

MURRAY COUNTY SCHOOLS
STUDENT HANDBOOK
2012-2013



Murray County Board of Education

Greetings,

Welcome, parents and students, as Murray County kicks off the 2012-2013 school year. We are eagerly anticipating the activities and challenges that lie before us throughout this exciting year. For your convenience student handbooks are written to provide information regarding the operation of our schools. Hopefully you will find this information useful. After reviewing the handbook, if you still have unanswered questions, please contact your child's school.

Each year is a new beginning, and it is our desire that this school year will provide your child with the best possible learning experience. Positive relationships among schools, parents and the community are key elements if we want our schools to be truly successful. Services such as Infinite Campus Parent Portal are offered so that you can track your child's progress. Updated information for parents and forms are available on the Murray County Schools' webpage at www.murray.k12.ga.us. In times of system emergencies such as weather-related school closings, information will be made available on the system's website and text messaging service as soon as possible.

Speaking for our administrators, teachers, and staff, we invite you to join us as we become "Committed to student success---no exceptions, no excuses." We emphasize the importance of parents becoming involved in their child's education and offer to assist you in any way we can to prepare your child for graduation.

Dr. Vickie Reed
Superintendent of Schools



Our Vision

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

Our Mission

The Murray County Schools will cultivate within our students the desire to learn, to graduate from high school, and to become productive citizens.

Our Beliefs

We believe:

- All Children can learn.
- Higher expectations result in higher achievement.
- High school graduation is the key to lifelong success.
- Effective relationships are based on respect, trust, and honest communication.
- Technology empowers 21st Century learners.
- Parent and community involvement increases student achievement.

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**MURRAY COUNTY SCHOOLS
2012-13 CALENDAR**

August 29-30	Pre-Planning for Teachers
September 3	Labor Day Holiday
September 4	First Day of School for Students
October 8	Staff & Student Holiday
November 12	Staff & Student Holiday
November 19-23	Thanksgiving Holidays
December 21	Early Release/Last Day of School before Holidays
December 24-January 4	Christmas Holidays/ Staff and Students
January 7	First Day of School for Students
January 21	MLK Holiday
February 18-22	Mid-Winter Break
March 29	Good Friday
April 1-5	Spring Break
May 24	Early Release/Last Day of School for Students
May 28	Post Planning for Teachers

Grading Periods:

Elementary and Middle Schools

Eight Week Period Ends		Report Card Dates
1	October 31	November 7
2	January 18	January 25
3	March 22	March 28
4	May 24	May 24

High School

Semester Ends		Report Card Dates
1	January 18	January 25
2	May 24	End of School Year

SCHOOL AND COMMUNITY RESOURCES



SCHOOL SYSTEM PHONE NUMBERS

Central Office	706 695-4531
School Nutrition Services	706 517-0015
Technology Department	706 695-7034
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
Mountain Creek Academy	706 517-5355
Murray County Head Start	706 695-8608
Murray County High School	706 695-1414
Murray County STEM Academy	706 695-2252
Northwest Elementary School	706 695-2262
North Murray High School	706 695-7760
Special Education Services	706 695-4531
Spring Place Elementary	706 695-2525
Woodlawn Elementary School	706 517-5213

School Social Workers

Jones, Tara	706 695-1414
Hudson, Emily	706 695-1115
Reich, Meredith	706 695-4531

Community Resources

Department of Juvenile Justice	706 422-1924
Highland Rivers Treatment Services	706 270-5100
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
Recreation Department	706-695-7359
Murray County Red Cross	706 695-7605
Teen Resource Center	706 278-3100
United Way	211
Boys and Girls Club	706 695-0050

GENERAL INFORMATION

ACCELERATION: GRADE, SUBJECT OR GRADUATION

Acceleration is intended to facilitate educational alternatives for students who are motivated to achieve higher grade level competencies at a faster pace than their peers. Interested parents of students in K-6 should contact the principal. Interested parents of students in 7-12 should contact their child's school counselors. An application must be completed and a deadline will be in place.

ACCIDENTS

All accidents resulting in an injury to a student should be reported immediately to the school office. An injury report form will be completed. In life threatening situations the principal and the school nurse should be notified immediately.

AFTER SCHOOL CARE

Please check with the individual schools for aftercare options.

ATTENDANCE POLICY

Elementary, Middle, and High Schools:

It is the responsibility of every student to be in attendance each school day. Students are responsible for make-up work. The Murray County School System recognizes the following as legally excused absences:

- Illness
- Death or serious illness in the student's immediate family
- Religious holiday
- Court or government service
- Weather or other environmental conditions preventing school attendance when approved by the Superintendent of Schools.
- 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.
- High school students are allowed a maximum of **THREE PARENT NOTES** each semester for an excused absence. Each note shall not exceed a two-day period unless approved by an administrator.
- Elementary and middle school students are allowed a maximum of **THREE PARENTS NOTES** for every two grading periods for an excused absence. Each note shall not exceed a two-day period unless approved by an administrator.
- A doctor's note is required for all subsequent absences, if the student wishes to make-up missed assignments.
- Students will be allowed 5 school days to make up any work missed as a result of an absence.
- Excessive absences or violation of certain major offenses as defined in the discipline code can result in a student's driver's license or instructional permit being revoked for a period of time or in the student being denied a license or instructional permit. Parents and students should carefully review the TAADRA section of this handbook found under Selected Laws and Policies. This applies to all students between the ages of 14 to 18 years of age.

A student will NOT be counted absent for the following reasons:

- Pre-approved school activity (field trips, school competitions, travel to sporting events, school testing, etc.)
- College visits (2 maximum) during the 12th grade only
- Any student assigned to In-School Suspension
- Special circumstances that are approved by the Principal

Additional High School Rules:

Unexcused Absences:

- When a student accumulates 12 unexcused absences in a school year, the student will lose credit in all classes in which 12 absences were accumulated. A student who loses credit will have the right to appeal to the Appeals Committee. The appeal must be filed within 5 days of the notification of the student's parent/guardian of the loss of credit.

Note: Five unexcused absences or tardies to first period may lead to the loss of the student's parking permit.

There will be opportunities for students who lose credit to make up time and work to regain credit for those classes if the Appeals Committee determines the student has valid and/or reasonable reasons for the excessive unexcused absences. The student must show a willingness to make the commitment necessary to make up the missed time/work.

To regain credit:

A student and the parents/guardians must contract with the Appeals Committee to participate and complete a course of study with satisfactory grades, attendance and behavior in one or more of the following:

- Saturday School
- Dream Catcher program
- Credit Recovery
- Knight School

The contract terms will be determined by the Appeals Committee and approved by the Principal. The required make-up time must equal or exceed the class time missed.

ASSIGNED SCHOOL/SCHOOL ATTENDANCE ZONES

1. Except as prohibited by Federal Law, a student's resident school will be assigned based on the physical address of the parents, if parents are residing in same household, or physical address of the primary physical custodian (or of either joint physical custodian) of the student of divorced (or unmarried) parents, regardless of where it is claimed the child is actually living. Notwithstanding, if Legal Guardianship has been granted to a Non-Parent, the student's resident school shall be assigned based upon the physical address of the Legal Guardian, regardless of where it is claimed the child is actually living.
2. At the time of enrollment, the ELC shall inquire into the marital status of parent enroller and whether both parents reside in the home. ELC shall require copy of most recent Custody Order for divorced (or unmarried) parents.
3. In the event the Student is originally enrolled in the System by a Non-Parent Non-Legal Guardian, a Non-Parental form will be filled out. This form may only be used for initial enrollment in the System. In such instance the student's resident school shall be determined by the physical address of the original enroller on the enrollment forms kept in a student's permanent record unless and until a court order is produced showing custody or guardianship in another individual and the ELC is persuaded that the child is living with said custodian. The foregoing shall not apply to any student being enrolled by DFACS.

ADVANCED PLACEMENT/HONORS High School

Students wishing to enroll in Advanced Placement/ Honors classes at the high school may apply in the spring of the school year prior to the classes being offered the following fall. These courses are full year commitments and class changes are not an option after students are placed in AP/Honors classes. Students denied admission to AP/Honors classes will be allowed to appeal the decision. Class of 2013, See GPA.

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, television stations, email and /or text messaging systems. Bad weather procedures will also be posted on the Murray County Schools website <http://www.murray.k12.ga.us/>.

BEHAVIOR AT EXTRACURRICULAR ACTIVITIES AND FIELD TRIPS

All extracurricular activities and field trips are supervised by a faculty sponsor and/or administrator and therefore are considered an integral part of the school program. The student behavior code will be strictly enforced at all extracurricular activities and field trips.

BOOKBAGS

Middle and High School:

We realize that students need to have a way to keep up with their property; however, book bags can become a classroom distraction and are a safety concern. Therefore students may be asked to leave book bags in their lockers. Writing on the outside of book bags is limited to name of the student and should comply with the dress regulations concerning alcohol, tobacco, gangs, drugs, etc Students will be required to put book bags in lockers before 1st period.

Bullying

The Murray County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Bullying is defined in section 6.9 of the Student Code of Conduct. Teachers, school employees, students, parents, guardians, or other persons may report or otherwise provide information related to bullying activity. The information may be provided by contacting the school administration. If the person wishing to provide information desires to remain anonymous, that person may contact the school electronically or by using the United States mail.

BUS

Public school bus transportation is provided for students within the school attendance district. This handbook contains the bus discipline policy that describes in detail the rules and regulations for riding the bus. Students who need to change their normal bus route will need to have a guardian/parent either call the school office to give verbal permission or bring written permission with a telephone number signed by the parent or guardian. The school office will give the student a bus slip to give to the bus driver.

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. The teacher on duty will call the student's parents

CHARGES, FINES, AND FEES

Students who owe charges, fines, and fees may not receive report cards, promotion certificates, or be allowed to participate in extracurricular activities until the charges are cleared. Students who owe for books may not be issued another book. Students and parents who cannot afford to repay charges must file an affidavit and make arrangements for restitution.

CHECKOUT

Elementary and Middles Schools:

If a student is checking out of school prior to the end of the school day, a parent/guardian or other authorized person must go into the office and sign the student out. Parent/guardians may be required to show a photo ID. No call ahead checkouts will be allowed.

- In order to be counted present FOR THE DAY, a student must be present from 7:30 – 11:30 or 11:30 – until the end of the day. Absences will, however, be counted for each missed individual class.

High School:

- If it is necessary for a student who drives to check out of school before the end of the day, the student’s parent/guardian must call the school. All student pick-ups must be before 2:45 p.m.
- Students will NOT be allowed to check back into school unless they are returning with verification of an excused absence.
- If a student checks out of school before or during a class, it will count as an absence if more than half of the class is missed and will be handled in accordance to the Attendance Policy.
- In order to be counted present FOR THE DAY, a student must be present from 7:30 – 11:30 or 11:30 – until the end of the day. Absences will, however, be counted for each missed individual class.
- No call ahead checkouts will be allowed.

CLASS AND TEACHER ASSIGNMENTS

The process of scheduling students is complicated. We cannot assure that each student's schedule will be exactly as he or she wants. Requests for specific teams or teachers will be honored if space is available and if the request is made in writing to the principal by the parent or guardian during the designated time period. Check with each school for specific dates. Reasonable efforts will be made to honor these requests.

CLUBS

The opportunity to join student clubs will be available at some Murray County Schools. You will be provided with detailed information regarding all clubs at your home school.

COMMENCEMENT CEREMONY, High School

In order to participate in the commencement exercises of Murray County Schools, a student must complete the requirements for classes/coursework established by the Murray County Board of Education. Students, who meet both the local and state requirements for graduation, will receive a diploma, (see Graduation Requirement section in this handbook). Students who complete the requirements for classes/coursework established by the Murray County Board of Education but fail to pass all tests required for graduation by the State of Georgia will be allowed to participate in the Commencement Ceremony but will receive a Certificate of Attendance. Attending commencement practice is mandatory in order to participate in the graduation ceremony.

