



HALL COUNTY SCHOOLS

***Sandra Dunagan Deal Elementary School
2850 Ramsey Road Gainesville, GA 30501
470- 892-3250***

PARENT/STUDENT HANDBOOK 2024-2025

Hall County Schools Mission & Vision

Character, Competency and Rigor for all!

Striving to be the most caring place on earth!

Sandra Dunagan Deal Elementary School Vision :

Empowering minds to be lifelong learners who celebrate diversity and inspire positive change with a servant's heart.

Student Mission Statement:

Respectful

Outstanding Citizen

Always Safe

Responsible

At Sandra Dunagan Deal Elementary School, we empower our tigers to be respectful, outstanding citizens, safe and responsible learners.

TM

Dear Tigers:

Welcome to the 2024-2025 school year! I am excited that we are beginning our FIRST YEAR as TIGERS! We made it through the transition and I am excited for what this upcoming year will bring. This year presents us with the opportunity to focus on supporting the whole child to help each student learn to their highest potential. We will set high expectations for all students and challenge them as they work toward a successful elementary school career.

This Student Handbook will provide answers to many of your questions. It is our guide to policies and procedures that help all of us understand expectations. This handbook will be housed on our school website and linked to our school newsletter. If you have any questions or concerns, please feel free to reach out to me. My email address is keri.smith@hallco.org.

It is an honor to serve this community as your principal. I look forward to this being our best school year yet!

Sincerely,
Keri L. Smith
Principal

[Link to the Hall County School District Calendar](#) for your convenience

TM

WELCOME

Enclosed in this handbook you will find general information about Hall county schools. Please read it through carefully in order to become familiar with school policies and procedures.

Always remember that cooperation and communication between home and school are vital if we are to provide a quality education for students. Education will be much more effective and enjoyable when dedicated staff, concerned parents and conscientious students work together to reach common goals.

As we seek to provide the very best learning experience, you can expect to find the following in the Hall County Schools

1. An academic focus.
2. High expectations for students and staff.
3. A safe, orderly climate
4. Monitoring of academic progress.
5. Teachers who are highly qualified.
6. Administrators who are instructional leaders.

VALUES AND BELIEFS

Values and beliefs are the core of who we are, what we do, and how we think and feel. Values and beliefs reflect what is important to us: they describe what we think about work and how we think it should operate.

We believe...

- All students have worth and are capable of learning.
- Students have different learning styles and learn at different rates.
- The cooperation of students, teachers, parents and the community develops responsible motivated decision makers.
- Students demonstrate greater achievement when they help set goals and are challenged by high expectations.
- Actively involved students learn successfully.
- Respect for self and others is enhanced when modeled and expected by everyone in a safe, caring environment

- Optimum learning occurs when curriculum is relevant and when objectives stress higher levels of thinking.
- Through teamwork, all staff will we sure a continuous quality school environment for students.
- All staff must be involved in continuous professional growth and development.

The staff of **Sandra Dunagan Deal Elementary School** works to implement these values and beliefs through the following goals:

Curriculum:

- Promotes social growth through awareness, acceptance and cooperation
- Adapts to all learning styles
- Is based on national standards
- Includes the views of colleagues and community resources
- Is relevant and stresses higher level of thinking
- Includes current technology
- Is goal oriented where teachers and students share in the responsibility in making goals

[SDDes Curriculum Resource Page](#)

Instruction:

- Integrates subjects
- Develops critical thinking skills
- Promotes meaningful learning by using research-based practices
- Fosters students' competence and confidence in the use of technological resources
- Sets high expectations, reaches all students, and challenges their capabilities
- Involves a wide range of resources including colleagues and community

Assessment:

- Measures learning objectives appropriately
- Includes multiple evaluation methods, formal and informal, to evaluate student behavior and achievement
- Allows the teachers to evaluate their teaching strategies and serves as a guide for improving instruction

- Provides ongoing data enabling staff to track students' test scores and achievement for use in school and classroom decisions

Environment:

- Is enhanced by students, staff, parents, and community cooperating in decision making
- Provides a continuous, caring, quality atmosphere ensured by all staff
- Is safe and well maintained
- Is conducive to learning

STUDENT RESPONSIBILITIES

Students at all Hall County Schools are expected to be familiar with and follow the Hall County Board of Education Code of Conduct as well as the guidelines established at the local school level. Students will be asked to follow our "ROAR":

Respectful

Outstanding Citizen

Always Safe

Responsible

Applying these things to the school environment should ensure a safe and orderly place for all students to learn. Students are asked to remember the following applications:

1. **In class:** During periods of organized instruction, each student should act respectfully and responsibly so as not to distract themselves and others from the learning environment.
2. **In assemblies:** Each student should act respectfully and responsibly while moving to and from the assembly and while the performance is given.
3. **On the buses:** Conduct on the bus is expected to be the same as that in the classroom. Safety depends on the skill of the driver and nothing should occur that would impede the driver's performance.
Refer to School Bus Guide on Page 8
4. **In the lunchroom:** Students are expected to act responsibly and respectfully while moving to and from the lunchroom and during lunch. Students should form orderly lines to get their food and to

return trays and discard trash. The student dining area is to be maintained by the students as a civic responsibility and student resources will be used to accomplish this.

5. **In the halls:** Students should move from room to room and throughout the building and grounds respectfully and responsibly.

6. **In the Learning Commons:** Students should utilize the media facilities with respect and should be responsible to follow established media policies while with their classes or while working on their own.

The goal of the school is to develop and foster self-discipline by establishing guidelines and consequences for behavior choices.

POLICIES AND PROCEDURES

HANDBOOK

Each student will be furnished with a link to the Parent/Student Handbook. Parents are asked to review this book on a frequent basis. This handbook may be accessed on our school website.

ARRIVAL / DISMISSAL

Instruction begins at **7:45 a.m.** The school opens at **7:15 a.m.** Students report to homeroom upon arrival unless eating breakfast (ends 7:40) in the cafeteria.

The car rider doors will close at 7:45 am each day. Any student arriving after 7:45 will be counted as Tardy and will need to check in at the Front Office for a Tardy Slip.

Children may not be dropped off before 7:15 a.m.

The day ends at 2:20 p.m. Students will be dismissed from their classes by their car rider number. All vehicles must have a Deal Elementary Car Rider Tag. Lost/ Additional Tags may be purchased through the Front Office for \$5.00. Any vehicle that does not have a Car Rider Tag will be asked to park in the front of the building and present a photo ID. Parents should remain in their cars so that traffic may move smoothly and students remain safe.

No child will be transported by anyone other than parents/ guardians or change transportation without written consent. Please email all transportation changes to DESfrontoffice@hallco.org during the school hours **before 2:00 p.m.**

TARDIES/LEAVING EARLY

Students arriving **after 7:45 a.m.** will be recorded as **TARDY**. A parent must use the intercom to sign-in a late child. Excessive tardies may be reported to the Student Services Department for investigation.

A parent wishing to **check out** a student before the end of the day will use the intercom at the front door. Check outs before 11:15 are counted as absences.

GUIDANCE/COUNSELING SERVICES

You are invited to participate in counseling activities. Our program is designed to be preventative and developmental and includes individual and classroom guidance activities, small support groups, and skill building groups. It is our hope that the counseling programs offered will enhance open communications regarding the many development issues that arise.

