

# WALKER COUNTY BOARD OF EDUCATION

P. O. BOX 29

LAFAYETTE, GA 30728

Phone - (706) 638-1240

## *School Directory*

### ELEMENTARY

Chattanooga Valley Elementary (706) 820-2511  
Principal – Mrs. Heather Culberson

Cherokee Ridge Elementary (706) 375-9831  
Principal – Ms. Lori Vann

Fairyland Elementary (706) 820-1171  
Principal – Mr. Jeremy Roerdink

Gilbert Elementary (706) 638-2432  
Principal – Mr. Matt Harris

Naomi Elementary (706) 638-2443  
Principal – Mrs. Autumn Hentz

North LaFayette Elementary (706) 638-1869  
Principal – Mrs. Sandra Morrison

Rock Spring Elementary (706) 764-1383  
Principal – Mrs. Kandy Gilstrap

Rossville Elementary (706) 866-5901  
Principal – Ms. Courtney Gadd

Stone Creek Elementary (706) 866-3600  
Principal – Mr. Brandon Mosgrove

Saddle Ridge Elementary (706) 375-1219  
Principal – Mrs. Wendy Ingram

### MIDDLE

Chattanooga Valley Middle (706) 820-0735  
Principal – Mr. Wade Breeden

LaFayette Middle (706) 638-6440  
Principal – Mrs. Karen Hughes

Rossville Middle (706) 820-0638  
Principal – Mr. Jason Pelham

Saddle Ridge Middle (706) 375-1219  
Principal – Mrs. Wendy Ingram

### HIGH

LaFayette High (706) 638-2342  
Principal – Mr. Mike Culberson

Ridgeland High (706) 820-9063  
Principal – Mr. Glen Brown

A message from Mr. Raines...

It is truly my pleasure to welcome you to Walker County Schools. Thank you for giving us the opportunity to serve your family as we work together to guide your child on their path toward graduation. We are committed to assuring each child placed in our care is educated in a safe and positive learning environment, by a highly qualified teacher and with a curriculum that is rigorous and challenging. We fully understand our commitment to the mission and vision of Walker County Schools and embrace this pledge each day with a passion and desire to see everyone succeed.

I encourage you to read through the 2016 FYI handbook you have received. This resource contains a variety of helpful information that will answer your questions and assist you as you guide your child on their educational journey. I am confident a relationship of teamwork and trust will develop as we work together to accomplish the goal of graduation.

Again, thank you for giving us this wonderful opportunity. If you have additional questions or concerns, feel free to contact me at 706-638-7949 or via email ([damonraines@walkerschools.org](mailto:damonraines@walkerschools.org)).

We look forward to a wonderful year of preparing your child to be *Ready for College, Ready for Work, Ready for Life!*

Sincerely,

Damon Raines  
Superintendent, Walker County Schools

# Parents,



## Did You Know?

That you can request information regarding the professional qualifications of the student's classroom teachers, including:

- Whether the teacher has met State qualifications for the grade levels and subject areas taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree of the teacher and any other graduate certification or degree held by the teacher.
- Whether the student is provided services by paraprofessionals and if so, their qualifications.
- That you will be notified if your child's classroom is staffed by someone without complete credentials?

If you would like to know more about these and other questions, contact your school's principal.

## What is School Nutrition?

**School lunch** menus are planned to provide at least one third of a child's Recommended Dietary Allowance (RDA). The school nutrition program has come a long way since Congress passed the School Lunch Act back in 1946!

**School breakfast** provides at least one-fourth of a child's RDA. All of our schools offer breakfast programs. Many of our schools offer Breakfast-on-the-Go where students select their breakfast & go to the classroom.

**Every child** needs a healthy breakfast and lunch each school day. Good nutrition is critical to student achievement.

The **better**-nourished student will generally have better attendance, be more attentive, and have more energy to cope with school-day challenges.

**Studies** have shown that students who eat breakfast at school score higher on standardized language and math tests and have fewer discipline problems.

### Highlights of the School Nutrition Program

**\*Affordable prices**

	Breakfast	Lunch
Elementary Students	\$ 1.10	\$1.90
Middle/High Students	\$ 1.10	\$2.15
Reduced-Price Meals	\$ .30	\$ .40
Adult Staff	\$1.60	\$3.15
Visiting Adult	\$2.50	\$4.00
Visiting Child (Non-Student)	\$1.75	\$2.45

- **Choices** can be made from a wide variety of fresh, tasty, nutritious menu items daily.
- **School Nutrition manager and staff provide** individualized nutrition education.
- **Meals** adhere to the dietary guidelines with less fat, sugar, and salt.
- **Menus** are planned at the local school level to incorporate students' suggestions and preferences.
- **Skilled, professional management** is on-site keeping healthy meals affordable to all students.
  - **Better health** throughout life is established through good nutritional habits.

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**Parents are encouraged to Pre-pay for meals.....**

\*It's convenient.

\*Eliminates the need for daily lunch money.

\*Avoids charged meals.

\*Reduces chance of losing money.

\*Quicker service in cafeteria lines.

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\*You can now view your student(s) meal balances on your Power School Parent account.

\*If student account balance reaches \$5.00 in meal charges you will receive a phone call reminding you to send money in for student(s) account.

## Tips for paying and pre-paying student meals. . .

We look forward to serving nutritious breakfast and lunches to your son or daughter.

You may pay for your child's meals in advance by sending cash, check, or money order for the amount you wish to pay. Please place cash in an envelope with your child's name, personal account number, amount of deposit, and teacher's name on the front of the envelope. Checks and money orders should have the student's name and personal account number written clearly on the front. The check should also have the parent(s) or guardian(s) name, physical address, and a current telephone number. Checks should be made payable to the name of your child's school cafeteria for the amount to be deposited to your child's account. Nexcheck processes returned checks for food service. If we receive a check that does not clear the bank, it will be handled by Nexcheck. You will be contacted directly by Nexcheck to make arrangements to pay the check amount plus any service charge that may be incurred. If you do not properly respond to Nexcheck or Nexcheck is unable to contact you, Nexcheck may re-present your check to the bank electronically along with applicable collection fees, which can be substantial. If a check is returned, we can no longer accept checks on that account until the returned check has been paid in full. Please send cash or money order until outstanding checks have cleared.

