GAINESVILLE EXPLORATION ACADEMY
ELEMENTARY PARENT/GUARDIAN SIGNATURE PAGE
2024– 2025

Principal, Renee Boatright **1145 McEver R., Gainesville, Ga. 30504/Ph. 770-287-1223**

Please review the following statements before signing:

1. The signature of a parent/guardian on this page signifies receipt and review of this document, as well as knowledge and understanding of the Gainesville City School System policies and guidelines contained within.

2. The signature of a parent/guardian on this page signifies you have received and reviewed the 2024-2025 School Health Services Information.

3 The signature of a parent/guardian on this page gives your child as having your permission to access school based, Internet-capable technology, and Electronic Device Use at school and are aware of the school's and district's initiatives to maintain a cyber-safety learning environment, including your child's responsibilities. If any parent does NOT wish for his or her child to utilize the Internet while at school, please signify those wishes in the comment section provided below.

4. The signature of a parent/guardian on this page signifies that you have received and understand the consequences and penalties for failing to comply with the State of Georgia's laws regarding Compulsory Education, Student Attendance Protocol Committee and Attendance/Discipline and Driver's License.

5. Within the provisions of O.C.G.A. § 20-2-705, schools must provide notification at the beginning of the school year to parents/guardians relative to the various school clubs provided at each of their respective schools. (These notifications will specifically exclude interscholastic activities). This notification will be accomplished through each school's web site. If any parent/guardian does NOT wish for his or her student to participate in a club or organization designated by him or her, please signify those clubs or organizations in the comment section below.

6. The signature of a parent/guardian on this page also identifies your child as having your permission to participate in the Georgia Student Health Survey II for 3rd through 12th grade students about substance abuse and violence. The surveys are anonymous and no personal identification is required. If any parent/guardian does NOT wish for his or her child to participate in this survey, please signify those wishes in the comment section provided below.

7. The signature of a parent/guardian on this page also identifies your child as having permission to be interviewed, photographed, and published in print (newsletters, brochures, newspapers, internet web pages, etc.) in conjunction with activities of the Gainesville City School System. If any parent/guardian does NOT wish for his or her child to participate in this way, please signify those wishes in the comment section provided below.

8. The signature of a parent/guardian on this page also identifies your child as having your permission to participate in the SAEBRS Social-Emotional Learning (SEL) Survey. The SEL survey is for Kindergarten through 12th grade students. SEL is an important part of a well-rounded education, and investments in personalized SEL support students' social, emotional, and cognitive development improving attendance, grades, test scores, graduation rates, college and career readiness, and overall well-being (Aspen Institute, 2019).

This handbook is meant to serve as a guide to students, parents, and teachers. It is filled with information such as school rules and policies, student code of conduct, and the school calendar. **Please sign below and return to your child's Homeroom Teacher during the first week of school.**

I have received and read the 2024-2025 Student Handbook and have reviewed it with my child.

Student Name (Please Print) _____

Student Signature _____ Date_____

Parent/Guardian Signature _____Date _____

Comment:

Handbook and Student Code of Conduct

Gainesville Exploration Academy

STUDENT CODE OF CONDUCT
GAINESVILLE CITY SCHOOL SYSTEM
Elementary Level
2024 – 2025

FOREWORD

It is the purpose of the Gainesville City School System (GCSS) to operate each school in a manner that will provide an orderly process of education that ensures the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy that requires all schools to provide codes of conduct. These require students to conduct themselves at all times in a manner that facilitates an optimum learning environment for themselves and others.

GCSS has adopted this Code to support the creation of a safe learning environment for all members of the school community. The purpose of this Code is to state clearly our standards for acceptable conduct of students. The Code also explains the consequences for not meeting these standards of conduct. This Code establishes a strict policy for conduct that endangers the safety of the schools and/or disrupts the educational experience for other students. GCSS does not permit corporal punishment.

The Code also sets forth the discipline procedures for the students who have committed violations of the Code. This Code is not meant to be a contract between the District and the students, and may be amended at any time. It is a place for GCSS to explain certain policies applicable to students.

We expect students to:

- Respect each other
- Respect school district employees
- Obey student behavior policies adopted by the Board of Education
- Obey rules established by individual schools

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, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- At bus stop
- At school or on school property at any time
- Off school property at any school activity, function or event and while traveling to and from such events
- On vehicles provided for student transportation by the school system

In addition, students may be disciplined for felonious conduct off campus, which may pose a threat to the school's learning environment or the safety of students and employees.

Parents/guardians are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. We ask for your cooperation in sharing this responsibility for maintaining a proper learning environment.

AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective measures, which he or she believes to be in the best interest of the student, and the school provided any such action does not violate school board policy or procedures.

Students Should:

Participate fully in the learning process. Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.

Avoid behavior that impairs their own or other students' educational achievement. Students should know and avoid the behaviors prohibited by this code, take care of books and other instructional materials, and cooperate with others.

Show respect for the knowledge and authority of teachers, administrators, and other school employees. Students must obey reasonable directions, use acceptable and courteous language, avoid being rude and follow school rules and procedures.

Recognize and respect the rights of other students and adults. All students should show concern for and encouragement of educational achievements and participation of others in curricular and extracurricular activities.

Disciplinary action for violations of expected behaviors will include appropriate hearings and reviews. In all cases, the rights of individuals will be ensured and protected. The Gainesville City School System will make every reasonable effort to administer the discipline code consistently in all schools. When applicable, individualized plans (i.e. IEP, 504, and SST) will be reviewed for appropriate consequences.

ADMISSION REQUIREMENTS –POLICY JBC

Age Eligibility

- All students, including homeless, who have attained the age of five by September 1st, shall be eligible to enroll in kindergarten.
- Those who have attained the age of 6 by September 1st shall be eligible for first grade.
- Students are eligible to attend school unless they attain the age of 20 by September 1 or they have received a high school diploma or the equivalent as if they have dropped out of school for a quarter or more. Students who have not dropped out of school for a quarter or more are eligible to attend school unless they attain the age of 21 by September 1st.

- Mandatory attendance age for enrollment is age 6. Every parent, guardian, or other person residing in Georgia having control or charge of any child or children between their sixth and sixteenth birthdays is required to enroll and send such child or children in their care to a public or private school or provide a home study program for these children which meets requirements set forth in law. If a student is enrolled prior to age 6 in a kindergarten program and attends for 20 days, then the child is subject to provisions of compulsory school attendance.
- Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia, and who were legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association or the equivalent thereof shall be eligible for enrollment in the appropriate general or special education program if such child will attain the age of five for kindergarten or six for first grade by December 31 and is otherwise qualified
- Special education students, including homeless, are eligible for enrollment in appropriate education programs until they receive a high school diploma or equivalent or they reach their twenty-second (22) birthday, whichever comes first; provided, however they were enrolled during the preceding school year and had an approved Individualized Education Plan (IEP) which indicated that a successive year of enrollment was needed.

STUDENT ENROLLMENT/PROOF OF RESIDENCY

Gainesville City School System has a centralized registration process and does not register students at individual schools. **Registration and the required list of documents needed are available online. Please click here to access the list of required documents:** Registration Enrollment Documents Needed . Gainesville City Schools require the parent or guardian to provide proof of residency in the district unless the student is homeless. The student must live with the authorized person(s) who resides within the school district. The district also offers tuition-based enrollment to non-residents. If you are newly enrolling, you must apply for non-resident tuition enrollment at the School Board Office only. GCSS does not offer tuition-based enrollment for Pre-K.

Proof of Residency - Gainesville City Schools requires the parent or guardian to provide 2 proofs of residency in the district at the time a student is initially enrolled in a school. Proof of residency may be verified by presenting one from each column below (must include address), and a picture ID of the enrolling parent/guardian.

Present One of the following: ***AND***	**One of the following:**
Non-contingent sales contract	Current gas bill (within last 30 days)
Current lease/rental agreement	Current water bill (within last 30 days)
Most recent income tax return or IRS Form 1099	Current electric bill (within last 30 days)
Current paycheck stub	Cable/Internet bill (with service address)
Current warranty or quit claim deed	
Current home purchase agreement	
Current homeowner's insurance policy	

Students under the age of 18 must be accompanied by one of the following authorized individuals.

- Parent (natural or adopted)
- Legal guardian or other person legally entitled to act on behalf of the child.
- Foster parents appointed by a state agency.
- Sponsor for an approved International Exchange Program.

The person who is enrolling a student should provide one of the following acceptable forms of identification for purposes of enrollment:

- A driver's license
- A state identification card
- A passport

When a student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:

- A notarized affidavit signed by the individual with whom the student's parent/guardian is residing verifying that enrolling **parent/guardian** (*not just child) is residing in that home or apartment. This affidavit must be approved, notarized and witnessed at the time of initial registration at the School Board Office or at one of the Gainesville City School System locations during the renewal period.
- Proof of residency documents for that individual with whom parent/guardian is residing (See Proof of Residency documents above)
- All affidavits must be renewed annually, and proof of residency must be provided at the time of the renewal.
- The use of the address of another person without actually residing there may result in a) revocation of student enrollment; b) being held liable to reimburse the district for expenses incurred to educate the student(s) and/or c) civil action resulting from fraud, negligent misrepresentation and negligence

For your convenience, registration is available online at New Student Registration. If you have any questions while filling out the application, please contact Gainesville City Schools at 770-536-5275.

Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school. Also, knowingly, and willfully providing false information regarding proof of residence violates state law and may subject one to fine and /or imprisonment (O.C.G.A. 16-10-20).

IMMUNIZATION CERTIFICATES

All students entering or attending Grades Pre-K through 12th grade in the Gainesville City School System are required to have a complete Georgia Certificate of Immunization (Form 3231) in accordance with Georgia State Law , O.C.G.A. 20- 2-771 and Regulations, Chapter 290-5-4. All students must be immunized against disease as specified by the Georgia Department of Human Resources, or have medical or religious exemption on file at the school.

Beginning in the 2014- 2015 school year, ALL 7th grade students and NEW entrants into Georgia schools grade 8th through 12th grade, are required to have one dose of Meningococcal (meningitis) conjugate vaccine and Tdap (tetanus, diphtheria, pertussis) booster. Immunization information and flyers for Pre-Kindergarten and Kindergarten and 7th Grade students are available on the website. All students enrolled in a Georgia Public School for the first time are required to file a completed Certificate of Vision, Hearing, Dental and Nutrition Screening (Form 3300) in accordance with Georgia Regulations, Chapter 290-5-31.

