

MURRAY COUNTY SCHOOL  
STUDENT HANDBOOK  
2016-2017

Murray County Board of Education

Greetings,

Welcome, parents and students, as Murray County kicks off the 2016-2017 school year. We are eagerly anticipating the school 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](http://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.

*Superintendent of Schools*



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 21<sup>st</sup> Century learners.
- Parent and community involvement increases student achievement.

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**MURRAY COUNTY SCHOOLS  
2016-2017 CALENDAR**

August 24-Sept 1	Pre-Planning for Teachers
September 5	Labor Day Holiday
September 6	First Day of School for Students
October 10	Staff and Student Holiday
November 11	Staff and Student Holiday
November 21-25	Thanksgiving Holidays
December 16	½ Day Dismissal/Last Day of School Before Christmas Holidays
December 19-30	Christmas Holidays
January 2	Student Holiday/Teacher Workday
January 3	First Day of School after Christmas Holidays
January 16	MLK Holiday
February 20-24	Winter Break
April 10-14	Spring Break
May 26	½ Day Dismissal/Last Day for Students
May 29	Memorial Day Holiday
May 30-31	Post Planning for Teachers

**Grading Periods**

**Elementary**

<u>Eight Week Ends</u>	<u>Report Card Dates</u>	<u>Benchmark Testing Dates</u>
October 26	November 2	September 7 - 13
January 13	January 20	November 3 - 9
March 17	March 23	January 20 - 25
May 26	May 26	March 24 - 29

**Middle School**

<u>Eight Week Ends</u>	<u>Report Card Dates</u>	<u>Benchmark Testing Dates</u>
October 26	November 2	September 7 - 13
January 13	January 20	November 3 - 9
March 17	March 23	January 20 - 25
May 26	May 26	March 24 - 29

**High School**

<u>Semester Ends</u>	<u>Report Card Dates</u>	<u>Benchmark Testing Dates</u>
January 20	January 26	September 12 - 16
May 26	June 5	October 25 - 28
		January 10 - 13
		March 20 - 23
		May 22 - 26

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

## 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
Coker Elementary School	706 695-0888
Enrollment Center/PreK	706 517-5699
Eton Elementary School	706 695-3207
Exceptional Student Services	706 695-4531
Gladden Middle School	706 695-7448
Murray County Head Start	706 695-8608
Murray County High School	706 695-1414
Northwest Elementary School	706 695-2262
North Murray High School	706 695-7760
Pleasant Valley Innovative School	706 517-5355
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
Jones, Danielle	706 695-7448

### 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	706 226-4357
Boys and Girls Club	706 695-0050

### GENERAL INFORMATION

#### Acceleration/AP: 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. Once a student is placed in AP and Honors courses through application they may not withdraw or be moved out absent cause, as determined by the principal.

#### Accidents

All accidents resulting in an injury to a student should be reported immediately to the school office and an injury report form will be completed. In life threatening situations 911 may be contacted and the principal should be notified as soon as is possible.

### 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 (Doctor's excuses must be turned in to the school within 3 school days from the date of return to be considered)
- Death or serious illness in the student's immediate family
- A court order or an order by a governmental agency
- Religious holiday
- Court or government service
- Weather or other environmental conditions preventing school attendance when approved by the Superintendent of schools.
- An absence not to exceed one (1) day in order for the student to register to vote.
- Any other reason deemed by appropriate by policy of the Murray County School System
- 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.
- \*To be considered, absence or tardy notes MUST be turned in within thirty (30) days of absence or tardy.

#### 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 (3 maximum) during the 11<sup>th</sup> and 12<sup>th</sup> grade only
- Any student assigned to In-School Suspension
- Special circumstances that are approved by the Principal
- A foster care student who attends court proceedings relating to the student's foster care
- Students who miss school under a Student Teen Election Participant Program ("STEP)

## **Additional High School Rules:**

### **Unexcused Absences:**

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

### **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.

### **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/>.

### **BED BUGS**

Murray County Schools will follow the Murray County School's protocol. A copy is available upon request from the school.

### **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/student code of conduct 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. Book bags and other bags (including purses) are subject to search by staff.

### **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 29 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. **However, bus transportation is a privilege, not a right.** 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.

### **CELL PHONE AND ELECTRONIC DEVICES**

Students are permitted to possess cell phones and other electronic devices while on school property and during school functions. These devices may be utilized as part of the instructional process as directed by staff members. Recreational use of the devices will be in accordance with procedures established by the building principal.

The school is not responsible for any item lost or damaged.

**All cell phones and electronic devices may only access the internet while on school property through the wireless access of Murray County Schools, and all such phone and devices shall be registered under the mobile device management system (currently being Air Watch).** Any student found in violation of this policy may be subject to disciplinary action as outlined in the student discipline code, and may also be prohibited from bringing any device to school in the future.

Cell phones and electronic devices are subject to being searched by staff.

### **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 Middle 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. All student pick-ups must be before 2:45PM\*. After that time, no student will be released unless there is an emergency.  
**\*Pleasant Valley times: 1:30 PM**
- In order to be counted present FOR THE DAY, a student must be present from 7:30 AM – 11:30 AM or 11:30 AM – until the end of the day\*. Absences will, however, be counted for each missed individual class.  
**\*Pleasant Valley times: 8:00 AM – 12:00 PM or 9:45AM-end of school day.**

#### **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. The Parent/guardian may be asked for certain personal information to verify identity. All student pick-ups must be before 2:45PM\*. After that time, no student will be released unless there is an emergency.  
**\*Pleasant Valley time: 1:30 PM.**
- 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 AM – 11:30 AM or 11:30 AM until the

end of the day. Absences will, however, be counted for each missed individual class.

- No call ahead checkouts will be allowed.

### **CHOOSING HEALTHY ALTERNATIVES & METHODS PROMOTING SAFETY (CHAMPS)**

The program is delivered by a Murray County Sheriff's Department deputy. The focus is on drug and alcohol prevention and making healthy choices.

CHAMPS goes beyond traditional drug abuse and violence prevention programs. It targets grades fifth and eighth and it gives children the skills needed to recognize and resist the subtle and overt pressures that cause them to experiment with drugs and alcohol 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
- Tobacco
- Peer Pressure

### **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. Any new clubs must be organized and approved within the first five (5) school days of the beginning of the school year.

### **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 requirement for graduation, will receive a diploma, (see Graduation Requirement section in this handbook). 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 failure or refusal of students to transmit messages from the school to the home.

### **COMPETITIVE ACTIVITIES/DRIVING PERMITS**

#### **Middle and High Schools:**

**Extracurricular activities and driving on campus are privileges, not rights.** 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 and IDF (2). These policies are available on the Murray County Schools website, [www.murray.k12.ga.us](http://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.

#### **CONTRABAND/PROHIBITED ITEMS**

Pagers, 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.

