

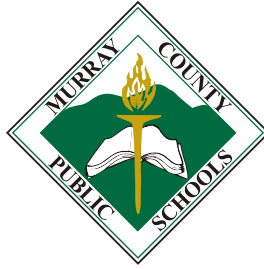
MURRAY COUNTY SCHOOLS

2006-2007

**ELEMENTARY
STUDENT HANDBOOK**



CHATSWORTH
COKER
ETON
NORTHWEST
SPRING PLACE
WOODLAWN



Murray County Schools

Our Vision

Committed to student success...no exceptions, no excuses!

Our Mission

The Murray County Schools will cultivate within our students the desire for learning and provide students with the knowledge, skills, and values required for high school graduation and productive citizenship.

Our Beliefs

We believe:

- All children can learn.
- Our core business is teaching and learning.
- Higher expectations result in higher achievement.
- High school graduation is the key to lifelong success.
- Achievement deserves recognition.
- Student success is dependent upon quality teaching.
- Effective relationships are based on respect, trust, and honest communication.
- A safe environment promotes learning.
- Technology is a tool to improve student learning.
- Parent and community involvement increase student achievement.

MURRAY COUNTY SCHOOLS 2006-07 CALENDAR

Wednesday-Thursday, July 26-27.....	Orientation for New Teachers
Thursday-Wednesday, August 3-9.....	Pre-planning for Teachers (Professional Learning Days 1-5)
Thursday, August 10.....	First Day of School for Students
Monday, September 4.....	Labor Day/Holiday (students/staff)
Monday, October 9.....	Student Holiday/ Professional Learning Day 6
Wednesday-Friday, November 22-24.....	Thanksgiving Holidays (students/staff)
Wednesday, December 20.....	Last Day before Christmas Holidays
Thurs., Dec. 21-Tues., Jan. 2.....	Christmas Holidays (students/staff)
Wednesday, January 3.....	Student Holiday/ Professional Learning Day 7
Monday, January 15.....	MLK Holiday (students/staff)
Monday-Friday, Feb. 19-23.....	Mid Winter Break (students/staff)
Mon.-Fri., April 16-20.....	Spring Break (students/staff)
Thursday, May 24.....	Last Day of School for Students
Friday, May 25.....	Post Planning for Teachers (PL Day 8)
Monday, May 28.....	Memorial Day Holiday (staff)
Tues.-Wed., May 29-30.....	Post Planning for Teachers (PL Days9 & 10)

Elementary Schools		
Nine Week Period Ends		Report Card Dates
1	Friday, October 13	Thursday, October 19
2	Wednesday, December 20	Friday, January 5
3	Thursday, March 15	Thursday, March 22
4	Thursday, May 24	Thursday, May 24

SCHOOL AND COMMUNITY RESOURCES



SCHOOL SYSTEM PHONE NUMBERS

Central Office	706 695-4531
Bagley Middle School	706 695-1115
Bus shop	706 695-2196
Chatsworth Elementary School	706 695-2434
Chatsworth Preschool	706 695-8252
Coker Elementary School	706 695-0888
Enrollment Center	706 517-5699
Eton Elementary School	706 695-3207
Gladden Middle School	706 695-7448
Murray County Alternative School	706 517-5355
Murray County Headstart	706 695-8608
Murray County High School	706 695-1414
Murray County High School/New Beginnings	706 695-7301
Northwest Elementary School	706 695-2262
Special Education Services	706 695-2252
Spring Place Elementary	706 695-2525
Woodlawn Elementary School	706 517-5213

School Social Workers

Baxter-Baggett, Davena	706 517-5934
Hogan, Tracie	706 695- 7760
Jones, Tara	706 517-5253

Community Resources

Department of Juvenile Justice	706 695-6944
Highland Rivers Treatment Services	706 270-5100
Murray County Adult Learning Center	706 695-4641
Murray County Department of Family and Children Services	706 695-7315
Murray County Health Department	706 695-4585
Murray County Public Library	706 695-4200
Murray County Red Cross	706 695-7605
Teen Resource Center	706 278-3100
United Way	211

ATTENDANCE POLICY

Good attendance is encouraged at our school. Regular attendance usually coincides with good grades. Determination of whether or not the absences are excusable or inexcusable will be made by school officials on the basis of the State Board of Education Policy which state that absences from school may be excused for the following reasons:

Children may be temporarily excused from school in the following circumstances:

1. Personal illness of the student and/ or when attendance in school would endanger the health of the student or the health of others.
2. Serious illness or death in the immediate family of the student that would reasonably necessitate absence from school.
3. Special and recognized religious holidays observed by the faith of the student.
4. Mandates by governmental agencies, such as pre-induction physical examination for service in the armed forces or a court order.
5. Weather or other environmental conditions preventing a student from getting to school or rendering school attendance hazardous to the health and safety of the student.
6. An absence not to exceed one (1) day in order for the student to register to vote.
7. A student is allowed up to 5 days of absences per school year if a parent is in the armed forces and is called to duty or home on leave from overseas deployment in a combat zone. Documentation should be provided to the school system, and these absences will be documented as excused.

TARDINESS AND EARLY SIGN-OUT

To be successful in school it is important that students arrive on time and attend all classes during the day. Each school has an established starting time. Any student arriving after this time is tardy. Allowances are made for late arrival of buses. A student shall be considered absent if he/she leaves before 10:15 am. Dismissal time is 2:30 pm. Parents arriving to pick up children before dismissal are required to come by the school office and sign the student out. Students are not permitted to leave the school with anyone other than a parent or guardian unless the parent has given written permission on the emergency card.

MEDICATIONS

If it is necessary for your child to take medication at school, a medication form from the parent is required. The medication should be in the original container with dosage and times attached. **The school nurse will administer the medicine. If the nurse is not available, the principal's designee will administer the medicine.** A daily log of medications taken will be verified by the student's signature.

DRESS AND APPEARANCE

Good grooming is expected of all students. Certain guidelines must be considered when clothing is chosen. Shirts should cover the stomach. T-Shirts with writing or pictures referring to drugs, alcohol or obscene implications are prohibited. The wearing of caps/hats is prohibited. Students will be notified if there are special days when caps/hats are allowed. School administrators may prohibit any clothing disruptive to the school process or which creates a danger to students or staff.

REPORT CARDS

Report cards will be sent home every nine weeks.

VISITORS

All visitors must report to the office before conducting any business they may have at the school. Students are asked not to bring visitors to school at any time. Parents are always welcome and are encouraged to make appointments with the secretary to see a teacher, and administrator, or visit classes. A conference will be scheduled during the teacher's planning period, before or after school. Conferences should be arranged at least one day in advance.