ARRIVAL/DISMISSAL TIMES

GEA will open at 6:45 AM. Classroom instruction begins at **7:30 AM and ends at 2:20 PM**. After 7:40 AM, **parents must walk the student inside and sign them in.** The student will receive a tardy slip. Perfect Attendance requires students to attend school every day.

Due to safety and security measures the following will apply:

- **There will be no student check outs after 2:00 PM.** If a student needs to be checked out for any reason (including medical), please make plans to pick them up before 2:00 PM.
- If a student needs to change transportation in the afternoon, he/she must bring a note (with a daytime phone number to contact you for verification) to the teacher describing the change or call the front office- 770.287.1223, before 1:00 PM. No transportation changes AFTER 1:00 PM.
- Parents should **NOT** park in the front parking lot from 6:45 AM – 8:00 AM or 2:00 PM – 2:45 PM. This is a safety procedure. Parents may park in the side parking lot.
- Car riders will be released at 2:20 PM and should be picked up in the front of the school. For safety, parents are to stay in their cars and follow the car line. Your child must be picked up by 2:45 PM.
- A GEA sign with the child's name/number must be clearly visible and hung on the rearview mirror in the car. One car rider tag will be issued per family.
- Students will not be released if the sign is not visible. Parents will need to come into the office and show ID before the child can be released. Replacement signs are $5.00.
- Parents should not come to the bus lanes during dismissal times.

ATTENDANCE REQUIREMENTS – POLICY JBD

The Gainesville City Board of Education subscribes to a policy of good attendance and punctuality as essential to the academic performance for all students. It is the policy of the Gainesville City School Board to encourage students to attend school regularly and participate in all class activities physically or virtually on a daily basis.

The Gainesville City School Board believes that students should arrive at school on time and be in class on time each day. In order to foster regular attendance, the Gainesville City School System shall comply with all requirements of state law, State Board of Education rule, and the Student Attendance Protocol developed by Gainesville City Schools' Student Attendance Protocol Committee. The Board strongly believes that every day at school is important and that no student should be absent except for extraordinary reasons and encourages students and their parents to assume responsibility for being punctual and regular in attendance.

The Gainesville City School Systems attendance requirements are as follows:

- The parents/guardians/other persons having charge of any child between the child's sixth and sixteenth birthdays are subject to "compulsory attendance". That is, they are required by law to enroll and send such children to a public or private school or utilize a home study program. Students assigned to alternative schools are subject to this requirement as well.
- All K-12 children enrolled for 20 school days or more in a public school of this state prior to their seventh birthday become subject to compulsory attendance.

Georgia law, O.C.G.A. § 20-2-690.1, states that a person who fails to send a child to school may be charged with a misdemeanor. For each violation of the statute, a court may subject this person to a fine not less than $25.00 and not greater than $100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties. Each day's absence after the school notifies the person of five unexcused days of absence shall be considered a separate offense of the statute.

For the purposes of this Policy, a child between his/her sixth and sixteenth birthdays shall be considered truant if the child has more than five days of unexcused absences in a school year. A truant student with more than ten days of unexcused absences within a school year may be identified as a child in need of services in accordance with O.C.G.A. § 15-11- 380.

It is the policy of the Board to excuse students from school for the following reasons: Written justification for any absence must be submitted by the student.

1. Personal illness or attendance in school that 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. The observance of religious holidays, necessitating absence from school.
4. Conditions rendering attendance impossible or hazardous to student health or safety.
5. 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
6. Visiting with a U.S. military parent prior to or on leave from overseas deployment (limited to 5 days per school year)
7. Any emergency or set of circumstances which, in the judgment of a building administrator, constitutes just and sufficient cause for an excused absence from school
8. Students shall be counted present when they are serving as pages of the Georgia General Assembly.
9. Students in foster care shall be counted present when they attend court proceedings relating to their foster care.
10. Students who are designated as hospitalized/homebound through the formal process are counted as present.
11. Students shall be counted present when they are serving on jury duty.
12. A student will be excused for participation in 4-H activities and events held during the school day.

The following regulations are in place in regards to student absences:

- **0-2 days** – School will provide incentives such as extra recess, attendance awards, gift cards, etc.
- **3 days** – Phone call home by teacher

- **5 days** – Designated staff will send a letter home.

- **7 days** – Designated staff will set up an attendance meeting to include possibly the parent, student, administrator, counselor, graduation coach, etc. if there has been no improvement from previous communication attempts. There will also be an attendance contract in place.

- **10+ days** - CHINS referral may be made by system social worker to involve the court system if no response or improvement from previous communications. Before being referred to CHINS process, there will be documented attempts from school staff to work with the parent and child to improve attendance.

The principal may in certain circumstances require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

Students are expected and permitted to make up all work for credit missed due to absences. This shall include all assignments, quizzes, and tests.

Tardiness - Students are expected to arrive at school on time. Students who are tardy for school must go to the school office to sign-in before going to class.

Infinite Campus Parent Portal- Students and parents may access pupil attendance, grades, and assignments as well as the daily bulletin containing announcements through the parent/student portal. Student login information is available through guidance; parent log-ins may be obtained by going to the system webpage www.gcssk12.net to sign up for the Infinite Campus On Parent Portal. This portal allows parents/guardians the ability to view all of their children with one login name and password.

AWARDING UNITS/TRANSFERRING CREDIT – POLICY JBC-4

Elementary and middle school students transferring from home study programs, non-accredited schools or non-traditional educational centers will be placed at the appropriate grade level in a probationary placement for one 9-week grading period. Student placement may also be based on satisfactory performance on standardized or locally developed tests focusing on grade level or subject area.

- Local tests and pre/post tests may be utilized in order to provide additional information concerning student placement.
- Upon examination of test results and classroom performance, the final placement decision rests with the Principal and/or placement committee.

BUS CONDUCT

Transportation service for students is a privilege, not a right. Students will be allowed to ride Gainesville City Schools' buses as long as they remain a student in good standing for that purpose. A student in good standing is one who follows the rules. Students are responsible for maintaining good behavior while riding the school bus. Parents should remind their children to follow all the rules listed below and to be a person of responsible character while riding to and from school, on field trips, or any other school-sponsored trip. The school bus is considered school property; therefore, all rules that apply to school buildings also apply to school buses.

1. Students are to be at their designated stop in the morning at least five minutes before the bus is to arrive.
2. Students are expected to get off at their designated stop unless they have a note from a parent or legal Guardian stating that they have permission to exit at a different stop.
3. Parents must send a note to the school or call the school by 1:00 PM to make changes in afternoon bus transportation for their child.
4. BUS BOARDING PASSES – Students must have a bus boarding pass that is completed by the school in order to ride a bus other than their normal bus. Students must hand the bus boarding pass to the bus driver in order to ride a bus that is not their normal bus.
5. Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.
6. No excessive noise or rowdy behavior is permissible on the bus. Only normal conversation is allowed except when at railroad crossing, red lights, and stop signs. At these times there shall be no talking.
7. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.
8. Head, hands and feet shall be kept inside the bus at all times.
9. Throwing any article inside the bus or at the bus is strictly prohibited.
10. No fighting is allowed on the bus.
11. Students must wait for the bus in an orderly manner a safe distance off the roadway. The bus shall come to a complete stop before students move toward the bus. Students must not rush or walk between buses when loading or unloading.
12. Lighters, matches, or other igniting devices, as well as smoking on the bus are strictly prohibited.
13. Eating or drinking on the bus will not be allowed.
14. Students will not use profane or foul language at any time.
15. Students shall not deface or damage the bus (i.e., writing or painting inside or outside the bus). Any guilty of such acts will pay the cost of repairs.
16. Students will not open the emergency door except for emergencies when instructed by the bus driver to do so.
17. Students who must cross the road after being discharged from the school bus must cross in front of the stopped school bus.
18. Students are strictly prohibited from acting or talking disrespectfully in any way to the bus driver.

19. Misconduct on buses near the end of the school year that cannot be dealt with during the remainder of the school year will carry over to the beginning of the school year.
20. For the safety and protection of riders and drivers, buses may be equipped with video cameras and audio capabilities. These tapes may be used for identifying behavioral problems. These tapes are held for one school day only and then are taped over. Videotapes will be reviewed only by district staff.

Because safety on the school bus affects many other students, the administration reserves the right to invoke a penalty more severe than listed for the offense. This may include behaviors that threaten the safety of anyone else in the bus. Violations of the School Bus Rider's Rules will be dealt with as follows **for grades PK-12**:

First Offense- The student is reported to the principal by the bus driver. The principal talks with the student and send written communication to the parent/legal guardian to be signed and returned to the principal. A copy of this communication is sent to the bus driver.

Second Offense-The principal again talks with the student and sends written communication to the parent/legal guardian. The communication in part will warn the parent/legal guardian that another offense will deny the student of bus riding privileges from one to five days (depending upon the nature of the offense). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

Third Offense- The parent/legal guardian is notified in writing that the bus riding privileges are suspended (from one day to ten days). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

ADDITIONAL GUIDELINES

Parents/guardians are responsible for providing transportation for students suspended from riding the bus.

- Bus drivers are in complete charge at all times and are authorized to assign seats.
- Conversation with the driver or behavior distracting the driver by students during loading and unloading of buses should be avoided. During this critical time complete concentration by the driver is required. Parents/guardians with concerns or complaints that need to be addressed by the bus driver should contact the Director of Transportation at (770) 536-8312. Under no circumstances should parents distract the driver by boarding the bus or complaining at the bus stop. Student safety must be top priority during this time.
- Student conduct in school and on school buses may be videotaped with surveillance equipment. This equipment is installed for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the well-being of any student will be handled in accordance with the student discipline section of this handbook.
- It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature (OCGA 20-2-1181).

CHILD ABUSE AND NEGLECT – POLICY JGI

All employees of the Gainesville City School System, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Hall County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make any other change to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

CHRONIC DISCIPLINARY STUDENT ACT (O.C.G.A. 20-2-764

A chronic disciplinary problem student is 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. Georgia law mandates that any time a teacher or principal identifies a student as a chronic disciplinary problem student, the principal shall notify by telephone call and by mail the student's parent/guardian of the disciplinary problem, invite the parent/guardian to observe the student in a classroom situation, and request at least one parent/guardian to 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/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/guardian to attend a school conference. If the court finds that the parent /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/guardian to participate in such programs or such treatment as the court deems appropriate to improve the

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/guardian who willfully disobeys an order of the court under this law.

