 706-826-4649

TALITHIA F. NEWSOME
 Director

2015-2016 School Assignment

Coordinator – Carolyn Perrin

706-826-1132 ext. 5625

Leann Boyd Program Specialist 706-826-1132 ext. 5663 Cross Creek High Johnson Magnet Pine Hill Middle Spirit Creek Middle Deer Chase Elementary Diamond Lakes Elementary Gracewood Elementary Tobacco Road Elementary	Michael Williams Program Specialist 706-826-1132 ext. 5662 Josey High RC Technical Magnet School Murphey Middle Bayvale Jenkins-White Wheelless Road Wilkinson Gardens	Daphne Lott Program Specialist 706-826-1132 ext. 5655 Glenn Hills High Glenn Hills Middle Barton Chapel Elementary Glenn Hills Elementary Meadowbrook Elementary Terrace Manor Elementary Windsor Spring Elementary	Susan Wooten Program Specialist 706-826-1132 ext. 5676 Butler High Sand Hills Sego Middle Hains Elementary Jamestown Elementary Rollins Elementary Southside Elementary
--	---	---	---

Coordinator – TaRonsa Williams

706-706-826-1132 ext. 5667

Renita Champion Program Specialist 706-826-1132 ext. 5680 Hephzibah High Hephzibah Middle Morgan Road Middle Blythe Elementary Goshen Elementary Hephzibah Elementary McBean Elementary Willis Foreman Elementary	Carletta Brown-Wynn Program Specialist 706-826-1132 ext. 5650 Davidson Fine Arts Magnet Lighthouse Westside High Tutt Middle Garrett Elementary Merry Elementary Warren Road Elementary	Melinda Lott Program Specialist 706-826-1132 ext. 5679 Laney High Performance Learning Center Tubman Education Center Craig-Houghton Elementary Hornsby (K-8) Lamar-Milledge Elementary CT Walker Magnet	Judith Rhoades Program Specialist 706-826-1132 ext. 5661 ARC Langford Middle Copeland Elementary Freedom Park (K-8) Lake Forest Hills Elementary Monte Sano Elementary Reynolds Elementary
--	---	--	--

Liaisons

Area 1 – Anita Barnes

Area 2 – Elizabeth Strand

Area 3 – Laura Bowen

School Clubs and Organizations

The following list represents clubs and organizations that may be offered in Richmond County schools by school levels. More information regarding these extracurricular opportunities, including the purpose or mission, school sponsor and planned or past activities, may be obtained from each school. Inclusion of a club on this list does not imply that it is available in all schools. By signing the Receipt Form included in the code of conduct, the parent or legal guardian gives permission for his or her child to participate in any or all of these organizations. Any parent or legal guardian, who wishes to decline permission, shall sign and return the appropriate form to the school principal. For all student initiated clubs or for any club or organization added during the school year, parent permission will be obtained by the faculty supervisor.

Elementary Schools

Sponsored Clubs and Organizations	Purpose/Mission
4-H Club	
Afternoon Art	
Beta Club, Junior Beta Club	
Black History Team	
Boost	5 th Graders reading to and boosting reading interest with Kindergarten students.
Broadcast Team	4 th & 5 th graders are recommended by teachers on the basis of good character and willingness to learn new skills in technology. This is sponsored through the MediaCenter for morning broadcast and afternoon dismissal.
Chorus	
Computer Technology Club	
Dance Team	
Drama Club	The purpose of the drama club is to give students the opportunity to express themselves creatively in a supportive environment while increasing their self esteem. Students also develop their interpersonal skills as they work with other students to produce successful performances. Concepts from across the curriculum are often relevant to our play.
Drumline	
Elk's Hoop Shoot	
Flag Core	
Jump for Heart	
Math Club/Math Team	
Math and Science Club	
Media/Technology Club	
(NAC) Nutrition Advisory Council	
National Junior Beta Honor Society	
Nature Squad	
Oratorical	
Orchestra	
Peer Mediators	
Peer Mediation Team/Peer Patrol	
Positive Girls/Positive Women	
Safety Patrol	Open to 5 th grade students with good character, determined by conduct grade.
School Council	
School Nutrition Council	
Science Club	The purpose of the Science Club is to promote student interest and enthusiasm for Science, provide enrichment and advanced studies for science-minded students in a social context and to contribute to the culture of thinking throughout the entire school.
Show Choir	
Sign Language	
Spanish Club	
SOS (Saving Our Students)	Mentoring Program
Step Club/Steppers	
Student Council	