MANDATORY "QUIET REFLECTON"

Georgia Law requires 60 seconds of mandatory quiet reflection conducted by teachers at the beginning of each school day. The law states that this bill "shall not prevent student initiated voluntary school prayers at schools or school-related events which are nonsectarian and non-proselytizing in nature."

IMMUNIZATIONS

According to Georgia Law, students must have an immunization form from the county health department stating that shots are up to date. If this form is not filed with the office by the 30th day of school, the student cannot continue to attend school. Immunizations are available from private physicians or the county health department.

ADDITIONS

Additions is a volunteer program of the Murray County Public Schools. Your services will enable our program to provide a more enriched experience for your children.

Our program is organized to meet the needs of students through tutoring, consultation, interest level activities, and the organizing, collecting and preparing of education materials. Our goal is to supplement the classroom teacher and general school staff by providing an “extra pair of hands” to meet the needs of children. If you are interested in being an ADDITION, please contact the school.

TEXTBOOKS

Textbooks are issued to students by the classroom teacher who assigns and records serial numbers of the books. Each student is responsible for the care of all books issued to him or her. These books should not be marked defaced, or otherwise damaged. Appropriate charges will be made for lost or damaged books and materials.

AFTER SCHOOL CARE

Each school provides after care services until 6:00 p.m. It is a requirement that fees for after care be pre-paid before students will be allowed to stay. For cost and other information, contact your school.

LUNCH AND BREAKFAST

Our school nutrition program provides a nutritious, well-balanced breakfast and lunch. Students are encouraged to participate in the school’s breakfast and lunch program. Meals can be paid for daily, weekly or monthly. Students are expected to be polite and quiet while going to, eating, and coming from the lunchroom. Applications for free and reduced-price lunch and breakfast are available in the office or cafeteria. Each child is required to learn their school assigned five digit student identification number, which is your cafeteria number. Costs per meal are as follows: breakfast \$0.60, student lunch \$1.50, adult lunch \$2.50. Students will be allowed a total of three meal charges. Parents will be notified by phone or letter of negative account balance and will be responsible for paying all charges. Food from restaurant venues is not allowed in the cafeteria during the regular breakfast and lunch periods. Homemade lunches are permissible.

Food from restaurants: Students and their guests are encouraged to eat food prepared in the school cafeteria. When parents and guests eat with students food from restaurants is discouraged but not prohibited. *Beverages served on campus* will be limited to water, low-fat and non-fat milk, and 100 percent fruit juice in servings no larger than eight ounces.

TELEPHONE

Students should ask to use the telephone only in case of an emergency. Permission must be granted by the classroom teacher. Arrangements for after-school activities should be made before coming to school. Parents must call their child’s teacher at a time when classes are not in session.

It is extremely important for us to have a telephone number on the registration cards so that we can reach parents in case of any emergency. If a home or work number is not available, please use the number of a close friend, relative, or neighbor who would be able to contact you immediately.

HOSPITAL/HOMEBOUND INSTRUCTIONAL SERVICES

The Murray County School System will follow the Murray County Board of Education Policy for Hospital/Homebound Instructional Services. These services are available to students who have a medically diagnosed physical condition and/or psychiatric/emotional disorder as defined by the *Diagnostic and Statistical Manual (DSM)* when said condition prevents school attendance for a minimum of 10 consecutive school days. Two forms must be completed and on file at the school in order to receive services: (1) *Physician Request for Hospital/Homebound Services* (2) *Parent Request for Hospital/Homebound Services*. BOE Policy IDDC.

FIELD TRIPS

A field trip is defined as a planned educational experience directly related to and correlated with a particular unit of study or specialized function of the school: (Example: Guidance trips, club functions, and other academic school activities). The school will send a letter to secure written parent/guardian permission for every student involved in an out of county field trip. Efforts will be made to notify parents/guardian of all field trips.

HEALTH EDUCATION

Regulations of the Georgia Department of Education require that the Murray County Schools shall develop and implement a comprehensive health and physical education program that shall include information and concepts in the following areas

- | | |
|---------------------------------|-----------------------|
| 1. Alcohol and other drug use | 10. Consumer health |
| 2. Disease prevention | 11. Community health |
| 3. Environmental health | 12. Health careers |
| 4. Nutrition | 13. Family living |
| 5. Personal health | 14. Motor skills |
| 6. Sex education/AIDS education | 15. Physical fitness |
| 7. Safety | 16. Lifetime sports |
| 8. Mental health | 17. Outdoor education |
| 9. Growth and development | |

Sex education and AIDS education are required to be a part of the comprehensive health program. Parents and legal guardians are, however, allowed to exercise the option of excluding their child from sex education and AIDS prevention instructional programs prior to making your choice to allow his or her child participate in sex education and AIDS education programs you have the right to be informed by your child's school as to what instruction is to be provided. You further have the right to review all instructional materials, print and non-print. If you decide that you do not want your child to take part

in sex education or AIDS education instruction you must inform your child's school of your intent in writing. All sex education instruction in Murray County Schools shall be consistent with State Board of Education rules and applicable laws and shall include an emphasis on "abstinence" and fidelity in marriage as the most effective means of preventing disease and unwanted pregnancy.

MANDATED REPORTING

The State of Georgia requires by law that any principal, teacher, counselor, or other school employee having cause to believe that a child under the age of eighteen has had physical injury or injuries inflicted upon him or her other than by accidental means by a parent or caretaker, or has been neglected or exploited by a parent or caretaker, or has been sexually assaulted, shall report such incidents to appropriate authorities.

INSURANCE

Each day in American schools students have accidents that result in injury. As a service to parents and families the Murray County School System offers Student Athletic, Accident, and Health Insurance. This insurance is offered at a very reasonable rate because of the number of children, across the nation, participating in the program. If you do not have accident insurance, student insurance provides an affordable method of protecting your child. If you have family coverage, student insurance becomes secondary coverage covering deductibles as defined in the policy. Under options available student insurance can be purchased that provides 24-hour coverage, health coverage, extended dental coverage, and field trip coverage. Please review the information your child brings home to determine if your family would benefit from any of the options offered. The insurance is provided by Student Resources, a division of MEGA Life and Health Ins. Co. In offering this insurance the Murray County Schools are providing a service and are not compensated, the policy purchased is an agreement between the purchaser and the insurance company.

The insurance provider offers extensive on line services including the ability to enroll, obtain claim forms and ID cards, and check claim status. Parents are reminded that the Murray County School System does not provide insurance covering student accidents while at school or when participating in school related activities.

PROCEDURES TO FOLLOW WHEN A STUDENT MISSES THE BUS HOME

A student who misses the bus should let the teacher on duty know he/she has missed the bus. The student should not leave the school grounds. In the event the school office is closed, the student should report to After Care and have the teacher on duty call his/her parents. If no parent can be reached immediately, the student will remain in After Care. There may be a charge for After Care. All parents should have students picked up by 6:00 p.m.

