Henry County Schools 2018-2019 Calendar

1st Day of School
July 30

Labor Day
Sept. 3

Fall Break
Sept. 17-21

Thanksgiving Break
Nov 19-23

Semester Break
Dec. 24 - Jan. 4

Entire District Closed
Students & Teachers Out
Students Out
First Day of Semester

Have a great school year!

Henry County Schools | 33 N. Zack Hinton Pkwy. | McDonough, GA 30253 | 770.957.6601 | www.henry.k12.ga.us
The Henry County Board of Education has authorized the publication of this handbook in accordance with School Board policies and procedures and Georgia laws. It contains important information for parents, students, school personnel, visitors, and citizens.
Welcome to Henry County Schools and the 2018-2019 school year. We are grateful to have you as a part of our team of committed families and students working alongside the most dedicated education professionals.

As the ninth largest district in the state of Georgia, Henry County Schools serves 42,000 students and their families, and we are still growing! While we are a large school district, we pride ourselves on a student-centered focus and building strong relationships with our families to ensure the greatest outcomes for our learners.

I am excited to join and lead this outstanding school district. In every conversation I have had with stakeholders across Henry County, it is evident there is an unmatched passion for high-quality schools and an expectation of exceptional outcomes for all students.

As we begin the school year, I have articulated three priorities to focus our work together. The first priority is to unify Henry County around excellence in public education. The second priority is to strengthen our core business of student learning. Lastly, our third priority is to ensure a high-performing environment for all students. There is no better time than right now to come together on behalf of today’s youth and prepare a better future for them.

I wish you a tremendously successful 2018-2019 school year! On behalf of the Henry County Board of Education and the school district, we appreciate you and look forward to a great year of learning and growing together.

Sincerely,

Mary Elizabeth Davis
Superintendent, HCS

Henry County Schools, we’re better together.
WELCOME TO HENRY COUNTY SCHOOLS

The Elementary Student & Parent Handbook, officially approved by the Henry County Board of Education on June 11, 2018, contains important information about policies, procedures, and programs of Henry County Schools. Students and parents should read this handbook at the start of the school year, and keep the handbook for future reference. The policies stated in this handbook will be in effect from July 30, 2018, until the start of the 2019-20 school year.

The policies of the Board of Education and the services of the school system are designed to protect the well-being of students and the rights of students to a quality education in Henry County Schools. To view a complete listing of all Board of Education policies, please visit the Henry County Schools website at www.henry.k12.ga.us (click Board of Education/Policies).

The Henry County School System will abide by any policy, regulation, or legislative requirements that might arise during the school year. Please check the school system website for any updates to this handbook or other policies.

Notice of Language Assistance: If you need a handbook, or other meaningful documents related to your child's education, in another language other than English, including but not limited to registration, enrollment, and disciplinary proceedings, please request one from the school office. If you have difficulty understanding English, you may, free of charge, request language assistance services from your student's school or from the Family Services Department at the district office by calling 770-957-6601.

Haitian Creole
Anons pou sila ki pa fin maton nan lang Anglè a : Si w bezwen yon manyèl eklèsisman sou, machasuiv pou enskripsyon, anrejistreman oswa règleman disiplin yo elatryiye oswa yon lòt ti liv enpòtan ki gen rapò ak edikasyon timoun ou an, nan nenpòt lòt lang ki pa anglè, tanpri pa ezite mande dokiman sa a nan direksyon lekòl la. Si w gen problèm pou w konprann anglè a, san w pa peye anyen, gratis, ou kapab mande konkou nan sèvis lengwistik lekòl timoun ou an pou yo ede w oswa rele biwo santral distrik la nan nimewo 770-957-6601 pou w pale ak Depatman Sèvis pou Fanmi an

Hindi
भाषा सहायता की सूचना: यदि अपने बच्चे की शिक्षा से संबंधित हेडबुक या अन्य अर्थपूर्ण दस्तावेजों की आप अंग्रेजी से अलावा किसी दूसरी भाषा में चाहते हैं जिसमें पंजीकरण, प्रवेश और अनुशासनिक प्रक्रियाएं शामिल हैं तो बॉय कॉल करके अनुरोध करें। यदि आपको अंग्रेजी समझने में समस्या हो तो आप छात्र के स्कूल या 770-957-6601 पर कार्यालय में कॉल करके प्रशासनिक सेवाएं विभाग से निश्चल भाषा सहायता सेवाओं के लिए अनुरोध कर सकते हैं।

Simplified Chinese
语言援助说明：如果您需要一份非英语版的其它语言版本的手册，或其它任何与孩子教育相关的文件，包括但不限于登记、注册以及纪律程序文件，请向学校办公室申请。如果您无法使用英语阅读或交流，您可以向您就读的学校提出要求或通过拨打770-957-6601联系学区家庭服务中心，申请免费语言援助服务。

Spanish
Aviso a personas con dominio limitado del idioma inglés: Si usted necesita un manual u otros documentos importantes relacionados con la educación de su hijo, en cualquier otro idioma aparte del inglés, incluyendo pero no limitados a los procesos de matrícula, de inscripción, y de disciplina, por favor solicite uno en la escuela. Si tiene dificultad para entender el inglés, puede solicitar servicios de asistencia en su idioma, gratuitamente, a través de la escuela del estudiante o llamando al Departamento de Servicios Para Familias en la oficina del distrito al 770-957-6601.

Vietnamese
Thông báo về Hỗ Trợ Ngôn Ngữ: Nếu quý vị cần sổ tay, hoặc các tài liệu quan trọng khác liên quan đến sự giáo dục của con em, bằng ngân ngữ khác tiếng Anh, bao gồm những không giới hạn đến sự đăng ký, ghi danh, và xử lý kỷ luật, xin quý vị vui lòng liên lạc với nhà trường để được yêu cầu các tài liệu này. Nếu quý vị không thông thạo tiếng Anh, quý vị có thể yêu cầu dịch vụ hỗ trợ ngôn ngữ miễn phí từ nhà trường của con em hoặc Sở Dịch vụ Giáo dục tại văn phòng học khu bằng cách gọi điện thoại 770-957-6601.
STUDENT & PARENT HANDBOOK

Student handbooks are reviewed annually between February and May for the purpose of adding, deleting, and revising content. Parents, students, and employees are encouraged to submit comments and suggestions regarding student handbooks to the Office of the Superintendent.

The Henry County Board of Education holds regularly scheduled public meetings each month. Please check the school system website for the time and location of these meetings.

It is the policy of the Henry County Board of Education to maintain a learning environment that is free from all forms of discrimination and harassment on the basis of race, color, national origin, sex, and disability.

ACCREDITATION

All schools in the Henry County School System are accredited by the Georgia Accrediting Commission and by AdvancED/Southern Association of Colleges and Schools

NOTICE OF EQUAL OPPORTUNITY

The Henry County Board of Education maintains a policy of equal educational, athletic, and employment opportunity. The Henry County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, veteran status, genetic information, or age in its programs and activities and provides equal access to the Scouts BSA and other designated youth groups. If students and/or parents have concerns, then they should bring such concerns, in writing, to the attention of the principal. If employees have concerns, then they should bring such concerns, in writing, to the attention of their immediate supervisor. The following persons have been designated to handle inquiries and concerns regarding the District’s non-discrimination policies:

Mr. Tony Pickett  
Title VI and Title IX Coordinator  
Henry County Schools  
33 N. Zack Hinton Parkway  
McDonough, GA 30253  
770-957-6601

Ms. Valerie Suessmith  
Title II (Employees)  
Henry County Schools  
33 N. Zack Hinton Parkway  
McDonough, GA 30253  
770-957-6601

Dr. April Madden  
IDEA/Section 504/Title II (Students)  
Henry County Schools  
33 N. Zack Hinton Parkway  
McDonough, GA 30253  
770-957-6601

Mr. Aaryn Schmuhl  
Sports Equity Coordinator  
Henry County Schools  
33 N. Zack Hinton Parkway  
McDonough, Georgia 30253  
770-957-7189

The Henry County Board of Education prohibits retaliation against individuals who file complaints or those who assist in the investigations of complaints alleging discrimination on the basis of race, color, national origin, sex, disability, religion, veteran status, genetic information, or age. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Appropriate disciplinary actions shall be imposed for verified acts of retaliation, including, but not limited to a report to the Professional Standards Commission for certified staff members.

All employees are required to comply with our Equal Employment Opportunity Policy. Administrators and supervisors are expected to cooperate fully in meeting our equal opportunity objectives and their compliance with this policy will be monitored closely. For additional information, see local board policies GAAA, GAE, GAE (1), JAA, JAA-E (1), JCAC, and JCE.

SCHOOL SAFETY HOTLINE

1-877-SAY-STOP (1-877-729-7867)  
COMPLETELY CONFIDENTIAL - AVAILABLE 24 HOURS A DAY  
SPONSORED BY THE GEORGIA DEPARTMENT OF EDUCATION  
& THE GEORGIA BUREAU OF INVESTIGATION
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REGISTRATION INFORMATION

Age Requirements
The criteria below shall be applied to determine if a child is of eligible entrance age for enrollment in a Henry County public school. Children eligible to enroll in kindergarten must be:

1. Five years of age by September 1 of the school year in which the student is to be enrolled, or
2. Five years of age by December 31 of the school year in which the student is to be enrolled if the student has been:
   a. A legal resident in one or more states or countries for a period of two years immediately prior to moving to this state, and
   b. Legally enrolled in a public kindergarten or a kindergarten accredited by a state or regional agency, or the equivalent thereof, and
   c. The child is otherwise eligible for enrollment as prescribed in O.C.G.A. 20-2-150.

Valid evidence must be provided for items 2a and 2b.

Attendance Zones
Students must attend the school in their assigned attendance zone where their custodial parents/legal guardians ("parents") reside. Students may not attend schools outside of their assigned attendance zone, except with prior written permission of the Henry County Board of Education. If during the current academic year, parents move to a new residence within Henry County and the new residence is in a different attendance zone, parents must transfer their student to the appropriate school within their new attendance zone within 30 days of moving.

Parents may apply with the Board of Education within 30 days of moving to remain at their current school for the remainder of the school year. As a representative of the Henry County Board of Education, the Family Services department has the authority to approve or deny the request. If Family Services approves the parent’s request, it will be in writing and the parents are responsible for transporting their child to and from school. At the beginning of the next school year, parents are required to enroll their child in the school they are zoned to attend. For additional information, please contact the Family Services Department. Applications to cross attendance lines are located at each individual school. When making application to cross attendance lines, parents are required to prove residency. The District reserves the right to deny a parent’s request to cross attendance lines if the parent’s student has excessive unexcused tardies, checkouts, absences, or discipline referrals.

Through school choice, parents may elect to enroll their child in a school outside their attendance zone if such school has classroom space available after its assigned students have been enrolled. The window of time to apply for school choice is January 14 to March 1, 2019 (the spring preceding the school year for which the parent/guardian is seeking transfer). The application and other pertinent information are posted on the school district website on the first business day of February.

If parents elect to enroll their child in a school outside their attendance zone, the parent is responsible for transporting their child to and from school. A student who is allowed to transfer to another school under the school choice provision may continue to attend such school until the student completes all grades of that specific school as long as they remain a resident of Henry County. School choice approvals and continued enrollment with School Choice could be affected by excessive unexcused tardies, check-outs, absences, and/or disciplinary violations.

A non-resident student who is not approved by the Family Services Department shall be withdrawn from the Henry County School District with notice to the parent/legal guardian and referred to the student’s county of residence. Georgia law authorizes the School District to seek reimbursement from the parent/guardian for the costs of educating a non-resident student and for attorney’s fees if legal action is necessary.

Custody
Parents shall provide to the school a certified copy of any and all court order(s) regarding the custody of the child. Student enrollment forms, as well as other official documents of the school, must be signed by the natural parent or legal guardian with whom the child resides. Educational decisions concerning the child are reserved for the enrolling parent, although both parents can be involved in the enrollment process. If there is a disagreement between the parents, the educational decision of the enrolling parent shall supersede the educational decision of the non-enrolling parent. If there is a disagreement and both parents have enrolled the child, then the parent with primary physical custody shall have the educational decision making authority, unless the parties have a court order that directs otherwise.
Under O.C.G.A. § 20-2-780, it is a crime for any person to make or attempt to make a change of custody of a minor child by removing the child from school without permission of the person who enrolled the child in school, even if the person attempting to remove the child has a court order granting that person custody. Court orders that specifically authorize or direct the release of custody by the school will be followed. The school will not interject itself in custody or visitation disputes between parents. Henry County School District encourages all parents to discuss educational decisions with each other prior to notifying the district of educational changes regarding their student.

The school will give to non-custodial parents, upon request, all information required under the Family Educational Rights and Privacy Act (FERPA) and the laws of Georgia unless there is a valid court order directing the school not to divulge such information. If such an order exists, a certified copy must be presented to the principal.

Guardianship
If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment. Any person who has assumed responsibility for the care and custody of a child shall be expected to begin the process of seeking legal guardianship before enrollment of the child, and an approximate completion date must be given. The school will contact and meet only with the legal guardian of the student unless written consent from the enrolling guardian is given. If not provided at the time of enrollment, a certified copy of the final Court Decree for guardianship is required within 30 days of enrollment.

Any Legal Guardianship fraudulently formed solely for the purpose of establishing residency for school district attendance shall not be recognized by the Henry County Board of Education. For information regarding petitions for temporary guardianship, please contact the Probate Court of Henry County at 770-288-7600.

Kinship Caregiver Affidavits
Henry County Schools honors Kinship Caregiver Affidavits and Power of Attorneys for the Care of Minor Children under qualifying conditions. Those desiring to utilize either the Kinship Caregiver Affidavit or Power of Attorney for the care of the minor children must contact the district’s Family Services Department at 770-957-6601 to staff the request.

References throughout this Handbook to a parent/guardian shall include kinship caregivers and persons with Power of Attorney for the Care of a Minor Child.

Proof of Residence
To enroll in Henry County Schools, a student must reside in Henry County with a natural parent or legal guardian, kinship caregiver, or the student must be under the care of a state agency with placement in Henry County. Proof of residence is required when a student initially enrolls in a school, whenever a change of residence occurs, or anytime proof of residency is requested by a school official.

The principal or his/her designee will accept the following records as proof of residency:

1. A valid and current residential lease or rental agreement for property located in Henry County, Georgia, together with a current electric or gas bill or a letter from the utility provider verifying the existence of a current electric or gas account. The electric or gas bill or letter of services must be dated within the last sixty (60) days. The lease or rental agreement must identify the parent of the student as the tenant and is fiscally responsible for the payment of the lease. Parents listed as mere occupants of a stated residence are not considered tenants of the property for the purposes of enrollment. All records must include the name and street address of the parent and service addresses must be plainly visible on the electric or gas bill or letter of service provided as proof; OR

2. A current residential property tax statement or settlement statement or closing disclosure, and a current electric or gas bill or letter of service from said company. The electric or gas bill or letter of service must be dated within the last sixty (60) days. Parents not listed in ownership documents who are willing to provide evidence of their legal relationship to the property owner may submit legal documents for consideration as an authorized representative of the titleholder. All records must include the name and street address of the parent and service addresses must be plainly visible on the electric or gas bill or letter of service provided as proof; OR

3. A Henry County Schools Affidavit of Residency. A parent who resides full time in Henry County but is unable to provide the consistent records listed above may complete a Henry County Schools Affidavit of Residency. The affidavit shall be completed in the presence of school system personnel and signed by the parent in the presence of a notary public. In addition, the legal owner or authorized tenant of the property where the student and parent reside may complete and sign the affidavit with school system personnel and provide the documentation required as proof of residence as noted above in sections (a) and (b). The legal owner or authorized tenant of the property
may also complete the affidavit and acquire notarization at another location, but it is the parent's responsibility to deliver the original paperwork and the required proof of residence as noted above in sections (a) and (b) to school system personnel along with their documentation. The affidavit will be in effect until the parent provides proof of residence as required by this policy, but no longer than the end of the current school year.

All such documents must be in the name of the student's parent and must consistently identify that individual with the property address of the residence.

**Proof of residence is subject to investigation. Students enrolled under false information are illegally enrolled and will be withdrawn from school immediately. Parents/guardians may be charged tuition for the period of time their child is illegally enrolled. Knowingly and willfully providing false information regarding proof of residence violates state law and may subject one to fines and/or imprisonment.**

For additional information, please contact the Family Services Department.

**Emergency Contact Information**

It is critical for the school to be able to contact parents at any time students are at school. The school must have the parents' current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration, and whenever a change occurs regarding the parents’ address, telephone, or emergency contact information.

### Physical Examination and Immunization

Upon initial enrollment in a Georgia public school, parents must provide a certificate that their child has completed a nutritional exam and an eye, ear, and dental examination (Georgia Form 3300).

All new students enrolling into Henry County Schools (K - 12), must provide GA Form 3231 which is up to date with current immunizations required for the State of Georgia. Additionally, effective July 1, 2014, Georgia Law requires children born on or after January 1, 2002 and entering or transferring into 7th grade and new entrants into a Georgia school grades 8th through 12th must have received one dose of TDAP (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine unless the child has an exemption. Georgia law requires immunizations be listed on the Georgia Certificate of Immunization. Parents can obtain a Georgia Certificate of Immunization (Georgia Form 3231) from their physician or from the Henry County Health Department.

Parents may request, in writing, a temporary waiver of Georgia’s immunization requirements for a justified reason, including but not limited to, medical reasons and/or religious reasons. Parents requesting a temporary waiver based on medical reasons must provide the school district with a Georgia Certificate of Immunization (Georgia Form 3231) from the local board of health or treating physician certifying that immunization is undesirable. The medical exemption must be renewed yearly.

Parents requesting a temporary waiver due to religious reasons must provide the school district with a sworn Affidavit of Religious Conflict with Immunization Requirements form (Georgia DPH Form 2208). These Affidavits are available at each individual school.

**Grade Placement**

If acceptable documentation for determining grade placement is not presented at the time students are enrolled, students will be temporarily assigned to a grade until determination as to final grade placement can be made. For more information, refer to Henry County Board of Education Policy JBCD, Transfers and Withdrawals.

**Social Security Number**

At the time of enrollment in Henry County Schools, parents are asked to provide voluntarily, a copy of the child’s Social Security Card. However, no student shall be denied enrollment in Henry County School District for declining to provide a Social Security Number or declining to apply for such a number. A parent/guardian may submit a Statement of Objection (Waiver) in lieu of a copy of the student’s Social Security card. Failure to provide the Social Security Card or Statement of Objection (Waiver) will not bar or delay a child’s enrollment in school; however, parents are strongly encouraged to read the uses of the Social Security number within the school system and make an informed decision as to whether or not to provide a Social Security Card. A list of the uses of the Social Security number and Statement of Objection (Waiver) can be obtained at the school. Please see local board policy JBC (3) for additional information.

**Transfer Students**

Prior to admission, the school must receive a certified copy of the student’s academic transcript and disciplinary record from
the school previously attended. A student may be admitted provisionally if the name and address of the school last attended and authorization to release all academic and disciplinary records to the school administration is provided.

Any student who is currently serving and/or sentenced to a suspension or expulsion in another school system must complete and/or wait until they clear that suspension/expulsion period before any consideration will be given to their enrollment in Henry County Schools. Please see the Code of Conduct for more information regarding students attempting enrollment with a felony charge(s), conviction, or adjudication.

Transcripts from non-accredited schools will be considered on an individual basis. Additional information and testing may be required in order to make a determination of how much credit may be accepted from the student’s previous school. School credits or work completed under an individual tutor may not be accepted for credit.

