

Name of Student: \_\_\_\_\_

This information was gathered to communicate important information to parents and students regarding the rules and procedures of Ridgeland High School. We ask that you read it and thoroughly discuss its contents with your child(ren). Parents **and** students are responsible for the information in this handbook. Keep it handy so that you can refer to it throughout the school year when questions arise. Please sign and return to RHS within five days of receipt of this handbook. Thank you for your cooperation.

Signature of Parent/Guardian: \_\_\_\_\_

Signature of Student: \_\_\_\_\_





**RIDGELAND  
HIGH SCHOOL**  
2478 Happy Valley Road  
Rossville, GA 30741

**STUDENT HANDBOOK  
2009-2010**

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***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

# **RIDGELAND HIGH SCHOOL STUDENT HANDBOOK**

## **WHAT YOU NEED TO KNOW**

Students should enter the building no earlier than 7 a.m. and should leave the building by 4 p.m. unless they are supervised by a Walker County Board of Education employee.

### **ACCEPTABLE USE POLICY**

In order to use a school computer and to have Internet access, the State of Georgia and the Walker County school system require that each student have an Acceptable Use Policy (AUP) on file in the school office. The AUP form must be for the current school year and must be signed by both the student and the student's parent/guardian if the student is under 21 years of age—unless the Principal waives that requirement.

The AUP forms and explanatory covers are available in the office.

When the student turns in the signed form to the office, a sticker will be put on that student's ID card. This sticker shows proof that the student has an up-to-date AUP on file. Every time a student uses any computer in the school, that student must show his/her proper ID card. There will be no exceptions.

Disciplinary actions taken for unauthorized use of the Internet:

- If a student uses someone else's ID card to access the Internet, it is automatically ISS; the second offense is OSS.
- If a student uses someone else's name to take the Accelerated Reader test, both students will be referred to the office.

### **ASSEMBLIES**

At all times, students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, rowdiness, talking during a program, and throwing objects.

### **ATTENDANCE POLICY**

Regular attendance is necessary for success in school. When a student is absent, it is impossible to duplicate the learning opportunities provided in each

class. A student is recognized as having perfect attendance when he/she does not miss any part of any school day.

\*Students are allowed 3 absences, which may be covered by a parent note. Absences beyond 3 per 9 weeks may be excused with a doctor, dentist, court, funeral, or other reasons approved by the school board. Absences without this documentation will be unexcused with the following deductions to the final 9 weeks grade:

- 1 unexcused = minus 5 points on final class grade
- 2 unexcused = minus 10 points on final class grade
- 3 unexcused = minus 20 points on final class grade
- 4 unexcused = 69
- o **A 69 is the lowest score deducted to for any student due to attendance.**

At the end of each nine-week grading period, we will have an attendance appeals' process for students. The process is as follows:

- Appeals forms will be available at the end of the nine weeks' grading period for those who want to appeal a grade reduction;
- The forms will be available to pick up for approximately a week with an assigned return date;
- You only need to appeal if you have over three absences in a nine week period which are unexcused. If you already have these days excused, you do not need to appeal;
- Once the forms have been turned in, they will be reviewed and a list of assigned times and rooms for the appeals' hearings will be posted on the office window;
- You (and parents/guardians if they would like to attend) must be present for your hearing as assigned;
- You must provide documentation for the dates you are appealing. (Documentation includes doctors' statements, legal appointments, death in family, etc.)
- The committee will hear your appeal and render a binding decision;
- Your nine weeks' grade will be based upon their decision and will be adjusted per information given in the "Attendance Policy" section above.

## **BUSES**

Riding the school bus is a privilege extended to students and can be removed at any time for disruptive and unsatisfactory conduct. All pupils being transported are under the authority of the bus driver and must obey his/her request(s).

**Students who wish to ride a bus that is different from their assigned bus must bring a note from their parents to the office before 1<sup>st</sup> period to receive a bus pass. An administrator will verify all parent notes.**

Failure to observe all rules will result in a referral to the Principal's office. If a pupil cannot comply with the regulations, he/she may be denied the privilege of riding the bus. Food, drink, personal stereos and glass containers will not be allowed on the bus.

## **CAFETERIA**

Student behavior in the cafeteria should be based on courtesy and cleanliness.

Breakfast begins at 7:30 a.m., and the line closes at 7:50 a.m. (cost is \$1.00); lunch costs \$1.75 (if these prices change, students will be notified by Food Services).

Students may prepay for their meals by sending a check or cash to the cafeteria. All returned checks will be handled by CheckCare Systems, with returned check fees being charged to the person who wrote the check.

## **CLASS RANK**

Only the students who have been enrolled in the local high school for their entire junior and first semester of their senior year (3 semesters) and complete the most rigorous courses offered in three (3) out of the four (4) core content areas (including two credits in the same foreign language) shall be eligible to be valedictorian, salutatorian or Top Ten Distinction. Honors Academy will be implemented 2009-2010.

## **DISCIPLINARY TRIBUNAL**

When a student has been referred to the office a total of 12 times, they are eligible to be referred to the DISCIPLINARY TRIBUNAL at the Walker County Board of Education.

Also, students who have served 10 days in ISS are eligible to be referred to the DISCIPLINARY TRIBUNAL. Any student returning to Ridgeland from the Alternative School will be eligible to be referred to the DISCIPLINARY TRIBUNAL after 6 referrals to the office. Any major offense may call for immediate referral to the DISCIPLINARY TRIBUNAL.