PERMANENT RECORDS

Parents may have access to your permanent record file. Copies of your record will be issued to designated persons, institutions or agencies when your parents give written permission.

If you learn that you must withdraw from school, you should talk with a teacher or secretary about the withdrawal process. It is very important for you to see the secretary at the beginning of the day on which you plan to withdraw.

HOMEBOUND SERVICES

If you suffer an injury or illness (non-communicable) that requires an extended absence from school (at least ten consecutive days), you may be eligible for service from the hospital/homebound program. Your parents should notify the counselor's office as soon as possible if you think you qualify for this service.

ENROLLING IN SCHOOL

At the time of registration, all new students to the Hall County School System must present:

1.) Qualified proof of residency, 2.) a Georgia Immunization Certificate, 3.) a Vision, Hearing, and Dental Screening Certificate, 4.) a certified birth certificate, and 5.) a social security card.

You and your parents are responsible for maintaining adequate immunization. Parents should immediately report the health status of their child to the school principal if a physician diagnoses a communicable disease.

GIFTED EDUCATION

The Hall County School System is committed to the belief that every student (K-12) has a right to receive an education based on individual needs. The gifted student is entitled to a differentiated curriculum consisting of courses of study in which the content, teaching strategies, and the expectations of student mastery are appropriately modified. Referrals of students for consideration for the gifted program may be made by classroom teachers, special area teachers, counselors, administrators, parents or guardians, student peers or by the student himself/herself. A student will automatically be referred for consideration if he/she scores at or above the 90th percentile in Total Math on a nationally normed achievement test if the score is within two calendar years. The identification process includes evaluation in ability, achievement, creativity, and motivation.

Call the school office for additional information.

Multi-Tiered System of Supports (MTSS)

If any student has an ongoing problem with learning or being successful in general, our teachers can serve as a formal support team that will help clarify the problems and then will consider making adjustments to instruction if you experience difficulty. Parents are invited to the MTSS team meetings and they will be informed of the outcome. The team is there to help you gain as much as possible from your educational experience.

RECESS

Recess is an opportunity for students to enjoy physical activity, socialize with friends, and mentally reset. The health and wellness of all students at Sandra Dunagan Deal Elementary is important to us. For this reason, an unstructured break is provided daily per Georgia law. Please note that recess will always be provided with the following exceptions:

- A student is creating a behavior issue in the classroom and/or school and needs redirection.
- A student needs to finish school work that has not been completed due to misuse of instructional time.

The hope is that this consequence will not need to be used often. If further action needs to be taken, parents will be contacted, understanding the goal is to quickly correct any concerns and have all students participate in this important and enjoyable event. If you have any questions, please reach out to the administration.

PARENT/TEACHER CONFERENCES

The Hall County Schools actively encourage parents to meet in conference with their son's daughter's teachers. Parents are considered by the school to be an essential part of the team helping to educate each student. It is through parent support and interest, working with the facility and staff, that every student will achieve maximum success. Conferences should be scheduled in advance during the team planning period or after 2:30 p.m., if possible. Zoom is acceptable.

PARENT NOTIFICATION

From time to time very important information is sent home by students. You are expected to deliver any written correspondence from the school to your parents/guardians and return it to school with your parent's signature the following school day. Emailed information and parent portal as well.

PARENT Volunteers at SDDES

We are pleased to have parents volunteer to assist teachers with grading papers, making copies, creating bulletin boards etc... Parents are encouraged to schedule their services in advance and **must** begin each visit to the school by 'signing in' with the secretary at the school office. Parents should not interrupt instruction by talking to the teacher during the time. The instructional day generally begins at 7:45 a.m. and ends at 2:20 p.m. If a parent /guardian needs to speak to a teacher regarding his/her child, please call the school or send a note to the teacher asking for a conference.

Parents MUST complete a volunteer module annually to be a parent volunteer. Please see your child's teacher for information.

ATTENDANCE

Regular attendance in school is essential for quality education. We encourage you to be present every day. Daily attendance will help you feel more closely associated with your classmates and will dramatically improve your educational progress. The time missed from class results in loss of valuable educational experiences. Make 100% attendance your goal for this year. We want you in school every day.

ABSENCES

State law requires that youngsters between the ages of seven and sixteen attend school except for the specific reasons listed below. In case of a necessary absence from school, you must bring a written excuse from a doctor, parent or guardian stating the reason for the absence.

Absence will be excused for the following reasons:

1. Personal illness.

2. Death in the immediate family.
3. Recognized religious holidays observed by your faith.
4. Absences mandated by governmental agencies.
5. Instances where attendance would be hazardous.

A student absent from class in excess of ten (10) days must furnish school officials a doctor's certificate, or the parents must make arrangements for a conference with the principal or his/her designee within ten (10) days from the date the student returns to school.

MEDIA CENTER

The media center is an active part of the school's educational program. It is open from 7:30-2:30 each day. The media center staff may assist you in locating references, using special equipment or reserving books. Students will be expected to pay for lost or damaged books. No fee will exceed the replacement cost of the book.

BREAKFAST/LUNCH PROGRAM

Nutritious breakfast and lunches are served each day. **You may participate in the free or reduced breakfast/lunch program by completing an application at any time during the school year.** Applications must be approved before you can participate in the free or reduced program.

Students who are eligible by the Federal School Lunch Program may receive free or reduced school lunches. Applications are available in the office or cafeteria.

****Fast food meals may not be brought to school, examples:*** McDonald's, Burger King, etc.. Carbonated drinks such as Coke, Pepsi, Sprite, etc... No outside food or drink can be brought into the classroom.

ICE CREAM

Ice cream is sold during lunch on **Friday**. The cost is \$1.00

SCHOOL INSURANCE

School insurance is available to all students. Applications for school insurance are given to students at the beginning of each school year. Additional applications are available at the front office.

SCHOOL PICTURES

You may elect to have your school picture taken during the school year. Pictures may require prepayment. The date and time for pictures are announced in the school's monthly newsletter,

STUDENT ILLNESS / ACCIDENT

If you become ill or injured while at school, you should report the problem immediately to your teacher. Parents or guardians will be notified if your condition warrants.

SWIMMING LESSONS

Governor Brian Kemp recently signed into law the Edna Mae McGovern Act (HB 402), which requires schools at the beginning of each school year to provide parents and guardians with information regarding swimming lessons in the local community. The Hall County School District recognizes the importance of water safety and wants to support parents in their efforts to keep their children safe. If you are interested in your child learning to swim, the following locations provide lessons:

The Georgia Mountains YMCA

2455 YMCA Drive

Gainesville, GA 30501

(P) 770.297.9622

Frances Meadow Aquatic Center

1545 Community Way NE

Gainesville, GA 30501

(P) 770.533.5850.

Please note: Students who miss school to attend swimming lessons will not receive an excused absence.

The Hall County School District does not provide swimming lessons; however, some of our elementary schools, in partnership with the YMCA, utilize the “Learn to Swim” program throughout the school day. If your child’s school participates in “Learn to Swim”, you will receive notification and more information on a separate form.

HOMEROOM PLACEMENTS

Students are placed on their Homeroom Rosters in the summer. Students will NOT be moved from their homeroom placement during the school year.