The parent must disclose at the time the transfer is sought whether the student currently receives special education services, Section 504 services, or Gifted services; whether the student is currently serving a suspension or expulsion from school; whether the student withdrew from the last district attended in lieu of being ordered to serve a period of suspension, expulsion, or assignment to an alternative education program; and, whether the student has ever been adjudicated guilty of a felony. Any student who is under suspension or expulsion in another school system must clear that suspension/expulsion before any consideration will be given to their enrollment in Henry County Schools. Please see the Code of Conduct for more information regarding students attempting enrollment with a felony charge(s), conviction, or adjudication.

Withdrawal from School
At the time of withdrawal, students must return all textbooks, library books, student learning devices (e.g. Chromebooks, iPads, laptops), and other school-owned items. Any items not returned, and any other school-related expenses for which the student is responsible (such as lunch charges), must be paid for at the time of withdrawal. The school may withhold grade reports, diplomas, and/or certificates of progress until restitution is made for lost or damaged textbooks, student learning devices (e.g. Chromebooks, iPads, laptops), and/or media materials. In situations where a custodial parent enrolls a child in school, that same parent must be the person who withdraws the child from school. However, the custodial parent who enrolled the child in school may give notarized written permission to the school to allow a non-custodial parent to complete withdrawal procedures.

ATTENDANCE INFORMATION

School Attendance
Attending school regularly is very important if students want to succeed in school. Georgia law requires that all children between the ages of six (6) and sixteen (16) attend school unless they have a lawful reason to be absent. In addition, students under the age of six (6) who have been on roll for twenty (20) or more days fall under the provision of the Georgia Mandatory Attendance Law O.C.G.A. § 20-2-150(c). State policy defines the school year as 180 attendance days.

Students who have more than five (5) days of unexcused absences during the school year will be considered truant. The legal penalties for truancy include referral of students to Juvenile Court and referral of parents to State Court. Any Georgia resident who has control or charge of a child who is convicted of violating mandatory school attendance requirements will be subject to a fine of not less than $25.00 and not more than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence.

Arrival and Dismissal Times
Schools may adjust beginning and ending times to accommodate bus transportation service. The general beginning time is 7:45 a.m. Students are to remain for the full school day. Students should not arrive at school prior to 7:15 a.m. The school day ends at 2:25 p.m.

The Henry County Board of Education is not responsible for the supervision and safety of students prior to the beginning of the school day or after the end of the school day. The Henry County Board of Education does not expect its staff to exercise charge over students who are left at the school campus before the beginning of the school day or who are not picked up after school in a timely manner.

Absences – Tardies - Early Check Outs
Students are expected to attend all scheduled classes on time and each day. On the FIRST DAY students return to school from an absence, parents should provide the school with a written note explaining the reason for the absence. The note should include the date(s) of the absence, the reason(s) for the absence, and the signature of the parent or of the doctor who
treated the student. If students are frequently absent and tardy, the principal may ask the parent to provide more information, such as medical documentation, about the absences, tardies, and early checkouts.

Parents must sign in students who arrive at school after 7:45 a.m. Students arriving after 7:45 a.m. are considered tardy. For early checkouts, parents should send a note to their child’s teacher stating the reason and the time the child will be checked out. Parents must go to the school office to sign out their child. Parents are encouraged to make every effort to schedule doctor and dental appointments outside of school hours. Parents should not check out students for the purpose of avoiding car rider traffic. Disciplinary action may be taken against students not in attendance for the full school day for reasons that cannot be excused.

Additionally, parents may be required to attend a Truancy Intervention Meeting if their child accumulates ten (10) unexcused absences or twenty (20) unexcused tardies/checkouts. Please see the section entitled “Truancy Intervention Meeting” in this handbook for more information.

- **Tardies** means failures by students to be in the assigned classroom or instructional space at the assigned time without a valid excuse, or arriving at school after the morning tardy bell (check appropriate school's bell schedule).
- **Absence** means the non-attendance by a student in an approved regularly scheduled class or activity, regardless of the reason for such non-attendance. An exception is when a student participates in an approved activity (such as, but not limited to: field trip, academic competition or approved athletic event), he/she may be excused from school, counted present, and shall be responsible for any work missed during the time he/she is away from school.

**Excused Absences**
Absences, tardies, and early checkouts will be excused for the following reasons:

1. Student illness that would endanger the student’s health or the health of others.
2. Serious illness or death in the student’s immediate family, which would reasonably necessitate absence from school in the determination of the principal or his/her designee.
3. A scheduled medical, dental or eye examination.
4. Special and recognized religious holidays observed by the student’s faith.
5. An order of a governmental agency, such as a court order or a pre-induction physical exam for military service.
6. An inability to attend school due to weather or other conditions making school attendance impossible or unreasonably hazardous.
7. Attendance upon a trip or event having significant educational value, provided the principal is notified of the absence in advance and he/she determines the trip or event has significant educational value.
8. Unusual or urgent circumstances requiring the student’s parents to be outside of Henry County overnight, and where the parents determine that it would be in the student’s best interest to accompany them. If prior notice cannot be given, a written explanation is to be provided no later than the first day the student returns to school after the absence.
9. **Take Your Child to Work Day.** Students who participate in this event will be excused, but will be counted absent.
10. To visit with a parent serving in the armed forces of the United States or the National Guard. If such parent has been called to duty or is on leave from overseas deployment to a combat zone or combat support posting, a student shall be granted excused absences, up to five (5) school days per school year, for the purpose of visiting with his/her parent.

*A student who serves as a Page of the General Assembly during the school year shall be counted present at school in the same manner as an educational field trip.*

*Jessie’s Law:* (O.C.G.A. § 20-2-692.2) states a foster care student (served by DFCS) who attends court proceedings relating to the students foster care shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

**Unexcused Absences**
Unexcused absences will be subject to attendance investigation and can result in penalty as imposed by Georgia’s compulsory attendance law.
**Truancy Intervention Meeting**  
As required by law, the Henry County Schools Student Attendance Protocol provides a progressive discipline, parental notification, and parental involvement process for truant students before referring the students and/or parents to juvenile or other courts having jurisdiction. Excessive unexcused tardies/early checkouts may also be addressed through the same process.

Guidelines for the Student Attendance Protocol include, but are not limited to, contact by mail or phone to parents at five (5) and eight (8) unexcused absences. Students who arrive to school late and check out (unexcused) may receive written notification from the school as to the possible consequences of their actions. At ten (10) unexcused absences or twenty (20) unexcused tardies/early checkouts, parents may be required to attend a Truancy Intervention Meeting (TIM) at the Henry County Schools Administrative Offices.

Although the above guidelines are generally progressive in nature, Henry County Schools reserves the right to refer students and their parents to TIM or court prosecution at any time, especially when a student and/or parent’s conduct is egregious and/or disruptive to the learning environment.

**Participation in Extracurricular Activities**  
If a student is marked with an unexcused absence for the school day, the student will not be allowed to participate or attend extracurricular activities scheduled for the same day that the student is absent.

**Making Up Missed Assignments or Tests**  
It is the responsibility of the student and parent, not the teacher, to make arrangements for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee. The days allowed to make-up work will not exceed the number of days absent except under extenuating circumstances approved by the principal or his/her designee. Absences due to suspension from school are considered unexcused. Students assigned out of school suspension (OSS) will be allowed to make-up work upon return to school. The number of days to complete make-up work is commensurate to the number of days of OSS (i.e. 3 days of Out of School Suspension = 3 days to make up work missed).

Students assigned to in-school suspension (ISS) who choose to serve their suspension at home will not be allowed to make up school work missed. In situations where students are suspended from school during the period of semester exams, principals will arrange to allow students to complete their exams.

**LEARNING, TEACHING AND ASSESSMENT**

**Curriculum**  
Elementary school students are required to study the subjects listed below during the school year:

1. Reading  
2. Language Arts  
3. Mathematics  
4. Science/Health  
5. Social Studies  
6. Written Expression  
7. Art  
8. Music  
9. Physical Education  
10. Technology

**Instructional Materials**  
Textbooks, student learning devices (e.g. Chromebooks, iPads, and laptops) and other instructional materials are the property of the school and are loaned to students to use during the school year. Students are expected to handle these materials carefully and to keep them in good condition. Textbooks are considered a classroom resource, and therefore students may not be assigned a textbook. When textbooks are assigned, students should be sure their name is in each of their textbooks. Replacement textbooks will not be provided until the school receives payment for any textbooks lost or damaged by students. When student learning devices are assigned, students should keep the asset tag and barcode identification card affixed to the device and the device should remain in the always-on case. Replacement devices will not be provided until the school receives payment for any device lost or damaged by students.
**Media Center**
Students may check out books from the media center to take home, and may also use media and other items in the media center. The media center is open all day during each school day. Students are responsible for items they borrow from the media center and will be required to pay for any items they lose or damage.

**Homework**
The Henry County School District believes in the philosophy of assigning students homework in grades K-5 based on the following best practice. Homework should:

- **Provide time for students to practice what they have learned in class.**
- **Prepare for new information or elaborate on information that has been introduced.**

It is apparent that practice is necessary for learning and mastering knowledge of any type. To this end, although there may be some exceptions, the school district provides guidelines on approximate times your child may spend on homework based on their grade level.

- **Kindergarten** - Assignments should be those that require little parental assistance.
- **First Grade** - Approximately 0-20 minutes (collectively)
- **Second Grade** - Approximately 0-30 minutes (collectively)
- **Third Grade** - Approximately 0-40 minutes (collectively)
- **Fourth Grade** - Approximately 0-50 minutes (collectively)
- **Fifth Grade** - Approximately 0-60 minutes (collectively)

Specifically, the following suggests ways that parents should support their child in successfully completing homework tasks.

- Help set up a consistent, organized place for homework to be done.
- Help your child establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week’s activities.
- Encourage, motivate and prompt your child to complete the work independently. The purpose of the homework is for your child to practice and use what he/she has learned. If your child is consistently not able to do the homework by himself/herself, please contact the teacher.
- If your child is practicing a skill, ask him/her to tell you which steps are easy for him/her, which are difficult, or how he/she is going to improve. If your child is doing a project, ask him/her what knowledge he/she is applying in the project. If your child is consistently unable to talk about the knowledge he/she is practicing or using, please call the teacher.
- Homework that is designed to practice specific skills or concepts should be checked for accuracy (i.e. Addition facts: $6 + 5 = 11; 2 + 4 = 6$). Practicing a skill incorrectly may foster habitual errors or misconceptions. “Practice does not make perfect, it makes permanent.”

Finally, teachers should not grade homework by determining the percent correct. Homework and practice should be used as instructional tools to help foster mastery of the outlined skills and concepts, and provide opportunities for students to refine and extend their knowledge of content taught throughout the school year.

**Assessment and Reporting System**
The goal of Henry County Schools is to ensure that every child reaches mastery in all areas. During each reporting period, there will be numerous opportunities for students to demonstrate mastery of the standards. Student achievement will be evaluated based on accuracy of classroom and homework assignments, summative assessments, and special projects. Students will have their progress monitored towards mastery. Students and parents will receive feedback via the report card every grading period. Progress Reports are made available every 4 1/2 weeks. Specific grade reporting dates are identified on the Henry County Schools Yearly Calendar. The report card format will vary by grade level. Parents are strongly encouraged to access the parent portal to have access to student progress electronically.

- **Kindergarten:**
  Students will have their progress monitored towards mastery of the standards using the Georgia Kindergarten Inventory of Developing Skills (GKIDs).
- **First Grade, Second Grade, Third Grade, & Fourth Grade:**
  Students will have their progress monitored towards mastery of the standards using Standards Based Report Cards (SBRCs). The levels of progress a student may demonstrate during the course of the school year are defined as follows:
  
  0 = Critical Need; students are not making progress towards meeting the standard.
  1 = Emerging; students require additional support and interventions to achieve the standards.
  2 = Progressing; students are making progress towards but have not met the standard.
  3 = Meets; students have met the expected goals for the grading period.
  4 = Exceeds; students are beyond the expected level at that point in time relative to the standard.
  
  Due to nature of some standards, it may not be possible to exceed.

- **Fifth Grade:**
  Students receive numeric grades in all academic subjects (reading, language arts, mathematics, science/health, and social studies). These classes run for the course of the year and a final numerical grade is assigned upon the completion of the course.

  Letter grades and numeric grades are defined as follows:
  
  90–100 = A     80–89 = B    74–79 = C    70–73 = D    Below 70 = F

  Grades in art, music, and physical education are reported as:
  
  0 - Critical Need  1 – Emerging   2 – Progressing  3 – Meets   4 – Exceeds

  If schoolwork has been changed or modified from regular class assignments, an asterisk (*) will appear by the grade.

  Fifth grade classes are yearlong in length. Special classes like art, music, and PE may be shorter in duration but run through the entire school year. Classes are considered complete at the end of the school year once students have demonstrated proficiency on the grade level standards.

**Standardized Testing**

Standardized tests are administered to students as required by law. Students in grades 3 through 5 take the state approved standardized assessment in the spring of each school year. Students in Kindergarten are administered GKIDS (Georgia Kindergarten Inventory of Developmental Skills). The results of each test are used to identify students’ strengths and weaknesses in academic areas, and to evaluate the effectiveness of educational programs. Parents will be notified when test scores are returned to the school. Questions about test scores should be directed to the principal. The Testing and Assessment Calendar can be accessed at the Henry County Schools website: [www.henry.k12.ga.us](http://www.henry.k12.ga.us).

**Promotion, Placement and Retention**

Henry County Schools uses a Student Academic Summary Report (SASR) to determine student placement in grades Kindergarten, First, Second, Third, Fourth, and Fifth. Each grade level SASR outlines specific data points and criteria the school uses for promotion, placement and retention. Multiple sources of data are used to evaluate student readiness for the next grade level. Placement decisions are made on an individual basis.

Prior to a student’s retention, parents/guardians will be notified and given the opportunity to discuss the matter with appropriate school staff. If a student is retained, written documentation of evidence supporting the decision will be on file in the student’s permanent record.

If the decision to retain the student is appealed, the principal will establish a placement committee composed of the principal (or the principal’s designee), the student’s parent/guardian, and the student’s teacher(s). The placement committee will review the student’s overall academic record. The placement committee must unanimously decide that, if promoted and provided accelerated, differentiated, or additional instruction, the student will be likely to perform at grade-level expectations. If the decision to retain a 3rd or 5th grade student receiving special education services is appealed, the student’s IEP Committee will convene to consider the matter.

A decision to promote the student must be unanimously made by the IEP Committee, and the IEP Committee must determine that, if promoted and provided accelerated, differentiated, or additional instruction, the student will be likely to
perform at grade-level expectations. Once the placement committee or IEP Committee reports its decision, that decision will be final.

**PROGRAMS & SERVICES**

**After-School Enrichment Program**
The After-School Enrichment Program (ASEP) is offered to all elementary school students in grades K-5 where a sufficient number of students register to participate. Parents are required to pay a weekly fee for their child’s participation in the program. Registration for the program is completed at the school during the hours of the After-School program. The program begins immediately following school and is available until 6:00 p.m. The program is designed for students who are able to participate independently in age-appropriate activities within a 1:17 instructor/student ratio. Activities include social, physical, and intellectual activities and interaction with other children.

**Child Find**
The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay in order to provide a free and appropriate public education. Henry County Schools serves children ages 3 through 21 with identified Special Education needs. Parents of students, who suspect their child may have a disability, should contact the teacher, principal or the chairperson of the school’s Student Support Team.

**Clinic Aides**
Clinic Aides serve as care providers for students. They provide basic first aid and limited health services in line with Henry County Schools’ policies and procedures. Clinic Aides collaborate with parents/guardians, School Administrators, Cluster Nurses, and school staff to address students’ health needs at school. For additional information, contact the school principal or the Family Services Department.

**Cluster Nurses**
Cluster Nurses cover multiple schools in their area to assist with managing student health and medical concerns. Cluster Nurses work in collaboration with school administrators, clinic aides, school staff, parents/guardians, healthcare providers, other cluster nurses and in coordination with the Lead Nurse. For additional information, contact the Family Services Department.

**Early Intervention Program**
The Early Intervention Program serves students in Kindergarten through fifth (5th) grade who are performing below grade level in reading and/or math. This program is designed to help identified students obtain the academic skills necessary to reach grade level expectations in the shortest possible time. For more information, contact the principal or the district Learning & Performance Services Department.

**Gifted Education Program**
The gifted education program is offered in all schools for students who qualify for the program according to regulations established by the Georgia Department of Education. Students may be referred for eligibility testing by teachers, counselors, administrators, parents, or by the students themselves. For more information about the specific model used at each school, parents should contact the school’s gifted support teacher, the principal, or the Learning and Performance Services Department.

Schools have flexibility in the implementation of delivery models with approval by the district. Schools may use one of the following models or a combination thereof.

- **Resource:** This model allows for students to be pulled out of regular instruction to receive enrichment and exploration. The curriculum has an academic content foundation, but focuses on interdisciplinary enrichment activities rather than any one content area.

- **Advanced Content:** This model groups students on the basis of achievement and interests and engages them in content that is above and beyond the established curriculum using teaching strategies appropriate for advanced learning (including pacing, process skills, and assessments).

- **Cluster Grouping and Collaborative Teaching:** Identified gifted students are placed as a group in an otherwise heterogeneous classroom. The teacher plans differentiated lessons using instructional approaches that are appropriate for advanced learning (including content, pacing, process skills, and assessments).
Grouping, the classroom teacher is certified to teach identified gifted students. With Collaborative Teaching, the classroom teacher works with a gifted certified teacher to plan instruction.

- **Innovative Model**: The individual school develops a method of serving gifted students that is in accordance with the needs of the gifted learners, the philosophy of the district, and the goals of the school.

**Hospital/Homebound Services**

Henry County Schools will provide hospital/homebound services to students when the requirements of the law, including but not limited to State Board of Education Rule 160-4-2-.31, have been met and after approval has been granted by the school official designated by the Superintendent. Any student or parent desiring to request hospital/homebound services shall fill out all referral forms provided by the Henry County School District and provide such medical referrals and releases of records as requested by the Henry County School District.

Certain students may not be eligible to receive hospital/homebound services, including but not limited to, students who may endanger the health and safety of the instructor or other students with whom the instructor may come in contact, students who abuse chemical substances where hospitalization is not required, and other students who do not meet the eligibility standards set forth in applicable law.

Once the referral form is received and approved, an Educational Service Plan (“ESP”) may be developed for the delivery of the hospital homebound services and services will be provided in accordance with the ESP. Students who are served in the program will have their attendance adjusted in accordance with Georgia State Board of Education Rule 160-4-2-.31, Hospital/Homebound Services. Parents who would like for their child to be served by this program should contact the school for a referral as soon as the child’s illness is diagnosed. For students with an IEP, upon receipt and approval of the referral form, an IEP team will meet to amend the IEP to include Hospital/Homebound services. For additional information, contact the principal, the Family Services or Exceptional Student Education Department (Special Education students).

**Online Learning Options**

In July 2012, State Senate Bill 289 was passed into law, setting guidelines and expectations for how districts offer and notify students and parents about online learning options. This legislation does not require an online course to graduate, but provides an online learning option should you or your student choose.