#### **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 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. You may contact Mike Tuck or Phenna Petty at 706-695-4531 as to school your child should attend except as prohibited by Federal Law, a student's resident school will be assigned based on the physical address of the primary custodial parent(s)/legal guardian, regardless of where it is claimed the child is actually living. At the time of enrollment, the enrollment center staff may inquire into the marital status of parent enroller and whether both parents reside in the home. The Enrollment Center may require copy of most recent custody or guardianship order. 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. All kindergarteners, 7th graders and 9<sup>th</sup> graders must, within the first ten (10) days of the start of the school year, provide administration with proof of residency as follows: An enrollee must provide **two** of the following in the name of the legal and primary physical custodian of the student ("custodian"): **Power Bill, Water Bill, Cable/Satellite Bill, and warranty Deed along with proof that the property is homesteaded for property tax purposes, and /or Lease Agreement.**

## 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. 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.

### 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, and has the discretion to waive any rule in any particular case. At the discretion of**

**administration, dress regulations may be altered, modified or waived for extracurricular activities.**

### Allowable dress for 3<sup>rd</sup> – 12<sup>th</sup> grades

It is prohibited for any student to wear clothing items which reference or 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 that are either larger than a quarter, or that expose undergarments, genitals or buttocks. 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.

**Shirts:** All shirts must cover the entire shoulder area. All shirts must fit body and cover midriffs and cleavage. Shirts must cover midriffs and cleavage. Shirts must cover midriff when arms are extended over the head. Boys may not wear any shirts that expose armpits or armpit hair.

**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.

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

**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 PreK - 2<sup>nd</sup> grades

Good grooming is expected. 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, on a case-by-case basis, any clothing, hair color, hairstyle or accessory deemed in administrator's discretion to be disruptive to the educational process or which may create a danger. No shoes with wheels or rollers are allowed. No body piercing, except for ears, is allowed.

## 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 deemed 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** – Drills will be conducted September and January 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 emancipate 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 the Alternative School for some period of time.

#### **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 passing grades on their annual eighth grade report card.

- 5 credits at the end of 9<sup>th</sup> grade
- 11 credits at the end of 10<sup>th</sup> grade
- 17 credits at the end of 11<sup>th</sup> grade

#### **PLUS**

To be eligible to participate in any upcoming semester, students must have 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 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 / ILLNESS**

If a student is injured or becomes ill during the school day, he/she should go 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 may be called, at parent’s expense, if deemed 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 TEST (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 towards the student’s final grade in a class based on the State Department Guidelines.

#### **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 the previous school or previous school’s address, discipline records from previous school, parent or 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. The parent or guardian must be present. 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 guardians will take new students to the centralized Enrollment Center to register for school. Also, students transferring between Murray County Schools will go to the Enrollment Center to complete the appropriate paperwork. Office hours will be 7:00am - 4:00pm, 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
- Two Residency Documents & photo identification (Copy of Utility Bill, Copy of Lease of Purchase Agreement...)

#### **EVENING SCHOOL/OFF CAMPUS LEARNING (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. Students interested in attending Evening School must schedule an appointment through Pleasant Valley Academy, 706-517-5355.

- Used for credit recovery – no fee
- All school rules apply
- Provides own transportation

**FIELD TRIPS**

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 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 n-School Suspension or been suspended from school during the term.

**FUND RAISING ACTIVITIES**

All fund raising and sales activities must us 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](mailto:barbie.kendrick@murray.k12.ga.us)

Spencer Gazaway, Secondary [spencer.gazaway@murray.k12.ga.us](mailto:spencer.gazaway@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.

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

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

**GRADUATES WITH DISTINCTION**

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 the awarding High School. Transfer students must have received all credits from a school accredited under an organization such as SACS. The valedictorian will be the student with highest cumulative GPA. The salutatorian will be the student with the second highest GPA. See GPA (2013 and beyond). In the event that 2 or more students share the same GPA, the student with the highest numeric average will be named the Valedictorian or Salutatorian.

**GRADUATION PATHS AND REQUIREMENTS**

**For entering ninth grade students beginning 2012-2013:**

**UNITS OF CREDIT**

<b>AREAS OF STUDY (Required courses in Parentheses)</b>	<b>Units Required</b>
English/Language Arts (Eng 9 & American Lit)	4
Mathematics (Coord. Alg, Analytic Geom, Adv. Alg.)	4
Science (Biology)	4
A list of 4 <sup>th</sup> science courses approved by the Board of Regents is posted at <a href="http://www.doe.k12.ga.us">http://www.doe.k12.ga.us</a> . Students should plan with a counselor.	
Social Studies (Gov (1/2), W. History, U. S. History, Economics (1/2))	3
Career Pathway or CTAE, Fine Arts and/or Foreign Language Credits	3
Health and Physical Education	1
Electives	4
<b>TOTAL REQUIRED UNITS</b>	<b>23</b>

<sup>1</sup> Advanced Placement (AP) and/or Honors courses may be substituted for some of these courses.  
<sup>2</sup> Accelerated math courses may be substituted for these courses.  
<sup>3</sup> Students entering 9<sup>th</sup> grade in 2013-2014 and beyond are required to complete a career pathway and take the EOPA.  
<sup>4</sup> Entering 9<sup>th</sup> graders in school years 2011 & 2012 will take Math III, Math IV, AP Calculus (MCHS), College Algebra, or GPS Algebra.

**GUNS PROHIBITED**

All guns are prohibited on any MCSD property except by Law Enforcement in connection with official duties.

### **HALL PASS (Middle School and High School)**

Each time a student leaves the classroom during any class period, he/she must have permission from his/her teacher, and carry a Hall Pass. The 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 CLINIC**

The Murray County School District has partnered with Georgia Mountains Health Services, Inc. to provide limited health care services to students without charge. You may contact central office for more information.

### **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.

### **HOME SCHOOLING – Registering and Rules**

All Home School students must register with the Georgia Department of Education in order to home school. All other home school issues must be directed to the Georgia Department of Education. Please follow the link below for more information:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Schools.aspx>

Department of Education Contact:

Patrick Blenke  
Program Manager  
Curriculum and Instruction  
Email: [ablenke@doe.k12.ga.us](mailto:ablenke@doe.k12.ga.us)  
Phone: 404-463-1765  
Fax: 404-656-5744

**Note:** Home School Students are prohibited from participating in any MCSD sports or extracurricular activities.

### **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 school 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 706-695-4531.

### **HOMEWORK**

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 ten 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 third and fourth grade students.

### **IMMUNIZATION/COMMUNICABLE DISEASES**

All new students in the Murray County School System must present an Immunization Certificate. **Beginning 2014-2015 all 7<sup>th</sup> graders will be required to have Tdap (tetanus, diphtheria, pertussis) and Meningococcal conjugate vaccines prior to entering school. Effective July 1, 2014, children born on or after January 1<sup>st</sup>, 2002 who are attending 7<sup>th</sup> grade and for new entrants into a Georgia school grades 8<sup>th</sup>-12<sup>th</sup> must have one dose of Tdap vaccine and one dose of Meningococcal conjugate vaccine. "New Entrant" means any child entering any school in Georgia for the first time or entering after having been absent from a Georgia school for more than twelve months or one school year.** 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 diagnosis 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 online 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 the *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 ensure 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 teacher.