Elementary School Clubs/Organizations –continued

Teacher Cadet/Teachers of Tomorrow	The teacher cadet program is to produce leaders within our school community that are responsible and dependable, along with developing a possible interest in the teaching profession. The teacher cadet program is to introduce students to the working of a school and the process in which teachers create learning environments for their students. The students will develop leadership, organizational and reliability characteristics.
Technology Club	
Writing Club/Author's Club	

Middle Schools

Sponsored Club or Organization	Purpose/Mission
4-H Club	
Art Club	
Beta Club, Junior Beta Club	
Buddy Pals Club	
Builders Club	
Chess Club	
Crochet	
Drama Club	
FCCLA (Family, Career & Community Leaders of America)	
FBLA (Future Business Leaders of America)	
FCS (Consumer Science)	
Guitar Club	
History & Civics Club/ History Day Club	
Just Say No Club	
Leo Club	
Male Mentoring	
Math Club/Math Team/Math Bowl	To challenge and enrich through mathematics and problem solving.
Media Bowl/Media Club	
Model UN	To educate students about the current state of world affairs and to broaden their understanding of diplomacy, international relations and debate.
National Junior Honor Society	To recognize and encourage academic achievement among middle level students while developing other characteristics essential to citizens in democracy.
Newspaper Club	
Orchestra	
Peer Mediators	
Pep Club	
Principal's Book Club	
Reading Club	
Science Club/Science Team/Science Bowl	To further provide learning opportunities of motivated students in science with continued exploration of various science concepts.
Social Studies Club	
Spanish Club	To further understand Hispanic culture.
SpectrumPlayersMiddle School Drama Club	To provide performance opportunities in theater beyond the classroom.
Step Team	
Stock Market (Social Studies)	
Student Council	To promote an environment of unity and support through civic responsibility.
Student Government Association	
Technology Club	
Yearbook Club (Staff)	
Wrestling Club	
WSMS (Welcome to Sego Morning Show)	Morning Announcements

High Schools

Sponsored Club or Organization	Purpose/Mission
Academic Decathlon/Academic Team	Local and State competition, Students prepare to compete academically with other high schools. Teams are made up of 3 “A” students, 3 “B” students and 3 “C” students.
ACE (Academic and Creative Enrichment)	Promote additional gifted program activities. It is an extension of the gifted program.
Art, Art Club, Art Honor Society	Promote art activities in the school and community
Band	
Beta Club	School and community service. Seeks to stimulate effort, reward achievement and to encourage and assist its members in continuing their education after high school. To be eligible for membership, students must have an overall average of 90% in full credit subjects taken.
Blue and Gold	Instill order and discipline within the corps of cadets
Book Club	
Chess Club	To develop effective methods for learning and mastering strategic and tactical themes, positions and ideals in chess.
Child Care	
Chorus	Promotes school spirit by singing at concerts in the school, in other schools, and in the community.
CIA (Communication in Action)	Concerned with how technology makes life easier. Open to juniors and seniors.
Creative Writing Club	Provide student an opportunity to write creatively and publish their work.
Culinary Arts Club	Participate in occupational food service training programs for their ability to work individually and as a member of a team to produce a quality meal using industrial culinary arts techniques and equipment.
Dance Team	
Door Engineers	
Drama Club	Provide students an opportunity to experience all facets of a theatrical production. Our mission is to help students develop strong work ethics, learn to work in all areas of theatre, with all kinds of people, while learning to prioritize their time, maintain their grades, problem solve and persevere until the job is completed in an excellent manner.
Drill Team	Represents the school in community parades, military parades and competes interscholastically with other drill teams throughout the Southeast. Limited to JROTC members.
Engineer & Math Club	Open to all grade levels. Will go over math sections for Graduation Exit Exam, which you need to get a diploma. Bring \$5 dues. To each meeting, bring a notebook to copy down examples.
Executive Council	Promotes many worthwhile activities for the student body, coordinates homecoming activities and serves as an aide to the faculty of the school. Council officers are elected during the spring.
FBLA (Future Business Leaders of America)	Promote leadership and job skills and training through competitions and workshops. Its purpose is to develop competent and aggressive business leadership. Georgia FBLA is a nonprofit student organization committed to preparing today’s students for success in business leadership. With over 50 years of experience, Georgia FBLA is the premiere organization for student leaders. Georgia FBLA is an affiliate of Future Business Leaders of America-Phi Beta Lambda, Inc. The largest student business organization in the world with more than 250,000 members. Georgia is also the largest FBLA chapter in the nation with over 17, 500 members.
FCCLA (Family Career Community Leaders of America) & Conference	Promote family and consumer growth. Promotes a growing appreciation of the jobs and satisfactions of homemaking; encourages democracy in the home and community life; works for good home and community life; and furthers interest in home economics. Any student who has had homemaking in either middle school or senior high school is eligible.