COMMUNICATION

The school recognizes that effective communication between the school and home is essential to the successful operations of educational programs for students. The school further recognizes that the delivery of information to the home is a responsibility that must be shared by school personnel and students. Therefore, students shall be expected to transmit written notes, deficiency reports, report cards and other documents intended for communication between the school and parents. School personnel shall be responsible for making reasonable efforts in the communication processes, including both written and telephone messages, and for providing particular attention to situations in which the educational welfare of students may be jeopardized. However, school personnel shall not be held responsible for problems, which develop from the refusal of students to transmit messages from the school to the home.

COMMUNICATION DEVICES and CONTRABAND

Students are not allowed to use: cellular telephones, communication beepers, or other electronic communication devices at school during the regular school day. Any student found in violation of this policy shall be subject to disciplinary action as outlined in the student discipline code.

LEGAL REF: O.C.G.A. 20-2-50; 20-2-57; 20-2-59; 20-2-1183

No student of the Murray County School system will be allowed to operate any pocket pager or cell phone (*or any other electronic communication device*) during school operating hours, except for health or unusual reasons, which must be approved by the Murray County Board of Education. Cell phones must be turned off and not visible during school operating hours. Any student found in violation of this rule shall be subject to disciplinary action as outlined in the student discipline code. The device/contraband will be confiscated if a student is found in violation of this rule. A parent or guardian should pick up and sign for confiscated item(s). The school will not be held responsible for items confiscated and not picked up.

Chains, skateboards, compact disc players, computer CD's, computer programs, electronic games, laser pointer, lighters, inappropriate magazines, markers, music CD's, pagers, radios, re-closable drink containers, rubber bands, tape players, trading cards, toys, liquid white-out, yo-yo's, and/or other items that are inappropriate for school are prohibited. All such items above are not to be brought to school. They will be confiscated if found at school. A parent or guardian should pick up confiscated items within five school days. The school will not be held responsible for items stolen, lost, damaged, or confiscated and not picked up as required.

COMPETITIVE ACTIVITIES/DRIVING PERMITS

Middle and High Schools:

All students involved in competitive activities at the middle schools and high school and all students requesting or holding parking permits at the high school shall be subject to random drug and alcohol testing under Board Policy IDF. The Policy IDE is available on the Murray County Schools website, www.murray.k12.ga.us. If you do not have access to the website, a copy of the policy can be obtained from your child’s coach. Consent forms must be signed by the students participating in these activities and their parents/guardians in order to participate in competitive activities and/or request or hold a parking permit.

COUNSELING

The Murray County School System has counseling services in each school. The school counselors assist in efforts to help students focus on academic, personal, social, and career development so they achieve success in school. Counselors stress making smart choices and prepare students to lead fulfilling and responsible lives through classroom lessons, small groups and individual counseling sessions. Parents or guardians who do not wish their student to participate in small groups must notify the school in writing.

DANCES

Middle Schools:

Elementary and high school students are not allowed to attend middle school dances. Students may attend dances at his/her home school ONLY. Other restrictions may apply. Students will be expected to follow the discipline and dress code at all dances. Students must be in attendance, at school, on the day of the dance in order to attend. Students must be picked up no later than 15 minutes after the dance has ended. Transportation arrangements need to be made prior to the dance. Any violation to these guidelines may result in suspension of dance privileges.

Murray County High and North Murray High:

ONLY Murray County High School and North Murray High School students with ID’s may attend informal dances and, if attending the

dance of the other “system” high school, must have a date of the hosting school. Middle school students are NOT allowed to attend any high school dances...informal or formal.

DELIVERIES

Elementary schools accept deliveries for students. Deliveries for students are not accepted at the middle schools and high schools.

DENTAL PROGRAM

Help A Child Smile Mobile Dental Program

“Help a Child Smile” is the Local School Board Approved dental program for the Murray County School System. The program delivers comprehensive dental care directly to children at their schools with a friendly and educational environment. Each mobile unit is outfitted with up-to-date chairs, supplies, and staff. For more information, please contact your child’s school.

DISPLAY OF STUDENT GRADES/PICTURES/NAMES

Student work, pictures, or names from time to time may be displayed in the classroom or hallway. Student pictures are published yearly in the school yearbook. Students receiving special recognition may have their pictures or names published in the local newspaper, school newsletter, or on the school’s or system’s website. Parents not wishing that their child’s work, pictures, or names be displayed or published should contact the school principal and submit a request in writing.

DISTRICTING POLICY

ASSIGNED SCHOOL/SCHOOL ATTENDANCE ZONES

Students will attend school in the attendance zone of their residence. Except as prohibited by Federal Law, a student’s resident school will be assigned based on the physical address of the parents, if parents are residing in same household, or physical address of the primary physical custodian of the student of divorced parents, regardless of where it is claimed the child is actually living. Notwithstanding, if Legal Guardianship has been granted to a Non-Parent, the student’s resident school shall be assigned based upon the physical address of the Legal Guardian, regardless of where it is claimed the child is actually living. At the time of enrollment, the enrollment center staff shall inquire into the marital status of parent enroller and whether both parents reside in the home. The Enrollment Center shall require copy of most recent Custody Order for divorced parents. In the event the student is originally enrolled in the System by a Non-Parent Non-Legal Guardian, a Non-Parental form will be filled out. This form may only be used for initial enrollment in the system. In such instance the student’s resident school shall be determined by the physical address of the original enroller on the enrollment forms kept in a student’s permanent record unless and until a court order is produced showing custody or guardianship in another individual and the enrollment center is persuaded that the child is living with said custodian. The foregoing, regarding Non-parent enrollment, shall not apply to any student being enrolled by DFACS.

DRESS REGULATIONS

PURPOSE

A student’s style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Murray County Board of Education expects each student’s attire and grooming to promote a positive, safe, and healthy environment within the school.

The Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the Board recognizes that individual students have a right

to free expression, that right must be balanced with the Board’s responsibility to provide a safe, secure, and orderly educational environment for all students.

Allowable Dress for 5-12th grades for all students

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude suggestive messages, use profanity or slurs pertaining to race, gender, ethnicity, religion or national origins. Designs or insignias may not be part of haircuts. Satanic symbols, logos or symbols, which put down social or ethnic groups or berate other individuals, are also prohibited. “Fake” alcohol or drug advertisement is also disallowed. Gang-related badges, insignias and colors are prohibited, as are any items of wearing apparel that indicate gang affiliation or support.

Pants: No holes above the knee. No baggy or saggy pants. Pants must fit body type and be worn at natural waist. No chains, studs, or metal loops, pajamas or spandex clothing. . **Any attire worn with “Leggings” underneath must still meet the “no holes” requirement.

Shirts: All shirts must cover the entire shoulder area. All shirts must fit body and cover midribs and cleavage. Shirts must cover midriff when arms are extended over the head.

Dresses/Skirts/Shorts: These must be worn at natural waist with no holes, and can be no more than three inches above the top of the kneecap as measured while standing. **Any attire worn with “Leggings” underneath must still meet the “three inches” and “no holes” above the kneecap requirement.

Hair: No distracting hair colors/styles: bright red, blue, orange, patterned, etc. No spiked hair over 2 inches or any other distracting styles may be worn.

Belts: Appropriate length, and buckled with no chains or pointed studs

Body Piercing: Piercings will be allowed in ears only. No gages of any kind will be allowed.

Shoes: Must be worn at all times. No wheels or rollers. House shoes are not allowed.

Tattoos: Any tattoos determined by the school administration to be offensive must be covered at all times.

Accessories: Gloves, sunglasses, hats, caps, hoods, bandanas, headbands, blankets, sweat bands and pajamas are not allowed. Make-up should not be excessive. Students will be notified if there are special days when caps/hats are allowed.

Allowable Dress for Pre-K-4 grades for all students

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. Hair color, hairstyles, or clothing that the principal determines are distracting and/or disrupt the educational process are prohibited. No shoes with wheels or rollers are allowed. No body piercing with the exception of the ears is allowed.

Dress Code Interpretation, all grade levels:

The principal or other authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges or other symbols result in interference or disruption of the learning environment or creates a potential danger to students or staff.

DRILLS

Fire Drills - Fire drills will be held monthly. The warning is a continuous ringing of the fire alarm or three short rings of the school bell. Students are to file out of the building to the designated area where their teacher will take roll. If the alarm rings between class periods, students should evacuate the building immediately. An “all

clear” signal will be given for students to return to class. Any student found tampering with the fire alarm, fire extinguisher, or emergency equipment will be subject to appropriate disciplinary action and possible police action.

Severe Weather Drills – severe weather and tornado drills will be held periodically during school hours. Students will be assigned areas in the building that have been designated as being most tornado resistant by the Georgia Civil Defense Council. All instructions should be followed during the time of drills and during adverse weather warnings. An "all clear" signal will be given before students will be allowed to return to their assigned classrooms.

Lock Down Drills- periodic drills will be conducted to test the schools lock down procedures.

Drills for other emergency situations may be scheduled.

DROP OUTS

Any unemancipated minor over 16 who wishes to withdraw from school shall have the written permission of a parent or legal guardian prior to withdrawing, and complete an interview/survey with the counselor. The counselor or designee will share with the student and parent or guardian the consequences of failing to obtain a high school diploma including lower lifetime earnings, being qualified for fewer jobs, and the inability to participate in higher educational opportunities.

Any emancipated minors over 16 who wish to withdraw from school must sign a written intent to withdraw and shall follow the above procedures.

DROP-OUTS WISHING TO RETURN TO HIGH SCHOOL

A student who has dropped out of school and wishes to re-enroll should contact the Murray County Schools Enrollment Center and follow the procedures for re-enrollment. Student may be required to attend Mountain Creek Academy.

DRUG ABUSE RESISTANCE EDUCATION (DARE)

The program is delivered by a Murray County Sheriff’s Department deputy. The focus is on drug prevention and making healthy choices. D.A.R.E. goes beyond traditional drug abuse and violence prevention programs. It gives children the skills needed to recognize and resist the subtle and overt pressures that cause them to experiment with drugs or become involved in gangs or violent activities. Lessons taught in addition to the core program include:

- Bullying
- Gangs
- Internet Safety
- Rx and OTC medication abuse
- Methamphetamine

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Any student who has outstanding disciplinary measures assigned by the principal or assistant principal will not be allowed to participate in any extracurricular activity. Disciplinary measures may include any action such as ISS or suspension. Students must be counted present at school the day of any activity to be eligible to participate. Random drug testing will be administered for all students participating in competitive activities.

High School:

Ninth grade students are eligible to participate in extracurricular activities for the first term of the school year, if they received 5 passing grades on their annual eighth grade report card.

All Classes beginning with 2012 must have

- 5 credits at the end of 9th grade
- 11 credits at the end of 10th grade
- 17 credits at the end of 11th grade

PLUS

To be eligible to participate in any upcoming semester, students must have a 70% average in 5 classes at the end of each term, including midterm. Students can make-up credits in summer school, evening school and credit recovery programs.

NOTE: All students under the jurisdiction of the Georgia High School Association Regulations must be present during all instructional periods to participate in extra-curricular activities. Students must check-in by 7:45 and must not check-out any earlier than 2:45 in order to be counted present. Any judgment concerning this policy will be made by the administration.

**Any student who is counted absent from school will not be allowed to attend extracurricular activities unless “excused” documentation can be provided.

**Students in the dual enrollment program may qualify for extracurricular activities.

DUAL ENROLLMENT

Dual Enrollment is a process through which a high school student, mainly 11th & 12th grader, takes one or more courses from a state public or private postsecondary institution and receives credit at the high school and at the postsecondary institution. Georgia offers Accel, the Hope Grant Program and Move On When Ready. Students and parents should meet with a counselor to discuss eligibility criteria for these programs.

EMERGENCIES / ILLNESSES

If a student is injured or becomes ill during the school day, he/she should go to the school nurse or to the office with a note of explanation from a teacher. If a student is ill or injured, the parent will be contacted and 911 will be called if necessary. **Emergency forms serve as the chief source of information in emergency situations.** It is imperative that these forms should be completed and returned to school within five days of enrollment or upon change of address, phone number, and/or business phone number. It is the parent’s/guardian’s responsibility to notify the school of any address or phone number changes.