### **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 the 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. MCS D shall not be responsible for loss of or damage to any items in any locker.

### **LOST AND FOUND**

Lost and found items should be turned into 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 or volunteer having caused 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. All volunteers are also required to complete training. Volunteers may visit the school office to get information on training.

### **MANDATORY “QUIET REFLECTION”**

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 \$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. Students will be allowed to check out more books for research purposes if given a note from teacher. Reference books may only be checked out overnight. Periodicals remain in the media center. Fines for overdue books are five cents (\$.05) each day per book. Books may not be checked out if a student’s fines exceed \$0.75. During class time, students are admitted only with a media center pass signed by the Media Specialist.

#### ***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 - .05 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, physicians 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 or System RN, LPN, or the school principal (or designee), if he/she is on the premises and has a parent or guardian’s signature on the student’s health form. In the event no such person is 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 or 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 prescribe medication.
4. The school shall make a list of all students allowed to self-administer asthma medication.
5. Students qualified to self-administer asthma medications 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/guardians to students and will be limited to the following:

- A. Notification of death, serious illness, or disaster in a family
- B. Medical appointments expectantly 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 communication. 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 teacher's 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, etc. Students are encouraged to place names on valuable, personal items (Shirts, pants, dresses, shoes, etc.) Students are solely 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.

### **POLICY MANUALS**

All Murray County Board of Education policies are located on the Murray County website. The policy manual is available online under the board of education link on the Murray County School's website at [www.murray.k12.ga.us](http://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 the school system. A part of this responsibility includes the requirement for students to demonstrate competency in the basic academic subjects.

- To be a 10<sup>th</sup> grader students must have 5 credits
- To be an 11<sup>th</sup> grader students must have 11 credits
- To be a 12<sup>th</sup> grader students must have 17 credits

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](http://www.murray.k12.ga.us).

### **REPORT CARDS**

Students will be issued report cards each eight-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.

### **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 students 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. Parents may opt out of the survey. 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, child's name, and sign and date the letter.

### **SAFETY**

#### **What Parents/Guardians Can Do NOW to enhance their Child(ren)'s Safety at School**

- Ensure that the school has your **current and accurate** contact/emergency information. (This includes daytime phone numbers and names of adults authorized to pick up your child in an emergency).
- Always stop by the school's front office for a visitor's pass upon entering the school building **AND** be prepared to show photo id.
- Be certain that the school has current medical information about your child.
- Do not park in emergency lanes at school.
- Encourage your child to report safety violations, threats, or concerns to a staff member.
- Be sure you and your child review and discuss the handbook and code of conduct.
- Learn about the protocols and procedures used at your child's school in the event of an emergency such as an evacuation, lockdown, fire or weather event.
- Go on the District Website ([www.murray.k12.ga.us](http://www.murray.k12.ga.us)) and register for school connect

#### **When an Emergency Happens at School**

Your first reaction may understandably be to call or rush to your child's school. However, that may not be the safest option for you **OR** your child. To assure that school staff and first responders are able to address the emergency, please follow these tips:

- Monitor School Connect for alerts and instructions
- Check to District Website. Alerts and information may be posted for parents and students.

- Please **do not** call your child's cell phone or send them a text or email. This may put your child at additional risk and impact emergency responders' ability to communicate properly with one another
- Please **do not** call the school as school officials will be addressing the emergency
- Please **do not** go to the school unless instructed. Additional traffic and confusion may put your child at additional risks and hinder efforts or first responders.
- **Once an emergency is declared, the building administrator may direct that no student be released until an all clear is given by school officials.**

### 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 request for term changes in middle school.

### SCHOOL CONNECT

In the event of inclement weather, school closing announcements will be made through local media outlets, posted on Facebook, and posted on the website. You may also sign up for School Connect on the Murray County website [www.murray.k12.ga.us](http://www.murray.k12.ga.us) to receive notifications.

### 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	\$1.90
Middle/high School Lunch	\$2.20
Adult Lunch	\$3.25

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](http://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. Students will be allowed a total of three (3) meal charges. **A three (3) charge limit shall be strictly enforced.** Parents will be notified of negative account balances by phone or letter and will be responsible for paying all charges. All return checks will be debited electronically for the face amount and fees allowed by your state.

Applications for free and reduced priced meals are available on the school website and 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 Healthy, Hunger-Free Kids Act of 2010. 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, unflavored low-fat and flavored non-fat milk, and 100% fruit or vegetable juice and servings no more than eight ounces at the elementary school level and twelve ounces at the middle and high school levels. Additional beverages at the high school level may include water, and no more than twenty (2) ounce portions of calorie free, flavored water, other flavored and/or carbonated beverages with less than 10 calories per 20 ounces or no more than twelve (12) ounces portions of beverages with less than 60 calories per 12 ounces. 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: PROHIBITED USE

No skate boarding, roller blading, or roller-skating allowed any time on school property. Violators may 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 corporation with the Murray County Health Department conducts 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 Need 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 Needs 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 schools Social Workers are available at the schools to work with parents, teacher, 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. Students who are being picked up between 2:45 PM and 4:00 PM must be picked up in the designated pick up area. Students who are picked up after 4:00 PM 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.

**Middle School:** Students will be supervised from 6:30 AM until 4:00 PM. \*Students who are being picked up between 2:45 PM and 4:00 PM must be picked up in the designated pick up area. Students who are picked up after 4:00 PM should be picked up inside the school building.

**\*Pleasant Valley times of operation are 8:00 AM to 2:00 PM.**

After 4:00 PM\*:

(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 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 thirty minutes after the conclusion of the regular school day. Parents must use the designated 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 **2:45**. \*

**\*Pleasant Valley time 1:30 PM.**

The administration has established this time to limit missed instruction and interruptions in classrooms.

## **STUDENT PARKING**

Driving and parking on school property is a privilege, not a right. Students driving on campus will be subject to random drug testing. Students, upon arriving at school, should immediately exit their vehicles and enter the building. At the end of the school day (unless a student has an after-school scheduled activity) students should go immediately to their vehicles and promptly exit campus. No lingering or loitering in the student parking will be allowed. Violation of this protocol may result in loss of driving privileges, and other discipline at the discretion of administration.

All students **MUST** pay for, and prominently display a parking pass, which currently cost \$40 annually. This amount shall not be subject

to any proration based upon when during the school year it is purchased or any student's "part-day" schedule. (The cost is subject to change from time to time without advance notice).

Each student is responsible for any item in the vehicle. The school reserves the right to enter and search any vehicle at any time.