The following information is provided to help guide your educational decisions regarding online learning:

- A student may take an online course even if the course is offered in the local district.
- There will be no charge to the student or parent if the online course is taken in lieu of any of the regular school day. If an online course is chosen outside the school day, the student is responsible for the cost of the course.
- Availability of online courses during the school day is subject to the availability of personnel to supervise online students and the capacity of the school to accommodate online learners on computers. Check with your school counselor for details regarding availability.
- Students in grades 3-5 selecting to take online courses must be full-time enrollees. The District does not have part-time enrollment availability for 3-5th grade students.

In all cases of part-time enrollment (anything less than full-time), the first step is to contact the school counselor. The law requires school districts to inform parents and students of the part-time and full-time options for online learning. Henry County Schools currently offers full-time and part-time online learning options for students in grades 6-12. Impact Academy, a program of Henry County Schools, allows students to work from home through online coursework while ensuring a blended learning opportunity with a highly qualified and effective teacher.

**Below are the options for full-time and part-time online learning:**

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<thead>
<tr>
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<th>Grades 3-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
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</thead>
<tbody>
<tr>
<td><strong>Full-Time-Option 1</strong></td>
<td>Georgia Cyber Academy – external provider</td>
<td>Impact Academy-HCS</td>
<td>Impact Academy-HCS</td>
</tr>
<tr>
<td><strong>Full-Time-Option 2</strong></td>
<td>Connections Academy – external provider</td>
<td>Georgia Cyber Academy - external provider</td>
<td>Georgia Cyber Academy - external provider</td>
</tr>
<tr>
<td><strong>Part-Time-Option 1</strong></td>
<td>None</td>
<td>Impact Academy</td>
<td>Impact Academy</td>
</tr>
<tr>
<td><strong>Part-Time-Option 2</strong></td>
<td>None</td>
<td>Georgia Virtual School – external provider</td>
<td>Georgia Virtual School – external provider</td>
</tr>
</tbody>
</table>
Please note that Georgia Cyber Academy and Connections Academy are not affiliated with Henry County Schools.

Both online course providers are state virtual charter schools. If a parent chooses to enroll their student full time in either Georgia Cyber Academy or Connections Academy, the student will no longer be a student of Henry County Schools, but will be a student of the Virtual Charter School.

Impact Academy is a unique program that allows full time online students in grades 6-12 to maintain their school enrollment and participate in extracurricular and co-curricular activities while receiving their education online.

Program Contact Information:

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<tr>
<th></th>
<th>Georgia Cyber Academy</th>
<th>Connections Academy</th>
<th>Georgia Virtual School</th>
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School Counselors
School counselors develop and implement comprehensive school counseling programs that meet the diverse needs of all students. Implementing a school counseling program allows counselors to focus their skills and knowledge on data-driven, standards based academic, career, and social/emotional development of all students. Effective school counseling programs collaborate with school leaders, parents, other educators, various agencies, and community organizations to foster an environment that maximizes student achievement.

Some of the services that are provided by school counselors are assisting with mentoring/advisory programs, individual student academic planning, student progress monitoring, referral to community agencies, providing small and large group counseling services, analyzing disaggregated data/interpreting test scores, identifying and resolving student issues and needs, providing core curriculum lessons, and advocating for all students.

The work of school counselors is supported through the ASCA Model Mindset and Behavior standards, which foster student growth by developing successful learning strategies, self-management skills, and social skills. School counselors work to ensure that the mission and vision of the department supports student growth. School Counselors address issues that have a substantial impact on student academic achievement, social and emotional growth, and college and career readiness.

Parents, teachers, and students can initiate a referral to the school counselor. However, parental permission is not required for students to see the counselor or participate in classroom guidance activities. Often times, the focus of the counseling activity centers on problem solving, decision making, and goal setting as the student and counselor work together towards college, life, and career readiness.

While school counselors offer a wide range of services, they cannot serve in the same role as a private therapist. School counselors can provide referrals to outside mental health clinicians. The Georgia Crisis and Access Line, 1-800-715-4225, is a free resource available 24/7 to assist families experiencing a behavioral health crisis.

School Nutrition Program
Hot meals are served daily and all meals are nutritionally balanced. Applications for the free/reduced price meal program are sent home with every student at the beginning of the school year and are available from the school office at any time. Meal prices for elementary schools are as follows:

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</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>$1.15</td>
</tr>
<tr>
<td><strong>Lunch: K-5</strong></td>
<td>$2.40</td>
</tr>
<tr>
<td><strong>Extra Milk</strong></td>
<td>$0.40</td>
</tr>
<tr>
<td><strong>Adult Visitors:</strong></td>
<td>$1.75 (breakfast) $3.25 (lunch)</td>
</tr>
</tbody>
</table>

Meal charges at elementary schools may not exceed a balance of $17.25. After the limit for meal charges is reached, a student will not be allowed additional charges. If a student does not have money to purchase a regular meal, they may be offered an alternate meal consisting of a sandwich and beverage.

School Psychologists
School Psychologists help children and youth succeed academically, socially, behaviorally and emotionally. They consult on academic and behavioral interventions with teachers, parents, administrators and Student Support Teams (SST) to meet the needs of all students in the Henry County School System. They provide advice on every level of the Response to Intervention (RTI), or now referred to as the Multi-Tier System of Supports, from the most basic approaches up to the level of highly specialized program interventions.
School Psychologists promote social-emotional development by providing individual or group counseling to students. In addition, they encourage wellness and resilience by reinforcing students’ communication and social skills. School psychologists are highly trained in data gathering and analysis. They use these skills in making data based decisions and in evaluating students and programs.

School Psychologists are increasingly being utilized on the prevention side of problems rather than waiting until academic failure or serious maladaptive behaviors occur within the educational environment.

**School Social Worker Services**

School social workers act as the liaisons between the school, home, and the community. Social workers use clinical knowledge and professional training to engage, empower, and advocate for the students and families they serve.

School social workers provide a wide range of services that include, but are not limited to: individual and group counseling; leading school wide or targeted preventative activities; helping students or families to effectively use community resources; social emotional development activities; assessing and assisting students that are identified as homeless; preventing and intervening in attendance issues; and providing consultation to school staff regarding student mental health issues. School social workers work diligently to improve the overall school climate and a supportive environment for all students.

While social workers offer a wide range of services, they cannot serve in the same role as a private therapist. Social workers can provide referrals to outside mental health clinicians. The Georgia Crisis and Access Line, 1-800-715-4225, is a free resource available 24/7 to assist families experiencing a behavioral health crisis.

**Exceptional Student Education**

Special Education services are provided to meet the needs of students with disabilities. Programs are provided for students in all disability areas recognized by the State of Georgia. Programs are provided based on the identified needs of each student. If your child has a learning or behavior problem, or if you suspect that your child has a disability, you should contact the principal or chairperson of the Student Support Team (SST) at your child’s school, or contact the Exceptional Student Education Department at 770-957-8086.

Under provisions of the Georgia Special Needs Scholarship, parents of students who receive Special Education services may choose to transfer their children to other public or private schools in Georgia. For additional information, please visit the Georgia Department of Education website at [www.doe.k12.ga.us](http://www.doe.k12.ga.us) or contact the Henry County Schools Exceptional Student Education Department at 770-957-8086.

**Multi-Tiered System of Supports (MTSS)**

MTSS is a continuum of evidence-based academic and behavioral practices to support a rapid response to academic and behavioral needs, with frequent data-based monitoring for instructional decision-making to empower each student to achieve high standards. Support is provided through a multi-tiered instruction and intervention system including the following components:

**Tier 1: Standards-Based Classroom Learning**

- Implement Henry County Teaching and Learning Standards through researched and evidenced-based practices.
- Use flexible groups for differentiation of instruction.
- Monitor progress of learning through formative assessments and analyses of student work.

**Tier 2: Needs-Based Learning**

- Tier 1, plus
- Implement interventions for targeted students.
- Monitor progress with specific progress monitoring tools.

**Tier 3: Student Support Team (SST) Driven Learning**

- Tier 1, plus
- Provide interventions.
- Monitor progress with validated progress monitoring tools.
- Parents/guardians are invited to participate in all meetings of their child’s SST.

**Tier 4: Specially Designed Learning**

- Implement Henry County Teaching and Learning Standards with specialized instruction
- Provide adapted content, methodology, or instructional delivery
**Seclusion and Restraint**

Henry County Schools and the Georgia Department of Education supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, increases instructional time and improves student achievement for all students.

At times, students exhibit behaviors which place themselves or others in imminent danger. In order to protect the safety of students and staff, the Georgia State Board of Education has adopted Rule 160-5-1-.35: Seclusion and Restraint for all Students, which prohibits the use of seclusion (as defined in that rule) and limits the use of restraint to those situations in which students are an immediate danger to themselves or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques. The Henry County Board of Education also adopted Henry County Schools Board Policy JGF(2) : Seclusion and Restraint of Students to ensure the safety of the students of Henry County Schools.

Henry County Board Policy JGF(2): Seclusion or Restraint of Students includes, among other things, the following requirements:

- Training will be provided to appropriate staff and faculty on the use of restraint.
- Written parental notification that restraint was used on their child shall be provided within a reasonable time not to exceed one (1) school day from the use of restraint.
- Documentation of the use of physical restraint by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.
- Periodic review of the use of restraint.

If you desire any further information regarding the rules concerning the use of restraint on students, the Henry County Board Policy related to Seclusion or Restraint of Students can be viewed at www.henry.k12.ga.us.

**Section 504 of the Rehabilitation Act of 1973**

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance. Regulations for Section 504 require a school district to provide a “free appropriate public education” (FAPE) to each qualified student with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the disability.

Henry County Schools abides by the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as well as the revisions in the Americans with Disabilities Act Amendments of 2008 (Amendments Act) effective January 1, 2009, and Georgia HB 740 Parents who suspect their child may have a disability that is covered under Section 504 should contact the principal or the school level Section 504 contact person. For additional information, please visit the Henry County Schools website or contact the Henry County Schools Section 504 Coordinator at (770) 957-6601.

**Section 504 Procedural Safeguards**

1. **Overview:** Any student or parent/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.

2. **Hearing Request:** The Request for the Hearing must include the following:
   a. The name of the student.
   b. The address of the residence of the student.
   c. The name of the school the student is attending.
   d. The decision that is the subject of the hearing.
   e. The requested reasons for review.
   f. The proposed remedy sought by the grievant.
The name and contact information of the grievant. Within ten (10) business days from receiving the grievant’s Request for a Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

3. **Mediation**: The school system may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

4. **Hearing Procedures**:  
   a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within forty-five (45) calendar days from the receipt of the grievant’s request for the Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official. The impartial review official shall not be a member of the Henry County Board of Education or be an employee of Henry County School District, and shall be an attorney or other person sufficiently familiar with the rules and regulations pertaining to Section 504.
   
   b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
   
   c. The grievant will have an opportunity to examine the child’s educational records prior to the hearing.
   
   d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact, in writing, at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
   
   e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial review official may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the impartial hearing officer.
   
   f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
   
   g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
   
   h. The hearing shall be closed to the public.
   
   i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
   
   j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses. Testimony shall be recorded by court reporting or audio recording at the expense of the school system. All documentation related to the hearing shall be retained by the school system in accordance with the retention periods set forth in State law. Unless otherwise required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
k. Failure of the grievant to appear at a scheduled hearing unless prior notification was given and approved by the impartial hearing officer review officer or just cause is shown.

5. Decision: The impartial hearing official shall issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official shall not include any monetary damages or the award of any attorney’s fees.

6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

State-Funded Instructional Extension Program
The State-Funded Instructional Extension Program (SIEP) provides low-performing students with additional opportunities for academic support beyond the regular school day. The SIEP provides qualifying students with additional instruction through a variety of delivery models. At the elementary school level, SIEP instruction may be delivered before school hours, after school hours, or on Saturday. For more information, contact the principal or the Leadership Services Department.

Student Support Team
The Student Support Team (SST) is a committee of experienced teachers and other educators who provide suggestions for teachers to implement, with students who are exhibiting academic and/or behavior difficulties. The term “Student Support Team” is synonymous with Tier 3 within the Multi-Tiered System of Supports.

Title I Program
The federally funded Title I program provides instructional support in reading and mathematics as a supplement to students’ regular classroom instruction. The program aims to accelerate the learning of students who are not functioning at the expected achievement level for their age and grade. Eligibility for Title I services is based on the academic performance of students. Funding for the Title I program is not available to all schools. For additional information, contact the principal or the Department of Family and Student Support Services. “Professional development activities must be guided by plans for a long-term strategy for providing sustained and intensive, high-quality professional development that is tied to challenging content standards and is needed to improve teaching and learning.”

CODE OF CONDUCT

The purpose of the Code of Conduct is to provide students with a positive, effective, and safe learning environment. Included in this section are prohibited behaviors and consequences for such behaviors. The Henry County Board of Education’s Code of Conduct was designed and created to comply with the progressive discipline processes set forth in O.C.G.A. § 20-2-735 which states that, discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student during the current school year and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed.

Expectations

1. Each student is expected to behave in a responsible manner at school, on school buses, at school bus stops, and at all school-related functions on or off campus.
2. Demonstrate courtesy and respect for others.
3. Attend all classes, regularly and on time.
4. Prepare for each class, take appropriate materials to class and complete assignments.
5. Obey all District rules and cooperate with the school staff and volunteers in maintaining safety, order, and discipline.
6. Communicate with your parent/guardian about your school progress.

Per GADOE Discipline Discrepancy Requirement, relevant disciplinary procedures apply to the child with a disability in the same manner and for the same duration as the procedures would apply to a child without a disability unless the Behavior Intervention Plan (BIP) states otherwise or the disciplinary action is found to be a manifestation of the child’s disability.
Additional Behavior Requirements
The District may impose campus, classroom, or club/organization rules in addition to those found in the student handbook. These rules may be listed in the student and campus handbooks, be posted or distributed in classrooms, or be published in extracurricular handbooks, state or national organization bylaws, and/or constitutions. Sponsors and coaches of extracurricular activities may require and enforce additional standards of conduct for student participation in extracurricular activities.

Organizational standards of behavior concerning an extracurricular activity are independent of the Student Code of Conduct. Violations of these standards of behavior that are also violations of the Student Code of Conduct may result in disciplinary actions being taken against the student, including but not limited to, the student being removed from participation in extracurricular activities, exclusion from school honors, suspension and expulsion for violation of the Student Code of Conduct.

The Code of Conduct governs students' behavior on school grounds; off school grounds at a school activity; off school grounds at a non-school activity, but where the misconduct is a potential danger or disruption of school, or any other violation of the Student Code of Conduct; en route to and from schools, or any school-sponsored activity; on the bus; and at the bus stop.

The Code of Conduct is organized into four (4) categories of prohibited behaviors: Section 1 Offenses, Section 2 Offenses, Section 3 Offenses, and Section 4 Offenses. Additional information regarding prohibited behaviors and disciplinary actions follows these sections.

Parents and students should carefully review ALL information contained in the Code of Conduct. Students are subject to disciplinary action for engaging in or attempting to commit any of the prohibited behaviors listed in the Code of Conduct.

Bullying
The Henry County Board of Education believes that all students learn better in a safe school environment. Behavior that infringes on the safety of students, staff or volunteers will not be tolerated. Bullying, as the term is defined in Georgia law (O.C.G.A. § 20-2-751.4), is strictly prohibited. The Student Code of Conduct for all schools within the school system expressly prohibits bullying. If you or your student believes a student is being bullied, please report it to a school staff member or administrator immediately.

Bullying is defined as an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
   a. causes another person substantial physical harm or visible bodily harm;
   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 “bullying” applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer networks, or other electronic technology of a local school system. The term “bullying” also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment if the electronic communication:

1. Is directed specifically at students or school personnel;
2. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and
3. Creates a reasonable fear of harm to the students or school personnel’s person or property or has a high likelihood of succeeding in that purpose.
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.

Professional development and training opportunities for school staff on how to respond appropriately to acts of bullying, victims of bullying, and by-standers who report bullying, shall be in place. Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person’s name, at the person’s option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying shall immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. Such consequences shall include, at the minimum and without limitation, disciplinary action or counseling, as appropriate under the circumstances. However, upon a finding by the Disciplinary Hearing Officer that a student in grades 6-12 has committed the offense of bullying for the third (3rd) time in a school year, the student shall be assigned to the alternative school (EXCEL Academy).

**Depending on the severity of the bullying allegation, school administrators have the discretion to send a student to a disciplinary hearing for the first (1st) or second (2nd) bullying offense whereby the student, if found to have committed, will be subject to disciplinary action pursuant to the student and parent handbook, including but not limited to, suspension or expulsion.**

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks. Please see local board policy JCDAG for additional information.

**SCHOOL SAFETY HOTLINE**
1-877-SAY-STOP (1-877-729-7867)
COMPLETELY CONFIDENTIAL-AVAILABLE 24 HOURS A DAY

**Sexual Harassment**
It is the policy of the Henry County Board of Education (the “Board”) to comply with Title VII of the Civil Rights Act of 1964 and to maintain a learning environment that is free from all forms of discrimination and harassment, including sexual harassment. It shall be a violation of this policy for any student, employee, or third party of the District to harass another person through conduct or communications of a sexual nature.

Any individual who believes that he or she has been exposed to unwelcome sexual misconduct should immediately report the act to an administrator.

Henry County Schools will investigate all Title IX complaints, formal or informal, verbal or written, of alleged sexual harassment. District personnel shall cooperate with an investigation and respond truthfully, promptly, and fully. Failure to do so may result in disciplinary action.


The complaint process and procedures from Policy JCAC are also included at the end of this handbook.

**Disciplinary Definitions**
Some of the disciplinary actions that may be used for student violations of the Code of Conduct include the following:
- **Warning/Reprimand**: Students will be warned that they may be punished if the misbehavior continues.

- **Detention**: Detention may be used to address tardiness, behavior detrimental to learning, and physical contact between students that is deemed inappropriate. For each day assigned to detention, students will be required to spend a period of time, not to exceed one supervised hour, completing assigned class work. No other activity will be allowed during detention.

- **In-School Suspension**: This program is designed to isolate students who violate certain school rules from their regularly assigned classrooms and school activities, while allowing students the opportunity to progress with classroom assignments. While assigned to In-School Suspension, students may not participate in or attend any extracurricular activity, including athletic participation and other school events. If students violate any rule of the In-School Suspension program, students will be suspended from the program and from school for the remaining number of days that students were assigned to In-School-Suspension. Students assigned to In-School Suspension (ISS) who choose to serve their suspension at home or are removed from ISS for any violation of the Code of Conduct will not be allowed to make up school work missed.

- **Suspension**: Students assigned to In-School Suspension (ISS) who choose to serve their suspension at home or are removed from ISS for any violation of the Code of Conduct will not be allowed to make up schoolwork missed. A suspension or expulsion is for a specific term and includes suspension or expulsion from all regular school activities, extracurricular activities, athletic participation, and other school events.

- **Short-Term Suspension**: Students subject to a short-term suspension will be suspended from school for not more than five (5) consecutive days.

- **Long-Term Suspension**: Students subject to a long-term suspension will be suspended from school for more than five (5) consecutive days but not beyond the end of the current semester.

- **Expulsion**: Students subject to an expulsion will be suspended from school beyond the end of the current semester.

- **Permanent Expulsion**: Students subject to a permanent expulsion from school will be permanently suspended from school at all times after the effective date of the permanent expulsion beyond the current semester and not allowed to attend any Henry County Schools.

**Additional Disciplinary Terms**

- **Intimate Body Parts**: Includes the genital area, anus, groin, inner thighs, and buttocks of a male or the genital area, anus, inner thighs, buttocks and breast of a female.