### Pre-Payment Prices

	Breakfast			Lunch	
Days	Elementary	Middle/High		Elementary	Middle/High
5 days	\$ 5.50	\$ 5.50		\$ 9.50	\$ 10.75
10 days	\$ 11.00	\$ 11.00		\$ 19.00	\$ 21.50
20 days	\$ 22.00	\$ 22.00		\$ 38.00	\$ 43.00

### Free and Reduced Meals

Applications will be made available to each student. The application process is a family application; therefore, only one application has to be completed for your family.

- All students/family, including foster children, must fill out a Free & Reduced application every year to qualify for Free & reduced meals.
- All information is kept very, very confidential. With the numerous systems in place no one knows if a student is free, reduced or full pay in the schools.
- Children will be charged full price for meals until their applications have been processed at the central office. This applies to all students. No exceptions.
- Applications are processed in the order they arrive at the central office. Not the date they are returned to school.
- Children who finished the previous school year on a free or reduced status will start the new school year on this status. This status is for the first 30 days of school. If a new application is not turned in by that time their status will automatically go to full pay.
- Students are responsible for all charges made prior to the processing date of their application.
- You may bring an application by the School Nutrition Office anytime during the school year or contact us by phone (706-638-7969). We will do our best to help you.
- If you have any changes within the year (examples: income, number in household, foster children, SNAP (food stamps) please contact the school nutrition office at 706/638-7969 or fill out a new application immediately and return to school with your child.
- All applications must have a signature & last 4 digits of social security number for processing.

Parental involvement and support are encouraged!!!

Parents are welcome to eat lunch at school. Please notify your child's teacher in advance if you wish to eat lunch w/your student. Questions concerning the School Nutrition Program should be directed to the School Nutrition Office at 706/638-7969.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the department. (Not all prohibited bases will apply to all programs and/or employment activities). If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

We believe this will be a fantastic school year and look forward to serving your child(ren). Please do not hesitate to call the school nutrition office (706/638-7969) if you have any questions.

Menus are available online at [www.walkerschools.org](http://www.walkerschools.org).

### **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.

### **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 daily follow the required code of conduct and all safety procedures.

### **INSTRUCTIONAL RESOURCES**

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

## **GRADUATION EXERCISES**

To be eligible to participate in graduation exercises, students must satisfy all credit requirements as well as pass all portions of the State required assessments 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.

## **GEORGIA COLLEGE 411**

In an effort to assist our students as they plan for career opportunities beyond high school, Walker County Schools has teamed with the Georgia Department of Education to introduce Georgia College 411. Georgia College 411 is a unique online opportunity designed to give students, teachers and parents important information concerning college and careers.

Teachers, as advisors, are meeting with students monthly to help them navigate the 411 website as they explore the many careers available in a post high school environment. Students create a private account that builds throughout their middle and high school years. These accounts allow students to create a portfolio of interests inventories and career profiles. Student accounts will only be shared with the Teacher Advisors and guidance counselors. College 411 also has a parent section. Feel free to visit the website at [gacollege411.org](http://gacollege411.org) to find great resources to help you begin discussions with your child about college and career planning

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

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

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) (the "Act"), you have a right to:

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

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

(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize 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 district as an administrator, supervisor, instructor, or support

perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee.) A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seeks or intends to enroll.

(4) The Walker County School District has designated the following information as directory information:

- a. Student's name, address and telephone number;
- b. Student's participation in officially recognized activities;
- c. Weight and height of student if he/she is a member of an athletic team;
- d. Dates of attendance at schools within the school district;
- e. Honors and awards received during the time enrolled in the district's schools;
- f. Photograph; and
- g. Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters or institutions of higher learning, upon request, with the name, address, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to refuse to allow it to be disclosed to the public upon request without your prior written consent. If you wish to exercise this right, you must notify the principal of the school at which the student is enrolled in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

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

(6) File with the United States Department of Education a complaint concerning alleged failures by the School District to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, and 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year if the school district has identified the specific or approximate dates



surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described below. In accordance

with Board policies, prior written consent must be obtained from parents before students are required to submit to any survey that contains questions about one or more of the areas listed in paragraph (A) and that is funded in whole or in part by the U.S. Department of Education. You have the right to inspect any survey or instrument used in the collection of information under subparagraphs (A) and (B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described below in accordance with regulations developed by the Superintendent.

(A) The administration of any survey containing one or more of the following items:

- (i) Political affiliations or beliefs of the student or the student's parent;
- (ii) Mental or psychological problems of the student or the student's family;
- (iii) Sex behavior or attitudes;
- (iv) Illegal, anti-social, self-incriminating, or demeaning behavior;
- (v) Critical appraisals of other individuals with whom respondents have close family relationships;
- (vi) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- (vii) Religious practices, affiliations, or beliefs of the student or student's parent; or
- (viii) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

(B) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

(C) Any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student, or of other students.

You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.

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

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

## **McKinney-Vento Homeless Education Assistance Act**

### **If your family lives in any of the following situations:**

- In a shelter, motel, vehicle or campground
- On the street
- In an abandoned building, trailer or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

### **Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.**

#### **Your children have the right to:**

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

#### **When you move, you should do the following:**

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

#### **Local Area Contacts:**

Phaedra Roberts  
(706) 638-7966

#### **State Coordinator:**

Eric McGhee

**If you need further assistance, call the  
National Center for Homeless Education  
at the toll-free Help Line number  
1-800-308-2145**

## **DIRECTORY INFORMATION**

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 (ESEA) to provide military recruiters, upon request, with three directory information categories--names, addresses and telephone listings--unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the Walker County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 10 days after officially enrolling in school or within 10 days of the date of the release of this notice.