**Students are not to share or exchange parking permits.** Any inappropriate items found in a vehicle will be the responsibility of the student. For student protection, random vehicle searches may be made throughout the school year.

## **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 a social worker.

## **TESTING**

Test schedules are subject to change. It is not uncommon for the State Department 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](http://www.murray.k12.ga.us) at the pupil services link.

The Murray County School System administers standardized tests in accordance with the state guidelines. Tests include: GKIDS for Kindergarten, ACCESS for ELL, GAA, Georgia Milestones End-of-Grade Assessment for grades 3-8, and Georgia Milestones End-of-Course Assessment for grades 9-12. 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, and may be asked for photo ID. Visitors will be issued a visitors 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. All conferences 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.

## **VOLUNTEERS**

Volunteers are greatly appreciated. However, due to Georgia Law, all volunteers supervising students other than their own child, must complete mandated reporter training, and submit to a criminal background check (at their expense) prior to acting as volunteers. Check with the school office to see if this law applies to you.

## **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 transfer, 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 the 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, on school property, 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, school related functions, 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**

**SCHOOL LEVEL INTERVENTION PROCESS**

The Murray County Board of Education supports a framework of tiered interventions for students experiencing behavioral challenges. All schools within this school district are operational in the Positive Behavioral Support and Intervention Framework and Strategies. Students displaying behaviors designated in the code of conduct will be provided tiered interventions with accordance with the Murray County Schools Pyramid of Behavior Interventions. Each school has a pyramid of interventions that is based on the system framework. All students are provided Tier 1 interventions. Students that experience behavioral challenges following implementation of Tier 1 interventions with fidelity are provided Tier 2 interventions. If Tier 1 and Tier 2 interventions and consequences are not successful in decreasing student’s disruptive behavior and preserving instructional time, Tier 3 interventions are then implemented.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by interventions and consequences while appropriate behaviors are recognized and reinforced. Disciplinary actions are designed to teach students self-discipline and to help them replace inappropriate behaviors with those that are consistent with the school and system behavioral expectations.

**CODE OF CONDUCT MATRIX AND PROGRESSIVE DISCIPLINE**

The Murray County School System code of Conduct is designed to provide administrators and teachers a guideline for implementing interventions and consequences when student behavior does not align

with the school system’s behavioral expectations. The interventions and consequences are progressively more intense if student misbehavior continues. The code of conduct is built on a progressive discipline philosophy and is designed to create the expectation that the degree of consequences imposed by each school will be in proportion to the severity of the behavior of the student, the previous discipline history of the student, and other relevant factors while also ensuring that each student receives the due process mandated by law.

**STATEMENT OM AUTHORITY OF SCHOOL LEADERSHIP**

The principal is the designated leader of the school, and along with the staff, is charged by the superintendent with the safe and orderly operation of the school. In case of disciplinary violations not covered by code of conduct, the principal may impose corrective measures, which he or she believes to be in the best interest of the student involved and the school.

The Code of Conduct is a guideline for school leaders to use when providing interventions and consequences for student misbehavior. Based on the circumstances of a disciplinary violation, principals have the authority and discretion to impose interventions and consequences more intensive than indicated for each behavior in the Code of Conduct.

**Murray County Schools Behavior Interventions**

**TIER 1**

**Classroom Teacher Intervention**

- Track Behavior(s)
- Parent Contact
- Classroom Interventions Consequences
- Systematic Teaching of Behavior
- Teach/model Appropriate Behaviors (PBIS Expectations/rules)
- Recognize/Reinforce Appropriate Student Behaviors
- 1 Correction Accompanied with 4 Positive Remarks
- Reteach Expectations/Verbal Redirect

**\*Recognize Improvement**

**TIER 2**

**Administrative Intervention**

- Check-In/Check-Out
- Mentoring Referral
- Behavior Intervention Groups
- Abbreviated Functional Behavior Assessment

**Consequences Assigned Based on Code of Conduct**

- A. Detention
- B. ISS
- C. Suspension

**TIER 3**

**Possible Action**

**Formal Evaluation**

**Individualized Assessment and Intervention**

- RTI Team
- Functional Behavioral Assessment
- Behavioral Intervention Plan

#### TIER 4

#### Possible Action

#### Formal Evaluation

- Alternative Placement Based on Evaluation
- Alternative Support Services

### DISCIPLINE PROCEDURES

The following code of conduct (“code”) and discipline procedures have been prepared in accordance Federal and Capital State Law, Georgia Department of Education Rules and 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 possible dispositions relating to these offenses. Disciplinary action resulting in more than ten days out of school suspension 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 any 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.** It should be noted that there would be instances when students who violate the student code of conduct receive different punishments. **The codes and associated punishments are intended as *guidelines only*, and except to the extent otherwise required by law or rule, it is within the discretion of administration and or tribunal to deviate (i.e. greater or lesser punishment), on a case by case basis, as particular circumstances may warrant.** 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 notifications sent home with student, written notification through the mail, or face to face-parent conference. 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 Conferences
- 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’s vehicles brought on campus; student bags (including book bags and purses), electronic devices, 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 bags, lockers, or any vehicle brought on campus, or to allow inspection of electronic devices. 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 (K-5)

Elementary discipline applies to grades K-5, and 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. For purposes of this Code, Middle School shall include 6-8 grades and High School shall include 9-12 grades.

#### • CLASS I OFFENSES

Any and/or all of the following: 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

Any and/or all of the following: 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

Any and/or all of the following: Parental contact, out of school suspension from 1 to 10 school days, possible police action, possible restitution, possible in school suspension, possible tribunal hearing.

#### (01) Alcohol

##### Offense Levels:

Alcohol **Level 1**- Unintentional possession

Alcohol **Level 2**- Under influence without possession

Alcohol **Level 3**- Sale, purchase, transportation, possession, consumption of alcohol

#### Consequences (all and/or any of the following):

##### High School and Middle School

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

**Elementary School**  
Class III Offense

**(02) Arson**

**Offense Levels:**

Arson **Level 1**- NA

Arson **Level 2**- Arson without property damage

Arson **Level 3**- Arson with property damage

**Consequences (all and/or any of the following):**

**High School and Middle School**

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

**Elementary School**

Class III Offense

**(03) Battery**

**Offense Levels:**

Battery **Level 1**- Battery with no injuries

Battery **Level 2**- Battery with mild or moderate injuries

Battery **Level 3**- Battery with severe injuries; three or more offenses in same school year

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Level 1** - First offense: 3 days I.S.S., Parent Contact  
Second offense: 5 days I.S.S., Parent Contact

**Level 2** - First offense: 5 days I.S.S., Parent Contact  
Second offense: 5 days Suspension, Behavior Contact

**Level 3** - 10 days suspension, Parent Contact, Tribunal Hearing

**Elementary School**

Level 1 - Class 1 Offense

Level 2 - Class 2 Offense

Level 3 - Class 3 Offense

**Battery** is an uninvited touching and includes, but is not limited to, hitting, pushing/shoving, and kicking. Any act Battery may also involve police action.