High School Club/Organizations – continued

FFA (Future Farmers of America)	FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.
Foreign Language Club	
Four-H Club	
French Club	To encourage and promote interest in the language and culture of France and other French speaking countries. Also to practice the French language and to familiarize its members with the customs, the literature, the arts and the French people and finally to provide fellowship for its members.
Freshman Council	It is composed of freshmen who are interested in promoting school spirit.
Future Georgia Educators	Promotes an interest in the field of teaching.
Generation X-treme	A Bible Club – gathers students of different backgrounds, cultures and races into a scholastic setting to be enlightened about strong life values through testimony, fellowship prayer and study of the Bible.
Happy Notes	
HOSA (Health Occupations of America)	HOSA is the only student organization that is 100% health care and is committed to building a pipeline of future health care professionals. Being a member of HOSA is an unforgettable experience and has an impact on the lives of the member and the advisors.
History Club	
Home Improvement	
Honor Guard	Ushers at football games and basketball games; represents the school at many civic functions with color guard; and ushers at events in the community.
Interact Club	Service organization associated/affiliated with Augusta West Rotary Club. A community service club which participates in activities and events that benefit the CSRA.
Japanese Club	
JROTC Officer's Club	
Junior Council	Plan and decorate for the Prom. Composed of juniors who are interested in promoting school spirit.
JETS (Junior Engineering Technical Society)	JETS is an organization established to increase awareness of and interest in engineering and technology based careers. Focused primarily on secondary schools, JETS seeks to increase college enrollment in these careers, with an emphasis on diversity to include women and minority students.
Key Club	Community Service
Latin Club	To enhance the study of the classical world. To enhance the learning of Latin and the Roman legacy.
Literary Club	To foster appreciation for literature, writing and academic development through discourse and participation in writing workshops and literary activities. The club also allows opportunities to further appreciate language through musical performances involving songwriting and other creative literary endeavors.
Literary Team	To enjoy literary competition against other high schools.
Math Olympiad	
Math Club, Math Team	Promote higher-level thinking skills in mathematics. To motivate and encourage excellence in mathematics through competition and fun.
Media Arts and Animation	Promote computer generated animation.
Medical Careers Club	
Mock Trial	
Mu Alpha Theta (Math Honor Society)	
National Art Honor Society	To inspire and recognize those students who have shown an outstanding ability in art. Also to aid members in working toward the attainment of their highest potential in art areas and to bring art education to the attention of the school and community.
National Honor Society	The mission of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character in the students.