- **School Personnel**: Persons employed by the Henry County Board of Education, their agents, representatives, adult invitees, adult guests, and School Resource Officers.

**Suspension or Expulsion from School**

All In-School Suspension, Out-of-School Suspension or Expulsion shall also include suspension from all regular school activities, extracurricular school activities, athletic participation and other school events. While students are suspended pending a disciplinary hearing, they will be allowed to make up schoolwork during the suspension time.

No student in public preschool through third grade shall be expelled or suspended from school for more than five (5) consecutive or cumulative days per school year without first receiving a multi-tiered system of supports, unless the student possessed a weapon, illegal drugs, or other dangerous instrument that endangers the safety of other students or school personnel. (Georgia HB 740).

**THE FOLLOWING SECTIONS ARE THE FOUR CATEGORIES OF OFFENSES WHICH ARE PROHIBITED BEHAVIORS IN THE CODE OF CONDUCT**

**SECTION 1 OFFENSES**

1. **Behavior Detrimental to Learning**: Such behavior includes but is not limited to unexcused tardies to school or class and conduct that disrupts the learning environment.

2. **Bullying**: The 1st offense of participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as defined by O.C.G.A.§ 20-2-751.4.

3. **Bus Conduct**: Violation of the bus conduct policy (see pg. 29, Bus Conduct).
4. **Disrespectful Behavior**: Being disrespectful to students, school personnel, or other persons.

5. **Dress Code**: Violation of the dress code policy (see pg. 30, Dress Code).

6. **Electronic Resources**: Violating the policies for using electronic resources (see pg. 31, Electronic Resources - Acceptable Use).

7. **Encouraging Prohibited Behavior**: Inciting, encouraging, counseling or advising others to engage in prohibited behavior that violates the Elementary Student & Parent Handbook or any policy of the District. A student violates this rule when he/she verbally or physically encourages others to engage in prohibited behavior, which may include oral instruction or physically showing a student how to engage in prohibited behavior.

8. **False Information**: Deliberately giving false or misleading information, including but not limited to forgery and altering records.

9. **Gambling**: Includes, but is not limited to, betting money or other items on card games, dice games, or the outcome of athletic contests or other activities, and/or possession of gambling materials or paraphernalia.

10. **Hazardous Objects**: Possession of any hazardous objects on school grounds, school busses, school bus stops or school events without intent to use (see pg. 35, Hazardous Objects). If the student displays, uses or otherwise exhibits intent to use said object in a non-dangerous manner, refer to Section 2, Rule 11.

11. **Inappropriate Items and Activities**: Possessing, using, selling, buying, giving away, bartering, or exchanging any material, substance, food item, or personal belonging that is inappropriate for school.

12. **Inappropriate Physical Contact between Students**: Includes, but is not limited to, pushing, shoving, and inappropriate display of affection.

13. **Insubordination**: Being insubordinate to school personnel or school volunteers.

14. **Miscellaneous Violations**: Violating any other Board of Education or school rule, including, but not limited to, failing to report to detention and/or violating rules of the In-School Suspension program.

15. **Misuse of Electronic Communication Devices**: Displaying or using a cell phone, pager, or other electronic communication device during the school day without the consent of the principal or his/her designee.

16. **Over-the-Counter Medication**: Using or possessing over-the-counter medication at school without the written consent of the principal or his/her designee (see pg. 39, Medicine).

17. **Profanity**: Using profane, vulgar, obscene, insulting, or threatening language, gestures, graphics, or materials, whether spoken, written, gestured, or communicated in person or via any electronic device, directed towards any person other than school personnel

18. **Skipping School**: Leaving school, skipping school, or skipping class without permission.

19. **Tobacco Products and Paraphernalia**: Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product or smoking paraphernalia which includes electronic cigarettes and smoking devices (see pg. 35, Tobacco).

20. **Unauthorized Areas**: Being in an unauthorized area without permission.

**Disciplinary Actions for Section 1 Violations**

Engaging in or attempting to commit any Section 1 offense during a school year can result in disciplinary action. At the principal’s discretion, a student may be assigned Out-of-School Suspension up to five (5) days for any Section 1 violation.

**SECTION 2 OFFENSES**

1. **Bullying**: The 2nd offense of participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as defined by O.C.G.A. § 20-2-751.4.

2. **Disruption of School**: Causing or contributing to the disruption and interference of school operations. An example of prohibited conduct includes but is not limited to participating or encouraging a fight (see pg. 30, Disruption of a Public School).

3. **Entering into Areas Designated for the Opposite Sex**: Entering, directing or soliciting another student to enter into an area designated for the opposite sex only.
4. **Failure to Report**: Failure to report to a teacher or administrator the knowledge of an event, device, object, or substance that could cause harm to self or others.

5. **False Representation of Substances**: False representation of a substance to be a drug for which the student has no valid prescription or false representation of a substance to be an illegal drug as defined under the laws of the State of Georgia.

6. **Fighting**: For the purpose of this offense, fighting shall include, but not be limited to, hitting, kicking, punching, slapping or other physical contact with another student or person that is not school personnel and does not rise to the level of Excessive Physical Contact as defined in Section 3.

7. **Gang Affiliation**: Exhibiting gang affiliation, as evidenced by a common identifying sign, symbol, tattoo, graffiti, attire, or other distinguishing characteristic (see pg. 33, Gang-Related Activity).

8. **Giving False Information**: Falsifying, misrepresenting, omitting or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

9. **Inappropriate Activity**: Illicit activity on school grounds which does not rise to the severity of Section 3 Sexual Misconduct.

10. **Medical Substance Containing Alcohol**: Possessing any substance containing alcohol, normally used for medical purposes, which has not been reported to the appropriate school official in accordance with the Medicine Policy (pg. 39).

11. **Non-Dangerous Use of Hazardous Objects**: Displaying, using, or otherwise exhibiting intent to use a hazardous object in such a manner that is neither dangerous nor threatening to the student, other students, personnel or any other person. If the hazardous object is displayed or used, or the student exhibits an intent to use the object in such a way that the object could be considered a dangerous weapon, refer to Section 4, Rule 1.

12. **Possessing Obscene Materials**: Possessing obscene or vulgar materials when such conduct does not involve another student.

13. **Possession of Prescription Drugs**: Possession of prescription medication prescribed to you by a doctor, but which has not been reported to appropriate school officials in accordance with the Medicine Policy (see pg. 39).

14. **Theft**: Theft including, but not limited to, attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property.

15. **Unintentional Physical Contact with School Personnel**: Unintentional but inappropriate physical contact or action with school personnel.

16. **Vandalism**: Vandalizing school or personal property, regardless of whether there is a monetary loss of value.

17. **Verbal Abuse**: Verbally abusing others, including but not limited to, threats, or intimidation, including but not limited to, harassing or taunting in person, on the internet, or other mode of electronic communication.

18. **Viewing Obscene Materials**: Accessing or viewing obscene or vulgar materials when such conduct does not involve another person.

19. **Violation of Electronics and Technology Policy**: Misuse of electronic or technological resources or devices, including but not limited to unauthorized access to the system network, creating or using false usernames, passwords, or proxies, transmitting unauthorized, or malicious programs or viruses, or using the email or messaging account of another without permission to send communications.

**Disciplinary Actions for Section 2 Offenses**

Engaging in or attempting to commit any Section 2 offense during a school year can result in disciplinary action. At the principal’s discretion, a student may be assigned Out-of-School Suspension up to five (5) days for any Section 2 offense.

Any student engaged in or attempting to commit a second or subsequent Section 2 offense during the same school year can result in the student being assigned Out-of-School Suspension with the matter being submitted to a Disciplinary Hearing Officer. If the Disciplinary Hearing Officer finds that the student engaged in or attempted to commit a second or subsequent Section 2 offense in a school year, the Disciplinary Hearing Officer has the discretion to issue an appropriate punishment including, but not limited to long-term suspension or expulsion from school.
SECTION 3 OFFENSES

1. **Alcoholic Beverages:** Possessing, using, selling, buying, giving away, bartering, exchanging, receiving, or being under the influence of any alcoholic beverage whether at school or any school-related activity prior to attending school or a school-related activity (see pg. 29, Alcohol and Drugs).

2. **Attempting to make inappropriate physical contact or action with school personnel.**

3. **Counterfeit Money:** Possessing, using, selling, buying, giving away, bartering, receiving, or exchanging any counterfeit money.

4. **Bullying, Third Offense:** The 3rd offense of participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as defined by O.C.G.A. § 20-2-751.4.

5. **Damaging or Setting Off a Fire Alarm:** To willfully damage or destroy a school fire alarm so as to endanger human life, or to set off a school fire alarm with no reasonable belief that a fire exists on the school premises. This offense shall also include refusing to evacuate when a fire alarm sounds or an evacuation of a school building is ordered.

6. **Drugs:** Possessing, using, selling, buying, giving away, bartering, exchanging, receiving, or being under the influence of any Schedule I, II, III or IV drug as defined by the Official Code of the State of Georgia, or any substance or chemical that is mood altering when taken that has not been prescribed to the student taking the substance or the chemical.

7. **Excessive Physical Contact:** The use of excessive physical force resulting in harmful contact with a student or person other than school personnel referenced in Section 4. This includes, but is not limited to fights that are beyond a Section 2 fight, that are violent or planned, or cause a disruption of the school environment or educational process, group fights of three (3) or more individuals, and/or fights that cause an injury.

8. **Failure to provide notification of charge, adjudication, or conviction of a felony:** Upon any enrolled student being charged, adjudicated, or convicted of a felony offense as defined in Section 5, Rule 3, or Rule 4, the student shall immediately notify the Principal and the Superintendent of said charges, adjudication or conviction and shall provide to the Principal and Superintendent a copy of all documents received by the student concerning said charges, adjudication, or conviction, including any probation terms. This includes any offense held in abeyance or given first offender status. Failure to provide the required documents shall be grounds for disciplinary action consistent with Section 3 offenses below.

9. **Gang Related Activity:** Engaging in gang-related activity that encourages, solicits, promotes, condones, causes, assists or abets any illegal or disruptive act (see pg. 33, Gang-Related Activity)

10. **Incarceration:** Incarceration at a Department of Juvenile Justice Facility or at any criminal detention facility maintained by a local government or state Department of Corrections for any period. Upon release, the student and parent/guardian shall immediately notify the Principal and the Superintendent of said charges, conviction or adjudication, and shall provide to the Principal and Superintendent a copy of all documents received by the student concerning said charges, conviction or adjudication, including any bond or probation terms. Failure to provide the required documents shall be grounds for disciplinary action consistent with Section 3 offenses below.

11. **Prescription Medication:** Possessing, selling, buying, giving away, bartering, exchanging, distributing, or receiving any prescription drug not prescribed to the student or the use of any substance represented to be a prescription drug prior to or after attending school or school related activity that was not prescribed for the student (see pg. 39, Medicine).

12. **Seven or More Section 1 Offenses:** Accumulation of seven (7) or more Section 1 offenses in one academic school year.

13. **Sexual Misconduct:** Illicit behavior on school grounds that includes, but is not limited to, indecent exposure, displaying or disseminating obscene or indecent images or videos, using any electronic or other devise to take or forward inappropriate, indecent, vulgar, sexual or obscene pictures of students, minors, or school employees; and unwanted or unwelcomed touching of intimate body parts of oneself or another person that rises above inappropriate activities in Section 2.

14. **Terroristic Threats:** A terroristic threat is any communication that could be perceived as a threat by a school administrator to commit any act of violence or to burn or damage property. Terroristic threats shall include, but is not
limited to making false calls to 911 which have the effect of causing a lock-down of a school building, the evacuation of a school building or the search of a school building, or any bus, property or building belonging to the school district, by the school resource officer or any other public safety officer or agency, or the use of electronic communication to convey text, video, or images which have the effect of causing a disruption of the school environment.

15. **Theft, greater than $500:** Theft including but not limited to, attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property when the value of the property is greater than $500.00, as estimated by school officials.

16. **Vandalism, damage greater than $500:** Vandalizing school or personal property, with the cost of damages being greater than $500.00 as estimated by school officials.

**Disciplinary Actions for Section 3 Offenses**

Engaging in or attempting to commit any Section 3 offense during a school year can result in the student being assigned Out-of-School Suspension with the matter being submitted to a Disciplinary Hearing Officer.

If the Disciplinary Hearing Officer finds that the student engaged in or attempted to commit a Section 3 offense during a school year, then the Disciplinary Hearing Officer has the discretion to issue an appropriate punishment, including but not limited to long-term suspension or expulsion from school.

**SECTION 4 OFFENSES**

1. **Possession of a Firearm, Dangerous Weapon or Explosive Compound:** Possessing, using, selling, buying, giving away, bartering or exchanging any firearm, dangerous weapon, explosive compound, or an object that can reasonably be considered and/or used as a weapon (see pg. 35, Possession of Firearm, Dangerous Weapon, or Explosive Compound). Note that pursuant to O.C.G.A. § 20-2-751.1, a violation of this rule has a mandatory minimum one-year of expulsion, but may result in permanent expulsion, at the discretion of the disciplinary hearing officer.

2. **Intentional physical contact or action of an insulting or provoking nature, or that causes physical harm to school personnel.**

3. **Adjudication or Conviction of a Felony (“Seven Deadly”):** The adjudication or conviction of an enrolled student or a student seeking enrollment committed offense that involve one or more of the following violent criminal offenses, and which makes his/her continued presence at school a potential danger to persons or property at the school or which disrupts the educational process:
   a. Murder (O.C.G.A. § 16-5-1);
   b. Voluntary Manslaughter (O.C.G.A. § 16-5-2);
   c. Rape ((O.C.G.A. § 16-6-1);
   d. Aggravated Sodomy (O.C.G.A. § 16-6-2);
   e. Aggravated Child Molestation (O.C.G.A. § 16-6-4);
   f. Aggravated Battery(O.C.G.A. § 16-5-24); and
   g. Aggravated Armed Robbery (O.C.G.A. § 16-8-41) (see pg. 26, Notification of Charge or Commission of Felony)

4. **Adjudication or Conviction of Felony (All others):** The adjudication or conviction of an enrolled student of an offense that is designated as a felony under the laws of the State of Georgia or a felony under the laws of the United States of America, and which makes his/her continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

**Disciplinary Actions for Section 4 Offenses**

Engaging in or attempting to commit any Section 4 offense will result in the student being assigned Out-of-School Suspension with the matter being assigned to a Disciplinary Hearing Officer. The District shall comply with all provisions set forth in Georgia HB 740 with regards to students who are in preschool through third grade.
A student charged with violating a Section 4 offense may not execute a waiver of the Disciplinary Hearing. If the Disciplinary Hearing Officer finds that the student has committed any Section 4 offense, the student will receive a minimum one-year of expulsion, but may receive the punishment of permanent expulsion.

Only the Henry County Board of Education has the authority to allow a student who is under a permanent expulsion from any school system to enroll in Henry County Schools.

A student who receives a punishment of permanent expulsion from the Disciplinary Hearing Officer for violating a Section 4 Offense during a school year may not enroll into EXCEL Academy unless the student, pursuant to an appeal to the Henry County Board of Education, receives permission from the Board to re-enroll into the Henry County School District. The Board may grant the re-enrolled student the opportunity to enroll into EXCEL Academy.

A student who receives a punishment of permanent expulsion from the Disciplinary Hearing Officer for violating a Section 4 Offense may not attend the Offense Based Intervention Program unless the student, pursuant to an appeal to the Henry County Board of Education, receives permission from the Board to re-enroll into the Henry County School District. The Board may grant the re-enrolled student the opportunity to attend the Offense Based Intervention Program.

Jurisdiction to Take Disciplinary Action
School Administrators are authorized to take disciplinary action for misconduct that occurs:

1. On school grounds;
2. Off the school grounds at a school activity, function or event;
3. Off the school grounds at a non-school activity, function or event, but where the misconduct leads to a potential danger or disruption of school or any other violation of the Student Code of Conduct; and,
4. In route to and from school or any school-related activity, on the bus, and at the bus stops.

Authority to take disciplinary action also extends to any off-campus non-school-related actions by students, at any time of the year, which have a direct or immediate impact on school discipline, the educational operation or function of the school, or the welfare of students or staff.

Such act could include, but is not limited to, a felony, a delinquent act which would be considered to be a felony if committed by an adult, an assault upon another student, a violation of the laws prohibiting controlled substances, or sexual misconduct 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 (OCGA 20-2-751.5).

A student whose presence on school property may endanger the welfare or safety of other students or staff, or whose presence may cause substantial disruption at school, may also be subject to discipline.

Notification of Charge or Commission of a Felony
Any student seeking enrollment into the Henry County School District and who has been charged with, convicted or adjudicated of a felony, or for an act that would constitute a felony under the law if committed by an adult, and including any charges, conviction or adjudication that results in an abeyance or given first offender status, or incarcerated for any period of time, prior to the student being enrolled in the Henry County School District, the student and the student’s parent shall immediately notify the Principal and the Superintendent of said charges, conviction or adjudication, and shall provide to the Principal and Superintendent a copy of all documents received by the student concerning said charges, conviction or adjudication, including any bond or probation terms.

Prior to the student enrolling in the Henry County School District, the Superintendent shall make a decision of proper placement of the student. The student’s placement may include provisional or long-term placement anywhere within the district. Any placement may also include, at the Superintendent’s discretion, a safety or transition plan. Upon enrollment, failure of the student to abide by the terms of any developed safety or transition plan may be grounds for disciplinary action, including referral to a Disciplinary Hearing Officer.

Failure of any student to provide the required documentation upon enrollment shall be a violation of the Code of Conduct, and will result in the student being referred to a Disciplinary Hearing Officer for disciplinary action.

While the student’s placement is pending, the student will not be permitted on campus, unless authorized by the Superintendent. The student will not be permitted to participate in any regular school activities, extracurricular activities, athletic activity social event.
If the student and the parents are dissatisfied with the placement of the student by the Superintendent, they shall have the right to appeal the Superintendent’s decision by filing written notice with the Superintendent within five (5) days thereof. The Board shall consider the student’s placement within ten (10) school days of the Superintendent receiving written notice of the Student’s appeal. If no appeal is received by the Superintendent, then the Superintendent’s decision shall become final.

**Disciplinary Authority of Teachers & Administrators**

**Teachers:** Teachers shall maintain discipline and order in the classroom, and are authorized to give verbal warnings, written reprimands, assign students to detention, refer students to the office, and employ any other discipline and behavior management techniques except for short-term or long-term suspension or expulsion of a student, discipline which is forbidden by law, or discipline which is permitted under the Student Handbook or by Henry County policy to be administered only by an Administrator or student Disciplinary Hearing Officer.

For any day assigned to detention, students will be required to spend a period of time, not to exceed one (1) supervised hour, completing assigned school work. No other activity will be allowed during detention. Transportation of students assigned to detention is the responsibility of the student and his/her parents. One (1) day advance notice shall be given to allow students to make alternate transportation arrangements for those days when assigned to detention.

**School Administrators:** Notwithstanding anything to the contrary herein, school administrators (principals and assistant principals) have the authority to administer any discipline or behavior management technique which a teacher is permitted to use, may assign students to in-school suspension, assign students short-term suspensions, may assign students Out-of-School Suspension up until the time of a disciplinary hearing (even if for a longer period of time than a short-term suspension) and refer any disciplinary matter to a student Disciplinary Hearing Officer for a disciplinary hearing.