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

- Student's name
- Student's address
- Student's home telephone number
- Photograph of student
- Parent's/guardian's name
- Grade level of student
- Participation of student in officially recognized activities
- Participation of student in officially recognized sports and weight and height of team members
- Degrees, honors, and awards received

## **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. Confidential survey information will be shared with The Council on Alcohol and Drugs, a United Way agency which is assisting Walker County Schools with the evaluation of the Life Skills Training program. Only group information (no individual information) will be reported by The Council to Walker County Schools.

The data collected will be used to identify critical areas of need and 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 healthy decisions, accepting responsibility for their behavior, and understanding consequences.

If you do not wish your child to participate or if you have any questions, please contact the

## **CONSENT FOR MEDIA RELEASE**

Walker County Schools develop and/or participant in events/presentations/promotions for positive educational purposes. Students, parents, volunteers, and staff can participate in photographs, interviews, and/or videos which may be recorded/represented/reproduced by the Walker County School District and/or the public media by print and/or electronic publication including but not exclusive to television, radio, newspaper, newsletter, yearbook, and/or internet.

If you do not wish for your own and/or your student(s)' name or image to be published in any way by Walker County Schools, you must write a letter to the principal of your student(s)' school(s) specifically stating your wishes for those specific individuals within the first ten days of school. Lack of receipt of said letter by the stated deadline will constitute your consent for media release.

## **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:

Mrs. Heather Holloway  
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.

## **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.

## **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 Reporting of Acts of Sexual Abuse or Sexual Misconduct**

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

(c) Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

## **Bullying Policy**

The Walker County School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity and during a school-sponsored activity. Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include but is not limited to the following:

- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria or school bus
- Reassignment of classes
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)

## **Student Conduct**

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 satisfactory learning environments 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 other's 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 s/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.
- On 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 trash can 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. Examples include 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. This includes nicotine innovations such as electronic or vapor cigarettes.

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 - Firearm

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 that 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 General Misconduct

Any misconduct that directly affects the orderly mission of the school or that is otherwise obviously inappropriate whether such misconduct is specifically listed in this Code of Conduct.

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. A student shall also not engage in any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate and which act causes another person substantial physical harm or visible bodily harm; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. "Bullying" constitutes an act which occurs on school property, on school vehicles, at designated school bus stops or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network or other electronic technology of a local school system.

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 (ECD)

Students are permitted to possess and use a cellular phone or other ECDs during school hours, on school property, at after-school activities, and at school-related functions as long as such usage and or possession does not interfere with the educational process or safety/security. A student shall not be permitted to use an ECD during classroom instructional time. As a condition of this permission, the student must assume all risk of loss, damage, and or theft of the cellular phone or other ECD.

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, attempt to steal or be in possession of 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. Students may not knowingly make comments, whether oral or written, that reasonably could be perceived as a threat of school violence including comments made in a joking manner.

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 that will produce the desired effect shall be used. Students that are involved in the same incident or in a similar incident from time to time shall be entitled to equal protection under the rules and regulations of this school district. However, such students need not necessarily receive the same disciplinary treatment (whether imposed as punishment or as measures to protect the other student, school mission, or for other reasons) for the same offense.

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

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 out-of-school suspension (by action of the Board or its designee)

Referral to law enforcement officials

Any other disciplinary technique that positively promotes appropriate behavior 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 in-school suspension 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, for the third time in a school year shall be assigned to an alternative educational program. 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 that 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 program, 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 General Assembly of Georgia requires the district to encourage parents and guardians to inform their children of consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

### **Electronic Communication Devices (ECD) Usage Procedures and Restrictions**

Possession and use of a cellular phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms and conditions of this rule, or otherwise engages in misuse of the ECD so as to violate the law, any Walker County Board of Education (“Board”) policy, or other school or Board rule.

A student is prohibited from using his/her ECD to make video recordings at school, to cheat or plagiarize, to bully or haze others, to disrupt the learning environment, to view or transmit pornographic, vulgar or inappropriate content, to post derogatory content on social media sites, or take unsolicited or unwelcome photographs of students, staff or facilities.

Students must adhere to the Student Code of Conduct and the Board’s acceptable use policy while using their ECD at school on school property, at after-school activities and at school-related functions. Students who inappropriately use their ECD at school will be subject to disciplinary action as set forth in the Student Code of Conduct.

### **Dress Code**

The Walker County Board of Education supports an educational environment for students which is safe, conducive to learning, and free of distractions. While making every effort not to interrupt instruction, school administrators may evaluate a student’s clothing to determine whether an item might be substantially likely to interfere with the function of the school.

#### **General:**

Each student shall wear clothing which is the appropriate size for his/her body. All clothing shall not have rips, tears, slits, cuts, etc., which reveal areas of the body. Transparent clothing is prohibited. 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, etc.) 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:**

All pants/slacks/jeans shall not show undergarments.

#### **Dresses/Skirts/Shorts:**

Dresses/Skirts/Shorts shall not be shorter than mid-thigh.

#### **Shirts/Blouses/Tops:**

Tank tops, tube tops, spaghetti straps, see-through blouses, and shirts/blouses/tops with torn out sleeves or sides are prohibited. Sleeveless blouses may be worn provided the armpit area is well fitted. Shirts/blouses/tops shall not show undergarments.

#### **Shoes:**

Students shall wear safe shoes at all times.

**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 painted or dyed unnatural colors and hairstyles which have a distracting appearance are prohibited.