High School Club/Organizations – continued

Nurses Club	Seeks to promote and stimulate the education and training of young people interested in health careers.
Orchestra	
Peer Mediator	
Pep club	Promote school spirit among the student body.
Performing Arts Club	Open to students who are interested in acting. It offers students an excellent opportunity to gain stage presence, poise and self confidence.
Rifle Team	Represents ARC in all rifle marksmanship competitions and is affiliated with the National Rifle Association. It is not limited to JROTC members.
RVI (Related Vocational Instruction)	
Saber Club	Provides entertainment and recreation for the members of the club, betterment of the Military Department. Membership is limited to cadet officers in JROTC.
SADD Club (Students Against Drunk Drivers)	Promote awareness of the dangers associated with alcohol and drugs.
Safety Patrol	
School Newspaper	
School Postal Workers	
Science Club	Benefits its members by increasing their scientific knowledge, by learning to perfect their skills in science and by learning more about current scientific developments.
Science Olympiad	Promote critical thinking and problem-solving skills. Builds a competitive spirit through applying science in technology, engineering and lab events.
Senior Council	Celebration of the achievements of the Senior Class. Composed of seniors who are interested in promoting school spirit. Purpose of the Council is to involve 12 th graders in positive activities that promote better attendance at school and better attendance as well as school spirit.
Social Studies Club	
Sophomore Council	Composed of sophomores who are interested in promoting school spirit.
Spanish Club	To further understand Hispanic culture.
Student Council	Promote school spirit and citizenship
Student Leadership	
TSA (Technical Student Association) or (Technology Student Association)	Open to students in the Technology and Construction Classes. Promotes technological literacy, leadership, and problem solving, resulting in personal growth and opportunity.
Thesbian Troupe	Our purpose is to be a part of the International Thespian Honor Society that recognizes those students who have excelled in the Theatre Arts and have demonstrated outstanding talents, high work ethics and have shown a desire to become citizens making a positive contribution to our society. Excellence becomes the standard in all endeavors.
TRI-M Music Honor Society	To recognize and encourage musical achievement among students while developing responsible young adults.
Ultima Thule	A club where students, teachers amateurs and professional are transformed together into adventurers, entrepreneurs, artisans, entertainers, etc.
USITT (United States Institute of Theatre Technology)	To train and involve with Theatre Technology at local, regional and national levels.
Video Team Club	The mission of the Video Team Club is to provide school news, sports news, community announcements and talent exhibitions to the school daily via the televised morning show.
VOCA (Vocational Opportunity Club of America)	Vocational Opportunities Club of America is designed for students enrolled in CVAE classes and at least one vocational class.
“Y” Club (One Light)	The purpose One Light “Y” Club is to create, maintain and extend throughout the home and community high standards of Christian character. This club is affiliated with the State YMCA of Georgia; whose mission is to provide programs and opportunities for youth that promote self esteem, leadership skills and moral and civic responsibilities.
Yearbook	The mission of the yearbook staff is to provide a resource to students, faculty and alumni which captures the most outstanding and memorable moments of the year and records the history of the school. Participation in the yearbook helps to prepare students for future careers in journalism, publishing and business fields and enhances their skills in writing and photography.

**Richmond County Board of Education
Clubs and Organizations
2014-2015**

I **do not** give my permission for my child, _____,
(Please Print Child's Name)

who attends _____,
(School Name)

to participate in any school sponsored club or organization listed in the Code of Student Conduct and Discipline Handbook.

OR

I **specifically do not** give permission for my child to participate in

(Specify Club)

Parent/Legal Guardian Name: _____
(Please Print)

Signature or Parent or Legal Guardian: _____

Date: _____

Note: This form is for opt out purpose only and not required for your child to participate in a club or organization listed in this handbook.

**SCHOOL SITE COMMUNITY SERVICE PROGRAM
SAMPLE LETTER**

Date: _____

Dear Parent/Guardian:

You child, _____, has been recommended for and has volunteered to perform **SCHOOL SITE COMMUNITY SERVICE** to fulfill discipline requirements. Please see the attached **Rules for School Site Community Service Work** and **School Site Community Service Program Student Agreement and Parent/Guardian Agreement**. Below is the location where you child needs to be dropped off and the time s/he will need to arrive at the site. I have also listed the time when your child will be finished with the service work and you will need to pick up your child.