CLUBS AND ORGANIZATIONS FOR STUDENTS

All student clubs and organizations must follow guidelines and procedures governing the creation and operation of such clubs, organizations, and groups in accordance with the policies of the Gainesville City Board of Education. State law requires that parents/guardians receive information regarding school clubs and organizations, such information must include the name of the club or organization, mission or purpose, name of the club's faculty advisor, and a description of past or planned activities. On the parent/guardian signature page the parent/guardian will have an opportunity to decline permission for his or her student to participate in a club or organization designated by him or her.

The following clubs exist for the 2024-2025 school year:

Club/Organization	Mission/Purpose	Faculty Advisor	Description of past/planned activities
To be announced			

CONFERENCES WITH TEACHERS

Conferences with your child's teacher are an important and necessary means of keeping parents informed. Parents and/or teachers may request a conference when necessary. Requested conferences can take place during planning times, or after school via Zoom.

DISCIPLINE PROCEDURES (PROGRESSIVE DISCIPLINE) –POLICY JCDA

It is the policy of the Gainesville City Board of Education that each school within this school district shall develop and implement age-appropriate student codes of conduct designed to improve the student learning environment and which will comply with state law and State Board of Education Rule 160-4-8-.15. Each code of conduct shall include the following:

1. Standards for student behavior designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and other students. The standards should be designed also to encourage students to respect each other and school district employees, to motivate students to obey student behavior policies adopted by this board and to obey student behavior rules established at each school within this school district

2. Student support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services available at each school, the school system and other public entities or community organizations which may assist students to address behavioral problems;

3. Progressive discipline processes designed to create the expectation that the degree of discipline imposed by each school will be in proportion to the severity of the behavior of a particular student, the previous discipline history of the student and other relevant factors, while ensuring that each student receives the due process mandated by federal and state law;

4. Parental involvement processes designed to enable parents, guardians, teachers and school administrators to work together to improve and enhance student behavior and academic performance. The process should enable parents, guardians and school employees to communicate freely their concerns about student behaviors which detract from the learning environment.
5. All other specific requirements as set forth in any existing State Board of Education Rule or in Georgia law.

Each school shall involve parents in developing and updating student codes of conduct. Each code shall require disciplinary action for each infraction of the code. All student codes of conduct shall be submitted to the board for approval.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgment of the receipt of the code of conduct and return promptly the acknowledgment to the school. The student code of conduct shall be available in the school office and each classroom.

TEACHER REPORTING REQUIREMENT

It is the policy of the Board of Education that the superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to Georgia law as cited in Section 20-2-738 and Section 20-2-751.5(d).

A teacher shall have the authority, consistent with board policy, to manage his or her classroom, discipline students, and refer a student to the principal or his designee to maintain discipline in the classroom. Any teacher who has knowledge that a student

has exhibited behavior which violates the student code of conduct and repeatedly or substantially interferes with the teachers ability to communicate effectively with the students in his/her class or with the ability of such students classmates to learn shall file a report of such behavior with the principal or his designee. The principal and teacher shall thereafter follow the procedures set forth in Georgia law, specifically O.C.G.A. § 20-2-737-738.

The Superintendent and/or his designee shall develop procedures as necessary for implementation of this policy and this state law.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

PBIS and the Student Code of Conduct

Gainesville City School System utilizes a **progressive discipline** approach when dealing with student behaviors. The Positive Behavioral Intervention Support (PBIS) framework is implemented at all Gainesville City school buildings. Positive Behavioral Interventions and Supports (PBIS) is an evidence-based framework that helps schools design effective environments and supports that, when implemented with fidelity, increase teaching and learning opportunities for all students.

A student code of conduct is intended to teach students that there are consequences for violating behavior norms while under the supervision of educators. A student code of conduct, among other things, publishes a list of unacceptable student behaviors that interfere with the learning environment and the successful operation of the school day. A corresponding and progressive list of possible consequences is defined within a student code of conduct with the intent to promote a safe learning environment.

Major offenses including, but not limited to, drug and weapon offenses can lead to schools being named as an Unsafe School according to the provisions of State Board of Education Rule 160-4-8-.16 Unsafe School Choice Option.

Parents and police will be notified in every instance where the law is violated.

Minor acts of misconduct are those that interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or the student's learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the administration.

Penalties for minor acts of misconduct include, but are not limited to, the following:

- Warning
- Conference with student
- Alternative seating
- Loss of recess or other free-choice activity
- Time out in classroom
- Time out in another classroom
- Isolation during lunch
- Conference with parent/guardian, teacher and/or administrator
- Practice of desired behavior
- Development of an action plan or contract
- Time out in the administrator's office
- One day in-school suspension (ISS)
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Detention
- Any other disciplinary technique that positively promotes the student Code of Conduct and desired character trait(s)

Intermediate acts of misconduct require administrative intervention. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors directed against persons or property, but which do not seriously endanger the health, safety or well-being of others. Consideration of necessary behavior support services should be given if not already provided. Penalties for intermediate acts of misconduct include but are not limited to the following:

- Student participation in conference with parent/guardian, teacher, and/or administrator
- Restriction from school programs or other activities
- Time out in administrator's office
- Up to three days out-of-school suspension
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Development of an action plan or contract
- Detention
- Change in Academic Setting
- Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s)

Serious acts of misconduct require administrative intervention and may require use of outside agencies and/or law enforcement. These offenses include, but are not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or well-being of others, or property. Because serious acts of misconduct

may result in placement in a separate alternative educational program or expulsion, students have benefit of due process, such as the Disciplinary Tribunal, the procedural safeguards and other requirements identified in the 1997 Federal Individuals with Disabilities Education Act and the Georgia Board of Education's Special Education Rules. Penalties for serious acts of misconduct include, but are not limited to, the following:

- Restriction from school programs and/or other activities
- Out-of-school suspension for up to ten days
- Participation in the cleaning/repair of any damage caused to the school-related environment
- Financial restitution for the repair of any damage caused to the school-related environment
- Change in Academic Setting
- Placement in a separate alternative educational program
- Expulsion

OFFENSES	**CONSEQUENCES**
1. Absences and/or truancy-unexcused (O.C.G.A 20-2- 690. **Excused absences are defined as** 1) Illness 2) Death in immediate family 3) Religious Holiday 4) Instances in which attendance could be hazardous as determined by Gainesville City School System 5) Service as page in legislature 6) Court Order 7) Absence to vote in an election 8) Up to five (5) days excused absences per year to students where the parents are in the military and are being deployed or on leave.	1. Penalty may range from warning and/or conference with student/parent/guardian to one to three days in school suspension.
2. Academic dishonesty/misrepresenting self or others	2. Penalty may range from the student receiving a zero on the assignment and warning or conference with student/parent/guardian to one to three days out-of school suspension.
3. Assault on faculty or staff member - Threatening bodily harm to faculty or staff member. This includes threats that are verbal, written or implied.	3. Penalty may range from restriction from school programs and/or other activities to expulsion.
4. Bullying (OCGA 20-2-751.4)- An act which occurs on school property, on school	4. Penalty may range from restriction from school programs and/or other activities to expulsion.

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 electric 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: A. Causes another person substantial physical harm within the meaning of Code Section 16-5-23-.1; or visible bodily harm as such term is defined 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 also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not 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. 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.	**Upon a finding that a student in grades 6-12 found by tribunal to have committed the offense of bullying for the third time in a school year, the student will be assigned to an alternative school.**
5.Audio or Recording Students Students shall not use audio or visual recording devices	5.Penalty may range from restriction from school programs and/or other activities to expulsion

without the permission of a school administrator. This includes but is not limited to using recording devices to video, photograph or record misbehaviors or to violate the privacy of others. Any violation will result in the device being confiscated will also result in student loss of the privilege of possessing a mobile phone or PED on school property for the remaining semester. The device will only be released to the parent or guardian who must come to the school in person for retrieval. This includes any GCSS property including transportation or at school related events.	
6. Bus Misbehavior	6. Penalty may range from warning and/or conference with student/parent/guardian, suspension of bus riding privileges (1-10 days) to expulsion). Repeated Offenses beyond the **See Bus Conduct section above**
7. Internet Acceptable Use Policy and Regulation (IFBG) GCSS technology, network access, and electronic resources must not be used to: • Harm other people. • Interfere with other people's work. • Steal property. • Gain access or attempt to access unauthorized or restricted network resources or the data and documents of another person. • Provide another student with user account information or passwords. • Make changes to the hardware or software configuration of any machine, including installing or deleting any software. • Purposely bring on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information. • Steal or damage data and/or computers and network equipment. • Attempt to read, alter, delete, or copy the electronic mail messages of other system users. • Access, upload, download, and distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material. • Utilize the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy. Failure to follow these guidelines can violate the	7. Penalty may range from warning and/or conference with student/parent/guardian to out-of-school suspension and referral to the appropriate law enforcement authorities. Warning Statement: the act of entering or attempting to enter a computer network secured site (hacking) is a very serious offense that warrants a very serious consequence that may include permanent expulsion from the school system and confiscation of technology being used inappropriately if an incident occurs. Access is a privilege, not a right, and all students are expected to treat this learning tool with respect.