BAD WEATHER PROCEDURES

During the school year, if it is necessary to either dismiss school early or not have school because of bad weather, parents and students will be informed by the radio and television stations.

If the weather becomes severe during the school day and school is to be dismissed early, an announcement will be made in advance of the dismissal time.

HEAD LICE

Murray County Schools will follow the Murray County Board of Education Policy in notifying parents of children with head lice infestation. A student sent home cannot return to school without appropriate medical treatment. Proof of treatment, in the form of a certificate, is required from one of the following: Murray County Health Department, a licensed physician, or a Murray County School Nurse. The certificate must state that the child is no longer infested with an active head lice infestation. Repeated infestation may result in a referral to the school social worker. BOE Policy JGCC (1).

ENROLLMENT CENTER

Parents or guardians will take new students to the centralized Enrollment Center to register for school. Also, students transferring between Murray County schools will go to the Enrollment Center to complete the appropriate paperwork. Office hours will be 7:00am-4:30pm, Monday through Friday. The Murray County Enrollment Center is located on Market Street, directly behind Chatsworth Elementary School.

The following items are required to register for school:

- o Copy of Birth Certificate
- o Social Security Card or Waiver signed by parent
- o Certificate of Immunization Form (Form # 3231)
- o Eye, Ear & Dental Certificate (Form # 3300)
- o Custody Papers (if applicable)
- o Withdrawal documentation from previous school (if applicable)
- o Middle and High School students should provide transcripts including discipline records
- o Current Proof of Residence (*Copy of Utility Bill, Copy of Lease or Purchase Agreement...*)

TRANSFERS OF STUDENTS BETWEEN MURRAY COUNTY SCHOOLS

Each student is assigned to the school serving the area where the student lives. A student will be allowed to enroll in a Murray County school other than the one serving the area where the student lives only if the following conditions are met:

1. The student has a satisfactory behavior record and is in good standing at the home school.

2. The student has satisfactory academic achievement (C average or better and is on grade level).
3. The student's attendance is in compliance with the Murray County Attendance Policy.
4. The student's parents/guardians are willing to furnish transportation to and from school in a punctual manner.
5. The parents/guardians are willing to enter a yearly contractual agreement as set out in this policy.
6. The enrollment of the student does not violate state standards.
7. The school in which the student is to be enrolled is not overcrowded at the grade level of the student.
8. The school in which the student is to be enrolled has the programs available to meet the student's educational needs and those programs are not overcrowded.
9. The parents/guardians are willing to furnish written documentation of residency.
10. The parent/guardian must sign a contract that contains the following:
11. The student must maintain satisfactory behavior.
12. The student's attendance must remain in compliance with the Murray County Attendance Policy.
13. The student must arrive at school and be picked up at school in a punctual manner.
14. Failure to comply with contract terms, as determined by the Murray County Schools, will void the contract.

A student may move back to the school serving area where the student lives at any time, but must then finish all grade levels at that school. **For all student transfers, parents/guardians will complete paperwork at the Murray County Enrollment Center.**

CLASSROOM PARTIES

Classroom parties consisting of food items should be held after the regular lunch period or held at least two hours prior to the regular lunch period. It is recommended, but not required, that snack items served be consistent with the goals of the Murray County Board of Education Wellness Policy and reflect the 2005 USDA Dietary Guidelines. Examples of these snack items include fruit, 100% fruit juices, raw vegetables, whole grain items including breads, chips, and crackers, and low fat dairy foods such as skim milk and yogurt. Carbonated soft drinks are prohibited.

NONDISCRIMINATION NOTICE

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A. 20-2-315). Students are hereby notified that the Murray County local school system does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for the school system is Mr. Mitch Holcomb, 1001 Green Road, Chatsworth, GA 30705, and (706) 695-1414. Inquiries or complaints concerning sports equity may be submitted to Mr. Mitch Holcomb.

NOTIFICATION: ASSURANCE OF ACCESS

The Murray County School District endorses the philosophy that education is a means by which each individual has the opportunity to reach his or her fullest potential. We believe that all students have a right to educational experiences that challenge the level of their individual development, whether it is below, at, or beyond the level of their age peers. Special programs for gifted students are one outgrowth of this commitment. Students in grades K -12 who demonstrate a high degree of intellectual, academic, and/ or creative abilities may be nominated for evaluation to determine eligibility to participate in the Program for Gifted Students. Referrals for consideration may be made by teachers, parents or guardians, counselors, administrators, peers, self, and other individuals with knowledge of the student's abilities.

The State Board of Education determines eligibility criteria for placement in this program. For a summary of those criteria or for further information about Murray County's Program for Gifted Students, please contact the Gifted Program teacher at your child's school or:

Dr. Vickie Reed, Gifted Program Coordinator, Murray County School District,
715 Chestnut Street
P.O. Box 40
Chatsworth, GA 30705
706-517-8011
vickie.reed@murray.k12.ga.us

Compulsory School Attendance Law 20-2-690.1.

(a) Every parent, guardian, or other person residing within this state having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program; and such child shall be responsible for enrolling in and attending a public school, a private school, or a home study program that meets the requirements for a public school, a private school, or a home study program under such penalty for noncompliance with this subsection as is provided in Chapter 11 of Title 15, unless the child's failure to enroll and attend is caused by the child's parent, guardian, or other person, in which case the parent, guardian, or other person alone shall be responsible; provided, however, that tests and physical exams for military service and the National Guard and such other approved absences shall be excused absences. The requirements of this subsection shall apply to a child between his or her seventh and sixteenth birthdays who has been assigned by a local board of education or its delegate to attend an alternative public school program established by that local board of education, including an alternative public school program provided for in Code Section 20-2-154.1, regardless of whether such child has been suspended or expelled from another public school program by that local board of education or its delegate, and to the parent, guardian, or other person residing in this state who has control or charge of such child. Nothing in this

Code section shall be construed to require a local board of education or its delegate to assign a child to attend an alternative public school program rather than suspending or expelling the child.

(b) Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence without response, the school system shall send a notice to such parent, guardian, or other person by certified mail, return receipt requested. Public schools shall provide to the parent, guardian, or other person having control or charge of each child enrolled in public school a written summary of possible consequences and penalties for failing to comply with compulsory attendance under this Code section for children and their parents, guardians, or other persons having control or charge of children. The parent, guardian, or other person who has control or charge of a child or children shall sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are age ten years or older by September 1 shall sign a statement indicating receipt of such written statement of possible consequences and penalties. After two reasonable attempts by the school to secure such signature or signatures, the school shall be considered to be in compliance with this subsection if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. Public schools shall retain signed copies of statements through the end of the school year.

(c) Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority and it shall be their duty to file proceedings in court to enforce this subpart.