END OF COURSE TESTS (EOCT)

The Georgia Department of Education has mandated End Of Course Tests in certain academic classes. Under State Board of Education rules these tests will count toward of the student’s final grade in a class based on the State Department Guidelines. Passing an EOCT on any one test in a subject area will meet the requirement for graduation for that subject area for students entering 9th grade in 2008-09, 2009-2010, and 2010-2011. For students entering 9th grade in 2011-12 and after, passing a class with a state required EOCT will meet the requirements for graduation in that subject area.

ENROLLMENT CENTER

The following information is required to register in Murray County Schools: proof of residency (a bill mailed to your 911 address may be used), updated Georgia Certificate of Immunization (from the Health Department), Georgia Eye, Ear, and Dental Certificate (if coming from an out of state school), academic records from previous school or previous school’s address, discipline records from previous school, parent or legal guardian present, and copy of social security card. In most cases, school administration will assume that the person who enrolls the child in school will have the authority to make all decisions regarding his or her child. However the school is bound to honor court ordered changes in custody. Murray County Schools will not accept for enrollment students suspended or expelled from other school districts or any student who has withdrawn from another school or school district to avoid receiving a suspension or a disciplinary hearing. Murray County Schools may honor disciplinary

orders issued by other school systems. The superintendent shall have the authority to waive this policy.

Parents or legal 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 7:30am-4:30pm, Monday through Friday. The Murray County Enrollment Center is located in the Murray County Enrollment and Learning Center directly behind the Central Office.

The following items are required to register for school:

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

EVENING CLASSES (High Schools)

Murray County School System realizes that a traditional school may not be the best option for all students. Evening school provides an opportunity to meet those individual student needs and may be used to help students remain on track to graduate or to accelerate graduation.

- Used for credit recovery – no fee
- Used for acceleration - \$200 per course
- All school rules apply
- Provides own transportation

FIELD TRIPS

	A	B	C	D
Regular Class*	4.0	3.0	2.0	1.0
Honors Class	4.5	3.5	2.5	1.5
AP Class	5.0	4.0	3.0	2.0

Field trips are provided as an extension of the regular school program. Specific information regarding date and

activity will be provided prior to each field trip. Prior written permission from the parent or guardian is required for participation. All school rules apply to field trips.

FINAL EXAMINATIONS (High School)

- Students are responsible for being present for final examinations.
- Make-up exams will only be given in cases of documented emergencies which are approved by the principal.
- The make-up exams must be completed within a timeline determined by the administration.

FINAL EXAMINATION EXEMPTION POLICY (High School)

A student may be exempt from a mid-term/final exam in a class if he/she meets the following requirements:

- “A” Average with no more than 6 class absences
- “B” Average with no more than 5 class absences
- “C” Average with no more than 4 class absences
- “D” Average with perfect attendance
- Five classroom tardies counts as a class absence for this exemption policy
- Students cannot exempt End Of Course Tests required by the State Department of Education

**Any student who is exempt and is not present on the day of the final exam will be counted absent, but the absence will not count toward his/her exemption.

Note: A student cannot exempt a final exam if he/she has served In-School Suspension or been suspended from school during the term.

FUND RAISING ACTIVITIES

All fund raising and sales activities must have prior approval from the principal and/or the Superintendent of Schools.

GIFTED/EXCEL PROGRAM

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/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 contact:

Barbie Kendrick, Elementary barbie.kendrick@murray.k12.ga.us
Cheryl Thomasson, Secondary cheryl.thomasson@murray.k12.ga.us

GPA (GRADE POINT AVERAGE) Class of 2013 & thereafter

The average grade earned by a student is figured by dividing the total grade points earned by the number of credits attempted. AP, Honors and college credit course classes will carry Quality Points for this calculation. The grade points that can be earned are listed in the table below.

*GPA is calculated with this scale for Class of 2010, 2011 & 2012

***The HOPE scholarship office will recalculate all students’ GPA’s to a 4.0 scale.**

GRADUATES WITH DISTINCTION (2011, 2012)

An Honor Graduate is a graduating senior whose preliminary grade point average is 90 or above at the end of the first term.

Valedictorian or Salutatorian: Selected students must have completed their entire senior year at a Murray County High School. Transfer students must have received all credits from a school accredited under an organization such as SACS. By the end of the first term of the senior year qualifying students for Valedictorian or Salutatorian must have taken a minimum of 3 Honors and/or AP classes. The cumulative GPA excluding Student Aide will be used to determine Honor Graduates, Valedictorian, and Salutatorian. Qualified high school seniors and juniors may participate in Dual Enrollment programs which allow them to earn high school and college credit while in high school. Dual enrollment classes will be considered an Honors or AP class for qualifying GPA.

CLASSES OF 2013 AND AFTER

Scholar Graduate – GPA greater than 4.0

Honor Graduate – GPA of 3.5-4.0

Valedictorians and Salutatorians: Students must have completed their entire senior year at a Murray County High School. Transfer students must have received all credits from a school accredited under an organization such as SACS. The valedictorian(s) will be the

student(s) with the highest cumulative GPA. The salutatorian(s) will be the student(s) with the second highest GPA. See GPA (2013 and beyond)

GRADUATION PATHS AND REQUIREMENTS

For students enrolling as ninth grade students after 2008-2009:

UNITS OF CREDIT

AREAS OF STUDY (Required Courses in Parentheses) ¹	Units Required
(I) English/Language Arts (Eng 9 & American Lit)	4
(II) Mathematics (Math I, II, & III) ²	4
(III) Science (Biology)	4
The 4th science unit may be used to meet both the science and elective requirement but may not be used for the HOPE scholarship.	
(IV) Social Studies (Gov (1/2), W. History, U.S. History, Economics (1/2))	3
(V) ³ Career Pathway or CTAE, Fine Arts and/or Foreign Language Credits	3
(VI) Health and Physical Education (Health (1/2), PE (1/2))	1
(VII) Electives	4
TOTAL REQUIRED UNITS	23

¹Advanced Placement (AP) courses may be substituted for some of these courses.

²Accelerated Math I, II, and III may be substituted for these courses.

³Students should meet with a counselor to review entry requirements for potential post-secondary institutions before making decisions in this category.

All students must pass the Georgia High School Graduation Writing Test.

HALL PASS (Middle School and High School)

Hall passes are located in the Student Agenda for the schools that purchase them for their students. Each time a student leaves the classroom during any class period, he/she must have permission from his/her teacher, and carry his/her Student Agenda. The Student Agenda must be filled out by the student and signed by the teacher granting permission for the student to leave the classroom. Once the available spaces are used, or if a student forgets to bring his/her Student Agenda to class, the student will not be allowed to leave the classroom unless there is an emergency.

Schools without student agendas will have a hall pass system that must be utilized in the manner outlined by school administration.

HEAD LICE

Murray County Schools will follow the Murray County Schools Protocol. A copy is available upon request from the school. School administration reserves the right to request verification that a student has received appropriate medical treatment prior to returning to school. 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.

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

2. Disease prevention
3. Environmental health
4. Nutrition
5. Personal health
6. Sex education/AIDS education
7. Safety, which includes teaching students as early as kindergarten to identify inappropriate sexual touching and to report the inappropriate sexual contact
8. Mental health
9. Growth and development
10. Consumer health
11. Community health
12. Health careers
13. Family living
14. Motor skills
15. Physical fitness
16. Lifetime sports
17. Outdoor education

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 a choice to allow your child participate in sex education and AIDS education programs parents have the right to be informed by the school the content of the curriculum. 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.

In the 2009 Georgia legislative session, the Georgia Student Health and Physical Education (SHAPE) Act was passed and requires each local school district to conduct an annual fitness assessment program for all students in grades 1 - 12 enrolled in Georgia public school physical education classes taught by certified physical education teachers.

HOMEcomings/SWEETHEART COURT SELECTIONS (High School)

The following criteria must be met in order for any student to represent MCHS or NMHS in any school wide student body nominations, including but not limited to the following, Homecoming and Sweetheart Court selections.

1. 80 cumulative GPA including current semester
2. Good attendance
3. Good behavior

HOMELESS EDUCATION

The Murray County School System is committed to every child enrolled in our system. Our Homeless Education Program goals are to identify and assist students who lack a fixed, regular, and adequate nighttime residence so that they may enroll, attend and succeed in school. The Employees of the Murray County School System work with students, families, the enrollment center, and community agencies to meet the requirements of the Homeless Education Program under the McKinney-Vento Act, which is a part of No Child Left Behind. If you know of a homeless student please contact a school social worker or call the Murray County School System Instructional Support Services at 706-695-2252.

HOMEWORK

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

Students will be given homework policies for individual classes. The Murray County School System subscribes to the philosophy that homework is an important part of the educational process and that it is valid if it meets the following objectives:

- To work toward mastery of the intended curriculum
- To use external resources for research experiences
- To allow teachers to determine which students need additional practice
- To provide essential practice in developing skills

HOSPITAL/HOMEBOUND INSTRUCTIONAL SERVICES

The Murray County School System will follow the Georgia State 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) which prevents school attendance for a minimum of 10 consecutive school days. A Hospital Homebound student's attendance will be recorded as hospital/homebound if they receive the appropriately documented educational instruction and services. Hospital homebound attendance does not count toward perfect attendance. Three 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.(3). Educational Service Plan (ESP) State BOE Policy IDDC.

KIDS ON THE BLOCK

Kids on the Block is a puppet performance on personal safety presented annually to second and third grade students.

IMMUNIZATION/COMMUNICABLE DISEASES

All new students in the Murray County School System must present an Immunization Certificate. A Vision, Hearing, and Dental Screening Certificate is also required if a student is entering a Georgia Public School for the first time. If a student does not have an adequate Immunization Certificate or a Vision, Hearing, Dental Screening Certificate, the student will have 30 calendar days in which to obtain a certificate. At the end of 30 days the student may be asked to withdraw from school if he/she has not obtained the appropriate certificate. If the student is transferring from another state or country, he/she has 90 calendar days in which to provide these health certificates. Each student and parent is responsible for maintaining adequate immunizations. Parents should immediately report the health status of their child to the school guidance office if a physician diagnoses a communicable disease.

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 provider offers extensive on line services including the ability to enroll, obtain claim forms and ID cards, and check claim status. Online services can be accessed by going to the Murray County Schools website and using the "Student Insurance" link.

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.

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

Please refer to *Acceptable Use and Internet Safety Policy* toward the back of this handbook.

INVESTIGATIONS AND SEARCHES (POLICY JCAB)

The Murray County Board of Education policy regarding searches is as follows:

The Murray County School System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches are based on reasonable suspicion of the presence of dangerous or disruptive items or violations of code of conduct. Principals of each school where lockers are issued shall insure that at the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations and avoid any practices that lead students to believe that lockers are under their exclusive control. In the event a search of a student's person, his/her personal possessions, locker, or vehicle, reveals that the student is concealing material, the possession of which is prohibited by federal, state, or local law, local law enforcement authorities may be notified so they may take appropriate action. When students bring devices to school that are capable of recording images or sounds, those devices are subject to searches and seizures if the school has a reasonable belief that the devices contain evidence related to an investigation of a violation of the Student Code of Conduct or a violation of the criminal/juvenile code.

Infinite Campus Parent Portal

Infinite Campus Parent Portal gives parents on-line access to their child's grades and attendance. The head of household must present a photo I.D. at the student's school to receive the access code for this service. Infinite Campus Parent Portal will be updated weekly by teachers.

LOCKERS

Lockers are rented through the homeroom teacher/office for \$10.00 (non-refundable) per school year. Each student is responsible for any item in the locker and any damage to the interior of the locker, which has been assigned to him/her. The school reserves the right to enter and search any locker at any time. **Students are not to share or exchange lockers.** Any inappropriate items found in a locker will be the responsibility of the renter. For security purposes students shall not render the locks inoperable. Padlocks are not to be used on lockers. For student protection, random locker searches may be made throughout the school year. Lockers are rented from the beginning of school until the last week of school. All lockers not cleared by the final week will be opened and cleaned out as necessary.

LOST AND FOUND

Lost and found items should be turned in to the office. Found textbooks will be sent to the teacher who issued the books. The school is not responsible for lost or stolen items. Periodically, unclaimed lost and found items will be taken to a charitable organization.

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, caretaker, or other individual or has been neglected or exploited by a

parent, caretaker, or other individual or has been sexually assaulted, shall report such incidents to appropriate authorities. Being a mandated reporter requires all school employees to report any situation where a student is in danger or is a threat to self or others. All system employees receive annual mandated reporter training.