**Jewelry:**

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

**Miscellaneous:**

Students are prohibited from wearing hats, caps, hoods, non-religious head coverings, combs or brushes in the hair, sunglasses (except prescription sunglasses with a doctor's note), or bandannas inside the school building. Oversized book bags and oversized backpacks (those wider than the student's back and longer than the distance from the shoulder to the hip) are prohibited. An exception to this dress code will be made for school sponsored extracurricular activities as appropriate.

## **WALKER COUNTY DRUG SCREENING PROCEDURES**

**I. Definitions**

- A. Chain of Custody refers to the procedures for maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.
- B. Drugs shall mean any substance screened for under this policy and can include amphetamines, methamphetamines, barbiturates, cocaine, marijuana, opiates, & hallucinogens.
- C. Specimen means a urine or other sample collected from a student in accordance with the procedures designated by the testing laboratory.
- D. Participating Student is any student enrolled in Walker County Schools who participates in or applies for participation in any interscholastic athletic activity, any interscholastic extracurricular activity or any student who applies for a parking permit and intends on parking a vehicle on school grounds.
- E. Initial Drug Test refers to a drug screening that is required for all student athletes before they may participate on a particular athletic team.

**II. Drug Testing Procedures**

- A. Testing: The system shall select a certified drug-testing laboratory to assist with implementing its drug-testing program.
- B. Chain of Custody: The system shall utilize strict "chain of custody" procedures as established by the drug-testing laboratory conducting the testing process.
- C. Consent and Cost: Each participating student and his or her parents are required to sign a written consent form for drug testing prior to being allowed to participate in any interscholastic athletic activity, any interscholastic extracurricular activity or to apply



for a parking permit and intends on parking a vehicle on school grounds of Walker County Schools. The cost of any of the initial drug testing will be paid for by the participant. Any random testing done throughout the course of the school year will be paid for by the school system. Should a student test positive for drug abuse, the cost of the mandatory follow up drug test will be paid by the student.

- D. Medication: Participating students who are currently or have been taking prescription or nonprescription medication must disclose that fact at the time of drug testing and upon request, provide verification. Verification could consist of a copy of the prescription with the physician's written authorization, an original prescription bottle on which the label indicates the physician's authorization, or a nonprescription bottle containing the label of contents or other information requested by the medical review officer.
- E. Initial Testing: Participating students in athletics are required to submit to and pass an initial drug test before being allowed to participate in any interscholastic athletic activity. The initial drug test will be administered on a day determined by the Athletic Director in coordination with the laboratory conducting the test. The student will be responsible for paying for the initial exam each season of participation. The student may participate during the time between the initial test and the time the results are submitted to the school. Students participating in extracurricular activities, excluding athletics, will be subject to a random test between the first and last days of practice and competitions during the year.
- F. Random Selection Process: Drug testing of participating students shall occur at various times throughout the year as determined by Principal, Athletic Director, Drug Testing Coordinator, and the lab conducting the drug test. Individuals will be selected at random using a numerical selection process whereby each participating student's name and identity remain unknown until the random selections are completed. The random selection process will be coordinated by the Drug Testing Coordinator (hereafter referred to as "Coordinator") to be appointed by the Principal if other than the Principal.
- G. Specimen Collection Procedures: Procedures for the collection, testing, and result verification of specimens will be developed by the testing facility in conjunction with appropriate school officials as designated by the Superintendent. A copy of the collection procedures will be distributed to all students involved in the testing process.
- H. Drug Testing Coordinator: The Coordinator will receive all reports of positive drug test results. The Coordinator shall contact the participating student whose test resulted in a positive drug test report and that participating student's parent(s) to afford them the opportunity to confidentially discuss the test result and any available options for treatment and/or counseling available or known to the high school.

### III. General Prohibitions and Penalties

- A. Standard of Conduct for Participating Students: The use or possession of a drug, as defined herein, by a participating student creates an unhealthy learning environment and is both dangerous and detrimental to a student's ability to participate in any interscholastic athletics, any interscholastic extracurricular activity or to operate a vehicle on school grounds of Walker County Schools and is hereby prohibited.
- B. Penalties: Any participating student whose drug test administered pursuant to this policy renders a positive test result as indicated by the testing laboratory or who otherwise

violates this policy shall be subject to the following consequences: (Note: All drug test screening results are cumulative for the student's high school career).

**Refusal to Test:** A student's refusal to test will be treated the same as a positive test result and will be counted in the cumulative number of positive test results. No student testing positive or refusing to test will be penalized academically. Testing results will not be released to criminal or juvenile authorities unless required by state or federal laws.

Penalty for First Positive Drug Test Result:

1. In Athletics: The participating student will be suspended from participating in interscholastic athletic competitions for 10 school days. Before returning to interscholastic competition the participant must submit to another drug test paid for by the participant.\* Any positive results at the time of the follow up test will be considered the participant's Second Positive Drug Test Result.
2. Extracurricular Activities Not Including Athletics: The participant will be suspended from participating in competitions or performances for 10 school days. Before returning to interscholastic competition the participant must submit to another drug test paid for by the participant.\* Any positive results at the time of the follow up test will be considered participant's Second Positive Drug Test Result.
3. Parking on Campus: The student will not be allowed to drive or park a vehicle on campus for 10 school days. Before being allowed to park on campus the student must submit to another drug test paid for by the student.\* Any positive results at the time of the follow up test will be considered the student's Second Positive Drug Test Result.

Penalty for Second Positive Drug Test Result: The participating student will be suspended from participating in all interscholastic athletic activities (practices and competitions), any interscholastic extracurricular activity (practices, competitions or performances) or parking a vehicle on school grounds of Walker County Schools for one calendar year. Any student applying for a parking permit who has had a second positive drug screening test may not obtain a parking permit until the one year suspension has been completed.

Penalty for Third Positive Drug Test Result: The participating student will be permanently suspended from interscholastic athletics, any interscholastic extracurricular activity or from parking his or her vehicle on school grounds of Walker County Schools.