PARENT NOTICE REQUIRED BY NO CHILD LEFT BEHIND (NCLB)

In compliance with the requirements of the No Child Left Behind statute the Murray County Schools District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested: 1) whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction; 2) whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria has been waived; 3) the college major and any graduate certification or degree held by the teacher; 4) whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualification, please contact the principal at your child's school. {Section 1111(h)(6)}

Notice To Parents/Guardians & Eligible Students of Rights Under FERPA

Under the Family Educational Rights and Privacy 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, 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 staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or students 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 Board of Education has designated the following information as directory information:

[Note: the board may, but does not have to, include all the information listed below. Information listed must be consistent with those items designated in board policy.]

- a. Student's name, address, and telephone number.
- b. Student's date and place of birth.
- c. Student's participation in official school clubs and sports.
- d. Weight and height of student if he/she is a member of an athletic team
- e. Dates of attendance at a school within the school district.
- f. Honors and awards received during the time enrolled in the district's schools
- g. Video, audio, or film images or recordings **of school and class activities.**
- h. 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.

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 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 the 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.

(5) Parents/eligible students who believe their rights have been violated may file with the United States Department of Education a complaint under 20 C.F.R. 99.64 concerning the alleged failures by the Board to comply with the requirements of the Act or the regulations promulgated there under. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D. C. 20202-4605

Notice of Parents/Guardians & Eligible Students of Rights Under The Protection Of Pupil Rights Amendment (PPRA)

(1) Parents and eligible students (18 or older or emancipated minors) shall be notified at the beginning of the school year of the approximate dates during the school year when any of the activities listed below are expected to be scheduled. The Board of Education has developed and adopted policies, in conjunction with parents, regarding the activities described in paragraph 1. 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 subparagraph (1)(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 (1)(A) and (1)(B) before the instrument is administered or distributed to a student and to opt your student out of participation in any activities described in paragraph (1) in accordance with regulations developed by the Superintendent.

- (A) The administration of any survey containing one or more of the following items:
- a. Political affiliation or beliefs of the student or the student's parent.
 - b. Mental or psychological problems of the student or the student's family.
 - c. Sex behavior or attitudes.
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
 - e. Critical appraisals of the other individuals with whom respondents have close family relationships
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
 - g. Religious practices, affiliations, or beliefs of the student or student's parents.
 - h. 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 aren't 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.
- (2) You may, upon request, inspect any instructional material used as part of the educational curriculum for your student.
- (3) The school is required by federal law to give this notice to parents. However, the school does not have scheduled any marketing activities or physical exams such as those described in paragraphs (1)(B) and (C). If any such activities are initiated during the school year, you will be notified accordingly and will be afforded all the rights as described herein.
- (4) Parents / Eligible students 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, Washington, D.C. 20202-4605.

CHILDREN'S ONLINE PRIVACY PROTECTION ACT

The Children's Online Privacy Act ("COPPA") applies to the online collection of personal information for children under 13 years of age. The Murray County School District contracts with Scantron Corporation for the use of the Scantron ACHIEVEMENT Series. ACHIEVEMENT Series is a web-based assessment platform with a content-neutral structure and multiple delivery capabilities. Educators use it to manage current tests and develop new ones, administer tests (online or on paper), and report results immediately. This is a valuable tool in developing tests and assessing student progress on an individual student basis.

Information collected-Personal information collected is limited to student identifier, grade level, IP address and assessment-related information.

A restriction on the use of information-The use of personal information is restricted to activities related to assessment of students. Information is distributed to authorized representatives of the Murray County Schools for student assessment purposes only. Information may be distributed to other representatives of Scantron to further enhance the delivery of products and services to clients. No information will be distributed to third parties for the purpose of marketing to the student or making contact with the student. Information collected is not made available publicly for any purpose. If another school system requests personal information related to a student, that information will not be released without parental consent.

Parent rights to review and refuse collection of personal information- If you as a parent or guardian desire to review or terminate the collection of a student's personal information, you may do so by contacting your student's school or the Central Office of the Murray County Schools and calling Scantron at (800) 722-6876. Scantron will provide you with an authorization form that will include a request for proof of your relationship with the student. Scantron will notify your student's school of your request. Once the authorization form is complete you will be supplied with the information, regarding your student, collected to date. If you wish that the collection of information relating to your student be discontinued and that the information relating to your student be eliminated from the records maintained by Scantron, we will comply with your request.

Name and contact information-Scantron Corporation maintains privacy policies to protect student information. If you would like to receive information regarding those policies you may contact a representative at;

34 Parker
Irvine, CA 92618
(800) 722-6876

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE MURRAY COUNTY SCHOOL DISTRICT

The Murray County School District makes available to its students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of Internet resources. Teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access. Students must understand that inappropriate internet use can result in one or more of the following: school discipline, loss of the privilege of using internet resources and/or criminal prosecution.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data

Acquisition Site that provides Internet access. Upon reviewing, signing, and returning this Policy, a student will be eligible for Internet access at the school he/she attends. If a student is under 18 years of age, the "PARENT'S OR GUARDIAN'S AGREEMENT" must be signed and returned. The School District cannot provide access to any student who is 18 or older until the Policy is signed and recorded or to a student under 18, until the "PARENT'S OR GUARDIAN'S AGREEMENT" is signed and recorded.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Murray County School District Technology Director.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing to follow all rules outlined in the policy and to report violations of the policy by other students.

II. TERM OF THE PERMITTED USE

A student who returns a properly signed Policy will have computer network and Internet access during the remainder of the students' academic career while enrolled in the school the student presently attends in the Murray County School District.

III. ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for educational purposes only.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law.
2. Transmittal of offensive or harassing messages.
3. Any use which is commercial in nature.
4. To use the Internet to view, transmit or download pornographic or otherwise objectionable materials.
5. To use the Internet to transmit confidential or copyright materials.
6. To use the internet to download any program, partial program or game without the express permission of the supervising teacher and Murray County School District Technology Coordinators.
7. Any use of the Internet which causes harm to others or their property.
8. Any improper use of passwords.
9. Any programming vandalism.
10. Any "hacking" activities.
11. Any activities designed to expose school district or other computers to computer "viruses".
12. Students cannot provide private information about themselves over the internet including the students credit card or social security number.
13. Students cannot provide private information about any other individual over the internet, including credit card numbers and social security numbers.
14. Any violation of Murray County Board Policy IFBG or supporting regulation(s).

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent,

or threatening language.