DRESS CODE

Student Appearance and Dress

Students at Sandra Dunagan Deal Elementary are expected to dress and be groomed in such a way as to reflect neatness, cleanliness and good taste. Student dress should not distract or cause a disruption of the educational program or the orderly operation of the school. For these reasons dress regulations are enforced.

The following lists some of the types of clothing that **cannot be worn at school**:

- Trench coats
- Excessively baggy pants (must fit at waist)
- Gang related attire
- Sunglasses in the building
- Tube tops
- Strapless, spaghetti strapped dresses or sundresses
- See through clothing
- Mesh jersey without another shirt underneath
- Items with suggestive lettering, pictures, symbols, alcohol or drug depictions

- Mini skirts or mini dresses
- Shirts without side seams
- Blouses, dresses or shirts that show exposed areas of the stomach, sides or back; all shirts must reach the waist and cover the shoulders
- Muscle shirts
- Hats, bandannas
- Spandex or Lycra clothing
- Clothes with holes or slits
- Shorts/dresses/skirts shorter than fingertip length

Students are required to wear appropriate undergarments and shoes.

For safety reasons, tennis shoes or sneakers are required for P.E. classes. No CROCS in PE.

When in the judgment of the administration the dress requirements have not been met, students will not be permitted in classes or halls until the situation is corrected. Students wearing inappropriate clothing may be sent to the office and parents may be called to bring a change of clothing. Second dress code violations may result in additional disciplinary action.

ITEMS NOT ALLOWED AT SCHOOL OR ON THE BUS

- Gum / Candy
- Skateboards, rollerblades, laser pointers
- Tape recorders, radios, tape players, CD players, CD’s, headphones or cell phones
- Electronic games/ electronic pagers
- Baseball cards, or trading cards of any type
- Toys such as water guns, squirt toys, whoopee cushions, stuffed toys, yoyo, hot wheels, etc.
- Harmful objects or those that disrupt the educational environment
- Glass bottles or cans: ex. Soft drinks
- Obscene magazines, pictures, or literature
- Lighters, matches
- Cameras and video recorders and equipment
- Personal items that advertise tobacco, drug, and alcohol related products

Items may not be brought, traded, nor sold at school unless sponsored and approved by the school administration.

SAFETY ON THE CAMPUS

The Hall County School System takes seriously its responsibility to educate its students in safe and drug free schools where they are free from fear of harm or intimidation by a few. Weapons, drugs, bullying and gang activities will not be tolerated in Hall County schools. Students who violate Board of Education rules or state laws related to these offenses will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities including field trips and on buses, athletic fields, stadiums, parking lots, official school bus stops, and other sites used for school sponsored activities.

RESOURCE OFFICER

Hall County MS/HS employ resource officers who have registered police credentials. North Hall Middle School's officer is on call for Sandra Dunagan Deal Elementary School. Patrol desk in atrium.

SEARCH AND SEIZURE

School personnel have the right to search you, your desk, and book bag with reasonable cause. School and personal property are subject to inspection by school authorities at all times.

FEES AND CHARGES

No fees are needed to participate in any required course; however, you may be asked to provide materials or equivalent fees for classes in which items are made for personal use. Charges for lost or damaged textbooks will be based on the condition of the book when issued. No fine will exceed the current purchase price of the book.

GRIEVANCE PROCEDURES

Most concerns of students and parents can and should be resolved by honest and open communication between the teachers,

administrators, students and parents. You and your parents have the right to appeal any decision made by the school in regard to your education or to any discipline measures taken. You should first discuss the problem with your teacher or your counselor. If this person cannot help you resolve the problem, then you may talk with either an assistant principal or principal. All matters not settled at the school level may be referred to the superintendent's office.

FLOWERS/ Edible Treats/ GIFTS, ETC.

Flowers, gifts, balloons, etc. are prohibited. We ask for parents' cooperation by **NOT** sending these items on special occasions. If a guardian wishes to provide a treat, they may purchase ice cream for the class through the front office.

EMERGENCY PROCEDURES DRILLS

Fire, intruder and tornado drills are held on a regular basis during the school year. It is important that students remain silent and follow all instructions of school personnel during these drills. Camera system is employed at all exits. All outside doors remain locked.

EMERGENCY SCHOOL CLOSINGS

Once a decision has been made from the central office to close school due to inclement weather, local TV and radio stations will broadcast this information. Please avoid calling the school. Each school has detailed, crisis management plans and evacuation plans which are reviewed and updated each year. In the event of these plans being used, parents will be notified by the media.

SCHOOL BUS GUIDE

A public school transportation program has but one purpose- to safely transport students. Therefore, it is extremely important that each student be aware of his/ her role and responsibility in seeing that the entire operation works smoothly and efficiently.

Several of the important areas in which students are asked to cooperate are as follows:

SAFE RIDING 10 SAFETY RULES

1. Arrive at your bus stop five minutes before your scheduled pick-up time.
2. Dress for the weather, umbrella and raincoat for rain, coat and gloves when cold.
3. Never stand or play in the road. Wait for the bus at a distance from the road.
4. Always use the handrail when boarding or leaving the bus. Do not wear clothing or carry bags that have strings or straps that could get caught on the hand rail.
5. Remain seated while the bus is moving. Your seat is designed to protect you in the event of an accident.
6. Never try to reach anything under or beside the bus. Ask your driver for help.
7. Observe silence when approaching and while stopped for railroad crossings so the driver can hear if a train is coming.
8. Look carefully before crossing the road. Do not assume that a car will stop for you. Wait to be sure it is stopped before crossing. Watch for your driver's signal before crossing the road.
9. Always cross in front of the bus, never behind it!
10. Talk quietly, no "horseplay." Your driver must give full attention to driving to ensure your safety.

BUS STOP CONDUCT

- A. You and your parents are responsible for your conduct at the bus stop, from home to the bus stop, and from the bus stop to your home.
- B. If you must cross a street or road to get to the bus stop on the opposite side, wait until the bus arrives, and cross in front of the bus only after the stop sign on the bus is activated.
- C. Be at the bus stop on time, but not too early. The bus driver is responsible for maintaining his schedule, and cannot wait for tardy students. Each student should have books in hand and be ready to board the bus by the time the driver opens the door.
- D. Any student who leaves the school grounds while waiting for a bus to arrive will not be allowed to ride a bus home after returning to

the school grounds. Individuals who leave the school grounds will be reported to the principal for disciplinary action.

ENTERING AND LEAVING THE BUS

- A. Wait until the bus has come to a complete stop before attempting to board or leave the bus.
- B. Load starting at the rear of the bus sitting three to a seat, unless otherwise directed by the driver.
- C. Enter and leave the bus in an orderly and quiet manner.
- D. Enter and leave the bus only at the front door, except in case of an emergency.
- E. After leaving the bus, if you must cross the highway:
 1. Make certain that the bus is stationary, the door is still open and the stop is extended.
 2. Upon signal from the driver, proceed across the roadway in the following manner: Walk (don't run) in front of the bus within sight and hearing of the driver. Look both ways and stay out of the line of traffic until the path across the roadway is free of any danger.
- F. A student will not be put off a bus for misconduct at any place other than his home or school.