The offenses and dispositions that follow are for the governance of student behavior and guidance for parents and school officials. Continued offenses will have dispositions that are progressive in nature. **After school detention will be held from 3:15 to 4:15 Monday through Thursday. Morning**

**detention will be held from 7:00-7:50 each morning. Corporal punishment will not be used at Ridgeland High School.**

<u>OFFENSE</u>	<u>DISPOSITION</u>
Tobacco (Possession or Use) GA Code O.C.G.A. 16-12-171	<b>1<sup>st</sup> offense: Parent notified; 3 days after school detention</b>  <b>2<sup>nd</sup> offense: Parent conference; 5 days after school detention</b>  <b>3<sup>rd</sup> offense: Parent notified; 5 Days ISS; Loss of driving privileges and extra curricular activities</b>  <b>4<sup>th</sup> Parent notified: May be referred to Tribunal</b>
Alcohol/Drugs: Possession, Use, Sale, or Distribution	<b>Parent &amp; Police notified; Referral to Tribunal. OSS Until Tribunal.</b>
Bomb Threats; Terrorist Acts; GA CODE O.C.G.A. 16-13-21	<b>Parent &amp; Police notified; Referral to Tribunal</b>
Weapons or Bombs: Possession or Use; GA CODE O.C.G.A. 16-11-127.1	<b>Parent &amp; Police notified; Referral to Tribunal</b>
Assault/Battery on any Walker County Board of Education Employee	<b>Parent &amp; Police notified; Referral to Tribunal</b>
Theft & Extortion	<b>Financial restitution; Parent &amp; Police notified; May be referred to Tribunal. OSS until Tribunal if referred.</b>
Forgery	<b>1<sup>st</sup> offense: 3 days after school detention 2<sup>nd</sup> offense: 5 days after school detention; Parent Conference 3<sup>rd</sup> + offense: Discretion of administrator</b>
Vandalism	<b>Financial restitution; 10 days after school service; Parent &amp; Police Notified; Possible referral to tribunal</b>

Fighting; Assault by any RHS Student	<b>Parent &amp; Police notified: 1<sup>st</sup> offense: 3 days OSS 2<sup>nd</sup> offense: Referral to tribunal</b>
Skipping Classes or Leaving Class without Permission	<b>1<sup>st</sup>-3<sup>rd</sup> offense: Student serves after school detention equal to double the time missed from class; Parent notified 4<sup>th</sup> offense: Parent notified; Referral to tribunal</b>
Unserved Administrator's Detention	<b>ISS &amp; loss of driving privileges and extra curricular activities until detention is served; Parent notified</b>
Bullying	<b>1<sup>st</sup> offense: 5 days of after school detention; Parent notified 2<sup>nd</sup> offense: Referral to tribunal; Parent notified</b>
Dress Code	<b>1<sup>st</sup> offense: Parent notified; Unexcused absence from class; Change into appropriate attire 2<sup>nd</sup> offense: #1 plus 1 day after school detention 3<sup>rd</sup> offense: #1 plus 3 days after school detention 4<sup>th</sup> offense: Restricted Dress (Males: Polo or Button Down Shirt with Khaki Pants) (Females: Polo shirt or Blouse with Khaki Pants or Skirt) No writing or designs on clothing.</b>

DISPOSITION TO ANY OF THE FOLLOWING INFRACTIONS IS AT THE DISCRETION OF THE INDIVIDUAL ADMINISTRATOR.

1. Willful refusal to carry out instruction of faculty or staff members.
2. Being in unauthorized areas.
3. Classroom disturbances; being rude/discourteous; uncooperative.
4. Unacceptable use of computers or Internet.
5. Stealing or gambling.
6. Possession of fireworks, lighters, matches, dice, knives of any length, or cell phones/pagers.
7. Showing disrespect to school employees.

8. Disruption or interference with school processes.
9. Profanity directed toward any Walker County Board of Education employee.
10. Vulgar language overheard, directed at, or used in conversation with or in reference to another person.

Other offenses not covered in this policy will be dealt with at the discretion of the local administrator with counseling, parent conferences, and other rehabilitative techniques employed.

Any of the above dispositions may be overruled, and 10 days OSS may be imposed, with a recommendation of expulsion, at the discretion of an administrator.

GEORGIA LAW (O.C.G.A. 16-11-127.1)

NOTICE: It is unlawful for any person to carry, possess, or have under control any weapon at a school building, school function, or on school property or on a bus or other transportation furnished by the school. The term "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, or any other knife having a blade of two or more inches; straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way as to allow them to swing freely, which may be known as a nun chuck; or fighting chain, throwing star, oriental dart, or any weapon of like kind; any stun gun or laser; or anything that looks like one of the above weapons—whether it is a toy or real, but inoperable.

PUNISHMENT: A fine of not more than \$5,000; imprisonment for not more than five years; or expulsion from school for one year.

### **Athletic Discipline Policy**

The Ridgeland High School administration believes that there is a need to address discipline issues that may occur with our student athletes in the community. Ridgeland High School athletes represent our school while competing during the school year but also as members of society. They should be positive role models for all the youth of our community. Ridgeland students who represent our school should be held to higher standards of behavior. Therefore, we believe there should be a school wide policy concerning the behavior of student athletes.

If a Ridgeland High School student athlete is charged with a criminal felony offense by law enforcement, he or she shall be suspended from any athletic activity for the remainder of the school year. If they are charged during the

summer they will be suspended for the upcoming school year. We certainly want to protect due process for our athletes. If the courts drop the charges or if they are found innocent of the charges, the administration may allow the athlete to be reinstated. All school discipline issues will continue to be dealt with by the coaches on case-by-case bases. Each coach will be responsible for having their team rules written and given to the parents and athletes prior to the beginning of the season.

## **DRUG TESTING**

All athletes, cheerleaders and band members will be drug tested before each season. A player that plays three sports would be tested three times during the school year. A certified drug-testing laboratory will conduct the testing. The cost of the test will be \$17 dollars. The student must pay for the test prior to the testing date. All band members shall be tested as well before their season begins. Any student that participates in any interscholastic extracurricular activity will be subject to random drug testing. Anyone who applies for a parking permit will also be subject to random testing. The random drug testing of participating students shall occur at various times throughout the year as determined by the principal, athletic director, drug testing coordinator, and the lab conducting the test. The random testing will be free to the students.

## **DUE PROCESS FOR STUDENTS**

It is the policy of Ridgeland High School that all students shall be afforded basic due process regardless of the type of infraction.

### **A. STUDENT HANDBOOK**

The student will have an opportunity to know the Rules and Regulations.

### **B. NOTICE OF RULE VIOLATION**

A student charged with infraction of a policy, rule, or regulation shall be apprised of the specific nature of the violation and the circumstances which constituted the violation.

### **C. INTERROGATIONS AND SEARCHES**

The Principal or his/her authorized representative possesses the authority to conduct reasonable interrogations and searches of students in order to properly investigate student misconduct. This includes but is not limited to lockers, cars, bags/purses, and persons.