2. Avoid language and uses that may be offensive to other users. Do not use, distribute, or redistribute jokes, stories, or other materials that are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

IV. INTERNET SAFETY

- A. General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to his/her supervising teacher.
- B. Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. If someone attempts to arrange a meeting with you as a result of an internet contact you must report the communication, immediately, to your supervising teacher.
- C. "Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. Only a member of the school administration may authorize the release of student information, as defined by Georgia law, for internal administrative purposes or approved educational projects and activities.
- E. Active Restriction Measures.** The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h]

[7]), as meaning any picture, image, graphic image file, or other visual depiction that

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

F. Children's Internet Protection Act. The Murray County School System has taken steps to meet CIPA

compliance by addressing:

- A. Access by minors to inappropriate matter on the Internet and World Wide Web
- B. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- C. Unauthorized access including "hacking" and other unlawful activities by minors online
- D. Unauthorized disclosure, use, and dissemination of personal information regarding minors
- E. Measures designed to restrict minors' access to materials harmful to minors

V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances. In some instances inappropriate computer and Internet use violates state and/or federal laws and may result in criminal prosecution or juvenile court action.

VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including ~ fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s)

are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

STUDENT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student Name _____ Date: _____

Student signature _____

Phone: _____

Address: _____

Please check one:

I am 18 or older _____ I am under 18 _____

Students under the age of 18 must have a parent read and sign the Parent or Guardian Agreement on the next page.

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and I agree to abide by this Policy.

PARENT OR GUARDIAN AGREEMENT

STUDENT'S FULL NAME

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. I understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Internet provider against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I hereby give permission for my child or ward to use the School District's computer network and the Internet.

Parent or Guardian Name(s): _____ Home Phone: _____

Parent or Guardian Signature(s): _____ Date: _____

Address: _____

SELECTED LAWS AND POLICIES

LAW 20-2-1181 DISRUPTING PUBLIC SCHOOLS

It shall be unlawful for any person to disrupt or interfere with the operation of any public school. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. (GA L. 1976, p. 480, 1; GA L. 1994, p. 1012, 6.)

LAW 20-2-1182 PERSONS OTHER THAN STUDENTS WHO INSULT OR ABUSE SCHOOL TEACHERS IN PRESENCE OF PUPILS MAY BE ORDERED TO LEAVE SCHOOL PREMISES

Any parent, guardian, or person other than a student at the public school in question who has been advised that minor children are present and who continues to upbraid, insult, or abuse any public school teacher, public school administrator, or public school bus driver in the presence and hearing of a pupil while on the premises of any public school or public school bus may be ordered by any of the above designated school personnel to leave the school premises or school bus, and upon failure to do so such person shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$400.00, (Code 1981, 20-2-1182, enacted by Ga. L. 1989, p. 1394, 1.)

LAW 20-2-1183-ELECTRONIC PAGERS PROHIBITED; EXCEPTIONS; PENALTIES

No local board of education shall permit any pupil to carry a pocket pager or electronic communication device in school except for health or other unusual reason approved by the board of education. Any student found in violation of the provisions of this code shall be subject to placement in an alternative education program.

LAWS 16-5-20 and 16-5-21- SIMPLE ASSAULT AND BATTERY OF PUBLIC SCHOOL EMPLOYEE

Individuals who commit the offense of simple assault and/or simple battery against an employee of a public school system while such employee is engaged in official duties or on school property shall be punished for a misdemeanor of a high and aggravated nature. The term school property includes public school buses and designated bus stops.

LAW 20-2-764 CHRONIC DISCIPLINARY PROBLEM STUDENTS

As used in this subpart, the term:
“Chronic disciplinary problem student” means a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.
Any student, who in the opinion of the school administration is demonstrating a pattern of behavior, which will ultimately result in severe discipline measures, will be informed of such. The parents will receive notification of such action in the hope that eventual severe discipline measures will not become necessary.

MURRAY COUNTY ELEMENTARY SCHOOL CODE OF STUDENT CONDUCT

Discipline offenses and procedures:

The following discipline procedures and state guidelines have been prepared in accordance with the Murray County Board of Education. It contains information for school personnel, students, and parents on the discipline guidelines. Included are an outline of student offenses and the various dispositions relating to these offenses. Disciplinary actions will be administered as fairly and consistently as individual circumstances allow. The severity of the violation of a code of conduct may necessitate more punishment than is outlined in the student handbook and is at the discretion of school administration. Behaviors may occur that significantly deviate from the standard of conduct acceptable and expected of students. If such behaviors occur the school administration is authorized to assign appropriate punishment even though the violation is not specifically listed in this Code Of Conduct. Parent contact will be made in all cases where a disciplinary action will result in punishment by the office. Parent contact may include, but is not limited to, the following; telephone calls, telephone messages, written

notification sent home with student, written notification through the mail, or face to face-parent conference.

MAJOR OFFENSES:

1.0 TOBACCO USE/POSSESSION AND DRUGS

1.1 Use and/or Possession of Tobacco In Any Form

1.2 Alcohol

1.3 Counterfeit Drugs

1.4 Possession or Being Under the Influence of Drugs or Controlled Substances

1.5 Misuse, abuse, or distribution of prescription or over the counter drugs

2.0 WEAPONS

FEDERAL VIOLATION

WARNING: POSSESSION OF A GUN IN A SCHOOL ZONE IS A VIOLATION OF FEDERAL LAW. A VIOLATION COULD RESULT IN A \$5000.00 FINE AND/OR FIVE (5) YEARS IN FEDERAL PRISON. (FEDERAL GUN-FREE SCHOOL ZONE ACT OF 1990).

2.1 Weapon Firearm-Federal Violation

Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing. A 12-month Suspension is mandated for a student possession a firearm in a school zone. The period of suspension may be modified by action of the Murray County Board Of Education.

FEDERAL VIOLATION

WARNING: POSSESSION OF A GUN IN A SCHOOL ZONE IS A VIOLATION OF FEDERAL LAW. A VIOLATION COULD RESULT IN A \$5000.00 FINE AND/OR FIVE (5) YEARS IN FEDERAL PRISON. (FEDERAL GUN-FREE SCHOOL ZONE ACT OF 1990).

2.2 Weapon-State Violation

STATE VIOLATION

GEORGIA LAW DEFINES A WEAPON AS FOLLOWS; ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, ANY OTHER KNIFE HAVING A BLADE OF TWO OR MORE INCHES, STRAIGHT-EDGES, RAZOR, RAZOR BLADE, SPRING STICK, METAL KNUCKLES, BLACKJACK, ANY BAT, CLUB, OR OTHER BLUDGEON-TYPE WEAPON, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A MANNER AS TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHUCKS, NUN CHUCK, NUNCHAKU, SHURIKEN OR FIGHTING CHAIN, OR ANY DISC, OF WHATEVER CONFIGURATION, HAVING AT LEAST TWO POINTS OR POINTED BLADES WHICH IS DESIGNED TO BE THROWN OR PROPELLED AND WHICH MAY BE KNOWN AS A THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, AND ANY STUN GUN OR TASER. NOTE: POSSESSION OF ANY KNIFE WITH CUTTING EDGE 2 INCHES OR LONGER IS CONSIDERED A STATE VIOLATION OF THE WEAPON CODE.