MANDATORY “QUIET REFLECTON”

Georgia Law requires up to 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.”

MEDIA CENTER POLICIES

Media centers will be open during regular school hours. Students must have a library card or student ID to check out a book. Fees for lost or damaged books are collected at replacement cost plus a \$2.00 non-refundable processing fee. All these fees must be paid before report cards are issued. Book bags are not allowed in the media center. Library cards are given out to each student at the beginning of the year, replacement cards cost \$1.00.

Elementary Schools

Two books can be checked out for two weeks for students in second-fifth grades and renewed if more time is needed. Books may not be checked out if a student owes for a lost or damaged book. During class time, students are admitted only with a media center pass.

Middle Schools

Two books can be checked out for two weeks and renewed if more time is needed. Reference books may only be checked out overnight. Periodicals remain in the media center. Fines for overdue books are five cents each day per book. Books may not be checked out if a student’s fines exceed \$0.50. During class time, students are admitted only with a media center pass signed by a teacher.

High School

Two books can be checked out for two weeks for leisure reading and renewed if more time is needed. For research projects a student may check out as many books as needed to complete the assignment. Reference books may only be checked out overnight. Periodicals remain in the media center. Fines for overdue books are five cents each day per book. Books may not be checked out if a student’s fines exceed \$2.00. During class time, students are admitted only with an agenda signed by a teacher.

- Hours of operation are from 7:00 a.m. – 4:00 p.m.
- Students may come to the media center with a hall pass throughout the school day as space permits.
- I.D. cards are required for check-out.
- Book fines – 5 cents/day; copy fees: 10 cents/page for computer generated copies in black & white, and 25 cents/page for color copies.
- Lost or damaged books: Current replacement cost
- Students must maintain good behavior which supports an atmosphere conducive to quiet learning activities.

MEDICINES

Prescription Medication

All prescription medications must be delivered to the school by the parent or guardian. All prescription medication must be in a clearly labeled prescription bottle with the student’s name, drug name, dosage instructions, physician’s name, pharmacy name, and pharmacy phone number. A Medication Authorization Form must be completed and on file in the school office.

Over the Counter Medication

Over the Counter Medications (Tylenol, Advil, lotions, crèmes, etc.) can be given by the school nurse if he/she is on the premises and has a parent or guardian’s signature on the student’s health form. In the event the school nurse is not on the premises over the counter medications may be provided by the parent or guardian with the condition that a Medication Authorization form is on file in the school office.

Emergency Medication

Medications needed in an emergency situation (Epi Pens, Glucagon, Insulin, etc.) may be stored with the teacher or kept by the student as deemed appropriate by the school nurse. Inhalers for the treatment of asthma should be kept with the student at all times. A Medication Authorization Form should be completed for all emergency medications and kept on file in the school office.

Asthma Medication

Each school shall permit the self-administration of asthma medication by students who have asthma in the method set out herein.

1. The medication must be prescribed by a physician or physician’s assistant authorized and licensed by the State of Georgia to prescribe medication.
2. The medication must be self-administered asthma medication meaning the student’s discretionary use of the asthma medication prescribed for him or her.
3. The student shall inform the school of the student’s desire to self administer asthma medication and must allow the school to review and notate the medication prescribed. The student shall inform the school nurse of any changes or modifications in the prescribed medication.
4. The school shall make a list of all students allowed to self-administer asthma medication.
5. Students qualified to self-administer asthma medication shall be allowed to self administer the prescribed asthma medication
 - While at school
 - At school sponsored activities
 - While under the supervision of school personnel; or
 - While in before-school or after-school care or operated programs

The school district and its employees and agents shall incur no liability other than for willful and wanton misconduct for any injury to a student caused by his or her self-administration of asthma medication.

MESSAGES TO STUDENTS

Messages will be delivered from parents to students and will be limited to the following:

- A. Notification of death, serious illness, or disaster in a family
- B. Medical appointments unexpectedly changed
- C. Other family emergency
- D. Non-emergency messages will be delivered if time and resources allow
- E. The school intercom will be used only for emergencies

NURSES

The Murray County School System provides access to nursing services to assist teachers, administrators, and parents in meeting the medical needs of students.

PARENTAL INVOLVEMENT

Murray County Schools believe that parental involvement processes are designed to create the expectations that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and encourage open communicate regarding concerns about, and actions in response to, student behavior that detracts from the learning environment. Parental involvement is encouraged in each school.

Information on how to be actively involved in your child's school is available on each school's website

PARENT/TEACHER CONFERENCES

A parent wishing to schedule a conference with his/her child's teacher should contact the school office by phone. Conferences should be scheduled in advance and, if possible during the teachers' planning time. If a parent would like a counselor or nurse to be present at the conference, the parent should make this request at the time the meeting is scheduled.

PERSONAL PROPERTY

Students are expected to bring to school only the items of personal property, which are necessary for the participation in class and extracurricular activities. Items which are considered potentially dangerous or disruptive to school procedures will be confiscated and appropriate actions taken. (See contraband section). Students are not to bring valuables, large sums of money, games, trading cards, electronic devices, etc. Students are encouraged to place names on valuable personal items (shirts, pants, dresses, shoes, etc.). Students are responsible for all personal belongings.

PHONE USE

Students may only use office phones in emergency situations and with a note from a teacher. Students will not be called out of class to receive a phone call through the front office. **CELL PHONES WILL BE CONFISCATED** if used during the regular school day and appropriate disciplinary actions will be taken.

POLICY MANUALS

A Murray County Board of Education Policy Manual is located in the Superintendent's office and in the Murray County website. The policy manual is available online under the Board of Education link on the Murray County Schools website at www.murray.k12.ga.us.

PROMOTION AND RETENTION

The Murray County Board of Education recognizes its responsibility for providing a quality education for the students enrolled in this school system. A part of this responsibility includes the requirement for students to demonstrate competency in the basic academic subjects.

The Murray County Board of Education has adopted standard promotion requirements for elementary and middle grade students. These requirements are explained in detail in the Board Policy IHE, which can be found online through the Murray County Schools website, www.murray.k12.ga.us.

To be a senior, students must have 17 credits

All Classes beginning with 2012 must have

- To be a 10th grader students must have 5 credits
- To be a 11th grader students must have 11 credits
- To be a 12th grader students must have 17 credits

REPORT CARDS

Students will be issued report cards each nine-week grading period. It is the student's responsibility to take the report home. Incomplete grades must be made up within 5 school days after the conclusion of each term. The grading scale is as follows:

Elementary and Middle Schools:

A = 90-100 B = 80-89 C = 70-79 F = 69 and below

High School:

A – (90-100) B – (80-89) C – (74-79) D – (70-73)
F – 69 or below I – Incomplete P – Pass F – Failure

HONOR AND STAR HONOR ROLL

Elementary and Middle Schools:

Honor Rolls and Star Honor Rolls will be published at the end of each grading period. Students are eligible for the Star Honor Roll if grades are A or above in all classes. If a student makes a B or above in all courses, he/she will be listed on the Honor Roll. Conduct is not used when determining honor rolls.

High School:

Star Honor Roll: Grades of 90 or above in all classes.

Honor Roll: An average grade of 90 with no grade lower than 80

SAFE AND DRUG FREE SCHOOLS

Murray County Schools participate in the Georgia Student Health Survey II (GSGS II). Each October the Title IV-A Safe and Drug-Free Schools Program collects survey information from students. The Georgia Department of Education provides the on-line GSHS II to grades 6,8,10, and 12. Survey Questions include substance abuse, violent situation, school climate, and nutrition. The data collected will be used to identify critical areas of need for our Safe and Drug-Free Schools efforts. Survey analysis of these data provides information and data that:

- Meets the No Child Left Behind Title IV Mandated data collection requirements
- Assists in the maintenance of a school environment that is free of drugs and violence
- Promotes a classroom atmosphere that allows teachers to teach and students to learn
- Develops and offers experiences that involve student in applying the concepts of making healthy decisions, accepting responsibility for behaviors, and understanding consequences.

Other Safe and Drug Free Schools Surveys may be conducted throughout the school year. If you **do not** wish your student to participate in these surveys, please send a letter to your school's principal, which states this request. Please include your name, your child's name and sign and date the letter.

SCHEDULE CHANGES

Request for schedule changes or class changes will be made only for sound educational reasons. The request should be addressed with the principal for elementary school and the school counselor for middle and high school students with the principal making the final approval. The principal must approve requests for team changes in middle school.

SCHOOL NUTRITION

Cafeteria

The School Nutrition Program provides a nutritious well-balanced breakfast and lunch daily. Students are encouraged to participate. Cost per meals is as follows:

Student Breakfast	\$0.75
Adult Breakfast	\$1.50
Elementary School Lunch	\$1.60
Middle/High School Lunch	\$1.85
Adult Lunch	\$2.75

Meals can be paid daily, weekly or monthly. Cash or checks are accepted at each school. Account balances may be checked and payments may be made using a debit or credit card or check online at www.mealpayplus.com or by phone at 1-866-682-9288. Balances will be carried over to the next school year unless a refund request is made in writing to the lunchroom manager prior to the last day of school. Elementary and middle school students will be allowed a total of three meal charges. **No charges are accepted at the High School level.** Parents will be notified of negative account balances by phone or letter and will be responsible for paying all charges. All

returned checks will be debited electronically for the face amount and fees allowed by your state.

Applications for free and reduced priced meals are available in the school office or cafeteria. Those who wish to apply for this program must complete a new application each school year.

Reduced Costs per Meal:

Breakfast	\$.30
Lunch	\$.40

Students must clean up any mess they make. Students must return trays to the dish return window or other designated area when finished eating. Leaving trays on the table may result in disciplinary action.

Students are expected to be polite and quiet while going to, eating, and coming from the lunchroom. Each student is required to learn their school assigned five-digit identification number. This number serves as the student's cafeteria number.

Classroom Parties

Classroom parties consisting of food items should be held after the regular lunch period or at least two hours prior to the regular lunch period. To encourage a healthy lifestyle, it is recommended, but not required, that snack items be consistent with the goals of the Murray County Board of Education Wellness Policy and reflect the 2010 USDA Dietary Guidelines. Examples of healthy snack items include fruit, 100% fruit juices, raw vegetables with dip, whole grain items including breads, chips, crackers and low fat dairy foods such as skim milk and yogurt. Carbonated soft drinks are prohibited. Parties must be approved by an administrator at the high school level.

Food and beverages

Students and 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. An alternate eating location, however, may be assigned when food is brought to school from restaurants. Homemade lunches are permissible.

Beverages sold on campus during the school day will be limited to water, low-fat and non-fat milk, and 100% fruit juice in servings no more than eight ounces at the elementary school level and ten ounces at the middle school level. Beverages at the high school level will be limited to water, 100% juice, sports drinks and diet sodas in servings of 12 ounces or less. High school students may carry only water purchased at school in the halls and classrooms. This privilege can be revoked by the administration at any time.

SCHOOL PROPERTY

No skateboarding, rollerblading, or roller-skating allowed any time on school property. Violators will be prosecuted.

SCOLIOSIS

Scoliosis is one of the more common diseases of the spine, affecting 12 million people worldwide. Most individuals have few problems, but for a small percentage of individuals the problems can be very severe. Untreated, they can suffer from a disfiguring curve and often a large hump in the back. Patients with this form of scoliosis have increasing difficulty exercising as they get older and are limited by pain. Murray County Schools in cooperation with the Murray County Health Department conduct free, non-invasive, screening for Scoliosis each year. The screening is conducted for all sixth and eighth grade students. Parents/guardians will be notified of the date screening is scheduled. Parents/guardians must notify the school if they do not want their child to be screened for scoliosis.

SENATE BILL 10 Georgia Special Need Scholarship Act

If you are interested in transferring your child to a private school in Georgia, you may be able to take advantage of the 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 Georgia Special Need Scholarship and the parent application process, please visit the Georgia Department of Education website at <http://public.doe.k12.ga.us/>. For information or to apply for this option, please contact Allison Oxford, Director of Instructional Support Services at 706-695-2252.