## EARLY DISMISSAL

A student may be dismissed before the school day officially ends only when a parent or guardian appears in person requesting the student's dismissal or by verified communication with a parent.

Students are counted absent from all classes missed. Students shall not leave the school grounds during school hours without permission from the Attendance Clerk. To check out, the student must bring a note to the Attendance Office before 1<sup>st</sup> period. The note must request a specific release time and reason. The Attendance Clerk will attempt to contact the parent/guardian by phone to verify the request. Any student who leaves school early without properly signing out is subject to disciplinary action. No student will be dismissed after 2:30 p.m. **STUDENTS ARE TO REMAIN IN CLASS UNTIL CALLED BY THE ATTENDANCE CLERK.**

## ELECTRONIC DEVICES

MP3 players, radios, tape players, CD players of all kinds, tapes, and CD's are not conducive to our learning environment and are not allowed from 8:00-3:00, except during the student's lunch. **These devices must be put away as students leave the cafeteria. They are not allowed in the hallways. (Devices that double as a cell phone may NOT be used.)** Administrators and the school resource officer will not investigate lost/stolen tapes, MP3 players, CD's, tape players, or CD players. **Cellular phones and electronic devices will be confiscated if seen or heard from 8:00am - 3:00pm. This includes evidence of use such as text messaging or other communication with anyone.** (Ga. CODE O.C.G.A. 20-2-1183)

- **1<sup>st</sup> offense: Confiscated and turned over to assistant principal, student pick up at the end of the day.**
- **2<sup>nd</sup> offense: Confiscated and turned over to assistant principal, parent pick-up at the end of the day.**
- **3<sup>rd</sup> offense: 1 day of OSS with parent conference.**
- **4<sup>th</sup> offense: May be referred to Tribunal and ISS**

**For refusal to give up device, students may lose privilege of having it at school and/or arrest. They will also be assigned 1 day OSS.**

## EMERGENCY DRILLS

Fire drills will be signaled by the repeated sounding of an alarm. Students will file quietly out of their classrooms and buildings in single file to a location designated by the teacher. It shall be unlawful for any person to disrupt or interfere with the operation of any public school. Any person violating this Code section shall be guilty of a misdemeanor (Ga. I. 1976.0 480, - I). **(This includes pulling fire alarms.)**

In case of other emergency drills, students will be notified by the office.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

It is the policy of the Walker County Board of Education to provide equal educational opportunities without regard to race, sex, age, religion, national origin, handicapping condition, or veteran status in its educational programs and activities. This includes—but is not limited to—admissions, educational services, financial aid, and employment.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, affords parents and eligible students the right to:

- Inspect and review—within 45 days of a request—the education records of a student who is your child, or in the case of a student who is 18 years of age or older, your own education records. Parents or eligible students should submit to the school Principal a written request identifying the record(s) they wish to inspect. The Principal will make arrangements for access and will provide notice of such arrangements.
  
- Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. To request the school district to amend a record, parents or eligible students should write the school Principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. If the district decides not to amend the record, it will notify the parents or eligible students of the decision and inform them of their right to a hearing.
  
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that the Act authorizes disclosure without consent. One exception which permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the a district as an administrator, supervisor, instructor, or support staff member; a member of the School Board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official in performing his/her task. A school official has a legitimate education interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

- File with the United States Department of Education a complaint concerning the alleged failures by the Walker County Board of Education to comply with the requirements of the Act. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education; 400 Maryland Avenue, SW; Washington, DC 20202-5901.

FERPA requires that the Walker County school district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Walker County Schools may disclose appropriately designated "directory information" without written consent—unless you have advised the school system to the contrary in accordance with School Board procedures. The primary purpose of directory information is to allow the Walker County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The school's yearbook
- Honor roll or other recognition lists
- Sports activity sheets (i.e., in wrestling, showing weight and height of team members).

Directory information—which is information that is generally not considered harmful or an invasion of privacy, if released—can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two Federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* to provide military recruiters, upon request, with three directory information categories (names, addresses, and telephone listings) unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Ridgeland High School to disclose directory information from your child's education records without your prior written consent, you must notify Ridgeland in writing by August 31, 2006.

Ridgeland High School has designated the following information as directory information.

- Student's name
- Address
- Telephone listing
- Electronic mail address

- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

## **FIELD TRIPS**

Field trips are planned to enhance our curriculum. Parents are encouraged to support participation. Trips are carefully planned by the teacher and approved by the administration and Board of Education. Permission forms must be signed by a parent or legal guardian before a child will be permitted to go on a field trip. Students not participating are required to attend school that day unless he/she is ill. The student not attending the field trip will be assigned to another classroom teacher for regular instruction. Walker County provides for teacher discretion in allowing students the privilege of attending field trips, based upon the child's demonstrated ability to follow, daily, the required code of conduct and all safety procedures.

## **FINAL EXAMINATIONS - ATTENDANCE**

End-of-Course tests and final examinations are required by students in all classes and are scheduled the last two days of the term. The first quarter counts 42.5% and the second quarter counts 42.5%, with final exams counting 15%. No exams may be taken before the assigned time or date unless prior written permission is given, personally, by the Principal. Illnesses must be verified with a doctor's note. Any absence on exam day for any reason needs to be approved through the Principal in order to make up the exams.

### Graduation Requirements:

For each course successfully completed, a student receives 1 credit. A minimum of 26 credits is required for graduation. Students must also pass all five Georgia High School Graduation Tests.

## **GRADUATION EXERCISES**

To be eligible to participate in graduation exercises students must satisfy all credit requirements as well as pass all portions of the Georgia High School Graduation Test (GHS GT), Georgia High School Writing Test (GHS WT) and/or meet all requirements of the student's Individual Education Program (IEP). Students who fail to meet these requirements shall not be eligible to participate in graduation ceremonies.