All State violations require police contact.

2.3 Weapons Violation

SCHOOL VIOLATION: STUDENTS MAY NOT POSSESS KNIVES (REGARDLESS OF BLADE LENGTH). STUDENTS MAY NOT POSSESS CHAINS. ANY ITEM USED IN A MANNER TO INFLICT SERIOUS BODILY DAMAGE WILL BE CONSIDERED A WEAPON.

2.4 Possession and/or Use of Fireworks, Stink Bombs or Smoke Bombs, Matches, Lighters (Pyrotechnics)

3.0 VERBAL OR PHYSICAL ABUSE OF, OR DISRESPECTFUL CONDUCT TOWARD A TEACHER, SCHOOL BUS DRIVER, SCHOOL DISTRICT EMPLOYEE, OR PERSONS ATTENDING SCHOOL RELATED FUNCTIONS.

3.1 Verbal Abuse including vulgar, offensive or profane language

- A. Verbal abuse includes, but is not limited to: calling individual a “fighting word”, directing an obscene gesture to the individual, making a threat of physical violence to the individual or property belonging to the individual.

3.2 Disrespect

- A. Disrespect includes, but is not limited to: General insolence, back talk, and verbal refusal to follow a directive, rule, policy, or procedure.

4.0 PHYSICAL AND VERBAL ABUSE COMMITTED AGAINST OTHER STUDENTS

Physical violence is defined as:

- A. Intentionally making physical contact of an insulting nature or provoking nature with the person of another.
- B. Intentionally making physical contact which causes physical harm to another.

4.1 Fighting

4.2 Pushing, Shoving, Kicking or Other Threatening Behaviors

4.3 Verbal Abuse or Disrespectful Conduct Toward Teachers or Other Students.

4.4 Sexual Harassment

Sexual harassment may constitute sexual abuse as defined by state and federal statutes. In such cases, the appropriate authorities will be notified.

In all cases, the administration will follow Murray County Board of Education Policy concerning sexual harassment.

4.5 Acts of Physical Violence Directed Toward A Teacher, School Bus Driver, or Other School System Employee (Including Substitutes)

Physical violence is defined as:

- A. Intentionally making physical contact of an insulting or provoking nature with the person of another; or
- B. Intentionally making physical contact with another, which causes physical harm of another.
 - 1. A student accused of an act of physical violence toward a school bus driver or school district employee shall be given a hearing before a Disciplinary Hearing Officer, and shall be suspended until the hearing.
 - 2. A student found by the Disciplinary Hearing Officer to have intentionally made physical contact of an insulting or provoking nature on the person of a school bus driver or other school district employee may be disciplined by expulsion, long-term suspension or short-term suspension.
 - 3. A student found by the Disciplinary Hearing Officer to have intentionally made physical contact which causes harm to a school bus driver or other school district employee shall be expelled from the Murray County Schools for the remainder of the student's eligibility to attend public school.

The Murray County Board of Education will review all instances where students have been expelled for acts of physical violence against a school bus driver or other school district employee which cause physical harm.

5.0 OFFENSES AGAINST PROPERTY

5.1 Damage Intentionally Caused To The Personal Property Belonging To A Teacher or Other School Employee or Student when such property is at school or on school grounds, before, after, or during school.

5.2 Damage or Theft of Personal Property or School Property before, after, or during school.

5.3 Pulling Fire Alarm

6.0 INDECENCY

Use of profane, vulgar or obscene or offensive words or drawings.

7.0 LEAVING SCHOOL WITHOUT PERMISSION

8.0 BULLYING

Bullying is any willful attempt to or threat to inflict injury to another person, when accompanied by the apparent ability to do so or any intentional display of force, such as would give the victim reason to expect immediate bodily harm. The third offense of bullying may result in assignment to an alternative school.

9.0 DISOBEYING SCHOOL OR CLASS RULES

Disobeying class or school rules includes, but is not limited to, the following: Failure to obey directives, instructions, class procedures, school procedures and policy.

9.1 Classroom Disturbance

Classroom disturbances include, but are not limited to; actions on the part of students to the extent that learning is disrupted.

9.2 Cheating

10.0 MISBEHAVIOR ON SCHOOL BUS

Each student will be given a copy of Murray County Bus Discipline Policy. The policy defines proper bus conduct and punishment for misbehavior on school buses. Each parent should read the Bus Discipline Policy. Each parent should return the signed bus policy. The signed document must be on file for your student to ride the bus. **Even if your student does not normally ride the bus, the permission slip is necessary for field trips and class trips.**

Discipline Procedures

Punishment will be selected from the following list and used in a manner that is progressive and age appropriate with punishment becoming more severe with multiple violations.

- **Student conference**
- **Behavior contracts**
- **Parent notification**

- **Referral to the school counselor or the school social worker**
- **Restitution**
Payment is made for any damage or theft.
- **Detention**
- **In School Suspension**
The student is isolated from the regular student body and supervised by a teacher.
- **Suspension**
The student is not allowed at school for a determined number of days.
- **Corporal Punishment**
Corporal Punishment is a viable and effective option of discipline and is available. Corporal punishment may be used in accordance with state law (O.C.G.A. 20-20731) and Board of Education Policy. Corporal Punishment may be used in lieu of any punishment listed in the Student Code of Conduct at the discretion of the school administration but will not be first line punishment unless the pupil was informed beforehand that specific misbehavior could occasion its use. Corporal punishment will not be administered to a child whose parents or legal guardian have provided the principal of the school a statement from a medical doctor licensed in Georgia stating that corporal punishment is detrimental to the child's mental or emotional stability.
- **Tribunal**
A hearing in which severe offenses are brought in front of a hearing officer. Evidence against the student is presented by the school administration. The student and parents are afforded the opportunity to offer a defense and/or explanations. A recommendation for punishment may be made to the hearing officer by the school administration. The hearing officer can accept the recommendation or he can change the recommendation to a greater or lesser degree of punishment. The hearing officer has the authority to assign long term suspension, expel a student from school, or assign the student to an alternative school setting.
- **Contact of Law Enforcement**

General Classroom Guidelines

1. Treat others with dignity and respect.

Examples of misbehavior: Hitting; kicking; threatening to hit, kick, beat up; rough “playing”, throwing objects such as books, pencils, rocks, possessing a dangerous weapon-including pocket knives; shoving; tripping; disrespectful language; name-calling; making fun of others; lying and stealing.

2. Take care of classroom and school property.

Examples of misbehavior: Breaking another student’s pencils; writing, painting, or coloring on walls, doors, or desks; taking screws, bolts, etc., out of furniture, equipment, shelves; damaging playground equipment; writing in or damaging textbooks or library books, damaging bathroom walls or fixtures, writing on doors, walls in bathroom.