**\*Note:** Acts of physical violence directed toward a teacher, school bus driver, or other school system employee (including substitutes) (GA. Code 20-2-751.6)

**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.

**(04) Breaking and Entering/Burglary**

**Offense Levels:**

B&E/Burglary **Level 1**- NA

B&E/Burglary **Level 2**- NA

B&E/Burglary **Level 3**- Any incident involving breaking and entering/burglary

**Consequences (all and/or any of the following):**

**High School and Middle School**

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

**Elementary School**

Class III Offense

**(05) Computer Trespass**

**Offense Levels:**

Computer Trespass **Level 1**- NA

Computer Trespass **Level 2**- Computer misuse

Computer Trespass **Level 3**- Unlawful use of computer or altering records

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Level 1** - N/A

**Level 2**- First offense: 1 day I.S.S., Parent Contact

Second offense: 2 days I.S.S., Parent Contact

Third offense: 3 days I.S.S., Parent Contact

Fourth offense: 1 day Suspension, Parent Contact,

Fifth offense: 3 days Suspension, Parent Contact, Behavior Contact

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

**Level 3** - First offense: 3 days ISS, Parent Contact

Second offense: 5 days ISS, 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.

**Elementary School**

**Level 1** - N/A

**Level 2** - Class I Offense

**Level 3** - Class III Offense

**(06) Disorderly Conduct**

**Offense Levels:**

Disorderly Conduct **Level 1**- Minor disturbance

Disorderly Conduct **Level 2**- Moderate disturbance; three or more minor disturbances in same school year

Disorderly Conduct **Level 3**- Severe disruption; three or more moderate disturbances in same school year

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Level 1** - First offense: 1 day I.S.S., Parent Contact

Second offense: 3 days I.S.S., Parent Contact

Third offense: 5 days I.S.S., Parent Contact

Fourth offense: 3 days Suspension, Parent Contact

Fifth Offense: 5 days Suspension, Parent Contact, Behavior Contract

Sixth Offense: 10 days Suspension, Parent Contact, possible Tribunal Hearing

**Level 2** - First offense: 2 days I.S.S., Parent Contact

Second offense: 3 days I.S.S., Parent Contact

Third offense: 5 days I.S.S., Parent Contact, Behavior Contract

Fourth offense: 3 days Suspension, Parent Contact, Behavior Contract  
Fifth offense: 5 days Suspension, Parent Contact, possible Tribunal Hearing  
**Level 3-** Each offense: 10 days Suspension, Parent Contact, Tribunal Hearing and Police Action  
**Elementary School**  
**Level 1-** Class I Offense  
**Level 2-** Class II Offense  
**Level 3-** Class III Offense

**Disorderly Conduct is an unauthorized disturbance and includes, but is not limited to, endangering the well-being of self and/or others through jokes, pranks, ticks, games, or action of poor judgment.**

#### **(07) Drugs**

**Offense Levels:**  
Drugs **Level 1** - Unintentional possession  
Drugs **Level 2** - Failure to report medication to school authorities.  
Drugs **Level 3** - Possession (or attempt to obtain) or distribution (or attempt) of unlawful drugs.

**Consequences (all and/or any of the following):**

**High School and Middle School**  
Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing  
**Elementary School**  
Class III Offense

**Drug Offenses**, shall also include, but not be limited to, possession (or attempt to obtain), use or distribution (or attempt) of counterfeits, inhalants, vape-pens or drug paraphernalia.

For High School and Middle School students, any violation of code 07 will result in being 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 the next full semester.
- If the violation occurs with less than 8 weeks remaining in the semester, or the equivalent for middle school, then student will be assigned to the alternative school for the remainder of the current semester plus the next two full semesters.

#### **(08) Fighting**

**Offense Levels:**  
Fighting Level 1 - Fighting with no injuries  
Fighting Level 2 - Fighting with minor or moderate injuries  
Fighting Level 3 - Fighting with severe injuries; three or more fights in same school year

**Consequences (all and/or any of the following):**

**High School and Middle School**  
**Level 1 and 2** - 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.  
**Level 3** - 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing  
**Elementary School**  
Levels 1 and 2- Class II Offense  
Level 3- Class III Offense

#### **(09) Homicide**

**Offense Levels:**  
Homicide Level 1- NA  
Homicide Level 2- NA  
Homicide Level 3- Any incident involving homicide

**Consequences (all and/or any of the following):**

**High School and Middle School**  
Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing.  
**Elementary School**  
Class III Offense

#### **(10) Kidnapping**

**Offense Levels:**  
Kidnapping Level 1- NA  
Kidnapping Level 2-NA  
Kidnapping Level 3- Any incident involving kidnapping

**Consequences (all and/or any of the following):**

**High School and Middle School**  
Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing  
**Elementary School**  
Class III Offense

#### **(10) Kidnapping**

**Offense Levels:**  
Kidnapping Level 1- NA  
Kidnapping Level 2 - NA  
Kidnapping Level 3 – Any incident involving kidnapping  
Consequences (all and/or any of the following):

**High School and Middle School**  
Each offense: 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing  
**Elementary School**  
Class III offense

#### **(11) Larceny/Theft**

**Offense Levels:**  
Larceny/Theft **Level 1**- Unlawful taking of property with a value between \$0.01 and \$100  
Larceny/Theft **Level 2**- Unlawful taking of property with a value between \$100 and \$250  
Larceny/Theft **Level 3**- Unlawful taking of property with a value exceeding \$250; three or more offenses in the same school year

**Consequences (all and/or any of the following):**

**High School and Middle School**  
**Level 1** - First offense: 3 days ISS, Parent Contact; Possible Police Action  
Second offense: 5 days ISS, Parent Contact; possible Police Action  
**Level 2** - 5 to 10 days Suspension, Parent Contact; Possible Police Action and Behavior Contract  
**Level 3** - 10 days Suspension, Parent Contact, Tribunal hearing; Possible Police Action  
**Elementary School**  
Class III Offense

#### **(12) Motor Vehicle Theft**

**Offense Levels:**  
Motor Vehicle Theft **Level 1** – N/A  
Motor Vehicle Theft **Level 2** – N/A  
Motor Vehicle Theft **Level 3**- Any incident involving: Motor Vehicle Theft

**Consequences (all and/or any of the following):**

**High School and Middle School**

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

**Elementary School**

Class III Offense

**(13) Robbery**

**Offense Levels:**

Robbery **Level 1**- NA

Robbery **Level 2**- Robbery without a weapon

Robbery **Level 3**- Robbery with a weapon

**Consequences (all and/or any of the following):**

**High School and Middle School**

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

**Elementary School**

Class III Offense

**(14) Sexual Battery**

**Offense Levels:**

Sexual Battery **Level 1**- NA

Sexual Battery **Level 2**- NA

Sexual Battery **Level 3**- Any incident involving nonconsensual sexual penetration or intentional touching private parts.