## GRADUATION REQUIREMENTS

Class of 2012-Beyond

AREAS OF STUDY	UNITS REQUIRED
(I) English/Language Arts*	4
(II) Mathematics*	4
(III) Science *	4
The 4th Science unit may be used to meet both the science and elective requirements	
(IV) Social Studies*	3
(V) CTAE (Career, Technical & Agriculture Education f/k/a Vocational) or Modern Language/Latin or Fine Arts***	3
(VI) Health and Physical Education**	1
(VII) Electives	4
<b>STATE REQUIRED UNITS</b>	<b>23</b>
(VIII) Additional locally required or elective units	3
<b>TOTAL UNITS</b>	<b>26</b>

\*Required courses and/or core courses

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

\*\*\*A total of three units of credits shall be required from the following areas: CTAE or Fine Arts or Modern Language. Students must choose from three units of credit in a coherent sequence of CTAE courses or Fine Arts courses through a self-selected pathway or choose two Modern Language courses (in the same language) and one CTAE or Fine Arts course. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language.

Class of 2009-2010

AREAS OF STUDY	COLLEGE UNITS REQUIRED	TECH UNITS REQUIRED
(I) English/Language Arts	4	4
(II) Mathematics	4	3
(III) Science	3	3
(IV) Social Studies	3	3
(V) CTAE or Modern Language/Latin or Fine Arts	3	3
(VI) Health and Physical Ed.	1	1
(VII) Electives	4	4
<b>STATE REQUIRED UNITS</b>	<b>24</b>	<b>23</b>
(VIII) Additional locally required or elective units	2	3
<b>TOTAL UNITS</b>	<b>26</b>	<b>26</b>

(Credits for Promotion)

- 6 Credits needed to be a sophomore

-12 Credits needed to be a junior

-18 Credits needed to be a senior

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have their official hall pass signed by an authorized staff member. The official hall pass should not be signed (by teachers) to use the public telephones during class time. Emergency phone calls can be made in the front office. Students are responsible for obtaining an official hall pass. **Verbal permission is not acceptable.**

## **ID CARDS**

ID cards are required of all students. The first ID card will be provided free, and all replacements will cost \$5.

## **LATE ARRIVALS**

Students arriving to school after 8:45 a.m. must sign in at the Attendance Office.

## **LOCKERS**

School lockers are school property and are subject to be searched at any time. Lockers are issued at NO CHARGE at the beginning of the year through the office. STUDENTS MAY NOT SHARE LOCKERS.

## **MEDIA CENTER**

Books are checked out for a 2-week period. If a book is damaged or lost, the price of replacing the book will be charged; students will be charged a nickel a day for each overdue book. Most reference books must be used in the Media Center; however, a few reference books may be checked out for one night. The fine for returning a reference book late is a quarter a day. Each book is stamped with the date, and overdue notices are sent to the students' 1<sup>st</sup> period teachers at frequent intervals.

## **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a medication profile and permission form from a parent must be presented to the attendance clerk. All medication will be kept in and dispensed through the nurse's office. It is the policy of the Walker County school system that all

children's medication be administered by school personnel, under the appropriate administrative regulations.

## **PARKING LOT**

Students are permitted to drive to school, provided they purchase a parking decal and complete a parking registration form through the main office. The cost for a decal is \$30 per year (Renaissance students will be given a price break). The decal must be visibly displayed. Students must park in the parking lot behind the building unless otherwise instructed and are to enter the building immediately. Sitting in cars on the school parking lot is not allowed. Failure to obey parking lot rules (i.e., speeding, reckless driving) may result in loss of the driving permit and driving privileges. To go to the parking lot during the school day, permission must be obtained from a school administrator.

## **RENAISSANCE PROGRAM AND INCENTIVES**

Students who qualify for Renaissance incentives will be recognized during the Renaissance Day Awards Program or the Renaissance Night Awards Program based on their grades/other criteria the previous semester. In the fall students may qualify for the incentives based upon the students' grades/other criteria earned in the spring of the previous year. These students will be recognized at Renaissance Day in front of the student body. The students qualifying for the winter semester recognition will be based upon their grades/other criteria earned during the fall semester. These students will be recognized at the Renaissance Night Awards Program. Only students who meet the recognition criteria while at Ridgeland High are eligible. Freshmen will not be eligible until the spring semester due to this requirement. Students must attend the Renaissance Night Awards program to get their incentive package. If the student has a conflict with work or any other situation, the student must see an administrator in advance to see if the conflict can be resolved.

## **SAFE AND DRUG-FREE SCHOOLS – NEEDS ASSESSMENT – PARENTAL NOTIFICATION**

In order to provide the best drug- and violence-prevention activities for your child and in accordance with the guidelines for the No Child Left Behind Legislation, your child may be asked to complete surveys that pertain to student involvement in attitudes toward substance abuse and violent situations (i.e., PRIDE, Life Skills, or locally developed surveys). These surveys are completely confidential and may be administered throughout the school year. The data collected will be used to identify critical areas of need and to help us:

- Maintain a social environment that is free of drugs and violence;
- promote a class atmosphere that allows teachers to teach and students to learn;
- develop and offer experiences that involve students in applying the concepts of making health decisions, of accepting responsibility for their behavior, and of understanding consequences.

If you do not wish your child to participate or if you have any questions, please contact a school administrator.

## **SEXUAL HARASSMENT POLICY**

All students have the right to study in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. The school's position is that sexual harassment is a form of misconduct that undermines the integrity of the student. No student--either male or female--should be subject to unsolicited and unwelcome sexual overtures or conduct--either verbal or physical. Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness. Such behavior may result in disciplinary action up to and including suspension.

## **STUDENT GROOMING AND DRESS CODE**

The Walker County Board of Education supports an educational environment for students which is safe, conducive to learning, and free of distractions. A student's dress and personal appearance should reflect dignity and pride in one's self and in the school. Toward this end, students shall wear apparel which is appropriate for school and which will not interfere with the classroom or school operation. The following list provides students, parents, and school personnel with an understanding of what apparel is and is not acceptable at school. Parents are encouraged to assist the school by monitoring their child's clothing. The following list is not all-inclusive.

Each school administrator has the right to evaluate a student's clothing to determine whether an item might be substantially likely to interfere with the function of the school. A parent/guardian or student may request, in writing, an exception for medical reasons to this dress code. This written request, along with supporting documentation, shall be given to the school Principal for determination of acceptance or rejection of the request.

### General:

Each student shall wear clothing, which is the appropriate size for his/her body. **All clothing shall be hemmed appropriately and shall not have**

**holes, rips, tears, slits, cuts, etc.** Transparent clothing is prohibited. Clothing which is tight or clinging (e.g., Spandex-type material) is prohibited as outerwear. Garments that have a worn look or a place that looks like a hole will be treated like a hole.