3. Be courteous and considerate in the learning environment.

Examples of misbehavior: Talking out of turn in class; yelling in class; “bothering” other students when they are working; getting out of desk and walking around the room during a lesson or during work time; sharpening pencil during a lesson without permission; yelling, whistling, “hooting” during assemblies; turning in seat and talking to students at other tables in the cafeteria.

Examples of good behavior: Listen carefully and follow directions, the first time directions are given.

4. Be punctual and prepared each day.

Examples of good behavior: Be at school on time. Each day, bring all materials such as pencils, books, paper, homework, crayons, and any other school supplies needed.

5. Obey school-wide guidelines.

School-wide Guidelines

1. Keep your environment clean at all times.

2. **Do not chew gum on school grounds.**
3. **Hallway *QUIET ZONE!**
Walk in single file. Walk on the right side, going directly to and from destination. Keep hands to self.
4. **Cafeteria**
Speak softly to the people around you at your table while seated and no talking while standing. Use good manners at all times. Keep your space clean (including table, chairs, and floor). No food should be taken from the cafeteria without permission. Get out of your seat only with permission.
5. **Bathroom *QUIET ZONE!**
Use equipment correctly. Flush toilet and wash hands.
6. **Playground**
Use playground equipment properly. Play safely, respect others' playground space. Obey grade-level rules. Stay in designated area.
7. **Assembly**
Give me five!
 1. Eyes on speaker
 2. Be quiet
 3. Be still
 4. Hands free
 5. ListenRespond positively to the program. Be on time to designated area and remain until the end of the assembly. Teacher will remain with the students.

*Definition of QUIET ZONE – Area where there is no noise except in case of emergency.

Consequences

If a student chooses to break a guideline, the teacher will use the following consequences based on the violation, the student, and the situation. The teacher will try four of the following consequences before referring student to the office, unless it is a major offense.

- Reminder/warning-silent or verbal
- Stop action
- Dialogue on rules
- Prevent participation in other activities
- Prevent participation in class (isolation/time-out)
- Practice rule
- Contact parents
- Isolation/write plan
- Conference with parent/write new plan
- Counselor referral
- Office referral-detention/time-out
- A logical consequence based on the situation
- Time-out in another teacher's classroom
- Other

Examples of logical consequences:

Hallway

Running – Go back and walk/practice walking.

Cafeteria

Throwing Food – Clean lunchroom during playtime.

Excessive Noise – Stand quietly in lunchroom during playtime.

Bathroom

Throwing Trash/Spraying Water – Clean bathroom during playtime.

Excessive Noise – Stand quietly during playtime.

Playground

Misuse of Equipment – Isolation from equipment

Assembly

Disrupting Assembly (booing, yelling, etc.) – Move to designated area.

Classroom

Playing During Work Time – Finish work during scheduled playtime.

Excessive Noise – No talking for a specified amount of time.

**MURRAY
COUNTY BOARD
OF EDUCATION**

**SCHOOL BUS
CODE OF STUDENT
CONDUCT**

DISCIPLINE PROCEDURES FOR MAJOR SCHOOL BUS RULE VIOLATIONS

NOTE: Misconduct on the school bus may constitute a violation of both bus rules and student codes of conduct. Discipline may be imposed under provisions of either/or both policies at the discretion of the school administration. School bus transportation is a privilege and not a right. Students who behave in a manner which endangers the safe operation of the school bus and thus the safety of others will be excluded from riding the bus.

MAJOR RULES

Rule 1: Physical assault or battery of other students on the school bus including acts of sexual harassment is prohibited.

Rule 2: Verbal assault, including threatening, abusive, provocative, profane or sexually harassing language directed toward other students on the school bus is prohibited

Rule 3: Disrespectful conduct toward the school bus driver or other persons on the school bus is prohibited.

Rule 4: Use by students of electronic and/or reflective devices on the school bus is prohibited.

- Cell phones, pagers, radios, tape or compact disc players, or any other electronic device that might interfere with the school bus communication equipment or the school bus driver's operation of the bus will not be allowed on the bus.
- Mirrors, lasers, flash cameras, or any other lights or reflective devices that might interfere with the school bus driver's operation of the bus are prohibited and will not be allowed on the bus.

Rule 5: Bullying is prohibited on the bus, at school, and at any school-related function.

Rule 6: Acts of violence toward a school bus driver or school district employee are prohibited.

Rule 7: Sexual misconduct, lewd or vulgar behavior, and profanity on the school bus are prohibited.

Rule 8: Behavior that could cause the safety of any passenger to be in danger is prohibited.

- Students will keep arms and heads inside the windows of the bus at all times.
- Students will not throw objects on, in, or from the bus.
- Any action that endangers any passenger or other person is a gross safety violation.
- Any action that distracts the driver's attention from the road is a gross safety violation.

Rule 9: Possession or use of tobacco, drugs, alcohol, or weapons on the bus is prohibited.

Rule 10: The vandalism of or the destruction of the school bus, any part thereof, or the property of others on the school bus is prohibited. The theft of any item on the school bus is prohibited.

- Vandalism of the bus or its environment or tampering with bus equipment, including opening the emergency exits, will not be tolerated. Students deemed guilty will face prosecution and/or restitution as well as school discipline. A student or his/her parents will pay for any damage he/she causes.

REFERRING STUDENTS FOR VIOLATIONS OF MAJOR RULES

1. After specifically notifying the student that they are being written up for a major rule violation, the driver will make a written referral. Discipline for major rule violations requires no previous warning or documentation be provided.

2. The referral is a **detailed** description of the incident stating exactly what took place. The driver will personally deliver the referral to the Director of Transportation or his designee.
3. **The School Administration with the assistance of the Transportation Director and bus monitor** will conduct any necessary investigation. The investigation may include talking with the driver, watching the videotape, interviewing witnesses, taking a statement from the student accused, or the gathering of any other pertinent information.
4. Upon completion of the investigation the Director of Transportation or his designee will then forward a bus discipline referral to the school.
5. Upon receiving the referral from the Director of Transportation the principal or assistant principal will read the driver's referral to the student and listen to the student's response. The principal or assistant principal will give the student a letter detailing the violation and the punishment. It is the responsibility of the student to deliver the letter to the parent.
6. The principal or assistant principal will contact the driver who reports the major offense when the discipline is determined.

PUNISHMENTS FOR VIOLATIONS OF MAJOR RULES

Students committing any major offence are subject to, as a minimum, the following punishments. The school or school system may assign additional or alternative punishments in certain extraordinary cases. **The school system will assign additional punishments for certain violations as required by state and federal law.**

1st Violation: 5 school days off the bus.