**Consequences (all and/or any of the following):**

**High School and Middle School**

The consequences for each offense will be determined by school administration. For each violation: 10 days suspension, Parent Contact, Police Action, tribunal hearing, behavior contract, and notification to the School Social Worker.

**Elementary School**

Class III violation

**(15) Sexual Harassment**

**Offense Levels:**

Sexual Harassment **Level 1** - Unwelcome comments not directed towards individuals

Sexual Harassment **Level 2** - Unwelcome comments directed towards individuals

Sexual Harassment **Level 3** - Violation of sexual harassment policy; three or more offenses in the same school year

**Consequences (all and /or any of the following):**

**High School and Middle School**

**Levels 1 and 2** - First offense: 2 days I.S.S., Parent Contact  
Second offense: 5 days I.S.S., Parent Contact

**Level 3** - 10 days Suspension, Parent Contact, possible Police Action, possible Tribunal Hearing, and notification to the School Social Worker

**Elementary School**

Class III Offense

**\*Note:** 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. 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.

**(16) Sex Offenses**

**Offense Levels:**

Sex Offenses Level 1- Inappropriate sexually-based physical contact

Sex Offenses Level 2- Inappropriate sexually-based behavior Sex Offenses Level 3- Consensual sexual activities on school property or school related activities; three or more offenses in the same school year

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Levels 1 and 2**- First offense: 2 days I.S.S., Parent Contact  
Second offense: 5 days I.S.S., Parent Contact

**Level 3**- 10 days Suspension, Parent Contact, possible Police Action, possible Tribunal Hearing, and notification to the School Social Worker

**Elementary School**

Class III Offense

**\*Note:** This offense may include, but is not limited to, acts of a sexual nature, public indecency, and exposure of body parts. The taking or possession of any lewd or sexual photograph or video may be deemed a violation of this Code section 16.

**Pursuant to O.C.G.A Section 20-2-735 (e), parents and guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.**

**(17) Threat/Intimidation**

**Code Levels**

Threat/Intimidation Level 1- NA

Threat/Intimidation Level 2--Individual threat or intimidation

Threat/Intimidation Level 3- School-wide threat or intimidation

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Level 1** - N/A

**Level 2** -

First offense: 5 days Suspension, Parent Contact, possible Police Action

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

**Level 3** - 10 days Suspension, Parent Contact, possible Tribunal Hearing, possible Police Action

**Elementary School**

Class III violation

**(18) Tobacco**

**Offense Levels:**

Tobacco **Level 1** - Unintentional possession of tobacco products

Tobacco **Level 2** - Intentional use or possession of tobacco products

Tobacco **Level 3** - Distribution or sale of tobacco products; Three or more offenses in the same school year

**\*Note:** —tobacco products include any product containing tobacco and/or any replica, including vape/e-cigarettes or similar products.

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Levels 1 and 2** -

First offense: 2 days I.S.S., Parent Contact

Second offense: 3 days I.S.S., Parent Contact



**Level 3 - Distribution or sale:** 10 days Suspension, Parent Contact, Police Action, Tribunal Hearing. **Three or more possession or use offenses:** third offense, 1day Suspension, Parent Contact; fourth (or more) Offense, 3 days Suspension, Parent Contact, Behavior Contract  
**Elementary School**  
**Levels 1 and 2 - Class I Offense**  
**Level 3 - Distribution or sale:** Class III Offense;  
**Three or more possession use or offenses:** Class II Offense

**(19) Trespassing**

**Offense Levels:**  
Trespassing **Level 1** – N/A  
Trespassing **Level 2** - Unauthorized presence on school property  
Trespassing **Level 3** - Refusing to leave school property; or more offenses in the same school year

**Consequences (all and/or any of the following):**

**High School and Middle School**  
**Level 1** - N/A  
**Level 2** - First offense: 1 day I.S.S., Parent Contact;  
Second offense: 3 days I.S.S., Parent Contact  
**Level 3** - 4 days Suspension, Parent Contact, Behavior Contract  
**Elementary School**  
**Levels 1 or 2-** Class I Offense  
**Level 3-** Class II or III Offense depending of circumstances

**(20) Vandalism**

**Offense Levels:**  
**Vandalism Level 1** - NA  
**Vandalism Level 2** - Minor damage or defacement of property  
**Vandalism Level 3** - Malicious destruction or damage to property; three or more offenses in the same school year

**Consequences (all and/or any of the following):**

**High School and Middle School**  
**Level 1** - N/A  
**Level 2** - First offense: 5 days I.S.S., Parent Contact  
Second offense: 5 days Suspension, Parent Contact  
**Level 3** - 10 days Suspension, Parent Contact, possible Tribunal Hearing  
**Elementary School**  
Class III violation

\* **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.

**WEAPONS**

**FEDERAL VIOLATION**

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

**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.**

**SCHOOL VIOLATION**

**STUDENTS MAY NOT POSSESS KNIVES (REGARDLESS OF BLADE LENGTH). STUDENTS MAY NOT POSSESS CHAINS. ANY ITEM USED AS IN A MANNER TO INFLECT SERIOUS BODILY DAMAGE WILL BE CONSIDERED A WEAPON, INCLUDING, WITHOUT LIMITATION, STRAIGHT-EDGE RAZOR, RAZOR BLADE, SPRING STICK, KNUCKLES, WHETHER MADE FROM METAL, THERMOPLASTIC, WOOD, OR OTHER SIMILAR MATERIAL, BLACKJACK, ANY BAT, CLUB, OR OTHER BLUDGEON-TYPE WEAPON, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A MANNER AS TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHAHKA, NUN CHUCK, NUNCHAKU, SHURIKEN, OR FIGHTING CHAIN, OR ANY DISC, OF WHATEVER CONFIGURATION, HAVING AT LEAST TWO POINTS OR POINTED BLADES WHICH IS DESIGNED TO BE THROWN OR PROPELLED AND WHICH MAY BE KNOWN AS A THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, ANY STUN GUN OR TASER, AND MACE, TEAR GAS, PEPPER SPRAY OR ANY OTHER CHEMICAL GUN OR IMPLEMENT.**

**(22) Weapons Knife**

**Offense Levels:**

Weapons/knife **Level 1**- Unintentional possession of a knife with no intent to harm or intimidate  
Weapons/knife **Level 2** - Intentional possession of a knife with no intent to harm or intimidate  
Weapons/knife **Level 3**- Intentional possession or use of a knife with intent to harm or intimidate

**Consequences (all and/or any of the following):**

**High School and Middle School**  
**Level 1** - 5 days I.S.S., Parent Contact  
**Level 2** - 5 days Suspension, Parent Contact, Behavior Contract  
**Level 3** (or 2 or more Level 1 or 2 incidents): 10 days Suspension, Parent Contact, Tribunal Hearing  
**Elementary School**  
Class II or Class III violation depending on circumstances

\***Note:** The above described punishments are applicable only where the blade is less than two inches. When blade is two inches or more, State Law mandates Police Contact (Official Code of Georgia Section 16-11- 127.1), and when the blade is three or more inches, School Board Policy provides for expulsion for a period of not less than one year. (Policy JCDAE). In any Weapon's case (whether gun, knife or other object), unless otherwise mandated by law or policy, the administration has the discretion to administer more or less punishment depending upon circumstances.