Your child will need to wear appropriate clothing and shoes for the service that s/he will be performing. In most cases, neat, clean shorts or pants and closed-toe shoes will be acceptable. The student will need to bring a lunch if scheduled to work through the lunch hour. Also, if your child has a cell phone, please remind him/her to turn it off during the time s/he is working.

If you have any questions about the discipline charges, please contact the school principal or designee, at _____ . If you have any questions about the **SCHOOL SITE COMMUNITY SERVICE PROGRAM**, you may reach me at _____.

Thank you for your support of the students at [NAME OF SCHOOL]. We are working together to ensure success for the next generation.

Sincerely,

[Name]

[Title]

SCHOOL SITE COMMUNITY SERVICE PROGRAM

STUDENT AGREEMENT

I understand that as a participant in the _____ **SCHOOL SITE COMMUNITY SERVICE PROGRAM**, I am expected to attend all scheduled educational sessions and community service activities, and I agree to cooperate with all applicable staff.

I further understand that my participation in this program is voluntary and will be under the supervision of the principal or the designee of the principal. I am required to adhere to the conditions of my suspension, as well as all rules and regulations of the **SCHOOL SITE COMMUNITY SERVICE PROGRAM**, or I will be removed from this program and my original days of suspension will be enforced.

Signed this _____ day of _____, _____.

SCHOOL

STUDENT, _____

PARENT/GUARDIAN AGREEMENT

I agree to support my son/daughter in all activities related to the **SCHOOL SITE COMMUNITY SERVICE PROGRAM**. I have received an explanation of the program's purpose and approve of the activities in which my son/daughter will be participating. I agree to cooperate with all persons providing my son/daughter with services that are related to this **SCHOOL SITE COMMUNITY SERVICE PROGRAM**.

I release, covenant not to institute any suit or claim, waive and further agree to indemnify, hold harmless or reimburse the Board of Education, the individual members, agents, employees and representatives thereof, as well as supervisors, from and against, any claim which I, any other parent or guardian, my child, or any other person, firm or corporation may have or claim to have, known or unknown, directly or indirectly, for any losses, damages or injuries arising out of, during, or in connection with my child's participation in the community service activities or the rendering of emergency medical procedures or treatment, if any.

Signed this _____ day of _____, _____.

SCHOOL

PARENT(S) OR GUARDIAN

RULES FOR SCHOOL SITE COMMUNITY SERVICE WORK

The following rules will be strictly enforced:

1. Arrive on time at the assigned location for all scheduled dates and leave work site on time at the conclusion of the work day from the assigned location.
2. Dress appropriately for work and wear appropriate shoes (no open toe shoes).
3. Safe work habits are very important and will be expected at all times.
4. Perform all tasks assigned by the supervisor.
5. Work must meet the standards of the supervisor or credit for the full day will not be received.
6. Remain within the sight of the supervisor at all times, unless given permission to be elsewhere.
7. No visiting or socializing while participating in the program.
8. The Code of Student Conduct and Discipline will be followed during all activities.
9. Absolutely no shouting, whistling or horseplay while working.
10. Fellow members and supervisor(s) will be respected; therefore, harassment of any kind and profanity are prohibited.

NOTE: Failure to comply with all the above rules while under the ***SCHOOL SITE BASED COMMUNITY SERVICE PROGRAM*** will result in the enforcement of original assigned suspension and parent contact will be made.

I have read and understand the above rules and agree to abide by them.

Signed this _____ day of _____, _____.

SCHOOL

STUDENT, _____

Code of Student Conduct and Discipline
First Issued August, 1975
Last Revised July, 2015

**County Board of Education of Richmond County
Augusta, Georgia**

Printed by:
Production Printing Department
S. I. P. D. #15 (Rev 7-15)