CONDUCT ON THE BUS

- A. Obey the bus driver.
- B. Do not disturb the bus driver while he / she is driving.
- C. Boys and girls will be seated separately.
- D. Stay in your seat and do not change seats unless so directed by the driver and then only if the bus is stopped.
- E. Sit down while the bus is in motion.
- F. Keep voices low. Avoid shouting or whistling.
- G. No "rough-housing", pushing, fighting, throwing things, or profane or abusive language,

- H. Do not open or close the windows of the bus without the driver's permission.
- I. Keep all body parts inside the bus.
- J. Help keep the bus clean, sanitary and orderly. Students are encouraged to help care for and to protect the valuable equipment in the bus or any of its equipment. Willful damage or destruction of any part of the bus is definitely prohibited. Any such damage must be paid for by the student or parent.
- K. A student shall not operate the door, nor stand in the driver's compartment.

THE FOLLOWING ARE RESTRICTED ON THE BUS

- A. Eating is not permitted on the bus during the school day.
- B. No glass container of any kind may be transported.
- C. Beverages are not permitted, regardless of the type of container used.
- D. The use of tobacco is forbidden.
- E. Gum is also forbidden.
- F. Students will be permitted to carry only books and other related to school work which can be held in the student's lap. Band instruments may be transported if they can be held in the student's lap and do not take up seat space. Large musical instruments, sport equipment, snakes and other live animals will not be transported.

SCHOOL BUS ELIGIBILITY POLICY (EDDB) (JULY 1980)

Students are eligible for transportation by school bus, provided they live within the attendance area of the school they attend. Bus routes are established under the direction of the superintendent, and in accord with the recommendations of the Division of Pupil Transportation, Georgia Department of Education. Additions to existing routes are based upon the following guidelines.

- 1. The student must live a least 3/10 mile from the present bus route, and

- 2. The student must live on a state or county-maintained road with adequate space for the bus to turn around, and
- 3. The road must be wide enough for the bus and another vehicle to pass.

Students are assigned to a particular bus route and can only change buses with the approval of the Principal and the Director of Transportation. Students must get on and get off from their assigned bus at selected bus stops unless written parental permission is granted for the student to get off at a stop other than the designated stop. This request from the parent must be made in writing to the Principal. Parents will assume responsibility for the child when such a request is granted.

BOARD BUS DISCIPLINE POLICY (JADAD) (DEC 1995)

The transportation of students is an important function in our school system. Every precaution must be taken to see that students are transported safely. The same behavior is expected on the school bus as is expected in the classroom. Therefore it is important that students abide by the bus discipline policies as outlined herein.

Students are to be prohibited from acts of physical violence, bullying, physical assault or battery, verbal assault, and disrespectful conduct toward the driver or other persons on the school bus. Georgia law defines physical violence as (1) "intentionally making physical contact which causes physical harm to another." Georgia law also mandates that students found to have committed an act of physical violence against a teacher, bus driver, school official, or school employee involving intentional physical contact of an insulting or provoking nature shall be disciplined by expulsion, long term suspension, or short-term suspension. If intentional physical violence against one of the above employees causes physical harm (unless in self-defense), the student shall be expelled from the public school system for the remainder of the student's eligibility to attend public school and referred to juvenile court. Students in kindergarten through grade eight who commit the above acts

may, on the recommendation of the tribunal and at the discretion of the school system, be permitted to re-enroll in the regular public school program for grades nine through twelve.

Fighting on the bus or abusive language/profanity toward the bus driver will result in a minimum of five days suspension from the bus. Any student whose behavior warrants the return of the bus to the school will be suspended from riding the bus for a minimum of 20 school days.

Bus drivers will report specific disciplinary problems in writing to the Principal or Assistant Principal on the **Bus Conduct Report Form**. If the driver is uncertain who was unruly or who caused the disturbance, the driver will report the incident to the Principal for investigation.

After the Principal administers the proper disciplinary action, copies of the **Bus Conduct Report Form** will be forwarded that day, or the following school day, to the parent, the bus driver and the Director of Transportation. This form will indicate the action taken by the Principal. The Principal will also maintain a file of the Bus Conduct Report Form. It shall be the policy of all Principals to abide by the following procedures for enforcing the bus conduct policy:

First Offense: The principal shall take proper disciplinary action based on the nature or severity of the offense, which may include suspension from riding the bus.

Second Offense: The principal shall suspend the student from riding the bus for at least five (5) school days.

Third Offense: The principal shall suspend the student from riding the bus for at least ten (10) school days.

Fourth Offense: The principal shall suspend the student from riding the bus for at least twenty (20) school days.

Fifth Offense: The principal shall suspend the student from riding the bus for at least sixty (60) school days.

Sixth Offense: The principal shall suspend the student from riding the bus for at least one hundred eighty (180) school days.

ANY SUSPENSION NOT COMPLETED WILL CARRY OVER TO THE NEXT SCHOOL YEAR.

SEVERE WEATHER

Should severe weather necessitate closing or early dismissal of school, this information will be broadcast over WDUN Radio (AM 550) and other area radio stations. School closing announcements will be released to the media by approximately 6:00 a.m.

School buses will not leave school during a tornado or severe weather WARNING. Buses will run regular routes when the warning is canceled.

BUS LOADING ZONES

Please avoid bus loading zones at the school during the times when buses are loading or unloading students. If you need to pick up students in the afternoon, please wait until the buses have left the campus.

ASBESTOS MANAGEMENT PLAN NOTIFICATION

The Hall County School System AHERA Management Plan is available for public inspection upon request at the Hall County Board of Education Department of Facilities. This notification is provided to fulfill the requirement of section 763.93(4) of the Asbestos Hazard Emergency Response Act, 40 CFR Part 763, October 30, 1987. All interested parents, teachers, employees or other persons are invited to review the plan, which includes the following items:

1. Location, amounts and types of asbestos containing materials.

2. Response actions to the asbestos containing materials.
3. Plans for re-inspection, and periodic surveillance.
4. Public notification procedures.

Anyone interested in reviewing the plan please call the Department of Facilities at (770) 534-1291. Ask for Pam Cravero.

STUDENT INTERNET APPROPRIATE USE

Due to the nature of the Internet, it is neither practical nor possible for the Board of Education to enforce compliance with user rules at all times. Accordingly, parents and students will be required to make independent decisions and use good judgment in their use of the Internet. Therefore, parents must participate in the decision about whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use.

As a parent/guardian of this student, I accept the following conditions:

I understand that Internet access is designed for educational purposes and that the school will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize it is impossible for the school to restrict access to all objectionable material, and I will not hold the school responsible for materials acquired or contacts made on the network.

I understand that a variety of inappropriate and offensive materials are available over the Internet and that it may be possible for my child to access these materials if he /she chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill intended individuals to communicate with my child over the Internet, that there is no practical means for the school to prevent this from happening, and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor

any communications to or from my child on the Internet, I recognize that it is not possible for the school to monitor all such communications. I have determined that the benefits of my child having access to the Internet outweigh potential risks.

I understand that any conduct that is in conflict with these responsibilities is inappropriate, and such behavior may result in the termination of access and possible disciplinary action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the school to provide Internet network access.

I agree to compensate the school for any expenses or costs it incurs as a result of my child's violation of the Internet policy or administrative procedure.