Appropriate undergarments shall be worn at all times and shall not be visible. Any type of apparel which has a reference (i.e., pictures, symbols, words) to alcohol, drugs, tobacco, sex, obscene language, suicide, violence, vulgarity, gang symbols/affiliation, cult symbols/affiliation, or ethnic, sexual, or religious disparagement is prohibited.

#### Pants/Slacks/Jeans/Shorts:

All pants/slacks/jeans/shorts shall be worn at the student's natural waistline. Baggy, oversized, or sagging pants/slacks/jeans/shorts are prohibited. Pants/slacks/jeans/shorts shall be fastened appropriately. The cuff width and length of pants/slacks/jeans shall not completely cover the student's shoes. Pajama pants are not allowed. **All clothing shall be hemmed appropriately and shall not have holes, rips, tears, slits, cuts, (If it looks like a hole, it will be treated like a hole) etc.**

#### Dresses/Skirts/Shorts:

The length of dresses/skirts/shorts shall not be shorter than the top of the student's kneecap and shall not have any slits which extend above the kneecap.

#### Shirts/Blouses/Tops:

Shirts/blouses/tops shall cover the torso from the shoulders to the waistline. Tank tops, tube tops, spaghetti straps, see-through blouses, shirts/blouses/tops with torn-out sleeves or sides are prohibited. Sleeveless blouses may be worn provided the armpit area is well fitted. Sleeveless shirts for men will not be permitted. Shirts/blouses/tops which reveal a bare midriff when the person's arms are raised over the head are prohibited.

#### Shoes:

Students shall wear safe shoes at all times. Bedroom/bathroom slippers, shoes with metal-toe caps, and shoes with taps or cleats on the soles are prohibited.

#### Coats:

Coats shall not be longer than mid-thigh, except for JROTC uniforms.

### Hair:

Hair, including facial hair, shall be kept neat and clean. Hair, which is distracting to the learning environment, will not be allowed and is at the discretion of the administration.

### Jewelry:

Jewelry, which may create a hazardous condition, such as spiked or studded bracelets or necklaces, is prohibited.

### Miscellaneous:

Students are prohibited from wearing hats, caps, hoods, combs, or brushes in the hair; sunglasses (except prescription sunglasses with a doctor's note); or bandannas inside the school building.

### Bookbags/Backpacks:

Bookbags/backpacks/messenger bags are allowed in the classroom at the discretion of the teacher.

## **STUDENT HARASSMENT**

It is the policy of the Walker County Board of Education to maintain a learning environment that is free from harassment. It shall be a violation of this policy for any employee of the Walker County Board of Education to harass a student. It shall also be a violation of this policy for students to harass other students.

Any violation of this policy should be reported immediately to the Principal or Assistant Principal.

## **TARDY POLICY**

We believe all students and staff should be at school and in class on time each day. We believe all students and staff should be treated equitably in regard to tardies. Tardies are accumulated by the total school day and not by each individual class.

### **Unexcused tardies to class will be treated as follows:**

**1<sup>st</sup> offense – Warning by the administrator**

**2<sup>nd</sup> offense – After school detention**

**3<sup>rd</sup> offense – After school detention with parent notification**

**4<sup>th</sup> offense – Parent contact and student conference required (\*) with administrator**

**5<sup>th</sup>-7<sup>th</sup> offense – After school detention with parent notification**

**8<sup>th</sup> and 9<sup>th</sup> offense – 2 days ISS**

**10<sup>th</sup> and above – 1 day OSS; may be referred to Tribunal for insubordination**

## **TELEPHONES**

Students will not be allowed to use office telephones except in cases of emergency.

## **TEXTBOOKS AND LIBRARY BOOKS**

The Walker County Board of Education furnishes textbooks to all students. The care of books is the responsibility of each student. Some reasonable user damage is expected in daily use. Unreasonable or intentional damage to textbooks and library books will result in fines or damage fees. Lost textbooks or library books must be paid for and replaced. Fines for damaged or lost books are based on the current replacement cost.

## **VISITORS TO THE SCHOOL**

In accordance with state law, it shall be unlawful for any person to disrupt or interfere in the operation of any school within the Walker County school system. Any person violating this provision shall be prosecuted. All visitors must register in the office and wear an official visitor's badge.

## **WORK MAKE-UP POLICY**

Students who are absent will be allowed to make up work missed in each class. **The make-up work is to be completed within the number of days absent plus one (1) day after the student's return to school, and make-up work for absences are completed satisfactorily.** It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school. Exceptions for extended illness will be provided.

**Make-up work, satisfactorily completed, following short-term out-of-school suspension shall be used in calculating the overall average for the grading period up to 70% credit of the maximum points possible.**

## Gender Equity Policy:

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act 20-2-315). Students are hereby notified

that the Walker County school system does not discriminate on the basis of gender in its athletic programs.

The Sports Equity Coordinator for this school system is:

Craig Davoulas  
P.O. Box 29  
LaFayette, GA 30728  
(706) 638-7954

Inquiries or complaints concerning sports equity in this school system may be submitted to the Sports Equity Coordinator.

**2009-2010**  
**Walker County Schools Calendar**

August 3, 4, 5, 6	Professional Learning Days
August 7	Students First Day
August 7	Begin 1st 9 weeks (45 days)
	Begin 1st Semester
September 7	Labor Day Holiday
October 9	End 1st 9 weeks Grading Period
October 12, 13	Fall Break
October 14	Begin 2nd 9 Weeks (45 days)
November 25, 26, 27	Thanksgiving Holidays
December 18	End 2nd 9 weeks Grading Period
	End 1st Semester
December 21-Jan. 5	Holiday Break Students
December 21-Jan. 1	Holiday Break Teachers
January 4, 5	Professional Learning Days
January 6	Begin 3rd 9 weeks (45 days)
	Begin 2nd Semester
January 18	Martin Luther King Holiday
February 15	President's Day Holiday
March 11	End 3rd 9 Weeks Grading Period
March 12	Professional Learning Day
March 15	Begin 4th 9 weeks Grading
Period (45 days)	
April 5-9	Spring Break
May 21	End 4th 9 weeks Grading Period
	End 2nd Semester
	Students Last Day
May 24, 25, 26	Professional Learning Days

## STUDENT BEHAVIOR CODE

Date: August 18, 2003

It is the purpose of the Walker County Board of Education to operate schools in a manner that will provide an orderly process of education and that will ensure the safety of all students who attend the schools within the district. The Board believes that in order for classrooms to be a satisfactory learning environment the conduct of students must be wholesome, orderly, and respectful of authority. Students shall behave themselves in such a way so as to facilitate the learning environment for themselves and other students, respect each other and school district employees, and obey student behaviors' policies established by the Board and by each school. In addition, students are expected to attend class regularly, be prepared for class, demonstrate courtesy toward others, dress appropriately, cooperate with school officials, respect others' property, avoid violation of the student code of conduct and practice the traits taught in the character education curriculum (Board Policy IDAG).