Official Code of Georgia, O.C.G.A., Codes 16-9-90, 16- 9-91 and 16-9-93 as well as Title XVII of United States Public Law 106-554, known as the Children's Internet Protection Act."	
8. Disturbance – Classroom	8. Penalty may range from warning and/or conference with student/parent/guardian to one to three days out-of school suspension.
9. Disturbance School Acts which cause substantial disruption of learning opportunities and/or threatens the safety or well-being of other students which may include pulling fire alarms, inciting disturbances, threats, or actual violence during period of disruption.	9. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to expulsion.
10. Dress Code Violations	10. Penalty may range from warning and/or conference with student/parent/guardian to one-day in-school suspension.
11a. Drug Sell/Transmission/Solicitation – No student shall sell/buy, attempt to sell/buy, intend to sell, transmit or distribute any legal or illegal drug in any form whatsoever, including, but not limited to, any narcotic drug including THC, fentanyl, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroid, intoxicant of any kind, vitamin, herbal supplement, Cannabidiol (CBD), any over-the-counter pill, medication or similar substance, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. This rule shall be in effect at school or on school property at any time, off school property at a school sponsored activity, function, or event, and en route to and from school.	11a. Penalty may range from restriction from school programs and/or other activities to expulsion.
11b. Drug Possession/Use/Under the Influence – No student shall possess, use or be under the influence of any legal or illegal drug in any form whatsoever including, but not limited to, any narcotic drug including THC, fentanyl, inhalants, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, other controlled substance, alcoholic beverage, anabolic steroids, intoxicant of any kind, vitamins, herbal supplements, Cannabidiol (CBD) over-the-counter pills, medications or similar substances, in any form including	11b. Penalty may range from restriction from school programs and/or other activities to expulsion

any edible form such as gummy candy, or any substance represented to be or reasonably appearing to be any type of drug, including alcohol. In addition, a student may not possess or use any drug-related paraphernalia. This rule shall be in effect at school or on school property at any time, off the school property at a school-sponsored activity, function, or event, and en route to and from school. Possession and use of over-the-counter medications or medications prescribed to the student by a doctor will not be considered a violation of this rule provided that all school and school district rules and procedures are followed.	
11c. Violations of the Medication Policy	11c. Penalty may range from restriction from school programs and/or other activities to expulsion.
12. Failure to accept administrative disciplinary action	12. Penalty may range from warning and/or conference with student to one to ten days out-of- school suspension.
13. Gambling on school property, at a school function or on property used by the school with permission of the owner.	13. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
14. Gang-related activity A gang member is a person who is part of an association of three or more people, associated for common purpose, which engages, individually or collectively, in illegal behavior. Gang-related activity includes, but is not limited to, communication of gang affiliation through hand sign flashing, wearing of clothing articles in a certain way or color scheme, jewelry, tattoos, gang signs, symbols or graffiti on personal items, vandalism of public or private property and acts of intimidation, threats, fighting or other forms of violence	14. Penalty may range from restriction from school programs and/or other activities to expulsion.
15. Harassment Any act of harassment based upon race, color, religion, national origin, disability and gender (including sexual orientation and gender identity). This includes, but is not limited to, sexual harassment as used in connection with Title IX of the education amendments of 1972.	15. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
16. Off Campus Misconduct and Criminal Law Violations Any off-campus behavior of a student which could	16. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to expulsion.

result in the student being criminally charged with a felony 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. This includes any such conduct outside of school hours or away from school that shows disrespect to school personnel or which endangers the health, safety, morals, or well-being of other students, teachers, or employees within the school system (such as, theft or vandalism to property of a school employee).	
17a. Physical Violence (O.C.G.A. 20-2-751.6)- A student shall not commit an act of physical violence against a teacher, school bus driver, or other school official or employee either by 1. Intentionally making physical contact of an insulting or provoking nature with the person of another, or 2) Intentionally making physical contact that causes physical harm to another unless such physical contacts or physical harms were in defense of himself or herself.	17a. (1) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion. 17a. (2) Immediate suspension with disciplinary tribunal hearing. Possible recommendation for expulsion for the remainder of the student's eligibility to attend public school.
17b. Violence A student shall not commit an act of physical violence against another student. Offenses include physical violence, i.e., assault, battery, hazing, and fighting.	17b. Penalty may range from short-term suspension to recommendation for a disciplinary tribunal hearing that may result in long-term suspension or expulsion.
18. Property Willful or malicious damage of and/or threats to destroy or damage school, public, private property which may include such actions as the use of or threat of bombs, explosive devices, setting fires, firecrackers, homemade bombs, and/or the deliberate and serious destruction or defacement of school property or property used by the school with the permission of the owner	18. Penalty may range from warning and/or conference with student/parent/guardian to up to three days in school suspension to placement in alternative school.
19. Sexual improprieties Inappropriate bodily contact. Commission of an act of sexual contact or indecent exposure, or inappropriate public displays of affection.	19. Penalty may range from warning and/or conference with student/parent/guardian to expulsion.
20. Student Incivility a. Profanity -Use of vulgar or obscene words, gestures, or other actions, which disrupt school system operations or show disrespect to school personnel during and after school hours.	20. Penalty may range from restriction from school programs and/or other activities to expulsion. a. Penalty may range from warning and/or conference with student/parent guardian to up to three days in-school suspension.

b. Repeated violations/misbehavior c. False Reporting and Statements - Students are prohibited against falsifying, misrepresenting, omit ting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee.	b. Penalty may range from warning and/or conference with student/parent guardian to a recommendation to a tribunal hearing. c. Penalty may range from a warning, suspension, or a recommendation for a disciplinary tribunal hearing, which may result in long-term suspension or expulsion.
21. Tardiness – Chronic	21. Penalty may range from warning and/or conference with student/ parent/guardian to one-day in-school suspension.
22. Theft/Larceny Unlawful taking, carrying, leading, or riding away from the property of another person.	22. Penalty may range from student participation in conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension
23. Threats or intimidation of another student(s), written, verbal or implied, but not involving actual physical contact.	23. Penalty may range from student participation in a conference with parent/guardian, teacher and/or administrator to one to ten days out-of-school suspension.
24. Tobacco and/or paraphernalia Possession or use: Includes smoking tobacco, chewing tobacco or snuff, e-cigarettes, hookahs, and other similar item	24. Penalty may range from Student participation in Tobacco Education course, conference with parent/guardian, teacher and/or administrator, restriction from school activities, up to ten days out-of-school suspension. For repeated violations beyond the 3rd Offense, penalty may range from alternative assignment to expulsion.
25. Vandalism and misuse of equipment Destruction, or defacement of public or private property located on school premises or at a school function or on property used by the school with the permission of the owner, or inciting, advising or counseling of others to engage in prohibited acts such as marking, defacing or	25. Penalty may range from warning and/or conference with student/parent/guardian to one to ten days out-of school suspension.

destroying school property	
26. Weapons/Hazardous Objects A student shall not supply, possess, handle, use or transmit a dangerous instrument, weapon, or any object which can be reasonably considered a weapon on school property, on his/her way to and from school, or at any school function or activity, or at any school-related activity or event away from school. 1. Weapon means and includes any handgun, firearm, rifle, shotgun or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. § 16-11-121, including a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade. 2. Hazardous objects include any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, 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 chakra, nunchuck, 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 instrument of like kind, any nonlethal air gun, and any stun gun or taser. Such term shall not include any of these instruments used for classroom work authorized by the teacher. 3. Hazardous Objects -Bullets, BB's, Paintball Pellets, airsoft pellets Students may not possess ammunition for any devices listed in #2; BB's, paintball pellets, airsoft pellets or CO2 cartridges	26. Students who possess any weapon described in #1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a tribunal hearing to reduce the mandated one year expulsion under circumstances where the one year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirements on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction and any rationale in denying such a reduction. Students who possess other weapons or hazardous objects as described in # 2 will be subject to discipline that may range from restriction from school programs and/or other activities to expulsion. Students who possess hazardous objects as described in # 3 will be subject to discipline that may range from restriction from school programs and/or other activities to expulsion.

DRESS CODE FOR STUDENTS

We, the Gainesville City District family, aim high to create a warm and inviting environment. We want every reflection of our brand to be consistent with our tradition of excellence. As a member of this family, your appearance is a reflection of the GCSS brand and how we show up collectively is important to our community. At the same time, we want to build a district where individuality, empowerment, and inclusion are nurtured. With this balance in mind, we have updated our dress code.

Our dress code is generally based on what we like to think of as "school appropriate." All clothing must fit modestly and provide appropriate coverage and length. Shoes should be safe for the school environment.

For further clarity it is helpful to provide examples on a "we don't wear list." On this list are examples of the things we don't wear.

We Don't Wear…

- pajama attire, sleepwear, or bedroom footwear.
- spaghetti straps, backless, strapless, or tank tops.
- clothing that allows the exposure of our midriff or waist.
- hats, caps, or hoods inside.
- clothing in a way that reveals underwear.
- clothing that fits immodestly.
- clothing that causes distractions to our mission (examples: clothing with inappropriate language, pictures or symbols; clothing depicting gangs, drugs, alcohol, or tobacco; clothing that advocates/promotes violence).

The school administration has the discretion to render judgments regarding what is and what is not appropriate, The administration may, if necessary, waive these policy restrictions for religious and/or medical situations. Principals and assistant principals will determine what happens when a student does not comply with our dress code. A student may be sent home to dress appropriately or may be required to wear a change of clothing provided by the school or parents/guardians.

Electronic Devices Use Policy- POLICY JCDAF

Use of personal electronic devices and other electronic media during the regular school day must be in support of and consistent with the vision, mission, and goals established by the Gainesville City Board of Education. All personal electronic devices on Board property or used during a school sponsored activity are subject to the Technology Resources Acceptable Use Policy IFBG.

Students may be permitted to use their personal electronic devices for instructional purposes and to access the District provided network/internet. Students must follow all directions given by school personnel in regards to using personal devices.

Only a student whose parent or legal guardian has completed and returned a "Permission Form for Personal Electronic Devices" shall be allowed to use an electronic device on Board property. The form is to be completed yearly.

Students shall be personally and solely responsible for the maintenance, support, and security of their personal electronic device. All personal laptops are required to have updated virus protection and the latest security patches to the operating system and browser prior to connecting to the network. Neither the district nor staff shall assume responsibility or liability for the theft, loss, or damage to personal devices, nor is responsibility for the unauthorized use of any device assumed.

While on Board property, students are not permitted to use their own personal Wi-Fi, data plans or other types of Internet access provided by Internet service providers/carriers that are not provided by the Board of Education. All Internet access will be filtered.

No student shall photograph, videotape, record, or reproduce, via any audio or video means, another student or staff member on Board property without the expressed prior permission of a teacher or administrator. Students shall not disrupt instruction with ringtones, music, or sound effects.

No student shall have a personal electronic device in their possession during district-wide assessments or state testing. Personal devices must be turned off completely (not simply on silent or vibrate mode) and turned into a teacher or testing proctor.

Electronic resources provided by the district may be limited. When demand for these resources exceeds available capacity, priorities for their use will be established and enforced. Authorized staff members may set and change the priorities for these resources. The highest priority for district electronic resources will include uses that support the educational and business mission of the school system, purchased services, and online testing.

There can be no expectation that electrical power will be made available for student-owned devices. Therefore, it is recommended that personal technology is charged prior to school. Printing from personal devices will not be available at school.

Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.

School staff may confiscate personal electronic devices and school administrators may search the device if inappropriate activities are suspected.

Students who do not comply with this regulation or any supporting directives related to the use of personal electronic devices will be subject to appropriate disciplinary action. The school district reserves the right to change or deny the use of personal electronic devices of students who do not comply with procedures.

GEA provides devices for students to use in the classroom for instructional purposes.

EMAIL COMMUNICATION BY TEACHERS

Teachers will respond to parent/guardian email correspondence during planning times and at the end of the school day. During instructional times, teachers will not be able to read or respond to email.