2nd Violation: 10 school days off the bus.

3rd Violation: 20 school days off the bus

4th Violation: 90 school days off the bus or for remainder of school year,

whichever is longer.

5th Violation: Off the bus for one calendar year.

State law requires that disciplinary actions above and beyond those stated previously be taken in the case of the following offenses:

Physical Assault, Battery or Sexual Harassment of Others

A meeting will be required between appropriate school district employees and the parent or guardian of the student to develop a school bus behavior contract for the student. The contract will provide for progressive, age-appropriate discipline, penalties, and restrictions for the student's misconduct on the bus. Contract provisions and additional punishment may include but are not limited to:

- Assigned seating
- Ongoing parental involvement
- Additional days of suspension from riding the bus
- Written assignments
- Out of School Suspension (OSS)
- Corporal Punishment
- Disciplinary Hearing
- Tribunal Hearing
- Assignment to Alternative School
- Expulsion from the Murray County School System

Bullying

Bullying is defined as "Any willful attempt or threat to inflict injury to another person, when accompanied by the apparent present ability to do so"; **or** "Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm"

A meeting will be required between appropriate school district employees and the parent or guardian of the student to develop a school bus behavior contract for the student. The contract will provide for progressive, age-appropriate discipline, penalties, and restrictions for the student's misconduct on the bus. Contract provisions and additional punishment may include but are not limited to:

- Assigned seating
- Ongoing parental involvement
- Additional days of suspension from riding the bus
- Written assignments
- Out of School Suspension (OSS)
- Corporal Punishment
- Disciplinary Hearing
- Tribunal Hearing
- Assignment to Alternative School
- Expulsion from the Murray County School System
- Any student in grades 6 through 12 who is found to have committed the offense of bullying for the third time in a school year will, at a minimum, be assigned to the Murray County Alternative School. The offenses of bullying may occur at school, on the school bus, or at any school related activity.

Acts of Violence Toward a School Bus Driver or Employee of the School System

Physical violence is defined as “Intentionally making physical contact of an insulting or provoking nature with the person of another **or** Intentionally making physical contact with another which causes physical harm to another.”

- A student accused of an act of physical violence toward a school bus driver or school district employee shall be given a hearing before a Hearing Officer, and shall be suspended from school until the hearing.
- A student found by the Hearing Officer to have intentionally made physical contact of an insulting or provoking nature on the person of a school bus driver or other school district employee may be disciplined by expulsion from school, long-term suspension from school, or short-term suspension from school.
- A student found by the Hearing Officer to have intentionally made physical contact, which causes harm to a school bus driver, or other school district employee shall be expelled from the Murray County Schools for the remainder of the student’s eligibility to attend public school.
- The Murray County Board of Education will review all instances where students have been expelled for acts of physical violence against a school bus driver or other school district employee which cause physical harm and may modify the expulsion as follows;
 1. The student may be assigned to an alternative school.
 2. The student may be allowed to return to school on a date set by the Board of Education.
 3. Students in grades kindergarten through five may be allowed to re-enroll in school.

DISCIPLINE PROCEDURES FOR MINOR SCHOOL BUS RULE VIOLATIONS

MINOR RULES

1. Students will sit in the seat assigned by the driver or other school official.
2. Students will enter or leave the bus at their regular stop only, unless written permission has been given by the parent/guardian and signed by the appropriate school official.
3. Eating or drinking on the bus is prohibited on regular routes.
4. Students will sit in the seat facing the front in a manner best suited to provide for safe transportation. Students will keep legs and feet out of the aisle.
5. Students will be silent at railroad crossings.
6. Students will be at their designated stop prior to the time the bus is scheduled to arrive.
7. Students who must cross the road to board the bus will wait until the bus arrives and displays the appropriate warning signs before crossing the road.
8. All students will cross the road (if necessary) at least 10 feet in front of the bus, never behind the bus. Students will never touch, jump over, or crawl under safety barriers.
9. Students will stand a safe distance from the road while awaiting the bus.
10. While at the bus stop students will conduct themselves in an orderly manner, avoid littering, and respect private property rights.

11. Students will use the service entrance while loading and unloading. The emergency exit will only be used in emergency situations.
12. Students will walk across the road to board or leave the bus; never run.
13. Students exiting the bus will proceed immediately a safe distance away from the bus to be determined by the driver.
14. Students will not be allowed to return to the bus once they have exited.
15. Students may not throw paper, shoot spit wads, or other acts of general mischief.

REFERRING STUDENTS FOR VIOLATIONS OF MINOR RULES

1. To issue a written warning the driver will speak directly to the student, using his/her name, explaining exactly what the student is doing and asking the student to discontinue the behavior. The driver will inform the student that they will receive a written warning from the school. The driver will fill out the proper form and submit it to the Director of Transportation. The Director of Transportation or his/her designee will enter the information in the bus discipline database.
2. When the principal or assistant principal receives the referral it will be read to the student. The principal or assistant principal will listen to the student's response. The written warning will be given to the student.
3. Students will receive two written warnings from the school before any disciplinary action is taken. The warnings do not have to be for same misbehavior. Students will return the warning, signed by the parent or guardian to the bus driver.
4. A third referral for a minor rule violation will result in suspension from the bus for 5 school days or other discipline deemed appropriate by the school administration.
5. A fourth referral for a minor rule violation will result in a 5 day suspension from the bus and school discipline.
6. Any subsequent referrals for minor rule violations will be dealt with as major rule violations (see section on "Discipline Procedures for Major Rule Violations").

BUS DISCIPLINE FOR SPECIAL EDUCATION STUDENTS
<ul style="list-style-type: none"> • When a special education student commits any offense that causes the student to be suspended from the bus, the school administrator will notify the Special Education office. In most cases the special education student will receive the same punishment as any other student. However, depending on the student's disability, school attendance during the suspension, and behavior, the IEP committee may convene to discuss mini-bus transportation services or other options for the student, as appropriate • When a special education student is first referred for a minor offense, the administrator will contact the student's special education teacher for assistance in developing appropriate behavior interventions for the student. If the problem persists after behavioral interventions, the IEP committee may convene to discuss mini-bus transportation services or other options for the student, as appropriate. • Nothing in this policy will affect the rights of any student under federal, state, or local laws.

Should a parent disregard any bus disciplinary action in defiance of this policy the proper authorities will be notified. The rule violation becomes a major offense and will carry additional long-term suspension from Murray County school buses.

2006-2007 Student Handbook Verification of Receipt

STUDENTS MUST RETURN THIS PAGE TO THE HOMEROOM TEACHER

By signing below I signify that I have received, read, and understand the contents of this handbook, the Code of Student Conduct, as well as the Bus Discipline Policies and Procedures.

Student Name: _____
(please print)

Student Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

Address: _____

Home Telephone: _____