**Code of Conduct:** This procedure is intended to supplement the existing policies of the Walker County School District. All students are governed by the Walker County Schools Code of Conduct and are subject to regular discipline procedures if violations are detected through means other than random drug testing procedures.

\*The student will be required to submit to a drug test on the next random test day, and the results must be determined to meet the requirements of the policy and procedures before the student will be allowed to participate or gain parking privileges.

**Note:** All positive drug tests are cumulative over a student's high school career and are also cumulative toward the suspension of practice, competitions, performances, and parking, regardless of what activity in which the student is involved during the time of the positive result.

## **Drug Testing of Students Participating in Athletics, Extracurricular Activities, and Driving a Vehicle on Campus**

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

## **WALKER COUNTY ATTENDANCE PROTOCOL**

School attendance is compulsory in Georgia between the ages of six (6) and sixteen (16). Children enrolled in the public schools prior to their sixth birthday are subject to this law and the rules of the State Board of Education governing compulsory attendance, even though they have not attained six years of age. A child who has not attained six years of age, but has attended in excess of 20 days, shall be subject to the compulsory school attendance law (20-2-150 (c)).

In accordance with the requirements of compulsory school attendance laws in Georgia and guidelines adopted by the State Board of Education, the following definitions are offered to assist students and parents in understanding the provisions for absences and tardies as they relate to student attendance.

### **DEFINITIONS**

**Excused (lawful) Absence:** Any absence permitted by the policies and regulations of the local Board of Education in accordance with State laws and State Department of Education policies and regulations. Students may be temporarily excused from school when:

- Personally ill or when attendance in school would endanger their health or the health of others.
- A serious illness or death in their immediate family necessitates absence from school (immediate family of student is defined as parents, guardian(s), grandparents, siblings and other adults living in the home). Any absence greater than three days requires the approval of the principal or designee.
- Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces or by court order.
- Celebrating religious holidays observed by the student's faith.
- Conditions rendering attendance impossible or hazardous to their health and safety.
- Registering to vote or voting for a period not to exceed one day.
- Students whose parent is in military service in the armed forces of the United States or the National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences up to a maximum of five school days per school year to visit with his or her parent prior to such parent's deployment or during such parent's leave.
- Students who are at least twelve (12) years of age will be counted as present when serving as page of the Georgia General Assembly.
- Students in foster care shall be counted present when they attend court proceedings relating to their foster care.

**Unexcused (unlawful) Absence:** Unlawful absences are absences from school for reasons other than those considered excusable under Georgia Law or School Board Policy. While school days missed as a result of an out of school suspension are considered unexcused for attendance record keeping, they shall not count as unexcused days for the purpose of determining student truancy. Students who have unexcused absences will not be allowed to make up missed work for credit.

**Tardy:** A student is considered tardy when he/she arrives at an assigned place after the designated time.

**Truant:** The State Department of Education defines truant as any child subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences.

Walker County Schools promote and encourage positive student attendance and, in accordance with Georgia law, has established the following attendance protocol:

## **GRADES AND ABSENCES**

Elementary - A total of seven (7) lawful or unlawful absences per semester will be considered excessive.

Middle School - More than six (6) absences, lawful or unlawful in a class per semester will be considered excessive.

High School - More than six (6) absences lawful or unlawful in a class during a semester may not receive credit unless a waiver is granted. A written appeal must be made to the principal.

For students with lawful absences, the number of days allowed to make up work will be equal to the number of days absent plus one (1).

Absences shall not penalize student grades if the following conditions are met:

Absences are lawful

Make-up work for lawful absences is completed satisfactorily within the allowable time period.

Students with unlawful absences will not be permitted to make up work for credit unless extenuating circumstances exist, as determined by the principal. Out of school suspensions shall count as unlawful absences.

Students must attend school for at least one half of the required time at each grade level to be counted present for the day. High School students will be counted not present from the class or classes if they miss more than fifteen (15) minutes of the class.

## **HOSPITAL/HOMEBOUND SERVICES**

A student may be eligible for instruction through the hospital/homebound program if a doctor anticipates that the student will be out a minimum of ten (10) consecutive days because of illness or accident. Students with chronic health conditions that cause intermittent periods of absence, which may be less than ten (10) days on each occasion, are required to provide medical documentation to school personnel annually with updates as deemed necessary by the principal or school nurse.

## **TARDIES/EARLY WITHDRAWALS**

Students are expected to be in their classrooms by the start of the school day specific to each school. Students arriving after that time will be counted tardy.

Elementary/middle school - Tardies will be handled by parent contact.

High school - Tardies will be handled as discipline issues. Five (5) tardies per class are considered to be one absence and the student will serve detention/ISS. Students who are chronically tardy may lose parking privileges.

No student is to leave school without following proper checkout procedures. Leaving school without following those procedures is a serious offense and any student guilty of this is subject to suspension. No student shall encourage, urge, or counsel other students to violate this policy.

## **TRUANCY**

The Walker County Board of Education adopts, as a part of the student codes of conduct developed pursuant to O.C.G.A. 20-2-735, a definition of truancy that contains the minimum standards related to student attendance and a summary of possible consequences and penalties for truancy established in state board rule. (160-5-1-10).

Walker County Schools may utilize several strategies to improve student attendance. These include teacher/administrative phone calls to the home, required administrative conferences, loss of credit, student probation, referral to school social worker, referral to Walker County Truancy Treatment Team, the Department of Family and Children's Services, Magistrate and/or Superior Court of Walker County or Walker County Department of Juvenile Justice, or possible suspension. In accordance with Georgia law, additional consequences for students may include possible dispositions for unruly children, in accordance with O.C.G.A. 15-11-67, including the possible denial or suspension of a driver's license for a child.