**(23) Weapons/Other (“other weapon” defined under “SCHOOL VIOLATION above)”**

**Offense Level:**

Weapons/Other **Level 1** - N/A

Weapons/Other **Level 2** - Unintentional possession of a weapon (not including knife or firearm)

Weapons/Other **Level 3** - Intentional possession or use of a weapon (not including knife

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Level 1** - 5 days I.S.S., Parent Contact

**Level 2** - 5 days Suspension, Parent Contact, Behavior Contract

**Level 3** (or 2 or more Level 1 or 2 incidents): 10 days Suspension, Parent Contact, Tribunal Hearing

**Elementary School**

Subject to law and policy described above, Class II or Class 3 violation depending on circumstances

**Note: It shall be a violation of this Code to possess a replica of any prohibited weapon.**

State Law mandates Police Contact (Official Code of Georgia Section 16-11-127.1), when any non-firearm non-knife weapon is possessed, and School Board Policy mandates expulsion for a period of not less than one year (Policy JCDAE). In any Weapon’s case (whether gun, knife or other object), unless mandated by law or policy, the administration has the discretion to administer more or less punishment depending upon circumstances.

**(24) Other Discipline Incident**

**Offense Levels:**

Other Discipline Incident **Level 1**- Other minor incidents resulting in disciplinary action

Other Discipline Incident **Level 2**- Three or more offenses in the same school year

Other Discipline Incident **Level 3**- NA

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Level 1** - First offense: 1 day I.S.S., Parent Contact

Second offense: 2 days I.S.S., Parent Contact

**Level 2** - Third offense: 3 days I.S.S., 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

**Level 3** - N/A

**Elementary School:**

Class I or II, at discretion of the administrator depending upon the circumstances

**(25) Weapons/Handgun**

**Offense Levels:**

Weapons/Handgun **Level 1** - NA

Weapons/Handgun **Level 2** - NA

Weapons/Handgun **Level 3** - Any incident involving a handgun

**Consequences:**

**High School, Middle School and Elementary School**

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

**(26) Weapons/Rifle/Shotgun**

**Offense Levels:**

Weapons/Rifle/Shotgun **Level 1** - N/A

Weapons/Rifle/Shotgun **Level 2** - N/A

Weapons/Rifle/Shotgun **Level 3** - Any incident involving a rifle/shotgun

**Consequences:**

**High School, Middle School and Elementary School**

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

**(27) Serious Bodily Injury**

**Offense Levels:**

Serious Bodily Injury **Level 1** – N/A

Serious Bodily Injury **Level 2** – N/A

Serious Bodily Injury **Level 3** - Any incident involving serious bodily injury

**Consequences:**

**High School and Middle School**

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

**Elementary School**

Class III violation

**(28) Weapons/Other Firearms**

**Offense Levels:**

Weapons/Other Firearms **Level 1**- NA

Weapons/Other Firearms **Level 2**- NA

Weapons/Other Firearms **Level 3**- Any incident involving other firearms

**Consequences:**

**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.

**(29) Bullying**

A pattern of behavior, which may include written, verbal, physical acts which occur on school property, vehicles, bus stops, at school related functions or activities, or by use of data or software that is accessed through a computer, system network or other electronic technology of a local school system. Bullying may also include acts of Cyberbullying originating other than on school equipment if such is directed specifically at students or staff, is maliciously intended to threaten the safety of those specified or substantially disrupt the order of the school **and** creates a reasonable fear of harm to the students or staff or has a high likelihood of succeeding for that purpose.

**\*Any student in grades 6 through 12 who has committed the offense of bullying for the third time in a school year, shall be assigned to an alternative school.**

**Offense Levels:**

Bullying **Level 1** - First incident of bullying

Bullying **Level 2** - Second incident of bullying

Bullying **Level 3** - Three or more incidents of bullying in the same school year.

**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 Pleasant Valley Innovative School 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 an —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.

**Grades K-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.

**(30) Other- Attendance Related**

**Offense Levels:**

Attendance Related **Level 1** - Any incident involving attendance

Attendance Related **Level 2** - NA

Attendance Related **Level 3** - NA

**Consequences (all and/or any of the following):**

**High School and Middle School**

First offense: 1 day I.S.S., Parent Contact

Second offense: 2 days I.S.S., Parent Contact

Third offense: 3 days I.S.S., Parent Contact

Fourth offense: 1 days Suspension, Parent Contact, Behavior Contract

Fifth offense: 3 days Suspension, Parent Contact, possible Tribunal Hearing

**Note:** leaving campus during school day without permission of staff; 3 days I.S.S for first offense; 5 days I.S.S. for second offense; and 5 days O.S.S. and possible tribunal for each offense thereafter.

**Elementary School**

Class II violation

**(31) Other - Dress Code Violation**

**Offense Levels:**

Dress Code Violation **Level 1** - Non-invasive or non-suggestive clothing Dress Code Violation **Level 2** - Invasive or suggestive clothing

Dress Code Violation **Level 3** - Three or more offenses in the same school year

**Dress Code Violation will include failure to comply with the Dress Regulations set out in the Student Handbook.**

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Levels 1 and 2** - First offense: warning, request to change, and/or 1 day I.S.S., Parent Contact

Second offense: request to change and/or 2 days I.S.S., Parent Contact

**Level 3** - Third offense: 3 days I.S.S., Parent Contact

Fourth offense: 3 days Suspension, Parent Contact

Fifth offense: 5 days Suspension, Parent Contact, Behavior Contract, possible Tribunal Hearing

**Elementary School**

Class I or II Violation, depending on severity and frequency

**(32) Academic Dishonesty**

**Offense Levels:**

Academic Dishonesty **Level 1**- Unauthorized assistance on classroom assignments or projects

Academic Dishonesty **Level 2**- Plagiarism or cheating on classroom assignments or projects

Academic Dishonesty **Level 3**- Plagiarism or cheating on major exams or statewide assessments; three or more offenses in the same school year

**Consequences (all and/or any of the following):**

**High School, Middle School and Elementary School**

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

**(33) Other- Student Incivility**

**Offense Levels:**

Student Incivility Level 1 - General disrespect or failure to follow instructions

Student Incivility Level 2 - Blatant In subordination; profanity directed toward school staff

Student Incivility Level 3 - Issuing false reports on school staff; or three or more Incivility offenses in the same school year

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Level 1** - First offense: 1 day I.S.S., Parent Contact

Second offense: 2 days I.S.S., Parent Contact

Third offense: 3 days I.S.S., 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

**Level 2** - First offense: 3 days I.S.S., Parent Contact

Second offense: 5 days I.S.S., 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, possible Tribunal Hearing

**Level 3** - Each offense: 10 days Suspension, Parent Contact, Tribunal Hearing and possible Police Action

**Elementary School**

**Level 1** - Class I violation

**Level 2** - Class II violation

**Level 3** - Class III violation

**Note, Incivility will include (but not limited to): 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

**Elementary School**

Class II violation

**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

**\*Note:** The student will complete assigned days in I.S.S. upon their return from Suspension.

**Elementary School**

Class II violation

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 I.S.S., 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.