SOCIAL WORKERS

School Social Workers are the liaison between school, home, and the community. The School Social Workers are based at the schools to work with parents, teachers, and administrators. Focus is placed on the student's health, safety, education, and attendance.

STUDENT DROP-OFF and PICK UP

Murray County Schools provide bus transportation for all eligible students. If you have a family emergency, contact the school, and we will work with you to see that your child is safe.

Elementary: Students will be supervised from 6:30 AM until 4:00 pm.

Middle School: Students will be supervised from 6:30AM until 4:00PM. Students who are being picked up between 3:20PM and 4:00PM should be picked up in the designated pick up area. Students who are picked up after 4:00PM should be picked up inside the school building.

After 4:00PM:

- (1) school personnel will attempt to contact the parents/guardians or other adults approved by the parent/guardians.
- (2) If we are unable to make a satisfactory contact by a reasonable time, a child may be transported to the Murray County Sheriff's office for pick up.
- (3)The school will document instances when a student is not picked up from school. Recurring incidences may be referred to the school social worker.

High School and Middle School

Parents/Guardians must present a signed note giving permission for a student to walk to and from school. For the safety of these students, walkers may not leave the school campus until directed by the administration. The school system does not provide supervision in public areas surrounding school property. The high schools provide student supervision from thirty minutes before the start of school until 30 minutes after the conclusion of the regular school day. Parents must use the designate drop off and pick up locations.

STUDENT PICK UP DURING THE SCHOOL DAY

If a student must leave school before the end of the day, the student should be signed out by a parent/guardian at the school office. The latest time to sign out a student is

- 3:00 P.M. for K-6
- 3:00 P.M. for 7-8
- 2:45 P.M. for 9-12

The administration has established these times to limit missed instruction and interruptions in classrooms.

STUDENT RECORDS

Murray County Schools will comply with The Family Educational Rights and Privacy Act (FERPA) regarding student records. See FERPA section of this student handbook.

TARDINESS

Each school has established a starting time. Any student arriving after the scheduled starting time is tardy. It is important that students arrive

on time and attend all classes during the day. Allowances are made for late arrival of buses. Repeated tardiness may be referred to the school social worker

TESTING

Test schedules are subject to change. It is not uncommon for the State Departments of Education or the local school system to modify test schedules after the beginning of the school year. The most current information regarding testing will be posted on the pupil services website at www.murray.k12.ga.us at the pupil services link.

The Murray County School System administers standardized test in accordance with the state guidelines. Tests include: Writing Test for grades 3, 5, 8 and 11, GKIDS, ACCESS for ELL, GAA, Georgia Criterion Reference Competency Test (CRCT), and the Criterion Reference Competency Test – Modified (CRCT-M). Other tests may be mandated by the state of Georgia or the Murray County Board of Education. The following tests will be administered as required by law at the high school level: The Georgia High School Graduation Test, The Georgia High School Writing Test, and various End of Course Tests. Benchmark testing is used to guide instruction in core courses.

TEXTBOOK AND INSTRUCTIONAL MATERIAL

Textbooks or other resources will be made available to students in class, online or to take home each night. School textbooks are the property of the state of Georgia and students are responsible for protecting issued textbooks from loss, theft, and damage. Students will be charged the replacement cost for textbooks that have been lost or damaged.

VISITORS

All visitors must report to the office before conducting any business they may have at the school. Visitors will be issued a visitor's pass or badge. 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, an 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. Individuals who enter schools without permission are subject to criminal trespass laws.

WITHDRAWALS

Any student withdrawing from school for any reason is to report to the office for the proper forms. A parent or guardian must accompany the student. All books must be returned and fines paid in order to clear the records. To facilitate this process, the Guidance Office should be notified a few days before the withdrawal date if possible. The parent or guardian must provide the reason for withdrawal and, in the case of transferal, the name of the school the student will be attending. The parent or guardian must provide the new home address and the last date the student will be in attendance at this school.

MURRAY COUNTY SCHOOLS CODE OF STUDENT CONDUCT AND DISCIPLINE PROCEDURES

STATEMENT OF PURPOSE

The purpose of the schools within the Murray County School District is to provide the best learning opportunity possible. Our standards of student behavior during school hours and at school related functions are designed to create the expectations that students will behave themselves in such a way as to facilitate a learning environment for themselves and other students. We expect students to:

1. Respect each other
2. Respect school district employees
3. Obey student behavior policies adopted by the Board of Education
4. Obey rules established by individual schools

Good order and discipline may be described as the absence of distractions and disturbances, which interfere with the optimum functioning of the student, the classroom, the school, and the safe operation of school buses. It is also the presence of a friendly, yet businesslike, rapport in which students and school personnel work cooperatively toward mutually accepted goals.

We ask your cooperation in sharing this responsibility for maintaining a proper learning environment.

Positive Behavior Support

PBIS is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety and support improved academic outcomes. More than 10,000 U.S. schools are implementing PBIS and saving countless instructional hours otherwise lost to discipline. The premise of PBIS is that continual teaching, recognizing and rewarding of positive student behavior will reduce unnecessary discipline and promote a climate of greater productivity, safety and learning. PBIS schools apply a multi-tiered approach to prevention, using disciplinary data and principles of behavior analysis to develop school-wide, targeted and individualized interventions and supports to improve school climate for all students (OSEP Technical Assistance Center on Positive Behavior Interventions & Supports, 2009). All Murray County Schools are trained PBIS schools.

DISCIPLINE PROCEDURES

The following discipline procedures and state guidelines have been prepared in accordance with the Murray County Board of Education Policy Procedures for Murray County Schools. It contains information for school personnel, students, and parents on the progressive discipline guidelines. Included are an outline of student offenses and the various dispositions relating to these offenses. Disciplinary action will include appropriate hearings and reviews, and in all cases, the rights of individuals will be ensured and protected. 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 Murray County 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 violation results in punishment being administered by a school administrator. 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. It should be noted that there will be instances when students who violate the Student Code of conduct receive different

punishments. Public schools are required to administer progressive discipline; therefore in determining appropriate punishment a student's past disciplinary record must be considered. Additionally school administrators will consider the severity of the violation and the impact of the behavior on the learning environment of the school.

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

The following disciplinary actions may be imposed for any violation of this Student Discipline Code of Conduct:

- Warning and/or Counseling with a School Administrator or Counselor
- Loss of Privileges
- Isolation
- Temporary Removal from Class or Activity
- Notification of Parents
- Parent Conference
- Detention/Saturday School
- Placement in an Alternative Education Program
- Short-term Suspension
- Referral to a Tribunal for Long-term Suspension or Expulsion
- Expulsion from Murray County Schools
- Suspension or Expulsion from the School Bus
- Referral to Law Enforcement or Juvenile Court Officials: Georgia law requires that certain acts of misconduct be referred to the appropriate law enforcement officials. The School will refer any act of misconduct to law enforcement officials when school officials determine such referral to be necessary or appropriate.
- Any and all other consequences or combination of consequences determined appropriate by school administration.

School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus; student book bags, school lockers, desks and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors, audio and video surveillance devices, and drug or weapon sniffing dogs may be utilized at school or at any school function, including activities which occur outside normal school hours or off the school campus at the discretion of administrators.

ELEMENTARY DISCIPLINE PROCEDURES

Elementary discipline (grades k-6) involves teaching students that there are consequences for inappropriate actions. As offenses become more severe the possible consequences increase. Offenses are therefore defined as Class I Offenses, Class II Offenses and Class III Offenses. Repeated violations may result in punishment at a higher level of the Discipline Code. Many disciplinary actions will be at the classroom level. The following consequences will apply when an office referral is made.

• CLASS I OFFENSES

Possible parental contact when appropriate, loss of privileges, time out, warning, the development of a disciplinary plan, writing rules and/or other possible consequences based on the situation.

• CLASS II OFFENSES

Parental contact, possible out-of-school suspension from 1 to 10 school days, possible corporal punishment, In school suspension, loss of privileges and possible referral to the school counselor and/or school social worker.

• CLASS III OFFENSES

Parental contact, out of school suspension from 1 to 10 school days, possible police action, possible restitution, possible in school suspension, possible tribunal hearing.

High School and Middle School

Students in violation of student discipline code 1.0 (with the exception of 1.7, Tobacco Usage) will be assigned to the alternative school for two full semesters, or the equivalent, in accordance with the following guidelines:

- *If the violation occurs with more than 8 weeks remaining in the current semester, or the equivalent for middle school, then the student will be assigned to the alternative school for the remainder of the current semester plus one full semester.*
- *If the violation occurs with less than 8 weeks remaining in the semester, or the equivalent for middle school, then the student will be assigned to the alternative school for the remainder of the current semester plus two full semesters.*

1.1 **Sale, distribution, or attempt to obtain drugs on school property, at a school function, or in the School Safety Zone**

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing

1.2 **Possession of, use of, or being under the influence of drugs on school property, at a school function or in the School Safety Zone**

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing

1.3 **Sale, possession, or distribution of counterfeit drugs at school, at a school function or in the School Safety Zone**

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing

1.4 **Possession or use of an inhalant drug at school, at a school function or in the School Safety Zone**

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, possible Police Action, possible Tribunal Hearing

1.5 **Possession of drug paraphernalia at school, at a school function or in the School Safety Zone**

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, possible Police Action, possible Tribunal Hearing

1.6 **Misuse, misrepresentation, sale, distribution, attempt to obtain, illegal, or over the counter drugs at school, at a school function or in the School Safety Zone**

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing

1.7 **Tobacco use/possession**

High School and Middle School

Use of and/or possession of tobacco by students in any form:

First offense: 1 day Suspension, Parent Contact

Second offense: 3 days Suspension, Parent Contact

Third offense: 5 days Suspension, Parent Contact

Fourth Offense: Tribunal

1.8 **Sale or distribution of alcohol at school, a school function or in the School Safety Zone**

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing.

1.9 **Possession of, use of, or being under the influence of alcohol at school, at a school function or in the School Safety Zone**

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing

2.1 **WEAPONS**

2.2 **Weapon-Firearm**

High School, Middle School and Elementary School

Each offense: 10 days Suspension, Parent Contact, Police Action, Possible Tribunal Hearing. A 12-month Suspension is mandated for a student possession of a firearm in a school zone.

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**

High School, Middle School and Elementary School

Each offense: 10 days Suspension, Parent Contact, Police Action, Possible Tribunal Hearing

NOTE: Students may not use any item in a manner intended or likely to cause bodily harm to others. Any item used in a manner to inflict serious bodily damage will be considered a weapon.

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 KNUCKS, 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.

2.3 Weapons-School Violation

High School and Middle School

First offense: 3 days Suspension, Parent Contact
 Second offense: 5 days Suspension, Parent Contact, Behavior Contract
 Third offense: 10 days Suspension, Parent Contact, Tribunal Hearing

SCHOOL VIOLATION

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

2.4 Possession and/or use of fireworks, stink bombs, lighter, matches, smoke bombs (pyrotechnics), or similar devices

High School and Middle School

First offense: 1 day Suspension, Parent Contact
 Second offense: 3 days Suspension, Parent Contact
 Third offense: 5 days Suspension, Parent Contact, Behavior Contract
 Fourth offense: 10 days Suspension, Parent Contact, possible hearing and/or police action.
 Note: Use of these items in a manner that may endanger others will require more serious punishment than stated above.

2.5 Threatening to bring a weapon

High School and Middle School

First offense: 3 days Suspension, Parent Contact, possible police action
 Second offense: 10 days Suspension, Parent Contact, possible Hearing, possible police action

3.0 INSUBORDINATION

3.1 Refusal to attend In School Suspension

High School and Middle School

First offense: 3 days Suspension, Parent Contact
 Second offense: 5 days Suspension, Parent Contact
 Third offense: 10 days Suspension, Parent Contact, possible Tribunal Hearing
 *Upon returning from out of school suspension, students will be required to serve the balance of any ISS time assigned.

3.2 Refusal to comply with I.S.S. rules and procedures

High School and Middle School

Refusal to complete assigned tasks, insubordination, or any major infractions for which the student would ordinarily be assigned I.S.S. or Suspended
 First offense: 3 days Suspension, Parent Contact
 Second offense: 5 days Suspension, Parent Contact
 Third offense: 10 days Suspension, Parent Contact, possible Tribunal Hearing,
 *Upon returning from out of school suspension, students will be required to serve the balance of any ISS time assigned.