## **ATTENDANCE – PROTOCOL LEVELS**

Georgia compulsory attendance laws identify truancy as a Code of Conduct violation. To promote and encourage regular attendance, Walker County Schools will implement the following procedures:

**Level 1** - 1 or 2 absences: Teacher (or Principal's designee) is encouraged to attempt personal contact with parent on day of absence; attempts and contacts should be documented and a record maintained.

**Level 2** - 3+ absences: Principal (or designee) should attempt personal contact with parent/guardian. If parent cannot be reached, a letter should be sent. Letter should include attendance policy. A standardized letter will be developed for use by all schools. Attempts and contacts should be documented and a record maintained.

**Level 3** - 5 unexcused absences: As required by law, school will attempt to notify parent by telephone or letter, informing parent of five unexcused absences and stating law and possible consequences for continued unexcused absences. After two reasonable attempts to notify the parent, guardian, or other person who has charge of the student, Walker County Schools will send written notice via first class mail. Letter must contain copy of compulsory attendance law and will instruct parent to contact principal or designee upon receipt of letter. School will maintain documentation.

**Level 4** - 6+ unexcused absences; (students at this level are considered to have excessive absences): Parent/student meeting (in-house Truancy Treatment Team) with school staff (must include Principal or designee) will be required. This is an attempt to address student attendance. Parent/student must sign attendance contract agreeing that student will attend school regularly. Parent/student will be informed that a referral will be made to the school social worker if attendance does not improve. Documentation of meeting will be maintained.

6+ excused absences (for middle/high school) or

7+ excused absences (for elementary school) The principal or designee will confer with the school social worker and nurse in order to determine whether a referral is warranted.

**Level 5** - 7+ unexcused absences: Referral to the school social worker; the referral form must be signed by the principal (or designee) and all relevant correspondence and documentation must be attached. The school social worker will work with the student and family in order to address attendance problems. This outreach should include telephone calls, home visits or conferences at school. Follow-up letter by the school social worker to parent advising that continued unexcused absences may result in referral to Walker County Truancy Treatment Team (Grades K-6) or Walker County Department of Juvenile Justice (Grades 6-12). The school personnel will notify the school social worker if attendance has not improved. (In accordance with Georgia law, Walker County Schools will use its best efforts, including certified mail, to notify students age 14 or older when the student has only three (3) absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.)

Absences: If prior interventions are unsuccessful, the school social worker may make a referral to Walker County Truancy Treatment Team (grades K-6) or Walker County Department of Juvenile Justice (Grades 6-12). Referrals to other agencies, such as Walker County Magistrate and/or Superior Court or the Department of Family and Children's Services, may also be made where warranted. Other strategies may also be used which include loss of credit, student probation, loss of parking and possible suspension. In accordance with Georgia law, the State Board of Education will be notified of any student accumulating ten (10) unexcused absences during a semester. A student's driver's permit or license may be denied or withdrawn by the Department of Motor Vehicles due to poor attendance.

## **SCHOOL NOTIFICATION**

Before admission to class upon returning to school following an absence, a student should report to the school principal or his/her designee with a written note from a parent, guardian, physician or legal authority stating the reason for the absence. These notes should be dated and give the date of the absence, state the reason for the absence and have the parent's/guardian's signature. Excuses not received within three (3) days of the student's return to school will not be accepted and the absence will be counted as an unlawful absence.

The principal or his designee, at their discretion, may require a physician's statement for absences due to illness if the student was being treated by a physician, or in cases where absences have reached fifteen (15) for elementary and middle school, or seven (7) for high school. The principal or designee will also determine whether an absence is lawful in accordance with policies and regulations of Walker County Schools, which are based on Georgia compulsory attendance law.

Students with doctor/dental appointments are excused only for the time of the visit and a reasonable time before and after the visit. The remaining portion of the day shall be counted as unlawful. Excuses from medical/dental facilities are required to specify the appointment and departure times.

## **PARENT NOTIFICATION**

In accordance with Georgia law, Walker County Schools will attempt to notify the parent, guardian or other person who has control or charge of the student when such student has five unexcused absences. The notice will outline the penalties and consequences of such absences and that each subsequent absence will constitute a separate offense.

After two reasonable attempts to notify the parent, guardian, or other person who has charge of the student, Walker County Schools will send written notice via certified mail with return receipt requested.

Walker County Schools require that all of its schools provide the parent, guardian, or other person having control or charge of each student enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. Walker County Schools' Code of Conduct will be distributed to students/parents at the beginning of each year. Parent/student signatures are required, indicating receipt and acceptance of the Code, which includes attendance and discipline policies.

In accordance with Georgia law, Walker County Schools will use its best efforts, including certified mail, to notify students age 14 or older when the student has only three (3) absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.

Walker County Schools are authorized to withdraw a student who: (1) has missed more than 10 consecutive days of unexcused absences, (2) is not subject to compulsory school attendance and (3) is not receiving instructional services from the Walker County Schools through homebound instruction or instructional services required by the federal Individuals with Disabilities Education Act (IDEA). Walker County Schools shall use its best efforts, including, but not limited to, phone call or first class mail, to notify the parent/guardian, or other person who has charge of the student if the school system plans to withdraw the student who is younger than 18 years of age and is not subject to compulsory school attendance.

Any student missing seven (7) consecutive days without contacting the school should be notified by school personnel that they will be withdrawn within three (3) working days if the school is not notified as to the reason for the absence. This applies only to those students not affected by compulsory attendance. The school system is authorized to withdraw a student subject to compulsory attendance if the superintendent or designee determines that the student is no longer a resident of the school system or is enrolled in a private school or home study program.

## **JUVENILE COURT**

Upon completion of a Juvenile Court Complaint, the Department of Juvenile Justice (DJJ) Intake staff shall review the complaint, past history with the Court and/or school, the severity of the behavior, and prior interventions by the Court or the school as well as any other history with the Court or school involving the child. The DJJ Intake Officer will make the decision to handle the referral outside of court or to refer the case to court.