EQUAL EDUCATIONAL OPPORTUNITIES –POLICY JAA

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any student, parent, or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

COMPLAINTS PROCEDURE

1. Complaints made to the School System 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:
   a. Any student, applicant for admission, employee, parent or guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title IX, excluding sexual harassment as described in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the school principal or the District. If the report or complaint is oral, either the coordinator or school principal to whom the report or 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. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.
   b. Any person with a complaint or report alleging sexual harassment as defined in Policy JCAC (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy JCAC.
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 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 Superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-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 workdays 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 system 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 grievance pursuant to any other policy of the local Board of Education, 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 statues described above.The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.
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, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

The following individuals have been designated as the employees responsible for coordinating the district's efforts to implement this non-discriminatory policy.

Title IX: Deputy Superintendent
Title VI: Director of Special Education

GRADING

Elementary schools utilize Standards Based grading. The following scale is in effect:
1 – Needs Support **2 – Progressing** **3 – On Track** **4 – Goes Beyond**

HARASSMENT – POLICY JCAC

The intent of this policy is to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

DEFINITIONS

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any official or employee of the District. This notice requirement is not met when the only District official or employee with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. If the complainant is under the age of 18, the parent or legal guardian can file a complaint and act on behalf of the student.

Days for the purpose of this policy means "school days."

Deliberately indifferent means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in the District's nondiscrimination notice posted on its website. As used in this policy, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

   Dating Violence"- sex-based violence committed by a person-
   (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
   (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
   (i) The length of the relationship.
   (ii) The type of relationship.
   (iii) The frequency of interaction between the persons involved in the relationship; or

   "Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction

receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

"Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

(A) fear for his or her safety or the safety of others; or
(B) suffer substantial emotional distress.

Supportive measures means non-disciplinary, non-punitive individualized services offered

as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. The District shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

NONDISCRIMINATION POLICY

It is the policy of the Board of Education to comply fully with the requirements of state law, Title IX and its accompanying regulations.

The School District prohibits discrimination based on sex and sexual harassment of students by other students, employees, volunteers or others over whom the District has authority in any District education program or activity. Education program or activity includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

The District shall respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment against a person in an education program or activity.

The District shall require that any individual designated and authorized as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including questioning, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that decision-makers receive training on any technology to be used during questioning, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The District also shall ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall not rely on sex stereotypes and shall promote impartial investigations and adjudications of formal complaints of sexual harassment.

Reports or complaints made to the School District regarding alleged sexual harassment in violation of Title IX shall be processed in accordance with the following process:

GRIEVANCE PROCESS

1. Reports or complaints may be verbal or written and may be made at any time (including during non-business hours), in person, by mail, by telephone, or by electronic mail using the contact information posted on the school and/or district website.

2. Any student, employee, parent or other person wishing to report or file a complaint alleging a violation as described above shall promptly notify either the principal or counselor at his/her school or the Title IX Coordinator designated and authorized by the District. Any employee who receives information from a student alleging sexual harassment shall report it to the principal or Title IX Coordinator. If the alleged offending individual is the principal, the report or complaint should be made by the complainant to the Title IX Coordinator.

3. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures as defined in this policy, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The District shall treat complainants and respondents equitably by following this grievance process before punishing the respondent or providing remedies to the complainant. Remedies will be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as "supportive measures." However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

4. **Formal Complaint:**

Upon receipt of a formal complaint, the District shall within 10 days provide the following written notice to the parties who are known:

(A) Notice of the District's grievance process;

(B) Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. The notice shall describe the range of or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility.

(C) If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to paragraph (4)(B), the District shall provide notice of the additional allegations to the parties whose identities are known.

5. **Dismissal of a formal complaint.**

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein even if proved or did not occur in the District's education program or activity or in the United States, then the District shall dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not preclude action under another provision of the District's code of conduct.

(A) The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

(B) Upon a dismissal required or permitted pursuant to paragraph (5), the District shall promptly send written notice of and reason(s) for the dismissal simultaneously to the parties.

6. **Consolidation of formal complaints.**

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable.

7. **Investigation of a formal complaint.**

After providing written notice to the parties of the receipt of a formal complaint, the District shall have 15 days to investigate. When investigating a formal complaint and throughout the grievance process, the District shall—

(A) Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility and not place such burdens on the parties provided that the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so;

(B) Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

(C) Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

(D) Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

(E) Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;

(F) Provide both parties an equal opportunity to inspect and review any non-privileged evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available at any meeting to give each party equal opportunity to refer to such evidence during the meeting, including for purposes of cross-examination; and

(G) Create within 5 days an investigative report that fairly summarizes relevant evidence, and at least 10 days prior to the determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

(H) If at any point in the investigation of reported sexual harassment of a student, the investigator determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation. Reported sexual harassment determined not to be sexual harassment as defined under Title IX may be investigated in accordance with Policy JAA.

8. **Questions.**

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford a 10 day period for each party to have the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's

sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The decision-maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.

9. **Determination regarding responsibility.**

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall, within 10 days of the conclusion of the question and answer period, issue a written determination regarding responsibility. To reach this determination, the District shall apply the preponderance of the evidence standard of evidence to formal complaints against students, to formal complaints against employees and to all complaints of sexual harassment.

The written determination shall include—

(A) Identification of the allegations potentially constituting sexual harassment as defined in this policy;

(B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

(C) Findings of fact supporting the determination;

(D) Conclusions regarding the application of the District's code of conduct to the facts;

(E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and

(F) The District's procedures and permissible bases for the complainant and respondent to appeal.

(G) The District shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal,

if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

(H) The Title IX Coordinator is responsible for effective implementation of any remedies.

10. **Appeals.**

The District shall offer both parties 10 days after a decision for an appeal from a determination regarding responsibility, and from a District's dismissal of a formal complaint or any allegations therein, on the following bases:

(A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

(D) As to all appeals, the District shall:

(i) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

(ii) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

(iii) Ensure that the decision-maker(s) for the appeal complies with the training standards set forth in this policy;
(iv) Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
(v)Issue a written decision describing the result of the appeal and the rationale for the result; and
(vi)Provide the written decision simultaneously to both parties within 10 days of the receipt of the appeal.

11. **Informal resolution.**

The District shall not require as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy. Similarly, the District shall not require the parties to participate in an informal resolution process and shall not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District—

(A) Provides to the parties a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

(B) Obtains the parties' voluntary, written consent to the informal resolution process; and

(C) Does not offer or facilitate an informal resolution process to resolve allegations that

an employee sexually harassed a student.

12. **Recordkeeping.**

The District shall maintain for a period of seven years records of—

(A) Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;

(B) Any appeal and the result therefrom;

(C) Any informal resolution and the result therefrom; and

(D) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website, shall make these materials available upon request for inspection by members of the public.

(i) For each response required under the District’s process for responding to a sexual harassment formal complaint, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

13. **Confidentiality.**

The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any

complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by federal or state law or regulations, or to carry out the purposes of Title IX requirements, including the conduct of any investigation or judicial proceeding arising thereunder.

14. **Retaliation Prohibited.**

(A) No District or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Complaints alleging retaliation may be filed in accordance with the procedures specified in Policy JAA.

(B) The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under subparagraph (a).

(C) Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under subparagraph (a); provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

15. **Time Frame.**

The District shall allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good causes may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

NOTICE:

The District is required by Title IX and its implementing regulations to notify employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District that the District does not discriminate on the basis of sex in the operation of its education programs or activities, including admissions and employment.

Contact information for the District's Title IX Coordinator is located on its website and in all handbooks or catalogs that the District makes available to employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District.

Inquiries about Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

HOSPITAL/HOMEBOUND SERVICES Rule 160-4-2-.31

Hospital/Homebound (HHB) services are designed to provide continuity of educational services between the classroom and home or hospital for students in Georgia public schools whose medical needs, either physical or psychiatric, do not allow them to attend school for a limited period of time. HHB instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy or students with other serious health conditions). Students must be enrolled in a public school in Georgia in order to receive HHB services.

HHB services are not intended to supplant regular school services and are by design temporary. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented.

Hospital/Homebound Services Program Overview For more information, contact the Deputy Superintendent or 770.536.5275 ext. 5127.

INTERNET ACCEPTABLE USE POLICY IFBG

The purpose of this regulation is to define the acceptable and unacceptable use of technology resources for the Gainesville City School System, whether the user is authorized or unauthorized, and to eliminate any expectation of personal privacy when accessing technology resources provided by the Gainesville City Board of Education. This regulation applies whether accessing resources on Gainesville City School System property or from remote locations, regardless of source. These regulations shall incorporate Board Policy IFBG by reference hereto.

Responsible Use

The purpose of district devices, networks, and/or network resources including the Internet and electronic communication, is to support adopted curricula by providing access to unique and current information resources. User access must be consistent with the approved educational objectives of the Gainesville City School System. Use of district devices for commercial activities including product advertisement and political lobbying is expressly prohibited. By accessing any Gainesville City School System technology resource, every user agrees to comply completely with district policies and guidelines and practice acceptable and responsible use of technology as follows:

- Use for educational purposes and activities.
- Keep personal information private, including phone numbers, mailing address, and user password.
- Always show respect for all users when using technology including social media.
- Acknowledge the ideas and work of others.
- Follow written and oral instructions.
- Report immediately inappropriate use of technology.

Bring Your Own Technology (BYOT) – The ability of students or staff to utilize personal technologies as tools for learning, instruction, and work. BYOT is subject to the availability of district wireless infrastructure. The use or non-use of personal devices shall be determined by the principal at each school where BYOT is available.

Definitions

Acceptable Use – All instructional usage for students for research, instruction and training, presentation, communication, and other areas that fulfill the requirements of the current Georgia curriculum standards or the Gainesville City School System approved curriculum. For operational and administrative use, all technology use should be work related.

Educational purpose is defined as activities that instruct and/or support the delivery of instruction and are integral to the teaching and learning process.

Infrastructure – Cabling, electronics, hardware, software, and anything else that connects to or has use of the Local Area Network (LAN), Wide Area Network (WAN) or the Internet.

Personal use is defined as using a device, communication tool, or software designed for social interaction when the primary purpose of its use is not educational in nature.

Student, as defined by the Georgia Code of Ethics for Educators (1.2.c), is "any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation."

Technology Resources – Hardware, software, network, peripherals, and infrastructure.

Unacceptable Use – Any usage does not fulfill the requirements of the current Georgia curriculum standards or Gainesville City School System approved curriculum. For operational and administrative use, any technology use that is not work related.