PARENT INFORMATION REGARDING MEDICATION ADMINISTRATION AT SCHOOL

Whenever possible, medications should be given at home. However, the school system realizes that for students to maintain school attendance, certain medications may be required during school hours. With the safety of the children and staff being our priority, the system has revised policies and procedures for medications administered at school. **No medication will be given without prior written permission.** For your child to receive medication at school, you will need to complete: "The parent Medication Permission Form". This form provides parent permission for over the counter and short term (less than 10 days) medications, and physician-prescribed long-term (more than ten days) to be administered at school. "The Health care Provider Medication Information Record". This form provides information from your healthcare provider about medications that will be given for more than 10 days or regularly during the school year.

Please take the time to read the **guidelines below** carefully. These policies will require greater

cooperation and communication between parents and school personnel.

1. Medications received at school in unlabeled bottles, pills in ziplock bags and aluminum foil **WILL NOT** be administered.
2. Non-prescription medications (over the counter medications) must be brought to the school in the **Original** container along with a written parental request that includes parent contact phone number, and directions for administering that states the frequency, dose and length of administration.
3. Prescription medications must be brought to the school in the **Original** prescription container labeled with the student's name, date prescribed, instructions for administering, name of drug, name of issuing Health Care Provider, expiration date, and route medication is to be given.
4. Schools will dispense medications only as directed on the **Original** labeled container. **It is the responsibility of the parent/guardian to** notify the school if changes in the medication, dosage, and/or time of administration are requested and a new **Original** container must be provided.
5. For ALL medications to be administered for more than 10 school days, the parent/guardian must provide specific instructions, including related equipment needed if necessary, by completing a "parent/guardian Medication Permission form" and by having your health care provider complete a "Health Care Provider Medication Information Record."
6. **It is the responsibility of the parent/guardian to** inform the school, in writing, of any changes in pertinent data. A new "Medication Permission Form" must be provided indicating requested changes.
7. **It is the responsibility of the parent/guardian to** deliver **ALL** medication to the principal's office or other designated school personnel.
8. A "Parent/Guardian Medication Permission Form" **and** if pertinent, an Information

Record" shall be kept relative to each medication taken by the student during the school day. This record will include the student's name, name of medication, time, route, and correct dose.

9. Long-term medications usually need to be refilled on a monthly basis. **It is the responsibility of the parent /guardian to** keep the school supplied with adequate amounts of medication.

If you have questions regarding medication administration at school, please call your school nurse or the Director of Student Services at 770-534-1080, ext. 242 or 244.

Notice to Parent/Guardians and Eligible Students of Rights Under The family Educational Rights and Privacy Act (FERPA)

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 educational records. They are:

1. **The right to inspect and review the student's education records within 45 days of the day the Hall County School System receives a request for access.**

Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 Hall County School System to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is

inaccurate or misleading, or otherwise in violation of the student's privacy or other rights.

If the School System decides not to amend the record as requested by the parent or eligible student, the System 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.

After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

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.

Generally, schools must have written permission from the parent or eligible student before releasing information from a student's record. However, FERPA allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Other schools which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for the school;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in case of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to Georgia law.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed of the Hall County School System as an administrator, supervisor, instructor, or other support

staff member (including health or medical staff and law enforcement until personnel); a person serving on the School Board; a person or company with whom the System 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, or 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 System discloses, and forwards if necessary, education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

Parents or eligible students may request, in writing, that the Hall County School System not disclose directory information about them. They should make this request annually by September 30th.

5. The right to file with the U.S. Department of Education a complaint under 20 C.F.R. 99.64 concerning alleged failures by the Hall County School System to see requirements of the Family comply with the Educational Rights and Privacy Act I or the regulations promulgated thereunder.

The Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

CODE OF CONDUCT AND DISCIPLINE PROCEDURES

INTRODUCTION

It is the purpose of the Hall County Board of Education to operate the school system in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who

attend our schools. In accordance with that purpose, the Hall County Board of Education has adopted a policy that requires schools to follow codes of conduct that focus on maintaining a good learning environment for all students. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies,

- Temporary removal from a class or activity
- Notification of parents
- Parent conference
- Corporal punishment
- Detention/Saturday school
- Temporary placement in an alternative education program
- Short-term suspension
- Referral to a tribunal for long-term suspension or expulsion
- 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 when school officials determine such a referral to be necessary or appropriate.

Students may be suspended due to repeated violations of any rule. The MAXIMUM punishment for any offense is expulsion, but suspension for more than 10 days or expulsion will be determined only by a disciplinary tribunal as outlined in the Hall County Board of Education Policy JDD/JDE.

When guilt is established and accepted by the student and parent, a negotiated waiver settlement may be considered based on the consequences the school administration would recommend to a tribunal. If the student, parent/guardian, and a hearing officer appointed by the superintendent accept this agreement, a tribunal will not be held. A waiver agreement does not grant a student permission to enroll in the Alternative Learning Center (ALC) program. However, a student can be

suspended with the option to apply for admission to ALC. The minimum stay at ALC is one semester.

A conference with the student must precede any immediate suspension from school. If immediate suspension is the action to be taken by school administrators, it must not exceed 10 school days.

Parents must be notified. School officials may involve law enforcement officials when evidence surrounding a situation necessitates their involvement or when there is a legal requirement that an incident be reported. School officials may search a student if there is reasonable suspicion the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus, personal property items, school lockers, desks and other school property are subject to inspection and search by the school authorities at any time without further notice to students or parents. At the discretion of administrators, students are required to cooperate if asked to open book bags, lockers or any vehicle brought on campus. Metal detectors 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.

BEHAVIOR THAT WILL RESULT IN DISCIPLINARY PROCEDURES

- 1. Possession, sale, use in any amount, distribution, or under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, unauthorized prescription drug or drug paraphernalia:** Immediate suspension pending a disciplinary tribunal, and immediate referral to law enforcement officials. Distribution, attempted sale or sale of these substances require suspension for the remainder of the semester in which the incident occurred, plus expulsion for one full semester. Participation in the system's early intervention program for student and parent (SUPER 1) is required for first-time category one program; attendance does not reduce the number of days of suspension
- 2. Possession, sale, attempted sale, use in any amount, distribution, or under the influence of an alcoholic beverage or other intoxicant.** First, offense: Immediate suspension, system's early intervention program for student and

parent (SUPER 1), possible referral to disciplinary tribunal and/or referral to law enforcement officials. The student and parent or guardian will be offered the opportunity to attend SUPER 1 in lieu of up to half the original suspension, not to exceed five (5) days. Second or subsequent offense: Mandatory referral to tribunal and/or referral to law enforcement officials.

- 3. Possession, sale, attempted sale, use or distribution of over the counter drugs or substances represented as drugs or alcohol.** Immediate suspension, system's early intervention program for student and parent (SUPER 1), possible referral to disciplinary tribunal and/or referral to law enforcement officials. First time offenders will be offered the opportunity to attend SUPER 1 in lieu of up to half the original suspension, not to exceed five (5) days.
- 4. Possession or use of a weapon or dangerous instrument:** Immediate suspension pending a disciplinary tribunal and immediate referral to law enforcement officials. Firearm infractions require a minimum one calendar year expulsion. (O.C.G.A. 16-11-127.1-A fine of not more than \$10,000; imprisonment for not less than two not more than ten years, or both.)
- 5. Assault, including threats of bodily harm and/or sexual assault; upon another student, a teacher, or another school official:** Immediate suspension, automatic referral to the disciplinary tribunal if a student is alleged to have committed an assault upon a teacher, other school official or employee; possible referral to law enforcement officials, and possible referral to the disciplinary tribunal if a student is alleged to have committed an assault upon another student.
- 6. Battery, including sexual battery, upon another student, a teacher, another school official or persons attending school related functions:** Immediate suspension, automatic referral to the disciplinary tribunal if a student is alleged to have committed battery upon a teacher, other school official or employee, possible referral to law enforcement officials, and possible referral to the disciplinary tribunal

if a student is alleged to have committed a battery upon another student.