The primary goal of schools is to educate students, not to punish them. When a student violates the rules of this behavior code, corrective action may be necessary in order for the student and the school as a whole to benefit. The principal is the designated leader of the school and, in concert with the school staff, is responsible for the orderly operation of the school. The Principal is responsible for the rules of this behavior code and may undertake corrective measures which she/he believes to be in the best interest of the student and the school. Additionally, the Principal may discipline students for conduct off campus which is felonious or which may pose a threat to the school's learning environment or the safety of students and employees.

## Code of Conduct Rules

The following code of conduct rules serve to guide the actions of Principals and other appropriate district employees when disciplining students.

These rules are in effect during the following times and in the following places:

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

Rule 1 Alcohol

A student shall not possess, sell, use, transmit, or be under the influence of any alcoholic beverage or violate laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol.

Rule 2 Arson

A student shall not unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device. This includes firecrackers, fireworks, and trashcan fires if they are contributing factors to a damaging fire. Without a fire, firecrackers and fireworks are included under Rule 23, Weapons - Other.

Rule 3 Battery

A student shall not intentionally touch or strike another person against his or her will or intentionally cause bodily harm to an individual (for example, when one individual physically attacks or "beats up on" another individual). This includes an attack with a weapon or one that causes serious bodily harm to the victim. This category should be used only when the attack is very serious, serious enough to warrant calling the police or bringing in security, where the intent is to do bodily harm to someone.

Rule 4 Breaking and Entering - Burglary

A student shall not unlawfully enter into a building or other structure with the intent to commit a crime. This applies to school buildings or activities related to a school function.

Rule 5 Computer Trespass

A student shall not use a computer or computer network with the intention of deleting, interrupting, altering, damaging, or in any way causing the malfunction of the computer, network, program, or data.

Rule 6 Disorderly Conduct

A student shall not engage in any act which substantially disrupts the orderly conduct of a school function, substantially disrupts the orderly learning environment, or poses a threat to the health, safety, and/or welfare of students, staff, or others. Administrators need to consider age and developmentally appropriate behavior before using this category.

**Rule 7 Drugs, Except Alcohol or Tobacco**

A student shall not unlawfully use, cultivate, manufacture, distribute, sell, purchase, possess, transport, or import any controlled drug or narcotic substance, or equipment or devices used for preparing or using drugs or narcotics. This includes being under the influence of drugs or substances represented as drugs and it includes over-the-counter medications if abused by the student.

**Rule 8 Fighting**

A student shall not mutually participate in a fight involving physical violence where there is not one main offender and no major injury. It does not include verbal confrontations, tussles, or other minor confrontations. Administrators need to consider age and developmentally appropriate behavior before using this category.

**Rule 9 Homicide**

A student shall not commit murder or non-negligent manslaughter.

**Rule 10 Kidnapping**

A student shall not unlawfully seize, transport, and/or detain a person against his/her will, or a minor without the consent of his/her custodial parents or legal guardians.

**Rule 11 Larceny/Theft**

A student shall not unlawfully take, carry, lead, or ride away property of another person without threat, violence, or bodily harm. This includes pocket picking, purse or backpack snatching if left unattended, theft from a building, theft from a motor vehicle, theft from a coin-operated machine, and all other types of larcenies. Typically, this category should be used only when theft is serious enough to warrant calling the police or bringing in security. Administrators need to consider age and developmentally appropriate behavior before using this category.

**Rule 12 Motor Vehicle Theft**

A student shall not engage in theft or attempted theft of a motor vehicle. This includes theft of car, truck, motorcycle, dune buggy, RV, or anything that is self-propelled.

**Rule 13 Robbery**

A student shall not take, or attempt to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence and/or by putting the victim in fear. An essential difference between robbery and larceny is that a threat or battery is involved in a robbery.

**Rule 14 Sexual Battery**

A student shall not engage in oral, anal, or vaginal penetration, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object, or attempt forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity. This includes rape, fondling which includes touching of private body parts of another person (either through human contact or using an object), indecent liberties, child molestation, and sodomy. This rule should be used only when the incident is severe enough to warrant calling in law enforcement.

**Rule 15 Sexual Harassment**

A student shall not engage in deliberate, repeated, and unsolicited physical actions, gestures, or verbal or written comments of a sexual nature, when such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile, or offensive learning environment. Examples include behaviors such as leering, pinching, grabbing, suggestive comments or jokes, or pressure to engage in sexual activity.

**Rule 16 Sex Offenses**

A student shall not engage in sexual intercourse, sexual contact, or other unlawful behavior or contact intended to result in sexual gratification without force or threat of force and where the victim is capable of giving consent. This includes indecent exposure and obscenity (i.e., entering or downloading pornographic content onto school computers). Administrators need to consider age and developmentally appropriate behavior before using this category.

**Rule 17 Verbal Threat/Intimidation**

A student shall not unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Administrators need to consider age and developmentally appropriate behavior before using this category.

**Rule 18 Tobacco**

A student shall not possess, use, distribute, or sell tobacco products on school grounds, at school-sponsored events, and on transportation to or from school.

Rule 19 Trespassing

A student shall not enter or remain on a public school campus or School Board facility without authorization or invitation and with no lawful purpose of entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus after being directed to leave.

Rule 20 Vandalism

A student shall not willfully and/or maliciously destroy, damage, or deface public or private property, real or personal, without the consent of the owner or the person having custody or control of it. Examples include graffiti, destroying school computer records, carving in desktops, or spray painting on walls.