Unauthorized Users – Anyone else other than authorized technology personnel or those authorized by the technology department.

User or Users – Includes all users such as students, teachers, administrators, clerical and support staff, parents, vendors, guest users. Violations of any of the provisions listed in this policy may result in the discontinuation or restricting of a person's access to any of the Gainesville City School System technology resources as deemed necessary by the Superintendent or his/her designee. Additional disciplinary action and/or legal prosecution may also be applied. The Gainesville City School System will fully cooperate with local, state, and federal officials in any investigation of illegal activities performed on any portion of the school system's technology.

For students, disciplinary action will be based on the severity of the offense. The Student Conduct Behavior Code, policy JD, will be followed, provided however, violations of law will be reported to the appropriate authority for prosecution.

Electronic Hardware/Software Acceptable Use

1. No one has ownership or rights of any of the technology resources of the Gainesville City School System, except the Board of Education. All uses of said resources are restricted as herein provided.
2. All technology purchases must be evaluated and approved by a representative from the Department of Information Technology and approved by the Chief Technology toensure compatibility and data security. All vendors must sign the Gainesville City Schools Data Privacy Addendum (See Exhibit). Any exceptions to signing the addendum must be approved by the Gainesville City Schools Cybersecurity Team.
3. No Gainesville City School System technology resource can be used for personal gain.
4. User logins and passwords provided by the technology department determine the rights to network resources. Passwords must be kept confidential and must not be shared by anyone.
5. All computers and peripherals such as printers, scanners, etc. as well as software should only be repaired, installed, or updated by Gainesville City School System Department of Information Technology Personnel, other personnel

authorized by the Department of Information Technology, or by vendors authorized by Department of Information Technology. Any type of cabling, repairing, or adjusting of any equipment that deals with the local area network (LAN) or wide area network (WAN) shall only be completed by members of the Department of Information Technology. Only cabling issued by the Department of Information Technology should be used to attach any device to the school system's network. No personally owned cables should be used to attach devices to the school system's network.

6. The Gainesville City School System allows personal devices to be used to wirelessly access the Internet, provided these devices use the GCSS public network and therefore are going through the school system's Internet filter. The use or non-use of personal devices shall be determined by the principal at each school where BYOT is available.If personal devices are used within the district, it shall be at the owners' risk. The school system will not be responsible for any damage or loss of any hardware, software, or any work created on these devices. The user will be responsible for attaching their personal devices to the wireless network. This applies to students, Gainesville City School System employees and guests.
7. Technical support will not be provided for devices that are not the property of the Gainesville City School System.
8. There are distinctions between the wired and the wireless networks. For protection of the GCSS network, personal devices will only be allowed to access the Internet through the GCSS Public network. Personal devices are not allowed to connect to the district's wired network.
9. The Children's Internet Protection Act requires that all Internet access within the Gainesville City School System is filtered. Any attempt to bypass this filter, whether through the school system's supplied computers or an individual's own personal devices, will be a violation of this regulation and will be subject to disciplinary action.
10. Copyright laws will be strictly followed. Only properly licensed software, approved by the Chief Technology Officer, will be installed on any computer or server within the Gainesville City School System. No software purchased by the school system shall be loaded on any personal device unless allowed by the End User License Agreement (EULA) and approved by the Chief Technology Officer or his/her designee. Donations of software will be limited and will only be accepted through written approval of the Chief Technology Officer.
11. No personally owned software will be installed on any Gainesville City School System computer or server.
12. No user will download or upload any files that might violate copyright laws.
13. Storage space allocated to users is considered property of the Gainesville City School System and is therefore subject to supervision and control by the school system.
14. If any hardware or software is intentionally damaged by a user, that user will be responsible for its repair or replacement.
15. General access to the network and devices is allowed for general administrative and instructional purposes only. Personal use should be limited.
16. Each user is allowed access to specific resources determined by their role within the district.
17. User logins and passwords are vital for data security and therefore may not be shared. Logins and passwords shall only be used by the person to whom they are assigned. No one should be allowed to login or access any network resource or any application with another user's login and password.
18. Administrator accounts and passwords will be limited to use by staff members that are identified by the Chief Technology Officer. Sharing of these accounts or passwords by any staff member may be subject to disciplinary action, up to and including termination of employment.
19. Student access to workstations should be monitored by adults authorized by the Gainesville City School System at all times.
20. Network data closets are to be locked and general access is to be denied if possible. Network data closets are not to be used as additional storage areas without approval from the Chief Technology Officer.
21. Equipment or applications may be removed, installed, or upgraded as is required by the Department of Information Technology.
22. No one shall remove or move Gainesville City School System owned technology hardware, including computers, phones, and printers, from room to room or school to school. To ensure accurate inventory, a member of the Department of Information Technology will complete all technology-related moves.
23. No devices such as protocol analyzers or any other type of "sniffing devices" are allowed on any LAN or the WAN of the Gainesville City School System without the approval of the Gainesville City School System Department of Information Technology.
24. No user will attempt to circumvent the security measures that have been placed on any computer or network

Internet and Intranet Usage

1. Use of the Internet is a privilege and is NOT a right. Any misuse of this privilege could result in the termination of computer access.
2. The Internet will be filtered to attempt to keep students from accessing pornographic, hate, or other undesirable sites. Any attempt to bypass this Internet filter, either through use of Gainesville City School System owned technology or through personal devices is a violation of this regulation and may result in disciplinary action.
3. Parents and staff must be aware that students have access to the Internet from all school system computers. Teachers must use good judgment and closely supervise their student's use of the Internet. The School System uses filtering software to help prevent student access to inappropriate websites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, they may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency.

They should not be permitted to access sites unrelated to their assignment and should not be allowed to access games or other sites that could infect the computer with "Spyware." Staff may have less filtered access to the Internet. They must be especially careful to review materials before displaying them to students.

Artificial Intelligence (AI) General Guidelines

AI, or Artificial Intelligence, describes computer systems trained with data to perform tasks that are usually carried out by a human. These technologies are applied across various types of industries and serve a wide range of purposes. GCSS is dedicated to ensuring the safe, responsible, and ethical use of AI.

Students and staff members should follow these guidelines for using AI in the classroom.

- **Student & Staff Use of AI:** Students and staff should only use AI tools that have been approved by the district. Some AI tools may be limited to use by certain age levels due to the privacy policy and/or terms of service.
- **AI for Academic Purposes:** Before using AI tools to complete school assignments, students should seek guidance from their teacher regarding AI appropriate use in academic settings. Guidance may vary depending on the assignment, proposed tool, and learning objectives.
- **AI Output Review:** Always review and check the results from AI tools before submitting or sharing the results. AI output is not always correct and can contain inaccuracies. It is a good idea to cross reference AI output with known reputable sources of information.
- **Bias and Misinformation:** AI-generated content may contain biases or inaccuracies. It is important to keep this in mind when working with an AI engine.
- **Safety & Respect:** Staff and students will refrain from using AI tools to create or distribute harmful, misleading, or inappropriate content with AI tools.

Gainesville City School System Guidance:

Generative Artificial Intelligence (also abbreviated as Gen AI) refers to software tools modeled on large amounts of data to produce text, images, videos, or other digital artifacts. AI is also evolving, adapting, and changing; Gainesville City Schools Instructional Technology Department provides ongoing guidance on how to effectively and safely use AI tools. Generative AI has a place in the classroom when educators and students remain at the center of instruction and learning.

AI Approval & Safe Use

Only the AI tools that are approved in the TrustEd Apps Dashboard should be used by staff and students. Approved AI tools, in the TrustEd Apps Dashboard, will also include direction on the following:

- AI tools approved for staff only.
- AI tools approved for students by age level.
    - Please note that the majority of AI tools are not intended for use by children and most of the policies indicate that their service should only be used by users who are 18 are older.

Staff members can request AI tools that have not yet been vetted on the TrustEd Apps by following the Approval Process found in the TrustEd Application Dashboard.

Data Security & Safety

Ensure that your use complies with student/personal privacy and data protection laws and Gainesville City Schools guidelines. Be aware of and follow safe guidelines for using AI tools and resources below.

- Private data or data that contains PII should never be shared or used on AI tools. The data that is uploaded can't be taken back and becomes a part of the AI database.
- Be aware of what data is being uploaded to the AI platform. You should not upload data or work that you want to keep ownership of, treat the AI tool as though it is in the public forum.
- Be cautious about entering your own work into a generative AI prompt, as that material may be shared with others without acknowledging your authorship.

INTERPRETERS FOR TRANSLATIONS

Interpreters are available for Spanish speaking parents. Additionally, all communication from school is sent in English and Spanish.

PARENT CENTER

Schools have parent centers with information and materials for parents to become full partners in the education of their children. In situations where parents are unable to come to the Parent Center, staff is available to bring materials into the home. You can ask about Parent Center hours of operation by contacting your child's principal.

PARENT/TEACHER ORGANIZATION

The PTO is an organization composed of parents and staff members here at GEA. The PTO will assist the school by conducting special activities, programs, and fundraising. PTO membership dues are $5.00 and all GEA parents are encouraged to join.

PARENT/TEACHER/STUDENT COMPACT

GEA's Parent/Teacher/Student Compact describes the roles that each have agreed upon to ensure a successful learning experience. **Parents will receive a copy of the compact in their Open House packet and during conferences. The compact must be signed and returned to GEA**. The compact will also be posted on the school's webpage.

PERSONAL PROPERTY

Please write your **child's name on backpacks, jackets, sweaters, hats, gloves, etc**. to reduce the number of lost items. When an item is sent to the office, we look for some kind of identification before placing the item in the Lost and Found Box. Please check Lost and Found often for lost items.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

PBIS is implemented throughout our school to ensure consistent school-wide expectations and procedures. Our expectations are: **Be the One- Ready, Respectful, Responsible and Role-Model.**

PROMOTION AND RETENTION – POLICY IHE

The Gainesville City Board of Education endorses the concept that a student's success in school depends to a great extent upon the cooperation between home and school. The Board believes its primary function is to provide students a quality educational opportunity. It is the responsibility of the school, home, community and the individual learner to take full advantage of that educational opportunity. Although the Gainesville City Board of Education strongly believes that students should continue to advance to the next grade level annually, promotion is based primarily on student achievement and is not an automatic process. It is recognized that under certain circumstances retention or placement may be required for some students.

1. Definitions consistent with those contained in State Board Rule 160-4-2.11 Promotion, Placement and Retention.
2. Students shall be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs-Student Assessment.