If the case is handled outside of court the following options are available:

Motion to Dismiss, which must be approved by the Court

Informal Adjustment, which must be approved by the Court

If the case is referred to court a Juvenile Court Petition is prepared and a copy of the file is forwarded to the Assistant District Attorney for Juvenile Court. The case is then set for a formal Arraignment and the child and parent(s) or guardian is given notice of the hearing date and time.

The following dispositions are available:

Dismiss  
Withdraw the petition and do Informal Adjustment  
Abeyance with protective order  
Probation with protective order  
DJJ Commitment  
Department of Family and Children Services (DFCS) Commitment  
Joint Commitment to DJJ and DFCS

The Court may also utilize the following options before a final disposition in the case:

Continue Disposition with or without detention for a period of time  
Order a Psychological with disposition at a later date  
A DFCS referral  
Adjudicatory Hearing (trial)

An Informal Adjustment is the process by which the child admits to the offense and the child and parent(s) or guardian agrees to the Informal Adjustment. The intake officer assigns consequences that may include any combination of classes or programs either operated by the court, mental health or DJJ. The initial time period may be extended with Court approval.

A commitment to DJJ or DFCS is where custody is removed from the parent(s) or guardian and given to the State.

## **MAGISTRATE COURT**

Upon application for an arrest warrant for a parent or guardian violating O.C.G.A. 20-2-690, Compulsory School Attendance Law, a hearing is set. The parties are give notice and testimony is heard to determine if there is probable cause that this statute has been violated. If the parent or guardian does not appear a warrant will be issued upon showing of probable cause. If the parent or guardian is present and probable cause is shown, the court may and usually does delay issuance of the warrant at least 30 days and sometimes as much as 60 days at the request of the applicant. At the end of this time, the applicant contacts the court and either requests that the warrant be dismissed or forwarded to the sheriff's office for the arrest of the accused. This extension is granted in order for the parent or guardian to have an opportunity to improve the child's attendance and if they do so the warrant is dismissed.

## **DEPARTMENT OF FAMILY AND CHILDREN SERVICES**

The Walker County Department of Family and Children Services provides social services to families of children that are truant from schools in conjunction with services provided relevant to cases of abuse or neglect.

In Support of the Walker County Attendance Protocol, Walker County Department of Family and Children's Services shall:

- Accept and consider information related to school attendance, behavior, and performance in conjunction with reports and investigations of suspected abuse and/or neglect.
- Address school attendance in departmental case plans and safety plans.
- Monitor school enrollment and regular attendance for students in emergency shelter care, temporary guardianship arranged by the department, or foster care.
- Attend court proceedings, when necessary, for cases involving truancy and/or complaints against parents related to mandatory school attendance.



# Internet Safety Policy

## Introduction

It is the policy of Walker County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

## Definitions

Key terms are as defined in the Children's Internet Protection Act.\*

### Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the Walker County Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### Supervision and Monitoring

It shall be the responsibility of all members of the Walker County Schools staff 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.

As required by the Children's Internet Protection Act, Walker County Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information and Technology Supervisor or designated representatives.

### CIPA Definitions 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.

## HARMFUL TO MINORS.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. 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
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## SEXUAL ACT; SEXUAL CONTACT.

The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

### **Acceptable Use Policy (AUP) for Students**

It is the belief of the Walker County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of ensuring all students graduate - ready for college, ready for work, ready for life! The Board further believes that a "technology rich" classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks, and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Walker County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Walker County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet via the school district's network:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response as required by the Children's Internet Protection Act;
  - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
  - e. Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.

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

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

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Walker County Board of Education's acceptable use policy shall be subject to revocation of these privileges and potential disciplinary action.

The Superintendent and the Superintendent's appropriate designees shall have the ability to override any or all protection measures and waive portions of the Acceptable Use Policy as deemed necessary for accomplishing the mission of the Walker County School System.

Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for investigation, service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any computers or computing devices, diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.

In some situations, students may be permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

#### Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

1. Accessing, sending, creating or posting materials or communications that are:
  - a. Damaging to another person's reputation,
  - b. Abusive,
  - c. Obscene,

- e. Threatening or demeaning to another person,
  - f. Contrary to the school's policy on harassment,
  - g. Harassing, or
  - h. Illegal
2. Using the network for financial gain or advertising.
  3. Posting or plagiarizing work created by another person without their consent.
  4. Posting anonymous or forging electronic mail messages.
  5. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
  6. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
  7. 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.
  8. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
  9. Purposely bringing on premises or infecting any school computer or network with a virus, trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
  10. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
  11. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
  12. Using the school's computers or network while access privileges have been suspended.
  13. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
  14. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
  15. Attempting to vandalize, disconnect or disassemble any network or computer component.
  16. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
  17. Providing another student with user account information or passwords.
  18. Connecting to or installing any computer hardware, components, or software which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel. Students may be permitted to connect to the district network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
  19. Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
  20. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
  21. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
  22. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
  23. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
  24. Students should follow the guidelines below when performing Internet searches.
    - Elementary: Students in grades K-5 may visit sites pre-selected by a teacher and must be done with teacher supervision.
    - Middle: Students in grades 6-8 may only perform Internet searches with teacher supervision.
    - High: If students in grades 9-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results.

## **Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act**

### **PARENTAL RIGHTS**

Pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, children and their parents or guardians are entitled to procedural safeguards with respect to actions taken by the Walker County Board of Education regarding the educational program of students who are identified under these statutes. In this regard, the following rights are afforded:

1. Notice of any action taken with regard to the educational program of the student;
2. An evaluation that draws on information from a variety of sources who are knowledgeable about the student, evaluation data and placement options;
3. An opportunity to examine all relevant records;
4. An impartial hearing with the opportunity for participation by the student's parents or guardians and representation by counsel; and
5. A review procedure.