- 7. Disrespectful conduct toward teachers, administrators, other school personnel, other students, or persons attending school-related functions:** Possible removal from class, activity, or situation, conference with teacher, parents and counselor, detention in-school suspension, suspension, and/or referral to disciplinary tribunal.
- 8. Any behavior based on a student's race national origin, religion, sex or disability including verbal or non-verbal taunting, physical contact, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature:** Possible removal from class, activity, or situation, conference with teacher, parents and counselor, detention, in-school suspension, suspension and/or referral to disciplinary tribunal.
- 9. Classroom and school disturbances:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, suspension, and/or referral to disciplinary tribunal.
- 10. Possession or use of tobacco in any form:** Detention, in-school suspension, Saturday school, out-of-school suspension, and/or parent conference.
- 11. Substantial damage to personal property or school property (vandalism):** Immediate suspension, referral to the disciplinary tribunal, possible referral to law enforcement officials, and/or possible restitution. (O.C.G.A. 20-2-753)
- 12. Theft:** In school or out-of-school suspension, restitution, and possible referral to law enforcement officials.
- 13. Extortion or attempted extortion:** Immediate suspension, possible referral to disciplinary tribunal, and/or possible restitution.
- 14. Possession and/or use of fireworks:** Parent conference, possible suspension, and possible referral to the disciplinary tribunal and law enforcement officials.
- 15. Activating a fire alarm under false pretenses or making a bomb threat:** Immediate suspension, possible referral to disciplinary

tribunal and referral to law enforcement officials.

- 16. Insubordination, disorderly conduct, disobeying school rules, regulations, or directives, disobeying directives given by teachers, administrators, or other school staff:** Possible removal from class, activity, or situation, conference with teacher, parents, and counselor, detention, in-school suspension, Saturday school, suspension, and/or referral to disciplinary tribunal.
- 17. Violation of school dress code:** Possible removal from class, activity, or situation, parent conference, detention, Saturday school, and/or in-school suspension.
- 18. Use of profane, vulgar, or obscene words or gestures or indecent exposure:** Parent conference, detention, in-school suspension, or suspension possible referral to disciplinary tribunal, and/or possible referral to law enforcement officials.
- 19. Possession of pocket pager or electronic communication device (except for health or other unusual reasons approved by the superintendent or designee):** Parent conference, detention, in-school suspension, confiscation, and/or suspension.
- 20. Inappropriate public displays of affection:** Parent conference, detention, in-school suspension, and/or suspension.
- 21. Gambling or possession of gambling devices:** Parent conference, detention, in-school suspension, and/or suspension.
- 22. Moving and non-moving driving violations:** Short-term or long-term revocation of driving privileges, in-school suspension, and/or detention.
- 23. Giving false information to school officials:** Parent conference, detention, in-school suspension, and/or suspension.
- 24. Cheating on school assignments:** Zero grade for assignment, substitute assignment, detention, parent conference and/or in-school suspension.
- 25. Bullying:** Discipline for any act of bullying shall be within the discretion of the principal, which may range from a reprimand to out-of school suspension. However, upon finding that a student in grades 6-12 has committed the offense of bullying for the third time in a school year,

the student shall at a minimum be assigned to the Alternative Learning Center.

- 26. Criminal law violations:** A student who has been formally charged with violation of the criminal laws and whose presence on the school campus may endanger the safety of other students or cause substantial disruption to school operations may be subject to disciplinary action, including in-school suspension, short-term suspension and referral to a disciplinary tribunal.
- 27. Chronic or habitual violators:** Students who repeatedly violate school rules or his Code of Conduct may be referred to the disciplinary tribunal, even if the offenses the student has committed do not include such a referral as a possible consequence.

DEFINITION OF TERMS

ASSAULT: Any threat or attempt to physically harm another person or any act which reasonably places another person in fear of physical harm. (Example: threatening or abusive language)

BATTERY: Intentionally making physical contact with another person in an insulting, offensive, or provoking manner or in a way that physically harms the other person. (Example: fighting)

BULLYING: The bullying of a student by another student is prohibited. In accordance with Georgia law, bullying is defined as (1) Any willful act, or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

CORPORAL PUNISHMENT: Physical punishment of a student by a school official in the presence of another school official.

DETENTION: A requirement that the student report to a specific school location and to a designated teacher or school official to make up work missed. Detention may require the student's attendance before school or after school. Students are given one day's warning so that parents or guardians can make arrangements for transportation.

DISCIPLINARY TRIBUNAL: School officials appointed by the Board of Education to sit as fact finder and judge with respect to student disciplinary matters.

DRESS CODE: The current dress code is maintained in the principal's office and appears in student handbooks.

DRUG: The term drug does not include prescriptions issued to the individual, aspirin or other similar medications and/or cold medications that are taken according to the product use recommendations. Caffeine pills are considered drugs.

EXPULSION: Removal of a student from school beyond the end of the semester.

EXTORTION: Obtaining money or goods from another student by violence, threats, or misuse of authority.

FIREWORKS: The term "fireworks" means any combustible or explosive composition or any substance or combination of substances or article prepared for the purpose of producing visible or audible effect by combustion, explosion, deflagration, or detonation, as well as articles containing any explosive or flammable compound and tablets and other devices containing an explosive substance.

GAMBLING: Engaging in a game or contest in which the outcome is dependent upon chance even though accompanied by some skill, and in which a participant stands to win or lose something of value.

HARASSMENT: Behavior based on a student's race, sex, religion, or disability that is unwelcome, unwanted, and/or uninvited by the recipient. It can be verbal, nonverbal, and/or physical and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

IN SCHOOL SUSPENSION: Removal of a student from class (es) or regular school program and assignment of that student to an alternative program isolated from peers.

SATURDAY SCHOOL: Principals may assign students in grades 7-12 to Saturday School for violations of the rules governing attire, tardiness, class cuts, leaving school without permission, cutting detention hall tobacco, and unexcused absences.

SUSPENSION: Removal of a student from the regular school program for a period not to exceed the end of the semester. During the period of suspension, the student is excluded from all school-sponsored activities including

practices, as well as competitive events, and/or activities sponsored by the school or its employees.

SYSTEM'S EARLY INTERVENTION PROGRAM FOR STUDENT AND PARENT:

This early intervention program is for youth ages 12-18 and their parents/guardians. For a category one offense the Substance Use Prevention Education Resource (SUPER 1) Program is voluntary, and the student and parent(s) or legal guardian(s) will be offered the opportunity to attend in lieu of up to half of the original suspension, not to exceed five (5) days. See your school counselor for more information about this program.

THEFT: The offense of taking or, if in lawful possession thereof, appropriating any property of another with the intention of depriving that person of the property, regardless of the manner in which the property is taken or appropriated.

WAIVER: A waiver is a signed admission of guilt and acceptance of consequences in lieu of a formal disciplinary tribunal.