3. The decision to retain a student in grade K, 1, 2, 4, 6, or 7 (and for students in grades 3, 5, and 8 in years when reliance on state-adopted assessments has been waived) shall be made by a school level committee appointed by the principal and shall be based on the student's achievement with consideration of state-mandated assessments, attendance, ability, age, motivation and development. Parents will be invited for a conference regarding the decision to retain their student.
4. The parent/guardian or the teacher(s) may appeal the decision to retain a student. A Placement Committee, composed of the parent or guardian, the teacher(s), and the principal or designee, will hear appeals. The Placement Committee will review the overall academic achievement of the student in light of the performance on standardized assessments and/or classroom measures. The decision to place students in the next grade in response to an appeal must be made unanimously by the Placement Committee.

SCHOOL NUTRITION INFORMATION

Gainesville City Schools became a Special Provision II district SY 2012. Currently all students eat at no cost for breakfast and lunch due to our Special Provision II status.

For students who bring their lunch, milk may be purchased for $0.35. Adults and visitors may purchase meals from the cafeteria at the cost of $4.00 for breakfast and $5.00 for lunch. Contact School Nutrition Director Penny Fowler at penny.fowler@gcssk12.net or 770-536-5275 for additional information.

Meal Charges The School Nutrition Department is required to have a charge policy. No student or Adult charges will be allowed at any school site.

Adult Meals All adult and guest meals are to be paid by the individual in advance or at the time the meal is selected. Portion sizes for adults must not exceed portions required for high school students. Adults wishing to purchase larger portions may choose to buy two meals. Beverages other than milk may incur an additional cost set by the School Nutrition Program (SNP).

Returned Checks After the food and Nutrition Department has received two (2) checks written to Gainesville City School Nutrition for payment of meals, and they are returned by the financial institution due to insufficient funds, stop payment, or closed accounts; all purchases made through the School Nutrition Program thereafter will be on a cash only basis.

Listed below is the systems organizational plan which establishes the levels of instruction:

Early Education

PK - 5 Enota Multiple Intelligences Academy
PK - 5 Centennial Arts Academy
PK - 5 Fair Street School, an International Baccalaureate School
PK - 5 Gainesville Exploration Academy
PK – 5 Mundy Mill Academy
PK - 5 New Holland Knowledge Academy

Middle School Education

Grades 6 – 8 Gainesville Middle School East
Grades 6 - 8 Gainesville Middle School West

Secondary Education

Grades 9 – 12 Gainesville High School

SCHOOL FUNCTIONS

A parent or guardian must accompany students to all school functions, including but not limited to, Science Fun Nights, Fitness Night, and/or Music Fun Nights. **The parent/guardian must remain with the student the entire time**.

SCHOOL GOVERNANCE COUNCIL

Council meeting dates are as follows: Meetings take place at GEA at 12:00 PM:

- August 26, 2024 (District Meeting at GHS @ 5:00 PM)
- October 3, 2024
- November 7, 2024
- January 30, 2025
- March 6, 2025
- May 8, 2025

SCHOOL PARTIES

We have an academic focus at GEA and hope parents understand that instructional time will not be interrupted for birthday parties. **Student birthday parties are not permitted at GEA**; therefore, please do not send birthday treats (cupcakes, cookies, pizza, etc.) for the class. Our District policy allows for two (2) parties per year: Winter Holidays and the End of the Year. For our two (2) allowable parties, parents may send or bring to the office store-bought treats only. Due to limited classroom space, parents **may not** stay during the parties.

SCHOOL SAFETY

Asbestos Management Plan During the spring of 1997 an asbestos inspection of Gainesville City Schools took place through the combined efforts of Pioneer RESA and the Gainesville City School System. Based on this inspection, a management plan was written and submitted to the State Department of Education. This plan will be available for public inspection at the superintendent's office. It contains the following:

1) Location, amounts and types of asbestos contained materials in all schools and support buildings;
2) Response actions to the asbestos contained materials selected by the City School System;
3) Plans for re-inspection, periodic surveillance and operation and maintenance programs; and
4) Public notification procedures. Anyone interested in reviewing this plan, please contact the Gainesville City School Superintendent's office at 770-536-5272.

Disruption of Public Schools (O.C.G.A. 20-2-1181) It shall be unlawful for any person to knowingly, intentionally, or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as designated by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

EMERGENCY CLOSINGS - In the event of inclement weather that would prevent the safe transportation of students to the schools or any other emergency situation that would affect the safety or well-being of students, or otherwise make it impractical or impossible for the normal operation of school, the superintendent, in collaboration with the board of education, will close the schools until said emergency condition no longer exists.

In the case of sudden change of weather conditions, the safety of students shall be the number one priority. Decisions concerning the early or late dismissal of students will be determined by the severity of the weather conditions and surrounding circumstances. If it is determined that students will be dismissed other than at the regular time of dismissal, all efforts will be made to contact the local media. The school system requests parents stay tuned to local radio and television stations, phone communication from the school/district, and electronic communication via the GCSS webpage and 'Have You Heard' Newsletter during inclement weather.

Emergency Preparedness Plan/Emergency Drills The Georgia Emergency Management Agency reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Preparedness Plan. These plans are coordinated with county, state, and federal emergency plans.

Fire/evacuation drills will be held on a monthly basis. In addition, drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. Parents/guardians should remind their children that during emergency drill students must respond quietly and quickly and must follow the direction given by their teachers and administrators.

Failure to Leave Campus (O.C.G.A. 16-22-35) Any person who fails to leave the premises when requested to leave any school property and/or returns to any school property after instructed by school staff or law enforcement to leave the property, they are considered trespassing and faces criminal prosecution of a misdemeanor of a high and aggravated nature.

Loitering on School Property (O.C.G.A. 20-2-1180) It is unlawful for any person to remain within the school safety zone when that person does not have a legitimate cause or need to be present thereon. Students are not allowed to enter the premises of a school other than his/her school unless prior permission is received from an administrator of the school to be visited or unless the school is hosting a school-related function, such as an academic or athletic activity. A student may not enter or remain in any school building on weekends or after school hours without authorization or permission.

School Resource Officer (SRO) The Gainesville City Board of Education and Gainesville Police Department employ school resource officers jointly. Their main purpose is to assist in providing a safe and secure learning environment for students, teachers and staff. They are an excellent resource for teachers, parents/guardians and students in dealing with individual problems or questions with respect to delinquency prevention and the law. Consistent with board policy and legal requirements, school resource officers also provide law enforcement support when needed.

Security and Safety Guards- While considering the role of the School Resource Officers, the Gainesville City School System also employs a group of armed individuals who are stationed at each of the district's nine campuses. These individuals provide a presence at each campus in an effort to deter any potential intruder.

SCHOOL PBIS STORE

The school PBIS store operates on Friday mornings from 7:20 AM to 7:45 AM. Items may be purchased using their earned Super Stomp Bucks.

SEARCH OF A STUDENT BY AUTHORITIES

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

SECTION 504

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 located at 508 Oak Street. Copies of the 504 Procedural Safeguards and Notice of Rights of Students and Parents Under Section 504 may be found at the system website or may be picked up at the central office or at any of the school offices.

SECLUSION AND RESTRAINT – POLICY JCF (2)

The District complies with state requirements related to restraint and seclusion as set out in Georgia SBOE Rule 160-5-1-.35. Consistent with that rule, physical restraint will be used only in situations in which the student is in immediate danger to himself/herself or others and the student is not responsive to verbal directives or other less intensive de-escalation techniques. A parent or guardian will be notified in writing each time their student has been restrained. The District maintains written policies and procedures governing the use of restraint.

STUDENT HEALTH SERVICES INFORMATION - POLICY JGC

The Board of Education, in order to implement the requirements of Official Code of Georgia 20-2-771.2, established a school health nurse program for the system.

The program will be staffed by licensed health care professionals and others whose duties will be set forth in job descriptions to be prepared by the Superintendent or designee, and may include off site consultation with health professionals through appropriate protocols or contracts.

STUDENT EMERGENCY/SAFETY INFORMATION

Please make corrections, sign and return your student's Health Information Card. This information must be updated annually to enable us to contact you in case of an emergency. If any phone numbers or contact information changes, please notify the school immediately.

STUDENT ILLNESS/INJURY - The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been diagnosed with a contagious disease, please contact the clinic so other student's parents and school staff may be alerted of the symptoms. The school nurse administers medication only after a signed parent/physician form is completed and filed with the school nurse. Reasons Your Child will be Sent Home from School o Fever ≥100.4 degrees F * Student should stay home until there is NO FEVER for 24 hours WITHOUT Fever Reducing MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (*Based on CDC Recommendations) Vomiting or Diarrhea Student should stay home with more than ONE event of vomiting or watery diarrhea (contact your school nurse for further guidance). Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness. Students need to be without symptoms for 24 hours before returning to school. o Drainage from a wound, rash or eyes Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment, and to rule out the possibility that the student is contagious to others. o Head Lice - student should stay home until treatment is complete and student has no live lice. o Scabies -Contact the health department or your doctor for treatment for scabies. A note from the doctor stating that the student has been treated and may return to school is required. o Unexplained Rash Student should stay home with an unexplained rash with or without fever. Call your doctor for treatment. Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day o When there is doubt in your mind about sending your student to school, consult your doctor or school nurse. Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Please make sure that your student's school knows how to reach you during the day.

The school nurse administers medication only after a signed parent/physician form is completed and filed with the school nurse.

Reasons Your Child will be Sent Home from School

- **Fever >100.4 degrees F** * Students should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (*Based on CDC Recommendations)
- **Vomiting or Diarrhea** Students should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness. Students need to be without symptoms for 24 hours before returning to school.
- **Drainage from a wound, rash or eyes** Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment, and to rule out the possibility that the student is contagious to others.
- **Head Lice** - student should stay home until treatment is complete and student has no live lice.
- **Scabies** -Contact the health department or your doctor for treatment for scabies. A note from the doctor stating that the student has been treated and may return to school is required.
- **Unexplained Rash** Students should stay home with an unexplained rash with or without fever. Call your doctor for treatment. Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day
- When there is doubt in your mind about sending your student to school, consult your doctor. Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school. Please make sure that your student's school knows how to reach you during the day.

Insurance is available for protection of the child in the event of an accident at school. Information about the insurance program is sent the first day of school. Contact the school office if you have not received an application. Claim forms can also be obtained from the school office

STUDENT MEDICATION ADMINISTRATION - The Gainesville City Schools' Medication Policy is available on the website e-Board under Policies and will be followed for all medications given at school.