Any student who has been suspended pending a disciplinary hearing shall be allowed to make up school work that is missed due to the suspension pending the disciplinary hearing, and shall be permitted onto school grounds to pick up class assignments at the school office unless an administrator determines that allowing the student to pick up work assignments at the school office constitutes a danger to other students or staff. However, students who are suspended pending a disciplinary hearing are not allowed on school grounds to participate in regular school activities, extracurricular activities, athletic participation, and other school events.

Although generally progressive in nature, discipline should be appropriate for the misbehavior and the age of student. Consequently, administrators have the latitude of assigning discipline in relation to the misbehavior. For example, students who engage in more serious acts of misbehavior, such as fighting, are not entitled to a warning before any other disciplinary action is taken.

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 the Student Handbook, the principal or his/her designee may undertake corrective measures, which he/she believes to be in the best interest of the student and the school, provided such action does not violate School Board policies or procedures, or state or federal laws.

**Disciplinary Hearings**

Disciplinary Hearing Officers are independent decision makers appointed by the Board of Education to hear disciplinary matters. Notwithstanding anything to the contrary here within, Disciplinary Hearing Officers have the authority to issue a short-term suspension, long-term suspension, or expulsion of any student found to have violated the Code of Conduct. If a hearing is called, the student will be suspended from school until the hearing can be held. The hearing will be held no later than ten (10) school days after the beginning of the suspension unless the parent and school mutually agree to an extension or the conduct of the student or parent causes a delay beyond said ten-day (10) period.

Prior to the hearing, students and parents will receive a notice to include the following:

1. The rules that the student has allegedly violated.
2. A description of the student’s acts.
3. The names of the witnesses who may testify against the student (witnesses may be added prior to and during the hearing).
4. The maximum punishment that the student could receive.
5. The time and place for the hearing.
6. That the student is entitled to require witnesses to be present at the hearing and the student will have the right to present evidence, examine any and all witnesses presented and have an attorney, at the student's expense, to represent the student. School administrators should be notified three (3) days prior to the hearing if a subpoena is to be issued by the Superintendent.

Parents/guardians should contact the school if they would like the notice and other documents related to the hearing in a language other than English. Language interpreter services are also available upon request for a student disciplinary hearing.

At the hearing, students and parents will have the right to present witnesses and evidence, to examine any and all witnesses presented, and to have an attorney, at the parent’s expense, to represent the student. Any teacher called as a witness shall be given notice no later than 3 days prior to the hearing. O.C.G.A. § 20-2-754(b)(4) The decision of the Disciplinary Hearing Officer may be appealed by submitting a written notice of appeal to the Superintendent within twenty (20) calendar days from the date the decision is made.

A student disciplinary hearing is formal, although the strict rules of evidence as applied in a court do not apply in a disciplinary hearing. The school has the burden of proving that the student engaged in acts that violated the Student Code of Conduct. The Student will have the opportunity to present evidence and or witnesses for the Disciplinary Hearing Officer's consideration, but is not required to do so. The Disciplinary Hearing Officer will determine whether the student did or did not violate the Student Code of Conduct as set forth by the school.

The Disciplinary Hearing Officer shall make a verbatim or written record of any information orally presented at the hearing. A transcript of the hearing will not be prepared unless there is an appeal to the Board of Education. The record and documentary evidence shall be kept on file by the Superintendent or designee for a period of twenty (20) days after the date of the decision of the Disciplinary Hearing Officer. If no appeal is filed within twenty (20) days of the date of the decision of the Disciplinary Hearing Officer, the record and documentary evidence may be destroyed. If an appeal is filed, the record and documentary evidence will be kept until thirty-one (31) days after the appeal(s) become final at which time the record and documentary evidence may be destroyed.

All parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses about any matters logically relevant to the charge against the student. The Disciplinary Hearing Officer may limit unproductively long or irrelevant questioning.

The parents or legal guardian of the student may give testimony at the hearing and make a statement to the Disciplinary Hearing Officer concerning their feelings about the proper disposition of the case and to answer any questions. The student may be represented by counsel, at the student’s expense, at the hearing. If parents intend to be represented by counsel at the disciplinary hearing, the parents must notify the school twenty-four (24) hours prior to the start of the hearing so that the school district may elect to retain legal counsel to represent its interest. Failure to notify the District of a student being represented by counsel may cause a delay or continuance of the hearing.

All parties shall be entitled to subpoena witnesses for the hearing. A student or parent/guardian shall submit all requests for subpoenas to the student’s principal at least three (3) days prior to the time of the disciplinary hearing.

All student disciplinary proceedings and hearings conducted by either the Disciplinary Hearing Officer or the Board of Education are confidential and are not subject to the open meetings law. Only the following persons are permitted to attend a school disciplinary hearing conducted by a Disciplinary Hearing Officer: the accused student, parents or legal guardians of the accused student, legal counsel, a provider of interpretative services, school staff, and witnesses. Any written records, transcripts, exhibits or other documents assembled or used in any manner with regard to the conduct of any student disciplinary hearing are not public records and are not subject to public inspection.

Students who receive long-term suspension, expulsion or permanent expulsion may file an appeal to the Henry County Board of Education. The student’s appeal must be in writing and delivered to the Superintendent.

When a hearing is appealed, the Henry County Board of Education will review the transcript of the hearing, make a decision based solely on the record, and notify students and parents in writing of the Board’s decision. For the hearing before the Board, students have the right to be represented, at the students’ and parents’ expense, by an attorney. The attorney will not, however, be permitted oral argument at the disciplinary hearing appeal. Students and parents may appeal the Board’s decision to the State Board of Education by giving the Superintendent written notice within thirty (30) days of the decision of the Henry County Board of Education.

**Academic Honesty**
Coursework submitted by a student must be the student’s own, original work. Students shall not cheat on any assignment by
giving or receiving unauthorized assistance, or commit the act of plagiarism. Students who commit such acts may not receive credit on the assignment in question and will be subject to disciplinary action as well.

Alcohol and Drugs
A student shall not possess, sell, use, transmit, or be under the influence of any alcohol or mind altering substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, counterfeit drug, alcoholic beverage, anabolic steroid, or intoxicant of any kind. A student shall not possess, sell or use any drug or alcohol paraphernalia or related object of any nature. Use of prescribed medications dispensed by a registered pharmacist is allowed, so long as said medications are used in accordance with school rules governing the possession and use of prescribed medications. All prescription drugs shall be kept in the original container and shall not be distributed to other students. Students who see or become aware of any alcohol and/or other drugs or drug-related objects must not touch the material nor remain in the presence of the person or group possessing it. Students must notify a staff member immediately of any alcohol, drugs, or drug-related objects, or be subject to discipline, including but not limited to expulsion.

Bus Conduct
Bus drivers have complete charge of students riding the bus and will report misbehavior to the school administration. School administrators or their designees are responsible for disciplining students for bus misbehavior. To help maintain order on the bus, drivers have the authority to assign a special seat on the bus to any student. Video/audio recorders are placed on school buses for the purpose of aiding supervision and may be used as evidence that misbehavior has taken place.

For the safety of all students who ride the bus, students are expected to obey the following rules:

1. Always stand a safe distance from the road (at least 12 feet).
2. Students will not be allowed to enter or leave a bus at any place other than at the students' usual stop or school unless authorized by the principal or his/her designee.
3. Students may not ride a different bus unless they present to the driver a note from the parent that has been approved by the principal or assistant principal.
4. If students must cross the road to board a bus, wait until the bus has come to a complete stop, the proper warning signs are displayed, and the driver motions for you to cross.
5. Students who must change buses at any school must follow the rules of that school.
6. Students may not reserve seats, and must stay in their seats while the bus is in motion.
7. Students must keep the center aisle of the bus clear at all times.
8. Students must obey the directions of their bus driver.
9. Students are not allowed to consume food or drink on the bus.
10. Students may not transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus.
11. Students must not litter the bus, throw anything out of the window, or cause damage to the bus.
12. Students must obey all bus safety rules and all rules listed in the Code of Conduct. In addition, Georgia law prohibits the following acts while on a bus:
   b. Bullying.
   c. Physical assault or battery of persons on the bus.
   d. Verbal assault of persons on the bus.
   e. Disrespectful conduct toward bus drivers or other persons.
   f. Unruly behavior.
   g. Students shall be prohibited from using any electronic devices with or without headphones or ear buds during the loading and unloading process. Students should keep electronic equipment packed away when preparing to board and when getting off the bus. Use of electronic devices while onboard the bus with
headphones or ear buds is permitted as long as it does not interfere with the driver’s operation of the school bus.

h. Using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver’s operation of the bus.

i. Students must maintain silence at all railroad crossings until the driver has crossed and gives the all clear.

If students violate the rules for bus conduct, school administrators may take disciplinary action, including suspension from riding the bus for as many as ten (10) days and/or suspension from school for as many as five (5) days. If bus misbehavior is severe, a disciplinary hearing may be called. Except as otherwise set forth herein, the general progressive discipline plan for bus misbehavior is as follows:

1st Violation: A documented warning from the driver.

2nd Violation: Parent contact by the school administrator.

3rd Violation: Bus suspension for one (1) day.

4th Violation: Bus suspension for two (2) days.

5th Violation: Bus suspension for three (3) days.

6th Violation: Bus suspension for five (5) days.

7th Violation: Bus suspension for ten (10) days or disciplinary hearing.

Fighting on a bus is among the most serious offenses committed by students, as it endangers everyone riding the bus by causing the driver’s attention to be diverted. Fighting on a school bus may result in immediate suspension from the bus and/or school with no prior warning or progressive disciplinary action being taken.

During the period of bus suspension, parents/guardians will be responsible for providing the student’s transportation to/from school. Bus suspension is not an excused absence or tardy. If a student causes damage to a school bus, parents/guardians will be required to repay the cost of any damage to the bus. At the discretion of the principal, parents/guardians may be asked to meet with school officials to develop a school bus behavior contract for the student.

Criminal Offenses
Students who violate regulations in the Code of Conduct are subject to discipline by Henry County Schools. Students who commit offenses that violate local, state, or federal laws are subject to charges by law enforcement authorities.

Damaging or Setting Off a Fire Alarm
It is a crime to willfully damage or destroy a school fire alarm so as to endanger human life, or to set off a school fire alarm with no reasonable belief that a fire exists on the school premises.

Disruption of a Public School
It is unlawful for any person, including parents, to disrupt or interfere with the operation of a public school. Georgia law prohibits the upbraiding, insulting or abusing of any teacher, administrator, or bus driver upon the premises of any school in the presence and hearing of a student.

Dress Code
It is the Board of Education’s belief that it should have and enforce hair and dress codes that will assist in preventing disruption of the educational environment, prevent health or safety hazards, and prevent interference with the learning of other students. The following regulations regarding the dress code apply to students while on school grounds, while participating in school athletic events, while participating in school extracurricular activities or while on any transportation vehicle owned or used by the Board of Education.

1. Extreme hair styles and unnatural colors that, in the opinion of the principal or the principal’s designee, would interfere with learning, cause a disruption of the educational environment, or be a health or safety hazard are not permitted. Hair should be clean, neat, and well groomed and must not cover the eyes. Hair in rollers is prohibited.
2. Extreme styles of clothing that, in the opinion of the principal or the principal’s designee, would interfere with learning, cause a disruption of the educational environment, or be a health or safety hazard are not permitted. Clothing should be clean, neat, and worn properly (pants and skirts shall be worn at the waist). Clothing should not be too tight, too loose, too short, or too long and should not have inappropriate writing or pictures, including but not limited to clothing which advertises alcohol, tobacco, drugs, any prohibited product, sex, depicts or suggest violence or which contain suggestive writings, pictures, or emblems that are inflammatory, vulgar, or discriminatory.

3. Hats, scarves and other headpieces will not be worn within the school building unless approved for special occasions by the principal or the principal’s designee. Head wraps, scarves, or dress worn in observance of a cultural or religious tradition/belief are acceptable, as long as it does not cause a disruption of the educational environment.

4. Pants and jeans with noticeable splits or holes that, in the opinion of the principal or the principal’s designee, would cause a disruption of the educational environment, would be a health hazard, or would interfere with the learning of other students are prohibited.

5. Shorts, skirts, culottes, split skirts, or dresses must be reasonable in length and appropriate for school.

6. Immodest clothing is prohibited. Tight-fitting clothing, such as spandex or bicycle type clothing and/or any facsimile, is prohibited.

7. Jewelry, clothing, or other items that have pictures, logos, lettering, writing or other symbols that the principal considers vulgar, profane, offensive, suggestive, or disruptive, or that reflect sexual or obscene overtones, or that advertise any alcohol, tobacco or controlled substances are prohibited. Spiked jewelry, clothing, shoes, or chains are not permitted.

8. Wearing any clothing, jewelry, or other item symbolizing gang affiliation is prohibited.

9. Shoes are required for safety and hygiene reasons and may be worn with or without socks.

10. Earrings or other jewelry of such size or style that, in the opinion of the principal or the principal’s designee, would interfere with learning, would cause a disruption of the educational environment, or would be a health or safety hazard are prohibited. Body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear is prohibited.

Violations of the Dress Code Policy will be referred to an administrator for resolution.

Electronic Resources - Acceptable Use Policy
Henry County Schools provides Internet/World Wide Web access to school system staff and students (users). The purpose of this service is to provide teachers and students access to electronic resources that support job responsibilities and the teaching and learning process. User access to the Internet and other computer resources is a privilege, not a right. Therefore, users who violate rules for the use of electronic resources shall be subject to revocation of these privileges and potential disciplinary and/or legal actions.

The Internet Safety Policy and school system measures are designed to address safety and security when using direct electronic communication. Electronic resources include but are not limited to Internet, World Wide Web (WWW), chat rooms, electronic mail, data, online resources, online services, portable media, network information, licensed software, telecommunication resources, HCS Intranet and all other school system electronic messaging systems and data systems. Staff and students do not have a right to privacy while using the district’s computer network. School officials can and will search data or e-mail stored on all school system-owned computers and networks with or without notice.

All users are expected to comply with Board of Education policy IFBGA, Electronic Communications, and follow school system regulations for the use of electronic resources. Such regulations include but are not limited to the following:

1. Email accounts are provided for professional and academic purposes. Email accounts should not be used for personal gain, personal business activities or to solicit for non–school system business; broadcasting of unsolicited messages is prohibited. District employees should use electronic resources to communicate confidential staff or student information only to those who are authorized to receive and with a need to know. This includes student assessment data.

2. Users are required to follow school system regulations which concern the use of electronic resources (i.e., will not damage computers, will not violate the privacy of users’ files, will follow directions of staff or supervisors, will not be wasteful of resources).
3. Comply with network policies regarding student and staff log-ins, including but not limited to, circumventing desktop protection applications or internet filtering devices.

4. Use the Internet for appropriate educational resources.

5. Use electronic resources only with permission of an administrator or designated personnel.

6. Comply with copyright laws (giving credit to the rightful author and not distributing protected materials or software) and do not download or transmit confidential or copyrighted information.

7. Immediately report security problems or policy violations to appropriate school and/or district staff.

8. Do not use electronic resources in a manner that is obscene, insulting, purposely inaccurate, intimidating or knowingly offensive to others.

9. Do not access inappropriate, obscene or vulgar materials or show others how to access or use them.

10. Do not transmit computer viruses or any other malicious programs.

11. Do not intentionally damage or disrupt Internet/WWW services or network/hardware/software that provides delivery of electronic resources.

12. Do not install or remove software on any computer or server.

13. Do not share user IDs or passwords.

14. Do not utilize unauthorized user IDs or passwords.

15. Do not post messages or information and attribute to another user.

School system staff will employ the same supervision and care in determining and monitoring appropriate use of the Internet. Failure to abide by the Board policies and administrative procedures governing use of the school system’s electronic resources may result in the suspension or revocation of system access, and can result in disciplinary action.

Henry County Schools has taken precautions to restrict access to inappropriate electronic materials; however, on a global network it is impossible to control all available content. A user may accidentally or purposely discover inappropriate information. Use of any information obtained via electronic resources is at the risk of the user. Henry County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Henry County Schools will not be responsible for any damages a user may suffer, including loss of data or cost incurred from a commercial service. Henry County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

It is the policy of the Henry County Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) comply with the Children’s Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)]; and, (e) comply with the Student Data Privacy and Transparency Act.

**EXCEL Academy**

EXCEL Academy is a non-traditional program that provides a positive learning environment. The school is structured and classes are generally smaller than other schools in the district. The staff works with each student to develop an individualized learning plan that allows students the freedom to move at their own pace. The curriculum is designed to meet the needs of the individual student, blending regular education curriculum with modified teaching strategies and integrated community service activities. Students wear uniforms to minimize distractions and the school has a no-fail policy that requires students to demonstrate 80% competency or better before completing a class. Students are eligible to receive a diploma from EXCEL Academy and it offers a wide array of special education services for qualifying students.

For most students, EXCEL Academy offers an alternative to long-term suspension/expulsion to students who violate certain school rules and to offer an option to students who are having significant difficulties in their regular school program or who have dropped out of school. Since EXCEL Academy is an alternative to long-term suspension/expulsion, any student found to have committed a Section 2, Section 3, or Section 4 violation while attending EXCEL Academy may be suspended or expelled from the school system without the option of attending any Henry County Schools. Transportation is generally not provided to EXCEL Academy unless the student receives Exceptional Student Education Services.
**Gang-Related Activity**
Exhibiting gang affiliation and/or engaging in any gang-related activity is not permitted. For the purpose of this handbook, a gang is defined as any group or association of three (3) or more persons, whether formal or informal, as evidenced by a common name or common identifying sign, symbol, tattoo, graffiti, attire, or other distinguishing characteristic, that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive activity.

Students shall not use any speech or commit any act or omission in furtherance of the interests of any gang-related activity, including but not limited to:

1. Soliciting others for membership in a gang;
2. Requesting any person to pay protection, bullying, or otherwise intimidating or threatening or physically harming any person;
3. Inciting other students to engage in any gang-related activity;
4. Defacing any school property with any kind of gang graffiti.

**Laser Pointers**
Students are not permitted to possess or use laser pointers. Students who commit such an act are guilty of committing a Section 1 Offense.

**Off-Campus Behavior**
Any student who is arrested, indicted, or has a Juvenile Court complaint filed against him/her which alleges the student committed a felony, a delinquent act which would be a felony if committed by any adult, an assault upon another student, a violation of the laws prohibiting controlled substances or sexual misconduct and which makes the student’s continued presence at school a potential danger to persons or property at the school or disrupts the educational process (O.C.G.A. 20-2-751.5), shall be immediately suspended from school and all school activities with the matter being submitted to a Disciplinary Hearing Officer.

If the Disciplinary Hearing Officer finds there is sufficient evidence to believe the child committed a felony, a delinquent act which would be a felony if committed by an adult, an assault upon another student, a violation of laws prohibiting controlled substances or sexual misconduct 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, the Disciplinary Hearing Officer shall issue short-term or long-term suspension or expulsion from school, or placement of the student in an alternative educational program as deemed appropriate by the Disciplinary Hearing Officer.

**Personal Belongings**
Personal belongings such as toys, music devices, electronic games, playing cards, and cameras may not be brought to school or on class field trips unless they have been approved as part of a class assignment. If such items are brought to school, they may be taken up and kept in the school office until parents come to claim them. In addition, students are subject to disciplinary action for bringing inappropriate items to school without the consent of the school administration. The School District is not responsible for lost, stolen or damaged personal belongings.

**Reporting Criminal Conduct**
Any action or failure to act by a student which is a violation of any law or which an administrator or teacher believes may be a violation of a law may be reported to the School Resource Officer or any other legal authority.