3.3 Refusal to be searched

High School and Middle School

First offense: 3 days Suspension, Parent Contact, possible Police Action
 Second offense: 5 days Suspension, Parent Contact, possible Police Action
 Third offense: 10 days Suspension, Parent Contact, possible Police Action, possible Tribunal Hearing

3.4 Refusal to correct any dress code violation or repeated violations of dress code

High School and Middle School

First offense: Parent Notification and Clothing provided
 Note: Subsequent offenses; the student will be sent home until the violation is corrected.

3.5 Hindrance of an investigation

High School and Middle School

First offense: 1 day Suspension, Parent Contact
 Second offense: 3 days Suspension, Parent Contact
 Third offense: 5 days Suspension, Parent Contact,

3.6 Provoking, aiding, enticing, video or voice recording or encouraging others to commit an offense; or any attempt to aide, entice or encourage others to commit an offense

High School and Middle School

Any student who urges, encourages, councils, furthers, promotes, assists, causes, advises, procures, aids, or abets any other student(s) to violate any section of the Student Codes of Conduct may be deemed to have violated that section of the Student Codes of Conduct and will receive the appropriate consequences.

3.7 Refusal to attend In School detention, break detention, or complete any punitive requirements assigned by the teachers

High School and Middle School

Each offense: 1 day Suspension, Parent Contact
 Note: Students assigned punishment by the office under this specific code will be considered cleared of the teacher-assigned punishment for the offense.

3.8 Refusal to follow directives of any Administrator

First offense: 2 days Suspension, Parent Contact, possible Police Action
 Second offense: 5 days Suspension, Parent Contact, possible Police Action
 Third offense: 10 days Suspension, Parent Contact, possible Police Action, possible Tribunal Hearing

Elementary School

Class III violation

High School and Middle School

First offense: Verbal Warning, Parent Contact

Second offense: 2 days Suspension, Parent Contact

Third offense: 5 days Suspension, Parent Contract

4.1 OFFENSES AGAINST PROPERTY

5.2 Possession or distribution of pornographic material, toys, or adult novelties

4.2 Substantial damage intentionally caused to the personal property belonging to a teacher or other school employee or student

High School and Middle School

First offense: 1 day Suspension, Parent Contact

Second offense: 3days Suspension, Parent Contact

Third offense: 5 days Suspension, Parent Contact, Behavior Contract, and notification to School Social Worker.

Fourth offense: 10 days Suspension, Parent Contact, Tribunal Hearing

Note: Certain instances may necessitate more punishment than noted in the handbook as determined by school administration.

High School and Middle School

First offense: 2 days Suspension, Parent Contact

Second offense: 5 days Suspension, Parent Contact

Note: If the principal determines that an alleged intentional damage could justify expulsion or long-term Suspension, a Tribunal Hearing may be held in relation to the intentional damage. Certain instances may necessitate Police Action as determined by school administration. Restitution will be expected from a student who causes intentional damage to the personal property of a teacher, school employee, or student.

5.3 Public display of affection

4.2 Willful or malicious damage to school property or real estate, before, during or after regular school hours

High School and Middle School

First offense: 2 days Suspension, Parent Contact

Second offense: 3 days Suspension, Parent Contact

Third offense: 5 days Suspension, Parent Contact and Behavior Contract

Fourth offense: 10 days Suspension, Parent Contact, possible Tribunal Hearing

Note: Certain instances may necessitate Police Action and Tribunal as determined by school administration.

Restitution may be required.

High School and Middle School

First offense: Office Warning

Second offense: Parent Contact

Third offense: Writing assignment completed during break, Parent Contact

Fourth offense: 1 day Suspension, Parent Contact

Fifth offense: 3 days Suspension, Parent Contact, Behavior Contract, possible hearing.

5.4 Serious Sexual Misconduct

4.3 Arson

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, Police Action, possible Tribunal Hearing

High School and Middle School

This offense includes, but is not limited to, acts of a sexual nature, public indecency, and exposure of body parts. The consequences for each offense will be determined by school administration. Each violation of this code of conduct will result in up to 10 days Suspension, Parent Contact, Police Action, tribunal hearing, behavior contract, and notification to the School Social Worker.

4.4 Actions or deeds which may, could, or do cause undue panic or fear (pulling fire alarm, bomb threat, dressing in clothing suggesting potential violent behaviors or other actions which may, could, or do cause undue panic or fear)

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, Tribunal Hearing and Police Action

5.5 Gambling on school property or at a school function

High School and Middle School

First offense: 1 days Suspension, Parent Contact

Second offense: 3 days Suspension, Parent Contact

Third offense: 5 days Suspension, Parent Contact

Fourth offense: 10 days Suspension, Parent Contact, possible Tribunal Hearing

4.5 Theft

High School and Middle School

First offense: 1 days Suspension, Parent Contact

Second offense: 3 days Suspension, Parent Contact

Third offense: 5 days Suspension, Parent Contact and Behavior Contract

Fourth offense: 10 days Suspension, Parent Contact, Tribunal Hearing

*Note: Certain instances may necessitate Police Action and more severe punishment than noted in the handbook as determined by school administration. Restitution may be required.

5.6 General Indecency- Any act that an administrator deems indecent which could include exposing oneself or another. This includes flashing, mooning, shanking, etc. Violation of this code of conduct will result in a minimum of 1 day of suspension and up to 10 days suspension. Other possible actions include: police action, behavior contract, notification of School Social Worker and tribunal.

6.0 PHYSICAL AND VERBAL ABUSE

6.1 Acts Of Physical Violence Committed Against Other Students (including sexual harassment)

5.0 INDECENCY

5.1 Use of profane, vulgar, offensive or obscene words, or gestures, or the production of obscene drawings, pictures or text messages

High School and Middle School

Physical Violence is defined as:

- Intentionally making physical contact of an insulting nature or provoking nature with the person of another

- Intentionally making physical contact which causes physical harm to another or is of a sexually offensive nature
- A physical attack with the intention of causing bodily harm
- A physical attack with a weapon or any object used as a weapon
- This code section is not to be confused with 6.2 (Fighting) in which two or more students are willing participants in an altercation

Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing. Suspension of the student for the remainder of the semester is mandated.

6.2 Fighting

High School and Middle School

First offense: 5 days Suspension, Parent Contact

Second offense: 10 days Suspension, Parent Contact, Behavior Contract

Third offense: Placement at the Alternative School

All offenses include possible police action

Any further incident may result in expulsion.

Note: This includes, but is not limited to any physical altercation in which one or more of the following conditions exist:

- Slapping or punching by both parties takes place or is attempted
- The intention is to inflict pain or bodily damage to the other party
- Verbal or physical intervention to end physical altercation is required

6.3 Pushing, Shoving, Kicking, or other physically aggressive behaviors

High School and Middle School

First offense: 1 day Suspension, Parent Contact

Second offense: 3 days Suspension, Parent Contact

Third offense: 5 days Suspension, Behavior Contract, Parent Contact

Fourth offense: 10 days Suspension, Parent Contact, Tribunal Hearing

6.4 Endangering the well-being of self and/or others through jokes, pranks, tricks, games, or actions of poor judgment, etc.

High School and Middle School

First offense: Written Assignment, Parent Contact

Second offense: 1 day Suspension, Parent Contact, Behavior Contract

Third offense: 3 days Suspension, Parent Contact, Behavior Contract

Fourth offense: 5 days Suspension, Parent Contact, possible Tribunal Hearing

6.5 Sexual harassment and sexual violence

High School, Middle School and Elementary School

Sexual harassment and sexual violence 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 and sexual violence. Each provable verbal or physical offense that is determined to be sexual harassment may result in 10 days Suspension, Parent Contact, possible Police Action, possible Tribunal Hearing, and notification to the School Social Worker. This code applies to all school related functions including, but not limited to, extracurricular activities, field trips, persons attending school related functions and violations within the school day. Conversely, complaints proven to be false and of a malicious nature will be considered serious infractions of the student code of conduct and may result in up to 10 days suspension, possible Police Action, possible Tribunal Hearing, notification to the School Social Worker.

6.6 Acts of physical violence directed toward a teacher, school bus driver, or other school system employee (including substitutes)

High School, Middle School and Elementary School

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 Disciplinary Hearing Officer, and shall be suspended until the hearing.

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.

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 and may modify the expulsion as follows:
The student may be assigned to an alternative school.

The student may be allowed to return to school on a date set by the Board of Education.
Students in grades kindergarten through five may be allowed to reenroll in school.
A referral will be made to Juvenile Court alleging delinquent behavior.

6.7 Acts of a threatening nature or verbal abuse directed toward student, staff/school employee/substitute including vulgar, offensive or profane language
High School and Middle School
 First offense: 5 days Suspension, Parent Contact, possible Police Action
 Second offense: 10 days Suspension, Parent Contact, possible Tribunal Hearing, possible Police Action
 Note: This includes, but is not limited to: calling the staff member or school employee a “fighting word”, directing an obscene gesture to the staff member or school employee, making a threat of physical violence to or about the employee or their family, or threatening to damage valuable property of the employee.

6.8 Disrespect for a staff member/school employee/substitute
High School and Middle School
 First offense:
 1 day Suspension, Parent Contact
 Second offense: 3 Suspension, Parent Contact
 Third offense: 5 days Suspension, Parent Contact
 Fourth offense: 10 days Suspension, Parent Contact, possible Tribunal Hearing
 Note: Disrespect includes, but is not limited to: General Insolence, Back Talk, Verbal Refusal to Follow a Directive, Rule, Policy or Procedure

6.9 Bullying, electronic bullying, threatening
 Bullying is specifically defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such item is defined in Code in Code Section 16-5-23.1;
 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.

Consequences: Grades 6-12

Bullying violations shall result in any of the following consequences or combination of consequences:

- Parent Contact
- Anti-Bullying Contract
- Counseling
- In School Suspension

- Out of School Suspension
- Tribunal Hearing
- Possible Police Action

Third Offense: (for the third bullying offense in a school year) – that student shall be assigned to Mountain Creek Academy unless expulsion is deemed appropriate O.C.G.A. Section 20-2-751.4.

The first time it is determined by the school administration that a student has been involved in bullying behavior the student determined to be involved in inappropriate activity shall sign a “Anti-Bullying Contract”. In addition to any appropriate discipline imposed, the student shall receive counseling from the school counselor that is related to inappropriateness of the observed behavior.

Consequences: Grades PK-5
 Bullying violations shall result in any of the following consequences or combination of consequences:

- Parent Contact
- Anti-Bullying Contract
- Short Term Suspension
- Long Term Suspension
- Possible Police Action

The first time it is determined by the school administration that a student has been involved in bullying behavior the student determined to be involved in inappropriate activity shall sign an “Anti-Bullying Contract”. In addition to any appropriate discipline imposed, the student shall receive counseling from the school counselor related to the inappropriateness of the observed behavior.

6.10 Verbal abuse or disrespectful conduct toward other students
High School and Middle School
 First offense: Written Assignment, Parent Contact
 Second offense: 1 days Suspension, Parent Contact
 Third offense: 3 days Suspension, Parent Contact
 Fourth offense: 5 days Suspension, Parent Contact, Behavior Contract
 Fifth offense: 10 days Suspension, Parent Contact, Tribunal Hearing

6.11 Verbal or physical abuse of, or disrespectful conduct toward, persons attending school related functions
High School and Middle School
 Each Offense: 10 days Suspension, Parent Contact, possible Tribunal Hearing, possible Police Action
 Class II or Class III violation depending on circumstances.

6.12 Gang related activity
Definitions:
 For the purposes of this policy, a "gang" is defined as any group or association of three or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive

activity or behavior of any kind, whether on or off school campuses or school property.