WEAPONS: The term weapon is defined as any object which is or may be used to inflict bodily injury or to place another in fear for personal safety or well-being. The following items may be defined as dangerous weapons: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, any bat, club or other bludgeon-type weapon, any stun gun or taser, bowie knife, switchblade knife, ballistic knife, any other knife, straight edge razor or razor blades, spring stick, metal knucks, chains, blackjack or any failing instrument consisting of two or more rigid parts connected in such way as to allow them to swing freely, which may be known as a nunchaku, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

STUDENT SUPPORT PROCESSES

The Hall County board of Education provides a variety of resources which are available at every school within the district to help address student behavioral problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources include, but are not limited to, Student Support Teams, school

counselors, and chronic disciplinary problem student plans.

PARENTAL INVOLVEMENT

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely any concerns about possible actions in response to those student behaviors which may detract from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as ongoing opportunities for school personnel to hear parents' concerns and comments.

The Code of Conduct specifies within its standards of behavior various violations of the Code which may result in a school staff member's request that a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in behavior support processes designed to promote positive choices and behavior.

Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem, the principal shall notify by telephone call and by mail the student's parent or guardian of the disciplinary problem, invite the parent or guardian to observe the student in a classroom situation, and request at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan. Georgia law also states that before any chronic disciplinary problem student is permitted to return to school from a suspension or expulsion, the school shall request by telephone call and by mail at least one parent or guardian to schedule and attend a conference to devise a disciplinary and behavioral correction plan.

The law allows a local board of education to petition the juvenile court to require a parent to attend a school conference. If the court finds that the parent or guardian has willfully and unreasonably failed to attend a conference requested by the principal pursuant to the laws cited above, the court may order the parent or guardian to attend a conference, order the parent or

guardian to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior, or both student's behavior, or both. After notice and opportunity for hearing, the court may impose a fine, not to exceed \$500.00, on a parent or guardian who willfully disobeys an order of the court under this law.

INFORMATION FOR PARENTS / GUARDIANS REGARDING ATTENDANCE MONITORING PROCEDURES:

As a parent, you play the most important role in the education of your child. In order to make this a successful school year, your child must be in the classroom everyday.

The following process will be followed in all elementary and middle schools:

- Teachers will record attendance daily and collect excuses for all students absent from school indicating, if necessary, what interventions have been tried to address attendance problems.
- A letter from the teacher will be sent to **all** parents/guardians of children who have absences during the first semester or accumulate 10 absences after the 2nd semester begins.
- A school administrator may send a letter from the school system to the parent/guardian **if some of the absences appear to be unexcused or to constitute an inappropriate attendance pattern.**
- The administrator will submit information about **students with a pattern of unexcused absences** to the School Social Worker.
- The School Social Worker will assess the situation by talking to the student, parent and school staff, suggest appropriate intervention, and document attempts to reduce absences.
- If unexcused absences continue, the School Social Worker will refer the parent and the student to the appropriate court for truancy.

Under State Board of Education Policies, a student's absences may be justified, if validated for the following reasons:

1. Personal illness or attendance in school endangers a student's health or the health of others.

2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Celebrating religious holidays, necessitating absence from school,
5. Conditions rendering attendance impossible or hazardous to student health or safety.

Excuses for absences shall be furnished to the school by the student's parent or guardian within five (5) days after the student returns to school and shall specifically state the reason for the absence. Students shall be permitted to make up work missed, except in the case of absences caused by out-of-school suspension. All make-up work must be completed within five (5) days of the student's return to school, unless the principal or his/her designee allows the student additional time for completion.

We look forward to your cooperation in having your child in school every day (s)he is able to attend.

ESSA

In compliance with the requirements of *ESSA*, the Hall County School System 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 and emergency or other provisional status through which Georgia qualifications or certification criteria have 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 school principal.

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 subparagraph (1)(A) and (1)(b) before the instrument is administered or distributed to a student and to opt out 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:

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

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

activities are initiated during the school year, you will be notified accordingly and will be afforded all 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 Ave.
SW, Washington, D.C. 20202-4605.




(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

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Sandra Dunagan Deal Elementary School uses the Positive Behavior Intervention Support when following the Hall County Code of Conduct. Below is a matrix that all teachers will use to reinforce the expectations at Sandra Dunagan Deal Elementary School. (DRAFT)

	Kindergarten Rules	First Grade Rules	Second Grade Rules	Third Grade Rules	Fourth Grade Rules	Fifth Grade Rules
Respectful 	<ul style="list-style-type: none"> • Use kind words • Listen and follow directions • Honor others personal space 	<ul style="list-style-type: none"> • Use kind words • Listen and follow directions • Honor others personal space 	<ul style="list-style-type: none"> • Use kind words and actions • Listen and follow directions • Honor others personal space 	<ul style="list-style-type: none"> • Show kindness in words and actions • Actively listen and participate • Honor others personal space 	<ul style="list-style-type: none"> • Show kindness in words and actions • Actively listen and participate • Acknowledge when others are speaking to me • Honor others personal space 	<ul style="list-style-type: none"> • Show Kindness even when we don't agree • Value other's ideas and opinions • Be attentive to the speaker • Honor others personal space
Outstanding Citizen 	<ul style="list-style-type: none"> • Use kind words • Listen and follow directions • Honor others personal space 	<ul style="list-style-type: none"> • Use kind words • Listen and follow directions • Honor others personal space 	<ul style="list-style-type: none"> • Use kind words and actions • Listen and follow directions • Honor others personal space 	<ul style="list-style-type: none"> • Show kindness in words and actions • Actively listen and participate • Honor others personal space 	<ul style="list-style-type: none"> • Show kindness in words and actions • Actively listen and participate • Acknowledge when others are speaking to me • Honor others personal space 	<ul style="list-style-type: none"> • Show Kindness even when we don't agree • Value other's ideas and opinions • Be attentive to the speaker • Honor others personal space
Always Safe	<ul style="list-style-type: none"> • Walking feet • Hands, feet and objects to self • Students respond to "Riverbend"=Hornets 	<ul style="list-style-type: none"> • Walking feet • Hands, feet and objects to self • Students respond to "Riverbend"=Hornets 	<ul style="list-style-type: none"> • Walking feet • Hands, feet and objects to self • Students respond to "Riverbend"=Hornets 	<ul style="list-style-type: none"> • Hands and feet to self • Voices quiet during transitions • Hands, feet and objects to self • Students respond to 	<ul style="list-style-type: none"> • Hands and feet to self • Hands, feet and objects to self • Students respond to "Riverbend" 	<ul style="list-style-type: none"> • Use all materials appropriately • Hands, feet and objects to self • Use walking feet

				"Riverbend" "Hornets"	"Hornets"	<ul style="list-style-type: none"> Students respond to "Riverbend" "Hornets"
Responsible	<ul style="list-style-type: none"> Come to school to learn and to help others learn. Always give best effort 	<ul style="list-style-type: none"> Come to school to learn and to help others learn. Always give best effort 	<ul style="list-style-type: none"> Come to school to learn and to help others learn. Do what you're supposed to do when you're supposed to do it 	<ul style="list-style-type: none"> Show integrity. Come to school to learn and to help others learn. Have materials ready for learning Always give best effort 	<ul style="list-style-type: none"> Show integrity. Come to school to learn and to help others learn. Have materials ready for learning Always give best effort 	<ul style="list-style-type: none"> Stay on task Come to school to learn and to help others learn. Be prepared with all necessary materials Always give best effort

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Sandra Dunagan Deal Elementary School

Principal

Keri Smith

Assistant Principal

Heather York

School Board Members

Craig Herrington

Bill Thompson

Dr. Debra Smith

Beau Sheppard

Superintendent

Will Schofield

The Hall County Board of Education is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, handicapping condition, or sex in its educational programs or employment.