**School Resource Officers**
School Resource Officers (SROs) are employed by the Henry County Sheriff’s Department. An SRO is based at each high school, and serves the middle and elementary schools that feed into the high school. The supervisor of the SRO unit provides additional assistance to schools and SROs as needed.

The primary goal of the School Resource Unit is to provide a safe learning environment for students and teachers. The presence of Deputies on school campuses and at school-sponsored events helps deter misbehavior. The SRO seeks to establish positive relationships with the school community, and is a valuable resource for students, parents and teachers regarding matters of safety, security, and criminal law. Whenever incidents of crime or threats to safety occur, the SRO is able to respond quickly and with the full authority of a law enforcement officer.
School Safety Zone
School safety zones are defined as in, on, or within 1000 feet of any real property leased, owned, or occupied by the Henry County School District. It is unlawful for any person to carry, possess, or have under his/her control any weapon or explosive compound while within a school safety zone, at a school building or school function, or on school property or a vehicle furnished by the school. Violation of this law is a felony. However, an individual over the age of 21 years old (except students) who are in possession of a weapon and/or has a weapon locked in a compartment of a motor vehicle and has a lawful gun license or permit, may transit through a designated school zone to carry or pick up a student. However, it is unlawful for any person to remain within the school safety zone without a legitimate cause or need. Failure to leave the premises when requested is grounds for a charge of disruption of or interference with the operation of any public school, which shall be considered a misdemeanor of a high and aggravated nature.

Student Allegations of Employee Misconduct
Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student should be reported to the principal or to the Human Resource Services Department. As authorized by Georgia law, if it is determined that a student deliberately falsified or misrepresented information alleging employee misconduct, the student will be subject to disciplinary action that may include suspension or expulsion.

Student Questioning by Officials
School Administrators: Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Though it is important to inform parents about issues of concern, parental consent is not required prior to the questioning of students.

Department of Family and Child Services (DFCS): DFCS officials investigating suspected child abuse are permitted to conduct reasonable interviews and inspections of children. Notice to parents is neither required nor desirable when the object of that investigation may be the parents. If the investigation involves suspected child abuse by individuals other than those residing in the child’s household, parents will be informed that such interviews are being requested, if prior notification is possible.

Guardian Ad Litem: The Guardian Ad Litem is a trained professional appointed by the court to represent the best interests of minor children in court cases. Any request to interview a student or to inspect the student’s school record should be submitted, in writing, along with court documentation establishing the Guardian Ad Litem relationship with the child.

Law Enforcement: School Resource Officers, as well as Probation Officers of the Juvenile Court, are permitted to question students at school without prior parental approval. Law enforcement officers from other agencies investigating non-school related matters may question students with the consent of the parent/guardian. Law enforcement officers who have a detention order or warrant for arrest, or states that the situation involves pursuit of a suspect linked to a felony crime may question students without parental consent.

Student Searches
To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, student learning devices, and student lockers at any time. In addition, a student may be searched if administrators have reason to believe the student is in possession of an article or substance which is illegal, prohibited by school rules, or dangerous. Students are given the opportunity to produce the item sought, or to voluntarily empty their pockets, purses, or book bags. Students may be asked to remove their jacket, vest, shoes, or socks. A School Resource Officer may be summoned if there is reason to believe any search should be continued beyond the parameters set forth above. A student that refuses to allow an administrator to search him/her will be subject to disciplinary action, up to and including suspension.

Student Vehicle Searches
To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search student vehicles at any time. As a condition of parking on premises owned by the Henry County Board of Education, students consent to a search of their vehicles. If school authorities have a reasonable belief that a student's vehicle, which is parked on school premises, contains an article or substance which is illegal, prohibited by school rules, or dangerous, school authorities may initiate a search of the vehicle. Failure of any student to comply with school authorities' search of their vehicle may subject the student to disciplinary actions.

If a search yields illegal or contraband materials, said contraband material shall be deemed to be constructively possessed by the student who owns, possesses, and/or drove the searched vehicle onto premises owned by Henry County Board of Education, and said student will be subject to school disciplinary actions for violation of the Code of Conduct. Illegal or
contraband items recovered from the search of a student vehicle shall be turned over to proper legal authorities for ultimate disposition. If recovered items are not illegal but are in violation of Board policies, the items will be held by the school until claimed by the student’s parents or guardian.

**Tobacco**
Students shall not possess, sale, purchase, transmit, or use tobacco, any substance represented or believed to be tobacco related paraphernalia to include electronic cigarettes or smoking devices.

**Vandalism or Damage to School Property**
Students who deface or destroy school property will be charged with the full cost of the damage and will be subject to disciplinary action as outlined in the Code of Conduct.

**Possession of Firearm, Dangerous Weapon, Hazardous Object, or Explosive Compound**
It is unlawful for any person to carry or to possess or have under his/her control while within a school safety zone or on a bus or other transportation furnished by the District any dangerous weapon, firearm, or explosive compound. Any person violating this rule will be reported to the appropriate authorities for prosecution.

- **Dangerous Weapon**: Includes any weapon or object that could reasonably be used in a manner that may inflict bodily harm to another. Examples include, but are not limited to, sharp objects, pepper spray, a rocket launcher, bazooka, recoilless rifles, mortar, hand grenade, or other similar weapon designed to explode.

- **Explosive**: Includes any bomb, firebomb, Molotov cocktail, firecracker, fireworks, stink bomb, bullet, shell, gun powder, grenade, missile, or any other type of explosive device and/or substance. A student in possession of any such item will be subject to disciplinary action as outlined in the Code of Conduct, with the matter being reported to law enforcement authorities.

- **Firearm**: Includes but is not limited to a handgun, rifle, shotgun, or other weapon, which will or can be converted to expel a projectile by the action of an explosive or electrical charge, or gas cartridge (CO2 and nitrogen oxide cartridges that fuel air soft weapons).

- **Hazardous Object**: any dirk, bowie knife, switchblade 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 failing instrument consisting of two or more ridge parts connected in such a manner as to allow them to swing freely, which may be known a nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal gun replica, air gun and any stun gun or taser.

Any student in possession of or having under his/her control a firearm or dangerous weapon while at school or a school function on or off campus, on school property, or on a bus or other transportation furnished by the school system, will be immediately suspended from school. The matter will be submitted to a Disciplinary Hearing Officer and reported to law enforcement authorities. Per Georgia law, students found to have committed this offense by the Disciplinary Hearing Officer will be expelled from Henry County Schools for not less than one (1) calendar year. Upon appeal, the Henry County Board of Education may modify this expulsion requirement on a case-by-case basis.

**Toys such as cap pistols, Nerf guns or the like water guns, and rubber knives are not permitted. Please caution your child concerning toys that resemble weapons. Possession of these items can result in suspension or expulsion from school.**

**GENERAL INFORMATION**

**Accidents/Medical Services**
If a student is injured or becomes ill at school, every effort will be made to contact the parent and to take action at the parent’s direction. If a parent cannot be contacted, school officials will take reasonable actions to preserve the health of the child. The School District personnel has the authority to call 911 in the event of a perceived medical emergency. In the event that 911 is called and medical providers recommend transporting a student to the hospital, should the parent refuse to transport the student to the hospital, then the parent must remove the student from Henry County Schools premises. If the parent refuses to remove the child from the premises, the child shall be released to 911 provider at parent/guardian’s expense.
Parents must notify the school if their child has health problems that could result in a health emergency and should provide documentation from a physician or other licensed medical professional of the procedures the school should follow to assist the student while at school or at school related activities.

Asbestos Plan
The Henry County Board of Education has a state-approved asbestos plan. A copy of this plan is available in the principal’s office. For more information concerning asbestos plans, please contact the Facilities/Maintenance Department.

Birthdays
The school faculty and staff are happy to recognize student birthdays. However, because learning time is very important, no birthday parties may be held during the school day for students or teachers.

Book Bags, Sports Bags and Other Bags
Students are allowed, but not required, to use a book bag to carry textbooks and school supplies. However, students are discouraged from using a rolling book bag because such bags often create tripping hazards. If students choose to use a rolling bag, they must carry the bag when entering and exiting the bus. Also, a luggage-type bag that is too bulky for students to safely hold in their lap is prohibited on the bus. For safety reasons, book bags may not be placed in the center aisle of the bus. All student bags are subject to search.

Bus Transportation and Safety

Video Cameras on Buses: Each bus may be equipped with a video camera. Students may be videoed on each trip. The videos provide a record of student’s behavior on the bus. Upon written request, a parent may make an appointment to view a tape of their child if a disciplinary issue has been identified.

Transportation To and From Designated Bus Stops: Students will be picked up at their designated bus stop and returned to their designated bus stop. Students may only ride their assigned bus. It is the responsibility of the Henry County School System to transport students from bus stop to school and from school to bus stop. Parents are responsible for the child until the child enters the bus at his/her designated bus stop. The Henry County School System shall not be responsible for the student after he/she returns to the designated bus stop.

In accordance with Department of Children Services (DFCS) Guidelines for safety and supervision of children, Henry County School System does not allow children 8 years old and younger to unload at their designated bus stop without a parent/guardian present. If there is not a parent/guardian present, the student will be returned to their school and it will be the parent/guardians’ responsibility to report to the school and transport their student home.

Parents should ensure students are at their assigned bus stop five minutes before the bus arrives. Contact the Transportation Services Department for information regarding bus pick-up/drop-off times and locations or to discuss any concerns regarding bus routes or drivers. Parents should not interrupt bus routes or attempt to board buses to discuss issues with drivers.

Students should adhere to the following safety rules at the bus stop:

1. Students who must cross the road to board a bus should never do so until:
   (1) the bus has come to a complete stop;
   (2) the proper warning signs are displayed; and
   (3) the driver motions for students to cross.
2. Students should cross the road in front of the bus. Never cross the road behind the bus.
3. Students should always stand a safe distance from the road (at least twelve feet).
4. Students who must cross the road after exiting from the bus should always cross at least twelve (12) feet in front of the bus after looking in both directions for traffic and after the driver motions for students to cross.
5. Students should never run to or from the bus.
6. Students should be at their assigned bus stop five (5) minutes prior to the arrival of the bus.
Cancellation of School
In the event of severe weather or other emergencies, official information about school closing will be broadcast on Atlanta area radio and television stations. Parents should be aware that severe weather or other emergencies could cause school to be canceled during the school day. Parents should plan accordingly.

Child Abuse
Georgia law requires that school employees report to the local Department of Family and Children Services (DFCS) any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the employee. Once a report has been made, official representatives of DFCS have the right to come to the school to interview the child. Parental permission need not be obtained by DFCS or the school to conduct the interview of the child.

If a Henry County School employee has reasonable cause to believe that suspected child abuse has occurred involving a person who attends to any child as an employee or volunteer of the school, the employee must report their suspicion of abuse to the Division of Family and Children Services and their school Principal or the Principal’s designee. Reports of suspected child abuse shall be made immediately, but not more than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. Reports may be made orally, by telephone or other oral communication, or a written report may be made by electronic submission or facsimile to the Department of Family and Children Services and to the school Principal or the Principal’s designee.

Pursuant to Code Section 19-7-5 of the Official Code of Georgia Annotated (O.C.G.A), Henry County Schools must notify individuals who volunteer in the school district of their obligations as mandated reporters for suspected child abuse.

Child abuse includes but is not limited to the following:
A. Physical injury or death inflicted upon a child by a parent or caretaker by non-accidental means; physical forms of discipline do not count, as long as there is no physical injury to the child;
B. Neglect or exploitation of a child by a parent or caretaker thereof;
C. Endangering a child;
D. Sexual abuse; or
E. Sexual exploitation of a child.

Requirements
Georgia law requires that all volunteers:
1. Report, not investigate, any suspicions of child abuse as defined above to the principal, supervisor, or designee of the facility within which you are volunteering immediately, but in no case later than the end of the school day or school event for which you are serving as a volunteer.
2. If the above individuals are not available, then Georgia law requires that you make an oral report or a written report by electronic submission or facsimile of suspected child abuse immediately to the Department of Family and Children Services, an appropriate police authority, or a district attorney within 24 hours.
3. If you suspect the child is in immediate danger, you are directed to call 911 immediately.

Guidance
- Your verbal report of any suspicions of child abuse should be made in person or by telephone and followed by a report, in writing, if requested. When a report is being made by electronic submission or facsimile to the Department of Family and Children Services, it shall be done in a manner specified by the division.
- Do not contact the parent or guardian.
- In causing a report to be made to a child welfare agency, or participating in any judicial proceeding or any other proceeding that results, you are immune from any civil or criminal liability that might otherwise be incurred or imposed, provided that you are doing so with good intentions.
- A copy of Henry County Schools’ procedures for reporting suspected child abuse/neglect is available at each school. In addition, a video has been made available at the Henry County School system website that will aid you in understanding the signs and symptoms of child abuse/neglect. [http://schoolwires.henry.k12.ga.us/site/default.aspx?PageID=1](http://schoolwires.henry.k12.ga.us/site/default.aspx?PageID=1)
If you have questions, please contact the principal, school designee, or Director of Student Services, at 770-957-6601.

By your signature on the acknowledgement form of this handbook, you concede that you have received a copy of the procedures, you have had an opportunity to review the procedures and ask questions, have had an opportunity to review the video, if so desired, and are aware of your obligation to report suspected child abuse/neglect to the appropriate authorities.

**Supervision Guidelines**

Henry County Schools often receives questions regarding at what age children may be left unsupervised. While there are no state laws regarding the supervision of children, the Division of Family and Children Services (DFCS) provides the following guidelines:

- Children eight years or younger should not be left alone.
- Children between the ages of nine years and twelve years, based on level of maturity, may be left alone for brief (less than two hours) periods of time.
- Children thirteen years and older, who are at an adequate level of maturity, may be left alone and may perform the role of babysitter, as authorized by the parent, for up to twelve hours.
- If a parent has questions regarding these supervision guidelines, they should contact the local DFCS office.

**Clubs & Organizations**

As required by Georgia law, schools must provide to parents a list of all clubs and organizations available for students. Schools will send this information to parents at the beginning of the school year. Included with this list will be a form parents should use to notify the school if they wish to prohibit their child from participation in any club or organization. Please contact your child’s school if you have not received this list and notification form. If any new clubs or organizations are formed during the school year, schools will send information to parents, including a parent permission form for student participation. The meetings of any school activity group will be conducted under the supervision of an adult professional advisor. Students who participate in such activities must follow the rules established by their school. Clubs will meet on a scheduled basis so as not to conflict with academic instruction.

**Emergency Management Plan / Emergency Drills**

The Georgia Emergency Management Agency (GEMA) reviews and approves the school system’s comprehensive School Safety Plans and each school’s Emergency Management Plan. These confidential plans are maintained by the school principal or the Student Conduct and Safety Department. An annual safe schools audit of each school in the district will be conducted by the Student Conduct and Safety Department in conjunction with GEMA.

Fire-evacuation drills will be held on a monthly basis. Drills for severe weather, lockdown of the school, and bus evacuation will be held at least once each year. Parents should remind their children that during emergency drills students must respond quietly and quickly, and must follow the directions given by their teachers and administrators. Failure to comply with instructions given during a fire-evacuation drill may result in disciplinary action.

**Field Trips**

Classroom teachers schedule educational field trips to nearby locations throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community.

Parents will receive notices of field trips well in advance of the scheduled trip and will be asked to sign a field trip permission form. Sometimes a small contribution may be requested to help defray transportation or facility costs. No student will be penalized in any manner or denied the opportunity to go on the field trip for failure to contribute.

Individuals or organizations often offer the opportunity to students to travel during weekends or school breaks, or even during times when school is in session. Unless these opportunities are approved by the Henry County Board of Education, matters of interest or concern must be addressed to the individuals sponsoring these trips. Absences from school due to student participation in such travel will not be excused unless approved in advance by the principal.

**Gum Chewing**

Gum at school and on the bus is prohibited. Students are expected to follow this policy.
**Head Lice**
Because head lice are so easily spread from one student to another, students with head lice (or eggs, often referred to as “nits”) cannot remain at school. If a student has head lice, their parent will be asked to pick up their child. Students will not be allowed to return to school until an examination by designated school staff indicates the student no longer has head lice or nits. In the event that head lice are a recurring problem, clearance from the Henry County Health Department or a physician may be necessary before the student may return to school.

**Homeless Children and Youth**
The McKinney-Vento Homeless Act defines homeless children and youth as those who lack a fixed, regular, and adequate night-time residence. Should you have questions concerning your specific rights under this provision, please contact the School Social Worker or the Homeless Liaison in the Family Services Department.

**Illness**
If a child becomes too ill to remain in class, his/her parent will be contacted so the student may be picked up and cared for at home. Children should not return to school until vomit, diarrhea, and/or fever free for 24 hours. Regarding fever, a child with fever (oral temperature of 99.5 degrees or higher with other symptoms of illness present OR temperature of 100.4 degrees regardless whether other symptoms are present) should stay home until there is 24 hours without having a fever (without the use of fever reducing medicine in that 24 hours). The principal should be notified, in writing, if a student has a chronic disability or illness that could require special or emergency treatment.

- **All Medicine (prescription and over-the-counter) must be kept in the school office and dispensed by the principal or his/her designee.** Parents are urged to keep the front office updated with current phone numbers so parents may be reached.

- **Contagious Illness:** If a school receives a written report from a doctor/licensed healthcare provider which states that a student has a “notifiable disease/condition,” the school system will follow the infectious disease reporting protocol including recommendations from the Henry County Health Department. The parent/guardian must provide a release to school signed by a licensed healthcare provider indicating the date the student can return to school.

**Insurance**
Parents are responsible for providing accident or medical insurance coverage for their child. Henry County Schools does not maintain insurance coverage of students. As a service to parents, information regarding accident insurance that can be purchased at a nominal cost is sent home at the beginning of each school year. Students must submit proof of insurance coverage prior to registration for any athletic activity. Please check with the principal to determine which, if any, class or activity may require insurance. If an activity requires that a student maintain insurance and the student cannot provide proof of such insurance, then the student will not be eligible to participate in activity.

**Lost and Found**
Each school has a “Lost & Found” area where lost items are turned in and may be claimed. Items that are not claimed by the end of the school year will be discarded. Items of clothing that may be removed, such as coats and sweaters, should be labeled with the student’s name.

**Lunch with Students/Outside Food Policy**
Parents are welcome to eat lunch with their children at school. On such occasions, parents are encouraged to purchase a school lunch but are permitted to bring food to the school for consumption by themselves and their children. Parents are not allowed to bring lunch for students other than their own children. Commercial foods may not be delivered to the school without prior approval by the principal. When parents would like to eat lunch with their child at school, the school office should be notified by 9:00 a.m. so the lunch count can be increased. For information regarding the School Nutrition Program, including meal prices, refer to the Programs and Services section of this handbook or contact the School Nutrition Department.

**Medicine**
When students must take medicine at school, parents must bring all medicine and related equipment to the principal or his/her designee and complete a Student Health and Medication Authorization Form. Medicine cannot be given without written permission and instructions from the parent. Please do not send medicine to school by students.

**All prescription and over-the-counter medicine must be kept in the school office** unless authorized in writing by a physician and approved by the principal. Students are subject to disciplinary action, including but not limited to, short-term
suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal’s consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed or per label directions (for over the counter medicines).