**Elementary School**

Class II violation

- 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.

**Offense Levels:**

Gang Related **Level 1** – N/A

Gang Related **Level 2** - Wearing or possession of gang related apparel; conveying personal membership or affiliation with a gang

Gang Related **Level 3** - Gang-related solicitation, violence, threats, defacement of property

**(34) Other - Possession of Unapproved Items**

**Offense Levels:**

Possession of Unapproved Items **Level 1** - Possession of unauthorized items

Possession of Unapproved Items **Level 2** - Use of unauthorized items

Possession of Unapproved Items **Level 3** - Possession or use of items construed to be dangerous or harmful; three or more offenses in the same school year

**Consequences (all and/or any of the following):**

**High School and Middle School**

**Levels 1 and 2**- First offense: 3 days I.S.S.,

Second offense: 3 days Suspension, Parent Contact

**Level 3** - 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

**Elementary School**

Class II or Class III violation depending on circumstances

**Note:** Use of these items in a manner that may endanger others will require more serious punishment than stated above.

**(35) Gang Related**

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, shall include, but not be limited to:**

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 occupied by passengers.

**Consequences (all and/or any of the following):**

**High School and Middle School**

Level 1 - N/A

Levels 2 and 3 - 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.

**Elementary**

Class III Violation

**(36) Repeated Offenses**

**\*Note:** Any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by either certified mail or statutory overnight delivery with return receipt requested or first-class mail the student's parent or guardian of the disciplinary problem, invite such parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to attend a conference with the principal or the teacher or both to devise a disciplinary and behavioral correction plan. OCGA Section 20-2-765

**Offense Levels:**

Repeated Offenses **Level 1** - Collection of minor incidents

Repeated Offenses **Level 2** - Collection of moderate incidents

Repeated Offenses **Level 3** - Collection of severe incidents

**Consequences (all and/or any of the following):**

**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

**Elementary School**

Class II or Class III violation depending on the circumstances

**(40) Other Non-Disciplinary Incident** - Can only be used to report "physical restraint" with Action "95"

VIDEO/AUDIO RECORDING: Any student who intentionally records any violation of the Code shall be deemed an accomplice to the violation and punished accordingly.

## **MISBEHAVIOR OFF CAMPUS**

### **High School, Middle School and Elementary School**

#### ***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.

#### ***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.

#### ***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

## **PARKING AND TRAFFIC VIOLATIONS**

### ***Parking and Traffic Violations (including failure to pay fee)***

**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.

#### ***Out of School 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 Pleasant Valley 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.

#### **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. Notwithstanding, Cell phones, I-pads and Tablets may be used by students, to the extent it does not interfere with the school bus communication equipment or the school bus driver's operation of the bus. Any such devices must be on silent or vibrate mode and may not be used to play music or games that may be heard by others.
- 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.

#### CONSEQUENCES 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.**

- 1<sup>st</sup> Violation:** 3 school days off the bus.
- 2<sup>nd</sup> Violation:** 5 school days off the bus.  
\*Conference with parent, school, student and bus driver
- 3<sup>rd</sup> Violation:** 10 school days off the bus  
\*Conference with parent, school, student and bus driver
- 4<sup>th</sup> Violation:** 30 school days off the bus or for remainder of school year, whichever is longer.  
\*Conference with parent, school, student and bus driver
- 5<sup>th</sup> 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:

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

### **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.
13. Disrespectful conduct toward the school bus driver or other persons on the school bus is prohibited.

#### 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 3day 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.)

##### 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.

##### LAW 20-2-751.4 BULLYING

*Bullying is specifically defined as an act that is:*

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

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

*B) Has the effect of substantially interfering with a student's education;*

*C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or*

*D) Has the effect of substantially disrupting the orderly operation of the school.*

**The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyber bullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication 1) is directed specifically at students or school personnel, 2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and 3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Law, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.**

### **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](http://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**

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, parent or other person with a complaint or report alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the District's coordinator, who shall be the Director of Administrative Services, at 1006 Green Road, Chatsworth, Georgia, 30705, (706) 695-4531. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him

or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint. This policy applies to complaints alleging discrimination carried out by employees, other students or third parties; the District will conduct adequate, reliable and impartial investigation of the complaints, including the opportunity to present witnesses and other evidence; and the District will endeavor to take steps, believed necessary in its discretion, to prevent recurrence of any harassment and to correct discriminatory effects on the complainant and others, if appropriate.

2. If the alleged offending individual is the coordinator or the principal, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.

3. The coordinator or his or her designee shall have fifteen (15) work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.

4. If the complaint is not resolved at the conclusion of this fifteen (15)-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

5. The Superintendent shall have fifteen (15) work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.

7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, parents and employees through appropriate procedures.

8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

#### **Coordinators:**

<b>Title VI Coordinator:</b>	Mike Tuck
Address:	1006 Green Road Chatsworth, GA, 30705
Phone Number:	706-695-4531

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**Title IX Coordinator:** Mike Tuck & Allison Oxford  
Address: 1006 Green Road  
Chatsworth, GA, 30705  
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:

Spencer Gazaway, Gifted Program Coordinator  
1006 Green Rd  
Chatsworth, GA 30705  
706-695-4531  
spencer.gazaway@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 sixth 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, or first class mail. 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. 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 request 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, telephone number, and email
- 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.
- I. Enrollment Status

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 enrolled and not suspended from school

**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

### **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

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

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 must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

## STUDENT AGREEMENT

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

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

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Lunch Number: \_\_\_\_\_ Grade: \_\_\_\_\_ First Year attending this school: yes/no

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 those 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 at [www.murray.k12.ga.us](http://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 completed 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)**.

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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 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  
2016-2017**

**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 Handbook, *including, but not limited to, the following sections:*

- Nondiscrimination notice
- No Child Left Behind (NCLB)
- Compulsory Attendance and Attendance Policy
- Counseling
- Drivers' License (TAADRA)
- Student Code of Conduct 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
- Districting Policy
- Safety
- Checkout
- Dress Regulations

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

Please Print

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address:

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