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Complaints of Discrimination / Harassment

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

Hall County School System, 711 Green St., Suite 100 Gainesville, GA 30501
(770)534-1080

The Section 504 and the Americans with Disabilities Act Coordinator is Jim Sargent,
Hall County School System, 711 Green St., Suite 100 Gainesville, GA 30501
(770)534-1080

Students and employees will not be subject to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedures under Hall County School District Policy GAAA/JAA (Equal Opportunity / Discriminatory Complaints) is located in the school district policy manual which is available in either the school office or the central office and is also located online at www.hallco.org

Elementary Student Release Signature Page

Student Name:

Last

First

MI

School: _____ Homeroom Teacher: _____

Please initial by each section and sign at the bottom to indicate approval:

_____ **Health Care Release:**

In order to provide the best possible care for my child, I understand that special health care need or chronic conditions will be shared with appropriate school personnel. In the event of a life-threatening situation or critical injury, I understand that the school has my permission to take appropriate emergency medical action.

Additionally, I understand that the school will make every effort to notify me immediately. In addition, I understand that I am financially responsible for medical care and transportation.

_____ **Photo/Video Release:**

It is the practice of the Hall County Schools to recognize student achievement and accomplishments. I give permission for my child to be photographed, interviewed, have their name published and/or videotaped for stories/articles promoting our school or the school system. These stories may appear in newspapers and/or on television. I consent for the release of the photographs/videotapes to the media in school-related coverage.

_____ **Web Page:**

It is the practice for Hall County Schools to recognize student achievement and accomplishments. I give permission for photographs and exemplary classroom projects to be posted on the school system's web page, which can be accessed on the internet at www.hallco.org. In posting a photograph or exemplary classroom projects of a student, the school system is careful not to associate a student's full name in such a way that it can be identified with the photograph of the student.

_____ **Surveys:**

In order for state, local agencies and the school system to evaluate programs and activities, surveys/needs assessments are conducted. The Georgia Department of Education has developed a statewide "needs assessment" that will be administered to students in grades 5, 8, and 10. The center for Disease Control, a federal agency, has developed a 'Youth Risk Behavior Survey' that is administered to randomly selected students. You may examine the surveys/needs assessments at the Central Office. The surveys/needs assessments are anonymous. I consent for my child to participate in any of these surveys/needs assessments.

_____ **Recess:**

It is the goal of the Hall County School System that students have a scheduled recess time each day. Recess can be withheld from students for disciplinary and or academic reasons.

Inclement Weather can cause school to close with very little advance notice. Please indicate below where your child is to go if such an event were to occur. We have very few phone lines and communication during such an event will be extremely difficult. Preplanning is the key to success.

☐ Ride the bus home

☐ Ride the bus to _____ Bus #: _____

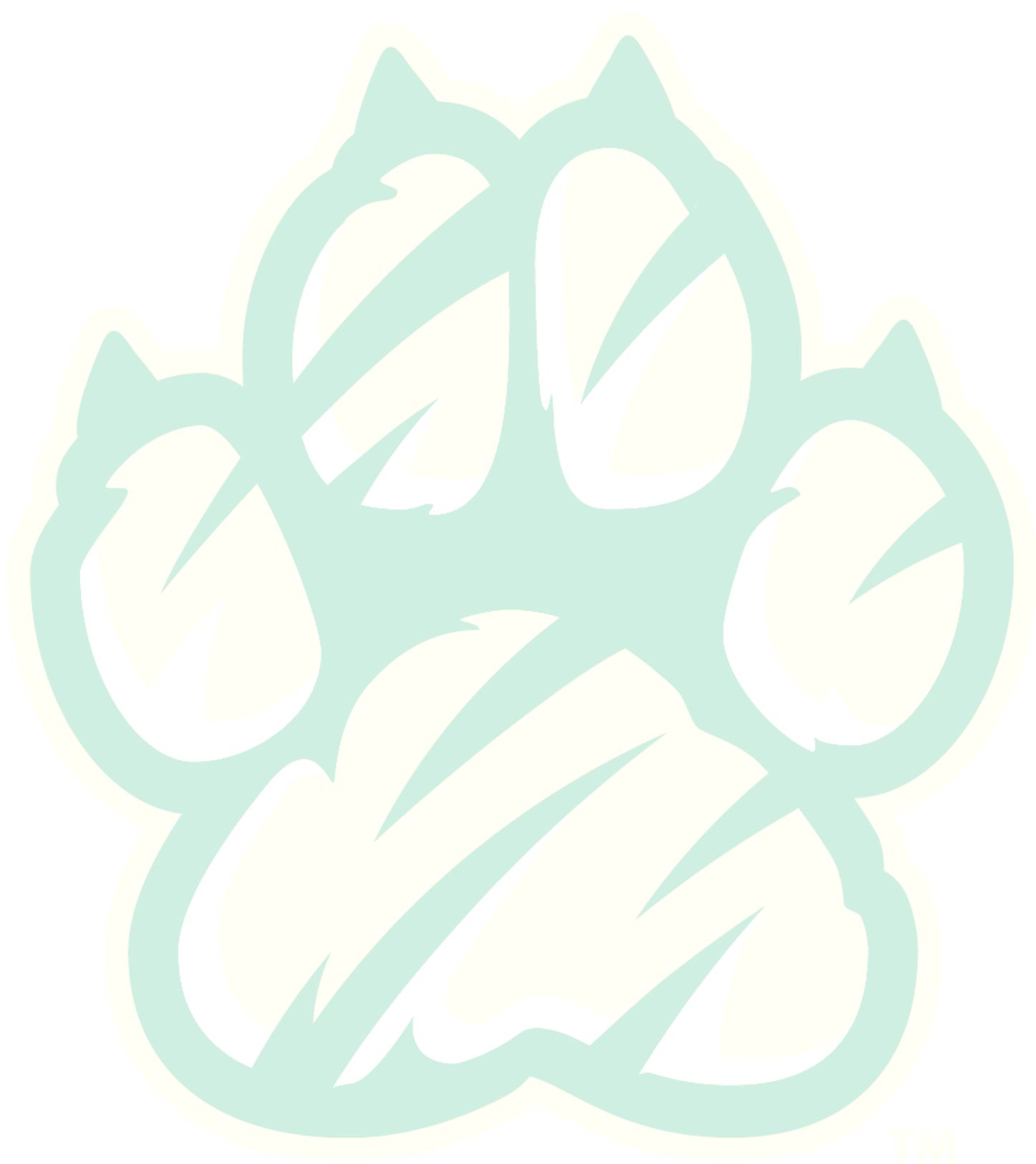
☐ Car rider, will be picked up by: _____

I have reviewed the Parent/Student Handbook, the Hall County Code of Conduct, and Discipline Procedures. I am aware of the school rules and regulations.

Parent Signature

Student Signature

Date



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