If you need further explanation of these rights, please contact Chris Chambers, Director of Student Services at (706) 375-7945.

### **Notice of Rights of Students and Parents Under Section 504**

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

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

925 Osburn Road  
Chickamauga, GA 30707  
(706) 375-7945  
[chrischambers@walkerschools.org](mailto:chrischambers@walkerschools.org)

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

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

4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## **Section 504 Procedural Safeguards**

**1. Overview:** Any student or parent or guardian ("grievant") may request an impartial hearing due to the school system's actions or inactions regarding your child's identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate the school system's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system's Section 504 Coordinator. The school system's Section 504 Coordinator will assist the grievant in

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

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

Within 10 business days from receiving the grievant'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 grievant 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 grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

**4. Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his 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 grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request or 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 recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official or just cause is shown shall constitute a waiver of the right to a personal appearance before the impartial review official.

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

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

## **Georgia Special Needs Scholarship**

The Georgia Special Needs Scholarship provides eligible special education students with the opportunity to attend another public or an approved private school.

### **Public School Choice Options**

A parent can request a transfer to another public school within their school system as long as there is available space at that school and the school has a program with the services agreed to in the student's existing Individualized Education Program (IEP). If the parent chooses this option, then the parent shall be responsible for transportation to and from the school. The deadline for requesting a school transfer within the Walker County School System for the 2015 – 2016 school year is September 18, 2015.

A parent may request a transfer to a school in another school system if there is available space and the school has a program with the services agreed to in the student's existing IEP. The school system must agree to accept the student, however. If the parent chooses this option and the school system accepts the child, then the parent shall be responsible for transportation to a



The parent may also request a transfer to one of the state schools for the deaf and/or blind operated by the State Board of Education. Acceptance into a state school will depend if that setting is appropriate for the student's needs. If the parent chooses this option, then the parent shall be responsible for transportation to the state school. Please contact the Georgia Department of Education for more information about transferring to a State School.

**Private School Choice Option**

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of a Georgia Special Needs Scholarship. These scholarships provide funding that can be used to offset tuition costs at participating private schools in the state of Georgia. For more information on the Georgia Special Needs Scholarship and the parent application process, please visit the Georgia Department of Education's website at <http://public.doe.k12.ga.us/>.

## **INTERNET POLICY**

### **STUDENT AGREEMENT**

I have read, understand, and agree to abide by the provisions of the attached Acceptable Use Policy of the Walker County School District ("School District").

I understand and agree in the event that a third party makes a claim against the School District as a result of my use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WCSDnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

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Student Signature

### **PARENT OR GUARDIAN AGREEMENT**

As the parent or legal guardian of the above student, I have read, understand, and agree my child or dependent must comply with the provisions of the attached Acceptable Use Policy of the Walker County School District ("School District"). I give full permission to the School District to give my child or dependent access to a WCSDnet Account and to the WCSDnet system.

I accept full responsibility for the supervision of my child or dependent's use of his/her WCSDnet Account and the Internet at home or while not in a school setting. I understand and agree in the event a third party makes a claim against the School District as a result of my child or dependent's use of the computer network or the Internet provided by the School District, the School District reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including my child or dependent, responsible.

I release the School District, its affiliates, and its employees from any claims or damages of any nature arising from my child or dependent's access or use of the computer network or the Internet provided by the School District. I am responsible for toll charges (if any) as a result of using WCSDnet services. I also agree not to hold the School District responsible for materials improperly acquired on the system, or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

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Parent/Guardian Signature

# WALKER COUNTY SCHOOLS

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

This information was gathered to communicate important information to students and parents regarding the rules and procedures of Walker County Schools. We ask that you read it and thoroughly discuss its contents with your child(ren). Also, keep it handy so that you can refer to it throughout the school year when questions arise. Please complete the information below and return to your child's school within the first ten days of school. Thank you for your cooperation.

My signature below acknowledges that I have received a copy of the following items:

- Notice of the Family Educational Rights and Privacy Act (FERPA)
- Notice of Pupil Rights Amendment (PPRA)
- Directory Information
- Student Behavior Code
- Dress Code
- Drug-Screening Procedures
- Attendance Policies and Consequences for Absences
- Internet Safety and Acceptable Use Policy
- Section 504 Notice of Rights and Procedural Safeguards
- Georgia Special Needs Scholarship Eligibility Criteria

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

Signature of Student (10 years or older) \_\_\_\_\_

\*Please attach a note to this sheet if you want to address any of the following situations:

- (1) If you do not want your child to receive services or screenings from school.
- (2) If you do not want your child's name or picture to be in a newspaper or a television news video story.
- (3) If you do not want any Directory Information released on your child. For high school parents, this includes information to college and military recruiters.
- (4) If you do not want your child to participate in any school system confidential surveys during the school year that provides information on school safety, tobacco, and alcohol and drugs.
- (5) If you do not want your child to participate in any school sponsored clubs or activities.
- (6) If you do not want your child to have computer access to the Internet and/or the Walker County School District (WCSDnet) network.
- (7) If you do not want your child to have an account on GAcollge411.

**2015 - 2016  
Walker County Schools Calendar**

**August 12, 2015.....Students First Day**

**September 7, 2015.....Labor Day Holiday**

**October 12 & 13, 2015.....Fall Break**

**November 23 - 27, 2015.....Thanksgiving Break**

**December 18, 2015.....1<sup>st</sup> Semester Ends**

**December 21, 2015 – January 4, 2016.....Holiday Break**  
*Teacher In-service Day – January 4, 2016*

**January 18, 2016.....MLK Holiday**

**February 11, 12 & 15, 2016.....Winter Break**  
*\*February 11 – Possible Inclement Weather Make-up Day*

**April 4 - 8, 2016.....Spring Break**

**May 20, 2016.....Students Last Day**  
**2<sup>nd</sup> Semester Ends**