Rule 21 Weapons - Firearms

A student shall not possess any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device; any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is capable of causing bodily harm or property damage. This includes firearms of any kind, loaded or unloaded, operable or inoperable.

Rule 22 Weapons - Knife

A student shall not possess, use, or intend to use any type of knife, including a pocket or pen knife.

Rule 23 Weapons - Other

A student shall not possess, use, or intend to use any instrument or object which could inflict harm on another person or intimidate any person. This includes chains, pipes, razor blades, ice picks, dirks, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas guns, electrical weapons or devices, explosives, fireworks, mace, or propellants.

Rule 24 Blank On Purpose

Rule 25 Affection

A student shall not engage in any type of public display of affection which is deemed disruptive to the school program.

**Rule 26 Bullying**

A student shall not engage in any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or in any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

**Rule 27 Cheating**

A student shall not cheat or assist others in cheating on tests, homework, or other assignments.

**Rule 28 Class Disruption**

A student shall not continuously and intentionally make noise or act in any other manner so as to interfere with the teacher's ability to conduct his/her class.

**Rule 29 Disregard Directions**

A student shall not fail to comply with reasonable directions or commands of teachers, student teachers, substitute teachers, teacher aides, Principals, school bus drivers, or other authorized Board personnel.

**Rule 30 Disrespectful Behavior**

A student shall not engage in disrespectful conduct toward any employee of the Walker County Board of Education, any other student, or any person attending a school-related function.

**Rule 31 School Disruption**

A student shall not cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function.

**Rule 32 Dress Code**

A student shall not violate the Dress Code adopted by the Board. A student shall not dress, groom, or wear or use emblems, insignias, badges, or other symbols where the effect thereof is to direct 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 Board personnel shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges, or other symbols results in such interference or disruption as to violate this rule.

**Rule 33 Electronic Communication Devices**

A student shall not have in his/her possession any type of electronic communication device, such as pagers or cellular telephones, unless authorized by the Walker County Board of Education (refer to Policy JCDAF).

**Rule 34 Failure To Do Work**

A student shall not fail or refuse to do assignments as directed by any Board employee.

**Rule 35 Forgery**

A student shall not forge the signatures of parents or school system personnel.

**Rule 36 Gambling**

A student shall not participate in any type of gambling activity.

**Rule 37 Insubordination**

A student shall not refuse to obey or engage willfully in repeated attempts to violate the rules of the classroom, school, or Board.

**Rule 38 Light/Reflective Devices**

A student shall not use mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that interferes with the school bus driver's operation of the school bus.

**Rule 39 Obscene Language/Materials**

A student shall not use words or gestures, engage in activities, or possess materials which are profane, vulgar, or obscene.

**Rule 40 Physical Assault**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury to any person at any time or any place.

**Rule 41 Property Damage**

A student shall not cause or attempt to cause damage to private property or to property of the Board.

**Rule 42 Property Theft**

A student shall not steal or attempt to steal private property or property of the Board.

Rule 43 Truancy

A student shall not be absent from school or from any class or other required school function during required school hours except for illness or other providential cause, except with written permission of the teacher, Principal, or other duly authorized Board personnel nor shall any student encourage, urge, or counsel other students to violate this rule.

Rule 44 Tardy

A student shall not be tardy to school or to any class or other required school function, except with written permission of the teacher, Principal, or other duly authorized Board personnel nor shall any student encourage, urge, or counsel other students to violate this rule.

Rule 45 Terroristic Act

A student shall not engage or attempt to engage in any behavior of a terroristic nature, such as bomb threats.

Rule 46 Unacceptable Computer Use

A student shall not engage or attempt to engage in a computer-related crime as defined in the Georgia Computer Systems Protection Act (O.C.G.A. 16-9-90) including, but not limited to, computer invasion of privacy, computer forgery, computer password disclosure, or the transmission of misleading data through a computer or telephone network.

Rule 47 Unacceptable Internet Use

A student shall not violate or attempt to violate the Internet Acceptable Use Policy of the Walker County Board of Education (IFBGA).

Rule 48 Unauthorized Area

A student shall not be in any area of the school campus without the permission of the teacher, Principal, or other duly authorized Board personnel.

Rule 49 Unpaid Debt

A student shall not fail to pay all monies owed to the school.

Rule 50 Unserved Detention

A student shall not fail to serve all detentions assigned by the teacher, Assistant Principal, or Principal.

Rule 51 Verbal/Written Assault

A student shall not assault verbally or in writing any person or attempt to cause psychological injury by any means to any person.

Rule 52 Bus Disruption

A student shall not continuously and intentionally behave in any manner so as to interfere with the bus driver's ability to drive the bus safely.

Rule 53 Conflicts

A student shall not engage or attempt to engage in verbal or physical conflicts, such as calling other students inappropriate names or pushing/shoving other students.

Progressive Discipline Procedures

Violation of the code of conduct or school rules or any other act of misconduct or insubordination on the part of a student may result in disciplinary action. Teachers and Principals have the opportunity to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. This behavior code allows a process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them learn appropriate behaviors and the character traits from the Character Curriculum. Such discipline measures shall not include reduction of grades or loss of credit previously earned by the student.

When it is necessary to discipline a student, school administrators and teachers shall adhere to a progressive discipline process. The degree of discipline to be imposed by each administrator or teacher shall be in proportion to the severity of the inappropriate behavior of the student and will take into account the student's discipline history, the age of the student, and other relevant factors. The least extreme disciplinary measure which will produce the desired effect shall be used. The following disciplinary actions may be imposed for a violation of the code of conduct rules:

- Warning by teacher or administrator
- Conference with student
- Counseling with student by teacher, guidance counselor, or administrator
- Loss of privileges
- Isolation or time out
- Temporary removal from class or activity
- Notification of parent
- Parent conference
- Development of written or graphic representation that reflects an understanding of the misbehavior, the nature of the expected behavior, and the related character trait
- Participation in the cleaning/repairing of any damage caused to the school environment
- Financial restitution for the repair of any damage caused to the school environment
- Participation in a school service project which enables the student to learn the appropriate behavior and desired character trait
- Detention

## Page Ten - JCDA - Student Behavior Code

- Assignment to Saturday school
- Suspension from school bus
- In-school suspension (ISS)
- Short-term out-of-school suspension (OSS)
- Placement in an alternative education program
- Long-term OSS (by action of the Board or its designee)
- Referral to law enforcement officials
- Any other disciplinary technique that positively promotes appropriate behaviors and the desired character traits
- Corporal punishment (only after many other disciplinary actions have been utilized)
- Permanent expulsion (by action of the Board or its designee)

The Walker County Board of Education believes that it is preferable to reassign disruptive students to isolated, individually oriented ISS programs or alternative educational settings rather than to suspend or expel such students from school.