**Auto-Injectable Epinephrine**

Students are authorized to carry and self-administer prescription auto-injectable epinephrine provided the student’s parent / guardian provide the following:

1. A written statement from a licensed physician containing the following:
   a. A statement detailing the name of the medication, method, amount, and time schedules by which the student is to take the medication; and,
   b. A statement confirming the student is able to self-administer auto injectable epinephrine.

2. A written statement from the student’s parent / guardian expressly acknowledging:
   a. The parent / guardian grants the student permission to self-administer the prescription auto-injectable epinephrine as provided by the student’s licensed physician;
   b. That the parent / guardian has provided the school with a signed medical release that gives school personnel permission to consult with the student’s licensed physician regarding any questions that may arise with regard to the medication;
   c. That the parent / guardian has provided the school with a signed authorization releasing the school system, Board of Education, and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of the student self-administering auto-injectable epinephrine.

3. Parents shall provide the above statements at least annually. However, if the student’s medication, dosage, frequency of administration, or reason for administration changes, the parents shall provide updated statements to the school.

**Levalbuterol Sulfate for Asthma and Respiratory Distress**

The Henry County Schools do not maintain a supply of levalbuterol sulfate. However, certain school employees or agents are authorized to administer levalbuterol sulfate, if available, to a student upon the occurrence of perceived respiratory distress. Any school employee or agent who has completed training or received information provided by the Board on how to recognize the symptoms of respiratory distress and the correct method of administering levalbuterol sulfate, may:

1. Provide levalbuterol sulfate to any student such employee or agent believes in good faith is experiencing perceived respiratory distress for immediate self-administration; or

2. Administer levalbuterol sulfate to any student such employee or agent believes in good faith is experiencing a perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate.

Students who need to carry prescription asthma or diabetic medication or epinephrine injectors are permitted to keep these items in their possession if a [Written Authorization for Self-Administration of Medication Form](#), which contains both prior written permission from the parent and the child’s treating physician’s signature, as well as the child’s signature has been provided to the principal of the child’s school.

The Henry County School Board will follow regulations set forth in O.C.G.A. § 16-12-190 et seq., O.C.G.A. § 16-12-191, and the regulations set forth by the Georgia Commission on Medical Cannabis which govern the possession, sale, manufacturing, distribution, and dispensing of low THC oil in the State of Georgia.

*Authorizations for self-administration of medication form is available at each individual school.*

Schools may receive and store prescription auto-injectable epinephrine on behalf of students who are not able to self-administer auto-injectable epinephrine, provided the student’s parent/guardian provide the following:

1. A written statement from a licensed physician containing the following:
   a. A statement detailing the name of the medication, method, amount, and time schedules by which the student is to take the medication.

2. A written statement from the student’s parent / guardian expressly acknowledging:
a. That the parent / guardian has provided the school with a signed medical release that gives school personnel permission to consult with the student’s licensed physician regarding any questions that may arise with regard to the medication;

b. That the parent / guardian has provided the school with a signed authorization releasing the school system, Board of Education, and its employees and agents from all civil liability relating to the storing of the prescription auto-injectable epinephrine and the administration of auto-injectable epinephrine by the school system, Board of Education, and its employees and agents.

3. Parents shall provide the above statements at least annually. However, if the student’s medication, dosage, frequency of administration, or reason for administration changes, the parents shall provide updated statements to the school.

At their sole discretion, employees and agents of the school system and/or Board of Education may administer an auto-injectable epinephrine, if available and if needed, to a student, whether or not such student has a prescription for epinephrine. Any employee or agent of the school system and/or Board of Education, who in good faith, administers or chooses not to administer epinephrine to a student, shall be immune from civil liability for any such act or omission to act related to the administration of epinephrine.

*Individualized health plan (IHP) form is available at each individual school.*

**Prescription medicine, including inhalers, must be in the original labeled container.** The label must include the student’s name, the name of the medicine, instructions for dispensing the medicine, and the doctor’s name. Pharmacists can provide a duplicate-labeled container with only the dosage to be given at school. Over-the-counter medicine must be in the original container and marked with the student’s name. Sample medications can only be given when accompanied by a physician’s note indicating the sample is for the student’s use.

Parents should pick up unused medicine from the principal or his/her designee. Any medicine not picked up will be discarded at the end of each school year. **Medicine will not be sent home with the student.**

**Diabetes Medical Management Plan**

Each school shall have employees trained in diabetes management. Such employees are not required to be healthcare professionals. The parent or guardian of each student with disabilities who seek diabetes care while at school shall submit to the school a Diabetes Medical Management Plan. The school shall review and implement the plan. A Diabetes Medical Management Plan is a document developed by the student’s physician or other healthcare provider that sets out the health services, including the student’s target range for blood glucose levels, needed by the student at school and is signed by the student’s parent or guardian.

In accordance with the Diabetes Medical Management Plan, the clinic aide, cluster nurse, or the trained diabetes personnel shall be able to perform functions including, but not limited to, responding to blood glucose levels that are outside of the student’s target range, administering glucagon, administering insulin, or assisting a student in administering insulin through the insulin delivery system the student uses, providing oral diabetes medication, checking and recording blood glucose levels and ketone levels, or assisting a student with such checking and recording, and following instructions regarding meals, snacks, and physical activities.

Upon written request of a student’s parent or guardian and if authorized by the student’s Diabetes Medical Management Plan, a student with diabetes shall be permitted to perform blood glucose checks, administer insulin through the insulin delivery system the student uses, treat hypoglycemia and hyperglycemia, and otherwise attend to the monitoring and treatment of his or her diabetes in the classroom, in any area of the school or school grounds, and at any school-related activity, and he or she shall be permitted to possess on his or her person at all times all necessary supplies and equipment to perform such monitoring and treatment functions.

The district shall provide information in the recognition of diabetes-related emergencies to all bus drivers responsible for the transportation of a student with diabetes.

**Notice of Pictures of Students**

Unless the parent/guardian requests otherwise, pictures and/or recordings of students may be taken by the news media,
individual schools, or the school system during the school day or at school events. Such pictures or recordings of students may appear on school and school system websites, or in other public places.

If the parent/guardian wishes to prohibit the taking of any picture or audiovisual recording of their child by the news media, the school, or the school system, notification must be filed with principal, in writing, within 30 days of the beginning of the school year or the date of enrollment. Pictures and/or recordings that identify students as receiving Special Education instruction will not be publicly displayed. Regardless of parental consent or notification, the school system has the right to record students with video cameras for safety and instructional purposes, and at extracurricular activities.

**Parent-Teacher Conferences**

Parents are encouraged to arrange a parent-teacher conference when the parent would like more information about their child’s performance at school. Parent-teacher conferences can be an effective way of helping students improve their schoolwork. To schedule a conference, parents should contact the teacher or an administrator. Teachers are not available for conferences during instructional time.

**Parent-Teacher Groups**

Parents are encouraged to become actively involved in the Parent-Teacher Association (PTA) or Parent-Teacher Organization (PTO) at their child’s school. These organizations provide opportunities for parents and teachers to work together for the betterment of the school and the benefit of students. Parent-teacher groups hold regular meetings in the schools.

**Parties/Outside Food Policy**

Since parties take away from class time, no more than two parties are permitted during the school year. There can be no surprise or planned parties for teachers. When parents bring food to their child’s classroom, they must have sufficient quantity for the whole class. Parents must also be mindful that some students may have food allergies that could cause medical problems for students and liability for parents. Please refer to your child’s school’s policy on “food in the classrooms” for more detailed information.

**Pets**

No pets of any kind are allowed at school without permission from the school. Teachers may give special permission for pets to be brought to school as part of a special display or activity if approved by the principal. Under no circumstance is a potentially dangerous pet to be brought to school. Pets or animals are not allowed on the school bus.

**Pledge of Allegiance**

Students will be given the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America during each school day. Parents should notify their child’s teacher, in writing, if they do not wish for their child to participate in reciting the Pledge. Students who do not wish to participate may either stand or remain seated during the Pledge.

**School Supplies**

Parents are expected to furnish pencils and paper for their child’s use at school. Each elementary school operates a school supply store that sells supplies at reasonable prices. Parents may send money for their child to purchase supplies at the school store or they may purchase supplies elsewhere.

**Silent Reflection**

At the start of each school day, the school shall conduct a brief period of quiet reflection for not more than 60 seconds. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

**Solicitation of Students or Employees**

Solicitation of students or employees by any business, industry, organization, or individual for the purpose of selling a product, service, or membership is prohibited on school grounds. The selling of any article or subscription, or any other activity undertaken for the purpose of raising funds or collecting monies in or through a school is prohibited unless the particular activity is approved by the Henry County Board of Education. Please do not allow your child to bring items to school to be sold to students or employees.
Student Learning Devices (EmpowerHCS Program)
The EmpowerHCS program is designed to support the District’s personalized learning vision by providing the digital resources and support necessary for student success. As a component of this program, all students have access to student learning devices.

Student Learning Devices: Student learning devices refer to technology devices such as computers, laptops, and iPads. In grades K – 2nd, class sets of iPads are available in each classroom. Students in grades 3rd – 5th are loaned a Chromebook to use during the school year. Students are expected to transport their assigned Chromebook to and from school each day. All student learning devices and accessories are the property of the Henry County School District. Students must comply with Policy IFBGA, and all other school policies that govern appropriate use of technology. For additional information on Terms and Conditions for EmpowerHCS loaner program, refer to the HCS Digital Learning Device handbook.

Technology Protection Coverage: All devices are covered by a limited Accidental Protection Plan (ADP) to protect against most accidental drops, spills, bumps, and structural failures incurred under normal operating conditions or handling. However, this plan excludes improper use/mal-intent/intentional damage. In general terms, this includes damage to a device as a result of obvious intentional abuse by a user, a device that has been submerged in liquid (rendering it unrepairable), a crushed device (rendering it unrepairable), or a device otherwise damaged as a result of use outside the district’s Acceptable Use Policy. In addition, this plan does not cover stolen/lost devices nor does it cover the replacement of accessories.

As a service to parents, information regarding supplemental Chromebook coverage to protect against theft of the Chromebook, and/or replacement of accessories that can be purchased at a nominal cost, is sent home at the beginning of the school year.

Notice of Waiver to Transport Chromebook to and from School: Unless the parent/guardian requests otherwise, students in grades 3rd through 5th must transport their assigned Chromebook to and from school. If the parent/guardian wishes to waive the opportunity to transport the Chromebook to and from school, notification must be filed with the principal, in writing, within 30 days of the beginning of the school year or the date of enrollment. Regardless of parental consent or notification, to ensure an equitable learning experience, all students are required to use student learning devices to access, create, and share educational content at school.

Student Records
In accordance with state and federal regulations, the Henry County Board of Education has established policies and procedures to ensure the confidentiality of student records. Parents have the right to inspect their child’s student records maintained by the school. Parents having questions regarding their child’s student record information should contact the school principal.

Directory Information
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that requires the school district, with certain exceptions, to obtain a parent or custodian’s written consent prior to the disclosure of personally identifiable information from a student’s educational records. However, Henry County Schools may disclose directory information without parental consent. The primary purpose of directory information is to allow the school district to include a student’s education records in certain school publications. Examples include: honor roll, graduation programs, sports participation/recognition, yearbook, and a playbill from a drama production.

Directory information is that which may be considered of general interest to students, parents, or the public. The following student information is classified as directory information:

- Student’s name, address and telephone listing;
- Date and place of birth;
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Photographs;
- Video and audio images and recordings;
- Diplomas, honor and awards received;
• Major field of study; and,
• The name of the most recent previous educational agency, institution, or school attended by the student.

Unless the parent/guardian or eligible student request otherwise, directory information may be disclosed to the public upon request. In accordance with the Elementary and Secondary Education Act of 1965 (ESEA) the district must provide student directory information to military recruiters unless the parent or guardian opts-out of directory information.

The parent/guardian or eligible student has the right to refuse to allow any of their student information to be designated as directory information. To exercise this right, written notification must be filed with the principal within thirty (30) days of the date of enrollment.

Academic Information

Academic information includes items such as individual student attendance and discipline records, transcripts, and test results. Such information is confidential and access is restricted.

Student records are available to students’ parents/guardians for inspection and reviews. Parents/guardian have the right to seek amendment of the student’s educational records that the parents/guardians believe to be inaccurate, misleading, or in violation of the student’s privacy rights. Consent is required from parents/guardians prior to the disclosure of educational records protected by FERPA. Complaints regarding the application and implementation of FERPA may be made to the United States Department of Education (see pg. 46, Federal Laws and Guidelines). The rights afforded to parents/guardians can transfer to the student when the student reaches eighteen years of age. Professional personnel, in the normal functions of the school and as approved by the Superintendent, may access student records without prior consent from parents/guardians under FERPA.

Exceptions to restricted access of student records are set forth in law and include, but are not limited to the following:

a. In the event that part or all of a student’s record may be made available in compliance with a judicial order or any lawfully issued subpoena, advance notice of such compliance will be given to parents and eligible students.

b. In the event of an emergency, appropriate persons will be given access to a student’s records if knowledge of information contained therein is necessary to protect the health and safety.

c. If students move to another attendance area within the school system or seek to enroll in a school outside of the system, students’ records will be sent to the new school upon official request from that school.

Parents/guardians should contact the principal in writing should they desire to inspection and review student educational records. Similarly, questions regarding student record inaccuracy, misleading information, violations of the privacy or rights of students, and requests to amend or delete information from school records should be in writing and directed to the principal (see pg. 46, Federal Laws and Guidelines).

Student Data Privacy Accessibility and Transparency

The Georgia Student Data Privacy, Accessibility, and Transparency Act afford parents and students, who are 18 years of age or older (“eligible students”), the right to file a complaint with their local school system regarding possible violations of rights under O.C.G.A. § 20-2-667 or under other federal or state student data privacy and security laws. The Chief Information Officer has been designated by the Board to serve as Chief Privacy Officer to handle such complaints, and can be reached at:

Dr. Brian Blanton
Henry County Schools
Chief Privacy Officer
33 N. Zack Hinton Parkway
McDonough, GA 30253

Supervision of Students at School

Students are under the supervision of the school staff during the regular school day. The school is not responsible for students on school grounds during any time other than the school day or during school-sponsored events after the school day. Schools cannot be responsible for supervising students prior to 7:15 a.m.
Suicide Intervention, Prevention and Postvention Program - National Suicide Prevention Lifeline 1-800-273-8255

The Henry County Board of Education is in compliance with the standards and policies set forth by the Georgia State Board of Education’s policy pursuant to the Jason Flatt Act-Georgia. The current policy is available at the school system website. Please contact the Student Services Department for further information.

Teacher and Paraprofessional Qualifications

In accordance with ESSA (Every Student Succeeds Act), all school districts are required to notify parents at the beginning of each school year of their ‘Right to Know’ the professional qualifications of their student’s classroom teachers and paraprofessionals.

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student’s teacher –
   - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
   - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
   - is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Telephone Use

Students will not be allowed to use the office telephone except in case of an emergency as determined by the principal or principals’ designee. If students become ill, their parents will be contacted by someone on the school staff. If students need to make arrangements to go home with someone else, they must have their parent send a note to school. Students may not call home to make such arrangements after arriving at school.

Textbook and Instructional Orders and Inventories

Schools are expected to use those textbooks/instructional resources that are adopted as the school system's curricular materials. The Learning and Performance Services Department will place textbook orders based on the next school year’s projected enrollment. The principal or his or her designee is responsible for maintaining an accurate inventory of textbooks and informing the department of needs in a timely manner. Textbooks that are lost, stolen, or damaged must be paid for by the student at the true replacement cost.

If students lose or damage textbooks and/or media materials, parents will be charged the full replacement cost and students may be subject to disciplinary action. Replacement textbooks and media materials may not be issued until restitution is made. Georgia law provides that grade reports, diplomas, or certificates of progress may be withheld for failure to pay for lost or damaged textbooks, or other instructional materials for which the student is responsible.

Transportation Changes

Students may not make changes in the way they usually go home unless they have a note signed by their parent. Parents should give specific dates and instructions to explain any change to the way their child should be transported home. The principal or assistant principal must approve the note.

Last minute requests for transportation changes can confuse and upset students. To avoid such confusion and disruption of the school during dismissal time, parents are asked to notify the school as early as possible if it becomes necessary to make an unanticipated change in the way their child should be transported home.

Transportation to and from Designated Bus Stops

Students will be picked up at their designated bus stop and returned to their designated bus stop. Students may only ride their assigned bus. It is the responsibility of the Henry County School System to transport students from bus stop to school and from school to bus stop. Parents are responsible for the child until the child enters the bus at his/her designated bus stop. The Henry County School System shall not be responsible for the student after he/she returns to the designated bus stop.

In accordance with the guidelines established for the safety and supervision of children by the Department of Family and Children Services (DFACS), students 8 years old and younger will be required to have a parent/guardian present
at the designated school bus stop. If a parent/guardian is not present, students will be returned to school and it will be the parents’ responsibility to transport the student home.

**Video/Audio Recorders**

Video/audio recorders are placed throughout the school and video/audio recorders are used on school buses for the purpose of aiding supervision. Video/audio recordings may be used in the classroom for the purpose of improving instruction, developing strategies for dealing with student behavior or as evidence that misbehavior has taken place.

**Visitors**

Parents are encouraged to visit the school for conferences and school activities. Students may not bring relatives or friends to school as “spend-the-day” visitors. Advanced notice and approval by the principal or his/her designee is required for any visitor to observe in classrooms

As required by Georgia law, visitors to the school must report to the school office to sign in when they arrive. Visitors must wear a visitor’s badge while at the school.

**FEDERAL LAWS AND GUIDELINES**

Henry County School District is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights and Privacy Act, the Hatch Amendment, the Vocational Education Guidelines, and the Gender Equity in Sports Act. Please review the following selection of federal laws and regulations pertinent to your child.

**Health Education**

Classes in health education may not be offered separately on the basis of sex except that separate sessions for boys and girls are permissible during times when materials and discussion deal exclusively with human sexuality.

**Gender Equity in Sports**

As required under O.C.G.A. § 20-2-315), students are hereby notified that the Sports Equity Coordinator for the Henry County School District is Mr. Aaryn Schmuhl, Chief Leadership Officer. For inquiries or complaints concerning sports equity or alleged gender discrimination in sports, please contact Mr. Schmuhl at 770-957-7189. For additional information, please see Henry County Board of Education policy JAA-E (1).

**Student Records**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records as follows:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or in violation of the student’s rights of privacy. The parent or guardian should write the school principal, clearly identify the part of the record in question, and specify why it is inaccurate, misleading, or in violation of the student’s rights of privacy. The district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The following is a limited, non-exhaustive list of some of the disclosures permitted by FERPA without consent:
   a. FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or, parent or student serving on an official
committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b. FERPA also permits disclosure of personally identifiable information without consent to appropriate officials in health or safety emergencies so long as the disclosure of the information is necessary for the receiving party to respond to the emergency nature of the situation and made to protect the health or safety of the student or others.

c. FERPA permits disclosure in response to a lawfully issued judicial order or lawfully issued subpoena.

d. FERPA permits disclosure of education records without consent to officials of another school in which a student seeks or intends to enroll.

e. FERPA permits the disclosure of educational records without consent to an agency caseworker or other representative of a state or local child welfare agency who has the right to access a student’s case plan.

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

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave SW,
   Washington, DC 20202-4605

   For a detailed listing of the types of personally identifiable information about students designated by the Henry County School District, refer to the Directory Information section on page 41 of this Handbook.