● The parent or legal guardian must complete and sign the Parent/ Guardian Medication Permission Form for ALL medications given at school. For prescription medications, a duly licensed, Georgia physician must also complete and sign the Health Care Provider Medication Permission Form that is available from your school nurse.

● A parent/legal guardian or other designated adult must bring all medications to the school clinic and sign appropriate paperwork unless special permission is given by the principal or school nurse.

● All over the counter and/or prescription medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Parent/Guardian must provide over-the-counter medications to the clinic.

● If your student has a life-threatening condition (i.e., asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, emergency diabetic medications and supplies, epinephrine injector, etc.) on his or her person from the student's physician and parent/guardian on the Self Carry Medication Form.

In accordance with Senate Bill 395, any individual present on Gainesville City School Campuses or at a school sponsored event is permitted to carry an opioid antagonist (example: Narcan/Naloxone). This measure is intended to ensure prompt response to opioid-related emergencies, thereby promoting the health and safety of our school community.

STUDENT RECORDS - JR

It is the policy of Gainesville City Schools that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

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

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

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

(3) The right to consent to disclosures of personally identifiable information (PII) from the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. One exception that permits disclosure without consent is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including school nurses and school resource officers); ~~a~~ members of the Board of Education acting as a collective group; a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, or online educational services provider); a contractor, consultant, volunteer, or other party to whom the school district has outsourced services, such as

electronic data storage; 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/her tasks. The District allows school officials to access only student records in which they have a legitimate educational interest. School officials remain under the district's control with regard to the use and maintenance of PII, which may be used only for the purpose for which disclosure was made, and cannot be released to other parties without authorization.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) FERPA requires the school district, with certain exceptions, to obtain written consent prior to the disclosure of personally identifiable information from the student's education records. However, the district may disclose appropriate designated "directory information" without written consent, unless the parent or eligible student has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school to include this type of information from the student's education records in certain school publications, such as the annual yearbook, graduation or sports activity programs, and honor roll or other recognition lists.

The School District has designated the following information as directory information:
(a) Student's name
(b) Student's participation in official school activities and sports;
(c) Weight and height of members of an athletic team;
(d) Dates of attendance at schools within the district;
(e) Honors and awards received during the time enrolled in district schools
(f) Photograph; and
(g) Grade level.

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with students' names, addresses, 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 5 days after officially enrolling in school or within 5 days of the date of the release of this notice.

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

(6) You have the right to file with the United States Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of FERPA or the regulations promulgated there under. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENTS OF RIGHTS

UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and eligible students (18 or older or emancipated minors) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –
1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –
1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents and eligible students will be notified at the beginning of the school year if the school district has identified the specific or approximate dates during the school year when any of the activities listed above are expected to be scheduled. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys.

The Board of Education has developed and adopted policies, in conjunction with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey.

Option 1: The school is required by federal law to give this notice to parents. However, the school does not have any scheduled such activities as are described above. If any such activities are initiated during the school year, parents will be notified accordingly and will be afforded all the rights described herein.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

STUDENT REMOVAL FROM CLASS

A teacher may remove or refer to the principal or designate a student from class if the student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to teach students in his or her class or the ability of other students to learn in the class. (O.C.G.A. 20-2-738 (a- h)). The superintendent shall fully support the authority of principals and teachers to remove a student from the classroom pursuant to O.C.G.A. 20-2-738.

Where a teacher has previously filed a report of a student's repeated or substantial interference with the classroom or where the behavior of a student poses an immediate threat to the safety of student's classmates or the teacher, the teacher shall have the authority to remove the student from the classroom pursuant to O.C.G.A. 20-2-738.

STUDENT SUPPORT PROCESS

Gainesville City Schools provides support for students to maintain appropriate codes of conduct by the use of a Positive Behavior Support System, which includes student participation in establishing a respectful and positive learning environment. Each school has components of Character Education that supports positive behavior. Further resources are offered by counseling, social work services, school psychologists, and partnerships with community agencies.

TEACHER QUALIFICATIONS

Within the provisions of the Elementary Secondary Education Act (ESEA) statute, parents/guardians may request information about the professional qualifications of their child's teacher(s). The following information may be requested; certification information, college major/graduate certification or degree held, teaching under an emergency or provisional status through which Georgia qualifications or certification criteria have been waived, and qualifications of paraprofessionals. Parents/guardians wishing to request this information must notify the principal of the school at which the student is enrolled or the Chief Professional Services Officer, Priscilla Collins at (770) 536-5275.

TITLE ONE PARENT ENGAGEMENT POLICY

The Gainesville City School System (GCSS) Title I Program promotes the belief that all children can learn and acknowledges that parents share the system's commitment for the educational success of all students. We recognize that a student's education is a responsibility shared by the system, school, family, and community.

The Title I District staff and the Title I Schools work jointly to provide opportunities for the regular involvement of parents. To ensure both maintenance and effectiveness of the Parent Engagement Program mandate, the system provides opportunities for parents to become involved in the child's education. For more information, see the entire policy on the district's website or at the school.

TOBACCO POLICY

Tobacco Free Environment

The Gainesville City School Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board acknowledges that adult employees and visitors serve as role models for students and that the Board's acceptance of any use of tobacco products implies school approval, if not endorsement, of such use. In addition, the Board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke, for the students, employees, and visitors to the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to the Georgia Smokefree Air Act of 2005, the federal Pro-Children's Act , and the Georgia Youth Access Law.

Tobacco Use Prohibited

Smoking shall be prohibited at any time in any school building or property owned or leased by the school district, or at any time in any school-owned vehicle, including any school bus. In addition, this prohibition includes the use of other tobacco products, ~~and~~ electronic cigarettes, and vapor products.

This prohibition shall include: unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance, being under the influence of any controlled drug, narcotic substance, or any mind-altering substance or intoxicant (illegal or legal), specifically including any product with cannabidiol (CBD), whether hemp or cannabis and regardless of the amount of THC in the product or the extent to which it is legal or illegal under state law.

No student, staff member or school visitor is permitted to use any tobacco product, at any time, including non-school hours 24 hours per day, seven days per week in the following locations:

- In any building, facility, or vehicle owned, leased, rented, or chartered by the Gainesville City Schools.
- On any school grounds and property - including athletic fields and parking lots - owned leased, rented or chartered by the Gainesville City Schools; or
- At any school-sponsored or school-related event on-campus or off-campus.
- In addition, no student is permitted to possess a tobacco product. The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Tobacco Products and Tobacco Use

Tobacco products are defined to include cigarettes, chewing tobacco, blunts, blunt wraps, pre-wrapped blunt cones & tubes, cigars, cigarillos, bidis, pipes, cigarette packages or smokeless tobacco containers, lighters, ash trays, key chains, t-shirts, coffee mugs, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products, or nicotine delivery devices, such as e-cigarettes, vaping apparatus, or any other electronic device that use oils or liquid content containing tobacco or tobacco products.

.

The term "electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

Enforcement for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the GCSS Board Policy JCDA Student Code of Conduct and school levels of offense. Students who violate the school district's tobacco use policy will be referred to the guidance counselor, school nurse, or other health or counseling services for all offenses for screening,

information, counseling, and referral. All student violators will have to complete a mandatory Tobacco education course. The Tobacco education course will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school and home. Parents/guardians will be notified of all violations and actions taken by the school. Schools may also use community service as part of the consequences. Out of school suspension will only be used after a student has two prior violations or refuse to complete the mandatory Tobacco education course.

1st Offense: Tobacco education course is mandatory to be completed in alternate academic setting; parent notification.

2nd Offense: Tobacco education course is optional; parent conference, and up to 3 days of in school suspension (ISS) with an incident contract.

3rd Offense: Three-day out of school (OSS)suspension; parent conference with monitoring and revision of incident contract.

For repeated violations beyond the 3rd Offense, up to 10 days out of school suspension pending tribunal.

School Grounds and Property

School grounds and property means and includes land, school facilities and school vehicles used for the provision of academic, extracurricular programs and administration by the district. School grounds include playgrounds and recreational places. School grounds include that portion of land, school facilities and other facilities owned by municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land, school facilities, or other facilities for the provision of extracurricular programs.

Signage

Signs declaring all school grounds and property as tobacco-free will be posted in all Gainesville City school buildings and vehicles. Signs will be posted at all vehicular entrances to school grounds and building entrances, and in all indoor and outdoor athletic facilities.

TOYS

Toys should be kept at home. Please check your child's book bag before he/she leaves your home.

TRANSFERS/WITHDRAWALS

Student Transfers: Elementary School

1. A student who is currently enrolled in Gainesville City Schools in grades K-4 may elect to transfer to another elementary school for the upcoming (next) school year during the ***Choice Enrollment*** period. Choice Enrollment takes place in **January** prior to the next school year. The transfer would be honored for the upcoming (next) school year based on availability of space at the requested school within the Cluster. Transportation must be provided by the parent to a school that is selected outside of the zoned Cluster.

2**.** A student who is currently enrolled in Gainesville City Schools in grades K-5 may request a transfer during the school year in the event of a residential move to a different Gainesville City Schools' attendance zone ONLY. Approved placement is subject to availability of space at the requested school. All transfer requests must be made through the Registration Center located at the district office.

3. A student who is currently enrolled in Gainesville City Schools in grades K-5 and has demonstrated appropriate behavior on the school bus will be offered transportation to the school of his or her choice within the zoned Cluster.

VISITATION

Your child's health and safety at school are very important to us; therefore, visitors will not be permitted in the building at this time- this includes NO lunch visitation. Parents must remain in the main lobby/office of the school. Parents are encouraged to arrange a time for a conference after school or during the teacher's planning period. No outside food deliveries for students are permitted.

VISITORS

All visitors to a school or school campus must report immediately to the main office of the school. Visitors may not go beyond the office without permission. Students are not allowed to bring nor have other children as visitors at school.

VISITORS PARKING

Visitors must park in the side parking lot (third driveway on right) from 6:45 AM – 8:00 AM and 2:00 PM -2:45 PM. **Visitors must enter and exit through the front doors of the school ONLY.**

WITHDRAWAL FROM SCHOOL

In the event that a student needs to be withdrawn from school, parents must file a withdrawal form with the main office. Once the form is submitted, there is a **24 hour wait** for student records. Withdrawals are completed after the school day ends and will be processed for the next business day. **Students must turn in all books and clear up any accounts (lost library books) before withdrawal can be completed.**