Prohibited Activities:

No student shall:

1. Display or wear gang tattoos, articles, paraphernalia, or clothing.
2. Threaten to commit, or actually commit, any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building, place of assembly, school bus, or other school facility or otherwise causing disruption to the orderly operation of any activity on any school campus or school property, or in reckless disregard of the risk of causing such terror or disruption.
3. Shoot at or throw an object at a school bus or other school owned or operated vehicle, which is being operated, or which is occupied by passengers.
4. Recruit or solicit membership in any gang or gang-related organization.
5. Hold himself or herself out as a member of a gang.
6. The appropriate school officials reserve the right to punish any other gang-related behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

High School and Middle School

First Offense: The penalty for a student violating this policy for the first time shall range from a minimum penalty of out-of-school suspension for ten (10) school days to a maximum penalty of permanent expulsion.

Second Offense: A second violation of this policy for students shall result in a tribunal hearing and a recommendation by the Principal for immediate permanent expulsion from Murray County Public Schools.

6.13 Harassment based on national origin, disability or ethnic background

High School and Middle School

First offense: 1 days Suspension, Parent Contact

Second offense: 3 days Suspension, Parent Contact

Third offense: 5 days Suspension, Parent Contact, notification to school social worker

Fourth offense: 5 days Suspension, Parent Contact, Behavior Contract

Fifth offense: 10 days Suspension, Parent Contact, Tribunal Hearing

*Note: Certain instances may necessitate Police action and punishment other than noted in the handbook as determined by school administration.

6.14 Falsifying Reports of Alleged Inappropriate Behavior by Teacher/School Personnel Students are not to falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee.

High School and Middle School

Each offense: 10 days Suspension, Parent Contact, Tribunal Hearing and Police Action

6.15 Falsifying Reports of Alleged Behavior in Violation of the Student Code of Conduct by Other Students: Students are not to knowingly falsify, misrepresent, omit or

erroneously report information regarding instances of alleged inappropriate behavior by other students. This will include knowingly false allegations of inappropriate behavior alleged to have been committed by unknown students.

Consequences Grades 6-12

First offense: 3-5 days Suspension, Parent Contact

Second offense: 5-10 days Suspension, Parent Contact, Possible Tribunal Hearing

Third offense: 10 days Suspension, Parent Contact, Tribunal Hearing

Retaliation Prohibited

Under O.C.G.A. § 20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of local board policy and independent of whether a complaint is substantiated.

6.16 Retaliation Predicated by a Report of Bullying:

Consequences Grades: 6-12

Retaliation may be punished by any of the following consequences or combination of consequences:

- Parent Contact
- Anti-Bullying Contract
- Counseling
- In School Suspension
- Out of school suspension
- Tribunal Hearing
- Possible Police Action

SECOND OFFENSE- The student shall be assigned to the Murray County Knight School unless expulsion is deemed appropriate.

GENERAL INFORMATION IN REGARD TO PHYSICAL AND VERBAL ABUSE

- In certain instances, law enforcement officials will be contacted at the discretion of the school administration. The police may contact parents prior to questioning of students.
- Some acts of physical abuse or threatening actions may occur that are not specifically defined in the Student Codes of Conduct. If the school administration determines that an alleged action could justify expulsion or long-term Suspension, a Tribunal Hearing may be held in relation to any assault or fight.
- Each case of school violence will be judged on its individual facts and merits. Mitigating and aggravating circumstances will be taken into account by school administration when determining guilt and punishment.
- As a result of aggravating circumstances (such as the use of a weapon, an overt attack, fighting after being specifically and individually warned, ambush by an individual or a group, etc.) administration reserves the discretion to impose stricter penalties than those listed.

- As a result of mitigating circumstances (such as provable self-defense, as opposed to any offensive action, documented attempts to avoid an altercation through proper means, documented stalking which the school has been unable to halt, etc.) lesser penalties than those listed may be imposed.

7.1 GENERAL SCHOOL OR CLASSROOM INFRACTIONS

7.2 Disobeying school or class rules

High School and Middle School

First offense: Written Warning
 Second offense: Parent Contact
 Third offense: Writing Assignment, Parent Contact
 Fourth offense: 1 day Suspension, Parent Contact
 Fifth offense: 3 days Suspension, Parent Contact, Behavior Contract
 Sixth offense: 5 days Suspension, Parent Contact, possible Tribunal Hearing

Note: Disobeying class or school rules includes, but is not limited to, the following: Failure to obey directives, instructions, class procedures or policy, horseplay, rough housing, making fun of others in a malicious manner, forgery, lying, littering, throwing food, spitting on others, mistreating other's belongings, refusal to follow lunchroom procedures, being in unauthorized areas of the school while in transit, shooting spit wads, flipping rubber bands, throwing spit wads, tossing rocks, making improper noises, writing on desks, leaving class without permission, or other non-violent misbehaviors which disturb the learning process.

7.3 Leaving campus without permission

High School and Middle School

First offense: Assignment to the Alternative to Suspension Program (First Offense Only)
 *Note: Failure to attend will result in one day suspension
 Second offense: 1 days OSS, Written Assignment, Parent Contact, possible Police Contact
 Third offense: 3 days OSS Parent Contact, possible Police Contact, Tribunal Hearing

7.3 Classroom disturbance

High School and Middle School

First offense: Written Warning
 Second offense: Parent Contact
 Third offense: Writing Assignment, Parent Contact
 Fourth offense: 1 day Suspension, Parent Contact
 Fifth offense: 3 days Suspension, Parent Contact, Behavior Contract
 Sixth offense: 5 days Suspension, Parent Contact, possible Tribunal Hearing

Note: Classroom disturbances include, but are not limited to; actions on the part of students that intentionally and repeatedly disturb the teacher and/or other students to the extent that learning is disrupted.

7.4 Cutting class or required activity

High School and Middle School

7.5

Cheating

High School, Middle School and Elementary School

Each teacher establishes classroom penalty for cheating in the teacher's rules or syllabus.

First offense: Written Warning
 Second offense: Parent Contact, Written Assignment
 Third offense: 1 day Suspension, Parent Contact
 Fourth offense: 3 day Suspension, Parent Contact
 Fifth offense: 5 days Suspension, Parent Contact, Behavior Contract, possible Tribunal Hearing

7.6

Use of electronic communication devices during school hours

High School and Middle School

First offense: Office warning, device to be picked-up by Parent at end of day
 Second offense: Device picked-up by parent at end of 5 school days
 Third offense: Parent Contact, device kept until end of year for parent pick-up.

Elementary School

Class I violation
 **On the third offense electronic device will be kept by the school until the end of the school year. It may be picked up at the end of the school year by the parent or guardian.

7.7

Willful and persistent violation of the student code of conduct

High School and Middle School

This applies when a student has committed numerous violations of the student code of conduct. The school, in attempting to remediate the behavior, has used progressive discipline and the school administration has determined that all appropriate discipline procedures available at the school level have been exhausted. Further, the continued misbehavior of the student is making it difficult for teachers to teach and students to learn.
Each offense: 10 days Suspension, Parent Contact, Tribunal Hearing and possible Police Action

7.8

Buying, selling, or trading items on school property that are not approved by the Murray County Board of Education

High School and Middle School

First offense: Written Warning
 Second offense: Parent Contact
 Third offense: 1 day Suspension, Parent Contact
 Fourth offense: 3 days Suspension, Parent Contact, Behavior Contract
 Fifth offense: 5 days Suspension, Parent Contact, possible Tribunal Hearing

Note: Certain instances may necessitate more punishment than noted in the handbook as determined by school administration.

8.0

**MISBEHAVIOR OFF CAMPUS
High School, Middle School**

8.1

Misbehavior on school bus

Included in the next section of this handbook is a copy of the 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. The Student Code of Conduct applies to students who ride the school bus. Serious incidences of student misconduct on school buses may result in punishment under the Student Code of Conduct as well as the Murray County Bus Discipline Policy. Even if your student does not normally ride the bus the permission slip is necessary for field and class trips.

8.2 Misbehavior at any Murray County School activity

Students will be expected to behave in accordance with all rules and regulations set forth in this Discipline Code while at any Murray County School System sponsored activity. This includes events sponsored by the high school, middle schools or elementary schools. Punishments may be issued in accordance with this code.

8.3 Serious misbehavior off campus

Any off-campus behavior of a student which could result in the student being criminally charged with a felony (or any delinquent act which would be a felony if the student were an adult) and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process is subject to disciplinary action.

Each offense: 10 days Suspension, Parent Contact, Possible Tribunal Hearing and possible Police Action

9.0 PARKING AND TRAFFIC VIOLATIONS

9.0 Parking and Traffic Violations

First Offense: Office Warning

Second Offense: Suspension of driving privileges—decided by administration and dependent upon severity of violation

Third Offense: Loss of driving privileges and possible police action

**Serious parking/traffic violations may result in immediate police action and/or the towing of the vehicle at owner's expense.

POSSIBLE CONSEQUENCES FOR DISCIPLINARY INFRACTIONS REPORTED TO THE OFFICE

The following are possible consequences of violations of the Student Code of Conduct and define the meaning of certain terms as used in the code of conduct

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. 20-2-731) 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 the first line of 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.

In School Suspension (I.S.S.)

I.S.S. is a program developed by the Georgia Department of Education as an alternative to out-of-school suspension. The student is isolated from the student body and work is sent to the student and completed under the supervision of the I.S.S. teacher. The regular classroom teacher grades the work produced by the student while in I.S.S. and appropriate credit is given. Regulations of the Georgia In School Suspension Program permit students to be allowed to work on the school campus while in I.S.S. A maximum of 20 days may be served in I.S.S. during a school year. Further infractions may result in O.S.S. and/or a disciplinary hearing.

Suspension (O.S.S.)

The punishment of suspension out of school is the severest form of punishment administered at the school level. Students may make-up work within five (5) days of returning to school from their first out of school suspension in a school year. Make up work will only be allowed on the first out of school suspension. A student who has been suspended from school may not be on school property at any time during the suspension unless specific permission to do so has been given by an administrator. This is a school policy and is not at the discretion of the individual teacher. Students who are suspended cannot count days that school is not in session due to weather conditions or holidays as suspension days.

First Out-Of-School Suspension (High School and Middle Schools Only)

Students will be allowed to serve their first out-of-school suspension at the Mountain Creek Academy. The program will be conducted in the afternoon after regular school hours. The student or the student's family must provide transportation. The student must complete hours sufficient to qualify as a school day for each day of suspension. Parents should make arrangements for their child to participate in this program when the parents are notified of the suspension. Students successfully completing this program will not be counted absent for days missed as a result of the suspension.

Tribunal Hearing

The term Tribunal Hearing refers to the Discipline Tribunal of the Murray County School System and is usually used in conjunction with a suspension. This is a procedure, which is mandated by Georgia Law. A hearing officer or Tribunal who is appointed by the Murray County Board of Education conducts hearings. Students who have exhausted the maximum number of days in I.S.S. and other serious infractions of the Codes of Conduct are brought before the tribunal. By law, certain offenses must be brought before the hearing officer or a Tribunal, even on the first offense. Evidence against the student is presented by the school administration. The student and parents are afforded the opportunity to offer a defense and/or explanation. A recommendation for punishment may be made to the tribunal by the school administration. The tribunal can accept the recommendation or he can change the recommendation to a greater or lesser degree of punishment. The tribunal has the authority to expel a student from the Murray County School System.

Placement in an Alternative Educational Setting (Grades 6-12)

Certain circumstances may result in the student being placed in an alternative educational setting. Any student assigned to an alternative educational setting may not participate in or attend any extracurricular activities or school functions. Further, they may not be present on any school property other than the alternative school to which they are assigned.

MURRAY COUNTY BOARD OF EDUCATION

Due to the Federal Education Right to Privacy Act (FERPA), parents will not be allowed to view bus tapes in disciplinary matters.

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:** 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 4:** Bullying is prohibited on the bus, at school, and at any school-related function.
- Rule 5:** Acts of violence toward a school bus driver or school district employee are prohibited.
- Rule 6:** Sexual misconduct, lewd or vulgar behavior, and profanity on the school bus are prohibited.
- Rule 7:** Behavior that could cause the safety of any passenger to be in danger is prohibited.
- Students will keep their 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.
- Rule 8:** Possession or use of tobacco, drugs, alcohol, or weapons on the bus is prohibited.
- Rule 9:** 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.
- Rule 10:** Students will be silent at railroad crossings

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. Upon completion of the investigation the Director of Transportation or his designee will then forward a bus discipline referral to the school.
4. 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.
5. The School Administration with the assistance of the Transportation Director and bus monitor may 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.
6. After completing any required investigation, 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.
7. The principal or assistant principal will contact the Transportation Department who reports the major offense when the discipline is determined.