Students in grades 6 through 12 who have violated Rule 26 – Bullying of this Policy JCDA for the third time in a school year shall be assigned to the Alternative Education Center. If a student in grades 6 through 12 violates Rule 26 - Bullying or engages in physical assault or battery of another person on the school bus, the parent or guardian of the student shall meet with a school administrator for the purpose of forming an age-appropriate school bus behavior contract for the student.

Any student who is found by a discipline tribunal or the Board of Education to have committed any act of physical violence, as defined in O.C.G.A. 20-2-751.6, against an employee of the Walker County Board of Education is subject to the penalties described in Georgia Code Section 20-2-751.6 and shall, at its discretion, either be expelled from Walker County Schools for the remainder of the student's eligibility to attend public school or permitted to attend an alternative education program for the length of the expulsion as determined by the discipline tribunal or the Board of Education.

Nothing in this policy shall infringe on any right provided to students with Individualized Education Programs 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.

### Chronic, Disciplinary Problem Student

A chronic, disciplinary problem student is one who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him/her and which are likely to recur. Any time a teacher or Principal identifies a

student as a chronic, disciplinary problem student, the Principal shall notify the parent or guardian of the disciplinary problem by telephone call or by mail (certified or first class), invite the parent or guardian to observe the student in a classroom situation, and request that at least one parent or guardian attend a conference to devise a disciplinary and behavior correction plan.

Before any chronic, disciplinary problem student is permitted to return from an expulsion or suspension, the school to which the student is to be readmitted shall request by telephone call or by mail (certified or first class) at least one parent or guardian to attend a conference with the Principal or his/her designee 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.

#### Rules for Removal of Dangerous Students

A student who has been charged with the unlawful distribution of narcotics or other such serious violation of the criminal law may be removed from the school by the Principal upon the approval of the Superintendent when it is necessary to protect other students or avoid substantial disruption to school operations. The school must be able to show that the continued presence of the student endangers other students or would substantially disrupt school operations.

COMMENT: Unlike the Code of Conduct Rules for serious student misconduct, this provision is not designed for punishment, but is solely to protect other students in circumstances where such protection is clearly necessary. Thus, the removal of dangerous students is a separate part of the code. This section is intended to deal with the problem of the student who has been charged with a serious violation of the criminal law, such as unlawfully selling narcotics or other serious felony, and immediate return to the school either would pose a substantial threat to other students or would probably cause substantial disruption to school operations because of the fear or intimidation that such presence creates for other students or teachers. Such situations will be rare, and the burden is placed on the school to demonstrate that the student's continued presence endangers other students.

### Teacher Reporting Requirement

A teacher shall have the authority, consistent with Board policy, to manage his/her classroom, discipline students, and refer students to the Principal or designee in order to maintain discipline in the classroom. Any teacher who has knowledge that a student has exhibited behavior which violates the Student Behavior Code and repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of the student's classmates to learn shall file a report of such behavior with the Principal or the Principal's designee. Thereafter, the Principal and teacher shall follow the procedures set forth in Georgia law, O.C.G.A. 20-2-737 & 738.

### Behavior Support Process

The behavior support process is a mechanism for addressing the behaviors and influences which may need to be changed in order to promote positive emotional, mental, social, and physical health needs of students. The Walker County Board of Education provides a variety of resources to help address student behavior problems. These resources, which are available at every school within the district, shall be utilized to help students eliminate unacceptable behaviors and learn appropriate behaviors and desired character traits. These resources include teachers, guidance counselors, school social workers, school psychologists, school nurses, student support teams, chronic, disciplinary problem student plans, parent involvement programs, special education services, referral to the Department of Family and Children's Services, referral to Lookout Mountain Community Services, referral to the Health Department, Juvenile Court, and any other resource or agency which can assist the student.

### Parental Involvement

This Student Behavior Code is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance. Furthermore, it is expected that these individuals will communicate their concerns about, and actions in response to, student behavior that detracts from the learning environment. School personnel recognize that two-way communication is extremely important in order to improve the schools. Therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

This Student Behavior Code specifies that school staff members may request that a parent or guardian come to the school for a conference. Parents are encouraged to visit schools regularly and are expected to be actively involved in the behavior support process designed to promote positive behaviors and character traits.

The Walker County Board of Education shall involve parents in the development and updating of the Student Behavior Code according to the provisions in Policy BD (Board Policy Development). Each school shall involve parents in developing and updating the local school's student behavior code. Each school's behavior code shall comply with Board Policy JCDA. Board Policy JCDA, Student Behavior Code, and each school's local behavior code shall be distributed to each student and the student's parent or guardian during the first week of school and upon enrollment of each new student. The parent or guardian shall be requested to sign an acknowledgment of the receipt of the behavior codes and return promptly the acknowledgment to the school. The Student Behavior Code shall be available in each school office and each classroom.

STATE REF.: State Standards B 1 (1a.7)  
LEGAL REF.: O.C.G.A., 16-5-23; 16-5-24; 16-11-127;  
16-13-3020-2-59; 20-2-155(a) (b); 20-2-730;  
20-2-731; 20-2-732; 20-2-751.5; 20-2-751.6;  
20-2-1184; Ingraham v. Wright,  
430 U.S. 651 51 L.Ed.2d 711 (1977)  
ADOPTED: 8/14/72  
REVISED: 11/12/73; 3/17/75; 11/17/75; 1/19/76; 6/20/77; 9/21/78;  
9/20/82; 12/13/93; 7/14/97; 8/18/97; 2/16/98; 7/12/99;  
6/19/00; 8/19/02; 8/18/03