PUNISHMENTS FOR VIOLATIONS OF MAJOR RULES

Students committing any major offense 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: 3 school days off the bus.

2nd Violation: 5 school days off the bus.

*Conference with parent, school, student and bus driver

3rd Violation: 10 school days off the bus

*Conference with parent, school, student and bus driver

4th Violation: 30 school days off the bus or for remainder of school year, whichever is longer.

*Conference with parent, school, student and bus driver

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 specifically defined as an act which occurs on school property, on school vehicles, at school bus stops, or at school related functions or activities, or by use of data other electronic technology of a local school system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such item is defined in Code in Code Section 16-5-23.1;

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.

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 following the student code of conduct. 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 leading to such an action may occur at school, on the school bus, or at any school related activity.
- Any other action or combination of actions as deemed appropriate by school administration.

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 reenroll 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 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.
6. 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.
7. Students will stand a safe distance from the road while awaiting the bus.
8. While at the bus stop students will conduct themselves in an orderly manner, avoid littering, and respect private property rights.
9. Students will use the service entrance while loading and unloading. The emergency exit will only be used in emergency situations.
10. Students will walk across the road to board or leave the bus; never run.
11. Students exiting the bus will proceed immediately a safe distance away from the bus to be determined by the driver.
12. Students will not be allowed to return to the bus once they have exited.

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

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 conference with Parent, school, student and bus driver. or other discipline deemed appropriate by the school administration.
5. A fourth referral for a minor rule violation will result in a 3 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

- 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.

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 EMPLOYEES

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.

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. Greg Linder, 1001 Green Road, Chatsworth, GA 30705, and (706) 695-1414. Inquiries or complaints concerning sports equity may be submitted to Mr. Greg Linder.

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Murray County School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to the, in treatment of individuals, or in any aspect of their operations.

Murray County School District Career and Technical Education department does not discriminate in enrollment or access to any programs available. A list of programs can be found at www.murray.k12.ga.us. The lack of English Language Skills shall not be a barrier to admission or participation in the district's activities and programs. The Murray County School District does not discriminate in its hiring or employment practices.

Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinators listed below.

COMPLAINTS OF DISCRIMINATION/HARRASSMENT

The School District does not discriminate on the basis of race, color, religion, national origin, disability or gender in employment decisions or educational programs and activities, including athletic programs. Any student, employee applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the School District based upon any of the factors listed above should promptly report the same to the principal of the school or the appropriate coordinator as listed below, who will implement the Board's discriminatory complaints or harassment procedures. Students may also report harassment or discrimination to their school counselor.

Title VI Coordinator:

Mike Tuck
Address: 1006 Green Road
Phone Number: 706-695-4531

Title IX Coordinator:

Mike Tuck
Address: 1006 Green Road
Phone Number: 706-695-4531

Section 504 and Americans with Disabilities Act Coordinator:

Allison Oxford
Address: 1006 Green Road
Chatsworth, GA 30705
Phone Number: 706-695-4531

Sports Equity Coordinator:

Greg Linder
Address: 1001 Green Road
Chatsworth, GA 30705
Phone Number: 706-695-1414

SECTION 504 DISABILITY GRIEVANCE PROCEDURES

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 completing the written Request for Hearing. The Section 504 Coordinator may be contacted through the school system's central office. Copies of the 504 procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the Murray County School's website or may be picked up at the central office or at any of the school offices.

Section 504 and Americans with Disabilities Act Coordinator:

Allison Oxford
Address: 1006 Green Road
Chatsworth, GA 30705
Phone Number: 706-695-4531

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:

Cheryl Thomasson, Gifted Program Coordinator
Murray County School District
1006 Green Rd
P.O. Box 40
Chatsworth, GA 30705
706-695-2434
cheryl.thomasson@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)}

*****FERPA NOTICE**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's

education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records re-quest unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

FERPA DIRECTORY INFORMATION

5. 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 or 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, videotaped, 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, videotaped 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.

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:

1. Political affiliation or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of the other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or student's parents.
8. 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.

Drivers/Learners licenses

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT: (TAADRA)

I. When you apply for a learner's license or a driver's license your school must certify the following:

1. You are not suspended from school
2. You have not dropped out of school without graduating and remained out of school 10 consecutive days
3. The school must certify that you had no more than 9 unexcused absences in the previous school year and no more than 9 unexcused absences in the present school year. (This means if you intend on applying for a drivers/learners license this summer or next school year you cannot have more than 9 unexcused absences this school year).
4. You have not been found in violation of any of the offenses listed below in a hearing conducted by the Murray County Hearing Officer. You have no admitted violation of any of the offenses listed below by signing a waiver. Your placement has not been changed for violation of any of the offenses listed below.
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel
 - Possession or sale of drugs or alcohol on school property
 - Possession of a weapon on school property
 - Any sexual offense under Chapter 6 Title 16 of the Georgia Code
 - Causing substantial physical or visible bodily harm to or seriously disfiguring any person, including another student O.C.G.A. 40-5-22 (a.1)

II. When you have your learner's or driver's license: You will lose your license for a year if:

1. You drop out of school without graduating and remain out of school 10 consecutive days.
2. You have more than 9 unexcused absences in the school year.
3. You are found to be in violation of any of the offenses listed below in a hearing conducted by the Murray County Hearing Officer, or you admit violation of any of the offenses listed below by signing a waiver, or your placement is changed for violation of any of the offenses listed below:
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel
 - Possession or sale of drugs or alcohol on school property. This includes being under the influence of drugs or alcohol on school property.
 - Possession of a weapon on school property
 - Any sexual offense under Chapter 6 Title 16 of the Georgia Code
 - Causing substantial physical or visible bodily harm to or seriously disfiguring any person, including another student O.C.G.A. 40-5-22 (a.1)

NOTICE TO PARENTS/GUARDIANS

The Georgia General Assembly has asked all school systems in Georgia to encourage parents and guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult. This is an important area of the law because minors can face significant penalties and life-altering consequences for certain illegal

acts. We are providing information regarding underage sexual conduct and crimes for which a minor can be tried as an adult so that you can have a serious conversation with your child regarding these serious matters:

A MINOR CAN BE TRIED AND SENTENCED AS AN ADULT FOR ANY OF THE FOLLOWING OFFENSES

1. Murder, voluntary manslaughter, rape, aggravated sodomy, aggravated sexual assault
2. Kidnapping
3. Arson
4. Aggravated battery
5. Robbery
6. Armed Robbery with or without a firearm
7. Attempted murder
8. Attempted kidnapping
9. Possession of a weapon within a School Safety Zone, school building, at a school function, on school property, on a school bus, or on other transportation furnished by a school
10. Manufacturing, distributing, possessing with intent to distribute, or offering to distribute any destructive device, explosive, poison gas, or detonator
11. A second adjudication of manufacturing, transporting, distributing, or using a hoax device or replica of an explosive device to knowingly hinder law enforcement officials
12. Any act which, if done by an adult, would be a felony if the minor has three previous adjudications of committing delinquent acts

IT IS A CRIME

A person commits the offense of Statutory Rape when he or she has sexual intercourse with any individual under the age of sixteen.

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

CHANGE OF CUSTODY AT SCHOOL

Official Code of Georgia § 20-2-780. Change of custody of minor child by removing child from premises of private or public school prohibited

(a) No person shall make or attempt to make a change of custody of a minor child by removing the child from the premises of a private or public elementary or secondary school without the permission of the person who enrolled the child in the school, notwithstanding the fact that the person seeking to obtain custody of the child from the school has a court order granting custody of the child to such person.

(b) This Code section shall not apply with respect to the following:

(1) Persons seeking to enforce court orders that specifically authorize or direct the release of custody by the school; or

(2) State or local officials acting under the express authority of this state's child protection laws.

(c) Any person violating this Code section shall be guilty of a misdemeanor.

(d) School officials when acting in their official capacities in preventing or attempting to prevent a violation of this Code section shall be immune from civil or criminal liability that otherwise might be incurred or imposed.

§ 20-2-738. Authority of teacher over classroom

Under certain circumstances a teacher has the authority to remove extremely disruptive student(s) from their classroom. Georgia law establishes a detailed procedure defining the procedure that must be followed. You can review the authority of a teacher to remove extremely disruptive students and the procedure by going to the Murray County Schools website and using the "teacher's authority" link.

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. Reports can also be made to law enforcement agencies.

(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 the school social worker, and shall meet with the principal or school social worker to document a report of the incident, as soon as possible but under any circumstances no longer than 24 hours after becoming aware of the alleged misconduct. *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 school social worker 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. The report should be made to the detective designated to investigate child abuse by the Murray County Sheriff's Department. Any School Resource Officer is authorized to serve as a reporting contact for the designated detective. If contact with designated law enforcement officials cannot be readily established the report can be made to the office of the district attorney.

All reports of acts of sexual misconduct committed against a student by a teacher, administrator or other employee will be referred to law enforcement officials. If law enforcement officials determine that the alleged conduct is not covered by O.C.G.A. 19-7-5 or 20-2-1184 the alleged misconduct shall be investigated immediately by school or system personnel. If the investigation of the allegation of misconduct indicates a reasonable cause to believe that the report of sexual misconduct or other abuse is valid, the school principal or principal's school social worker shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

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 student's 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 email (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 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:
1. Access by minors to inappropriate matter on the Internet and World Wide Web
 2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications

3. Unauthorized access including "hacking" and other unlawful activities by minors online
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors
5. 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 may 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 _____

CLUBS

If you **do not** want your child to be eligible to participate in one or more of the clubs listed below you have that right. Please indicate on the form provided below the club(s) you do not want your child to join and return the form to your child's school.

Club information to be listed for each club:

1. Club name
2. Club sponsor(s)
3. Club objectives or purpose
4. Activities
5. Meeting days/times

I do not want my child to join the club(s) I have listed below:

Parent **signature:** _____

Murray County Board of Education Policy IDF

Competitive Activity and Driving Permit Consent Form

Involvement in competitive activities and/or receiving a parking permit is a privilege and voluntary in the Murray County Schools. To be eligible for these privileges, a student must voluntarily submit to the random drug-testing program established by the Murray County Board of Education. Failure to successfully pass a drug test will result in penalties as outlined in the policy. The policy is available for review on the Murray County Schools website www.murray.k12.ga.us. If you do not have access to a computer you may request a copy of the policy from your student's school.

Please read and complete the information below. Failure to complete and return this form will result in temporary suspension of privileges until the form is complete and returned.

I have read and understand the Murray County Board of Education **Competitive Activities and Driving Drug Testing Mandatory student Drug Testing Policy (IDF)**.

I desire that my student, _____, be permitted to participate in competitive activities and/or receive a parking permit. I hereby voluntarily agree to be subject to the terms and conditions of this program as outlined in the Murray County Board of Education Policy IDF.

I accept the method of obtaining urine samples, testing of specimens and all other aspects of the program explained in the policy to include notification of Law Enforcement Agencies, or Juvenile Authorities. I agree that the above named student will cooperate in furnishing urine specimens whenever requested within specification of Policy (IDF).

I agree that this consent form will be in effect for the duration of the student's enrollment in the Murray County Schools unless revoked by me in writing,

Student Signature

Date

Parent Signature

Date

Verification of Receipt

Murray County Schools Handbook

2012-2013

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. I understand that this Student Handbook contains important rights and responsibilities. I further understand that this Student Handbook defines conduct that is unacceptable and for which punishments may be imposed.

I have specifically read and understand the rights and responsibilities contained in the following sections:

- Nondiscrimination notice
- No Child Left Behind (NCLB)
- Compulsory Attendance and Attendance Policy
- Counseling
- Drivers' License (TAADRA)
- Standards of Student Behavior and Discipline Procedures
- School Bus Code of Student Conduct
- Family Educational Rights and Privacy Act (FERPA)
- Notification: Assurance of Access
- Pupil Rights Amendment (PPRA)
- Transfers of Students
- Senate Bill 10
- Change of Custody at School
- Clubs

Student Name: _____
Please Print

Student Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Address: _____