Research and Student Surveys
The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the school’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. These include the right to:

1. 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:
   a. Political affiliations or beliefs of the student or student’s parent;
   b. Mental or psychological problems of the student or student’s family;
   c. Sex behavior or attitudes;
   d. Illegal, anti-social, self-incriminating, or demeaning behavior;
   e. Critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
   f. Religious practices, affiliations, or beliefs of the student, the student’s parents; or,
   g. Income, other than as required by law, to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:
   a. Any other protected information survey, regardless of funding;
   b. 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,
   c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

The School District has adopted policies to protect student privacy in the administration of protected information surveys and the collections, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. The following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Students or parents who believe their rights have been violated may file a complaint with:

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

Students and parents are hereby notified that the Coordinators for the Henry County School District are:

- Mr. Tony Pickett, Office of the Superintendent (Title VI and IX)
- Dr. April Madden, Family and Student Support Services (IDEA/Section 504/Title II-Students)
- Ms. Valerie Suessmith, Human Resource Services (Title II-Employees)
- Mr. Aaryn Schmuhl, Leadership Services (Sports Equity)

Coordinators may be contacted at:
Henry County Schools, 33 North Zack Hinton Parkway, McDonough, Georgia 30253, 770-957-6601.

**Sexual Harassment Policy (HCBOE Policy JCAC)**

It is the policy of the Henry County Board of Education (the "Board") to maintain a learning environment that is free from all forms of discrimination and harassment on the basis of race, color, national origin, sex, and disability.

It shall be a violation of the JCAC policy for any student, employee, or third party of the District to harass another person through conduct or communications of a sexual nature as defined below.

Any individual who believes that he or she has been exposed to unwelcome sexual misconduct should immediately report the act to any of the appropriate employees designated in this policy. Henry County Schools will investigate all complaints, formal or informal, verbal or written, of alleged sexual harassment. District personnel and students shall cooperate with an investigation and respond truthfully, promptly, and fully. Failure to do so may result in disciplinary action.

**Sexual Harassment Defined**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a District employee (or third party) to a student or when made by any student to another student or employee (or third party). This misconduct constitutes sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creates an, intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:
1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement accompanied by implied, overt threats, or explicit threats concerning an individual’s educational status;
6. Offensive or unwelcome sexual advances or propositions;
7. Graphic or degrading verbal comments about an individual or his/her physical attributes;
8. Display of sexually suggestive objects, pictures, cards, or letters;
9. Lewd or suggestive comments or gestures;
10. Employees dating students and/or otherwise being romantically involved with a student; or
11. Sexual violence, a physical act of aggression that includes a sexual act or purpose.

Sexual harassment involving students can occur in many settings and may involve a variety of individuals. The circumstances may involve those items listed above and may include but are not limited to the following:

1. Student-on-student harassment;
2. Harassment of a student by an employee, representative, volunteer, or third party for Henry County Schools; or
3. Harassment of an employee, representative, volunteer or third party for Henry County Schools by a student.

Appropriate disciplinary actions will be taken against persons found to have violated this policy. These sanctions shall include sanctions authorized by law, Board policy, and the Student Code of Conduct. Where appropriate, certified employees may be reported to the Professional Standards Commission to determine if there is a violation of the Code of Ethics for Educators. These actions shall also include other measures designated to end sexual harassment and to prevent their recurrence.

Individuals who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary actions. Individuals, who withhold information, purposely provide inaccurate facts, violate privacy and confidentially rules, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action.

Retaliation against individuals who file complaints of alleged sexual harassment or those who assist in the investigation of complaints of alleged sexual harassment is expressly prohibited. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Appropriate disciplinary actions shall be imposed for verified acts of retaliation.

Sexual Harassment Complaint Resolution Process

Any person who believes they are a victim of sexual harassment or have knowledge of someone else being a victim of sexual harassment by a staff member, third party, or student at the District are encouraged to complain directly to the site administrator, school principal, school assistant principal(s), school counselor(s), or Title IX Coordinator at their school or worksite. Any District employee who receives a complaint of sexual harassment should likewise report the alleged harassment to the site administrator, school principal, school assistant principal(s), school counselor(s), or Title IX Coordinator for further processing and investigation. If the complaint involves a site administrator or school-level administrator, the complaint should be filed with the administrator’s direct supervisor. The direct supervisor will conduct an adequate, reliable, and impartial investigation.

For assistance with filing a complaint, including information regarding with whom a complaint should be filed, a person may contact the Title IX Coordinator at the District.

Mr. Tony Pickett
Henry County Schools
33 N. Zack Hinton Parkway
McDonough, Georgia 30253
770-957-6601
If interim measures are warranted during the investigation, the school/District will determine an appropriate interim measure to ensure the safety of the alleged victim and/or complainant. The determination of interim measures will be made on a case-by-case basis, will be based on available facts, and will not disproportionately impact the alleged victim and/or complainant.

A person may also file a formal complaint alleging sexual harassment as outlined under this policy. Filling of a formal complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments.

When an investigation finds discrimination or harassment, the District will take steps to prevent the recurrence of the discrimination or harassment and provide appropriate remedies for the complainant and others, if warranted.

The levels of investigation and resolution for a Sexual Harassment Complaint under this policy are as follows:

- **Level 1 – Administrative Review (School Principal / Supervisor)**
- **Level 2 – Sexual Harassment Formal Complaint (Office of Legal Compliance)**
- **Level 3 – Superintendent (or Designee) Review**

The procedures for handling a Sexual Harassment Complaint are as follows:

### Level 1 – Administrative Review

The Board encourages all individuals to attempt to resolve a grievance at the site of concern (local school or district level) before filing a formal complaint. If the matter is not resolved at the site, the complainant may elect to request, in writing, an investigation under Level 2. The site administrator (or their supervisor if the complaint is against a site administrator) shall conduct an immediate internal investigation regarding the alleged sexual harassment. As part of their investigation, the administrator may interview the alleged victim and the accused. These interviews will be conducted separately. During the investigation process, complainants and alleged perpetrators will have an opportunity to present witnesses and evidence to the investigator for consideration. The administrator (or their supervisor) will share the outcome of the investigation with the alleged victim and/or their parent/guardian.

If the allegation is resolved at the Administrative Review level, the complaint will be considered closed. If the grievant requests further review of the allegations, a formal complaint must be filed by the complainant in accordance with Level 2 of this policy.

### Level 2 – Sexual Harassment Formal Complaint

The complainant must submit a written complaint, which shall include but is not be limited to the following:

1. The names of the District employee(s), third party, and/or student(s) allegedly involved in the wrongful act.
2. A written statement of the specific allegation(s).
3. The dates of the alleged wrongful action(s).
4. The names and contact information (if known) of any witness(es) to the alleged wrongful act(s).
5. Any evidence to be considered; and
6. A clear statement of the relief sought by the complainant.

The written complaint and any additional supporting documentation must be submitted to the Office of Legal Compliance within thirty (30) calendar days of the alleged wrongful action. For the purposes of this policy, a calendar day shall be all days in the month, including weekends and holidays.

The Office of Legal Compliance will designate a person to conduct an investigation and provide a written decision to the complainant within thirty (30) work days of that date of receipt of the complaint. For the purposes of this policy, a work day shall be defined as any day the administrative offices of the District are open for business.

If the complainant wishes to appeal the Level 2 decision, the complainant must submit their appeal in writing to the Office of the Superintendent, and it shall include but not be limited to the following:

1. The reason for the appeal; and
2. A clear statement of the relief sought by the complainant.
The appeal must be filed with the Office of the Superintendent within fifteen (15) calendar days of the date on the written decision letter.

**Level 3 – Superintendent (or designee) Review**

The Superintendent (or designee) shall review the Sexual Harassment Complaint, investigation findings and provide a written decision to the grievant within thirty (30) work days of the date of receipt of the appeal. If needed, the Superintendent (or designee) may request additional information from the complainant and/or other persons involved with the complaint. The Superintendent’s decision will be final.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board’s legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion.

**HENRY COUNTY BOARD OF EDUCATION POLICIES**

Students and parents are hereby notified that all Henry County Board of Education policies can be found online at www.henry.k12.ga.us. Once at our website:

- use your cursor to scroll over the heading entitled “Board of Education;”
- on the next two pages, click on “Policies;”
- click on the selected policy.

A copy of any policy can be requested from your child’s school by contacting the main office, or by contacting the Legal Compliance Department of Henry County Schools at (770) 957-6601.

The policies listed on the following page directly relate to students, parents and the community and were approved by the Henry County Board of Education at the time of this publication (a complete list of all HCBOE policies is available on the school system website).
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<td>JGIA</td>
<td>Registration of Sex Offenders</td>
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<tr>
<td>IFA</td>
<td>Instructional Materials</td>
<td>JGI</td>
<td>Crisis Intervention</td>
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<tr>
<td>IFAA</td>
<td>Textbook Selection and Adoption</td>
<td>JH</td>
<td>Student Activities Funds Management</td>
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<td>IFBGA</td>
<td>Electronic Communications</td>
<td>JH</td>
<td>Gifts</td>
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<tr>
<td>IFC</td>
<td>Community Instructional Resources</td>
<td>JQ</td>
<td>Pregnant Students</td>
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<td>Community Instructional Resources</td>
<td>JQA</td>
<td>Exchange Students</td>
</tr>
<tr>
<td>IFCB</td>
<td>Field Trips and Excursions</td>
<td>JQK-E1</td>
<td>Foreign Students – Application Form</td>
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<td>IHE</td>
<td>Promotion and Retention</td>
<td>JQKA-E1</td>
<td>Foreign Students – Required Documentation</td>
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<td>IHFS</td>
<td>Graduation Requirements: 2002-03 - 2007-08</td>
<td>JR</td>
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<td>Graduation Requirements: Entering 2008-09</td>
<td>JS</td>
<td>Student Fees, Fines, and Charges</td>
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<tr>
<td>II</td>
<td>Testing Programs</td>
<td>SECTION K</td>
<td>General Public Relations</td>
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<tr>
<td>IKD</td>
<td>School Ceremonies and Observances</td>
<td>KB</td>
<td>Public Information Program</td>
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<td>IKDB</td>
<td>Graduation Ceremonies</td>
<td>KEB</td>
<td>Solicitations</td>
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<td>SECTION J</td>
<td>Students</td>
<td>KEBA</td>
<td>Solicitations of Students</td>
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<tr>
<td>JAA</td>
<td>Equal Educational Opportunities</td>
<td>KG</td>
<td>Use of School Facilities</td>
</tr>
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<td>JAA-E1</td>
<td>Gender Equity in Sports: Procedures/Forms</td>
<td>KG-E2</td>
<td>Use of School Facilities – Application Form</td>
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<tr>
<td>JAA-R1</td>
<td>Service Animal Procedures</td>
<td>KN</td>
<td>Complaints</td>
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<td>JBA</td>
<td>Compulsory Attendance Ages</td>
<td>KN</td>
<td>Complaints – Complaint Form</td>
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<td>JBB</td>
<td>Entrance Age</td>
<td>SECTION L</td>
<td>Inter-Organizational Relations</td>
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<td>Homeless Students</td>
<td>SECTION M</td>
<td>Relations with Other Education Agencies</td>
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<td>JBC-3</td>
<td>Social Security Numbers</td>
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</table>
Please complete and return this form to your student’s school within five (5) days. An acknowledgment form must be on file for each student enrolled.

STUDENT & PARENT HANDBOOK

The Student & Parent Handbook contains important information about the policies, procedures and programs of Henry County Schools. Students and parents should read the handbook at the start of the school year and keep the handbook for future reference.

Student & Parent Handbooks are available in an electronic format this school year. If you have an email address on file with your student’s school, you received a copy of the 2018-2019 Student & Parent Handbook on the first day of school, July 30, 2018. You may also access a copy of the 2018-2019 Student & Parent Handbook from the District webpage at www.henry.k12.ga.us (Site Shortcuts) or at your student’s school webpage.

_____ If you do not have access to an electronic copy of the 2018-2019 Student & Parent Handbook, please check here and the school will provide you with a paper copy.

Each of the undersigned hereby acknowledges having read and received the Henry County Schools Student and Parent Handbook (“Handbook”) for the year set forth. Each parent/guardian named below has also received, read, and discussed the requirements of the Handbook with his/her child, including but not limited to the code of conduct, disciplinary procedures, dress code, and the requirements of and penalties for violation of Georgia’s compulsory attendance law, and each parent/guardian and student named below agree to fully abide by the same.

____________________________________________                 ___________________________
Print Parent(s)/Guardian(s) Name                                    Print Student Name

____________________________________________
Signature of Parent/Guardian

____________________________________________
Signature of Parent/Guardian

____________________________________________
Signature of Student

__________________________________________                 ___________________________
Signature of Parent/Guardian                                    Date

__________________________________________                 ___________________________
Signature of Parent/Guardian                                    Date

__________________________________________                 ___________________________
Signature of Student                                             Date

School

Homeroom Teacher/Advisor:
Richard Woods, Georgia’s School Superintendent
“Educating Georgia’s Future”

School District: ___________________________ Date Completed: ___________________________

Parent Occupational Survey
Please complete this form to determine if your child(ren) qualify to receive additional services under Title I, Part C

Has your family moved in order to work in another city, county, or state, in the last three (3) years? □ Yes □ No

If so, what is the date your family arrived in the city/town you reside? ____________________________

Has anyone in your immediate family been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years? (Check all that apply)

□ 1) Agriculture; planting/picking vegetables or fruits such as tomatoes, squash, grapes, onions, strawberries, blueberries, etc.
□ 2) Planting, growing, or cutting trees (pulypwood)/raking pine straw
□ 3) Processing/packing agricultural products
□ 4) Dairy/Poultry/Livestock
□ 5) Meatpacking/Meat processing/Seafood
□ 6) Fishing or fish farms
□ 7) Other (Please specify occupation): ____________________________

Name of Student(s) ____________________________ Name of School __________________________
Grade __________________________

Name of Student(s) ____________________________ Name of School __________________________
Grade __________________________

Name of Student(s) ____________________________ Name of School __________________________
Grade __________________________

Names of Parent(s) or Legal Guardian(s) ________________________________________________

Current Address: ____________________________

City: ______________ State: __________ Zip Code: __________ Phone: __________

Thank You!
Please return this form to the school

The answers to this survey will help determine if your child(ren) are eligible to receive supplemental services from the Title I, Part C Program.

Note for the school/district: When both “yes” and one or more of the boxes from 1 to 7 is/are checked, please give this form to the migrant liaison or migrant contact for your school/district. Please file original in student’s records. Non-funded (consortium) systems should fax occupational parent surveys to the regional MEP office serving their district. For additional questions regarding this form, please call the MEP office serving your district.

GaDOE Region 1 MEP, P.O. Box 780, 201 West Lee Street Brooklet, GA 30415
Toll Free (800) 621-5217 Fax (912) 842-5440

GaDOE Region 2 MEP, 221 N. Robinson Street, Lenox, GA 31637
Toll Free (866) 503-5182 Fax (229) 346-3231
Encuesta Ocupacional para Padres
Por favor llene este formulario para determinar si sus hijos califican para recibir servicios a través del Programa de Título I, Parte C

¿Ustedes se han movido para trabajar en otra ciudad, condado, o estado, en los últimos tres (3) años?  □ Sí  □ No

Si su respuesta es “Sí”, ¿en qué fecha llegaron a la ciudad/pueblo donde viven actualmente? ______________________

¿Alguien de su familia trabajó, ha trabajado, o tiene la intención de trabajar, en una de las siguientes actividades en forma permanente o temporal o ha hecho este tipo de trabajo en los últimos tres años? (Marque todos los que apliquen)

□ 1) Agricultura: plantando/cosechando vegetales o frutas como tomates, calabazas, uvas, cebollas, fresas, arándanos, etc.
□ 2) Plantando o cortando árboles/juntando agujas de pino (pine straw)
□ 3) Procesando/empacando productos agrícolas
□ 4) Lechería o ganadería
□ 5) Empacadoras o procesadoras de carne/pollo o mariscos
□ 6) Pescando o criando pescado
□ 7) Otra actividad. Por Favor especifique en cuál: __________________________________________

Nombre de los Estudiantes ____________________________________________

Nombre de la Escuela ____________________________________________

Grado ____________________________________________

Nombre de los padres o guardianes legales: ________________________________

Dirección donde vive: ____________________________________________

Ciudad: __________________ States: ______________ Código Postal: _______________ Teléfono: __________________

¿Muchas Gracias!
Por favor regrese este formulario a la escuela
Las respuestas a este formulario van a ayudar a determinar si sus hijos califican para recibir servicios a través del programa de Título I, Parte C.

Note for the school/district: When both (Yes) “Sí” and one or more of the boxes from 1 to 7 is/are checked, please give this form to the migrant liaison or migrant contact for your school/district. Please file original in student’s records. Non-funded (consortium) systems should fax occupational parent surveys to the regional MEP office serving their district. For additional questions regarding this form, please call the MEP office serving your district.

GaDOE Region 1 MEP, P.O. Box 780, 201 West Lee Street Brooklet, GA 30415
Toll Free (800) 621-5217 Fax (912) 842-5440
GaDOE Region 2 MEP, 221 N. Robinson Street, Lenox, GA 31637
Toll Free (866) 565-3182 Fax (229) 546-3251
### Dutchtown Cluster
- Dutchtown Elementary: 770-471-0844
- Pate’s Creek Elementary: 770-389-8819
- Red Oak Elementary: 770-389-1464
- Dutchtown Middle: 770-515-7500
- Dutchtown High: 770-515-7510

### Eagle’s Landing Cluster
- Flippen Elementary: 770-954-3522
- Oakland Elementary: 770-954-1901
- Eagle’s Landing Middle: 770-914-8189
- Eagle’s Landing High: 770-954-9515

### Hampton Cluster
- Hampton Elementary Charter: 770-946-4345
- Mt. Carmel Elementary: 770-897-9799
- Rocky Creek Elementary: 770-707-1469
- Hampton Middle: 770-707-2130
- Hampton High: 770-946-7461

### Henry County Cluster
- Tussahaw Elementary: 770-957-0164
- Walnut Creek Elementary: 770-288-8561
- Wesley Lakes Elementary: 770-914-1889
- Henry County Middle: 770-957-3945
- Henry County High: 770-957-3943

### Locust Grove Cluster
- Locust Grove Elementary: 770-957-5416
- Unity Grove Elementary: 770-898-8886
- Locust Grove Middle: 770-957-6055
- Locust Grove High: 770-898-1452

### Luella Cluster
- Bethlehem Elementary: 770-288-8571
- Luella Elementary: 770-288-2035
- Luella Middle: 678-583-8919
- Luella High: 770-898-9822

### Ola Cluster
- New Hope Elementary: 770-898-7362
- Ola Elementary: 770-957-5777
- Rock Spring Elementary: 770-957-6851
- Ola Middle: 770-288-2108
- Ola High: 770-288-3222

### Stockbridge Cluster
- Austin Road Elementary: 770-389-6556
- Cotton Road Elementary: 770-474-9983
- Fairview Elementary: 770-474-8265
- Smith-Barnes Elementary: 770-474-4066
- Stockbridge Elementary: 770-474-8743
- Austin Road Middle: 770-507-5407
- Stockbridge Middle: 770-474-5710
- Stockbridge High: 770-474-8747

### Union Grove Cluster
- East Lake Elementary: 678-583-8947
- Hickory Flat Charter: 770-898-0107
- Timber Ridge Elementary: 770-288-3237
- Union Grove Middle: 678-583-8978
- Union Grove High: 678-583-8502

### Woodland Cluster
- Pleasant Grove Elementary: 770-898-0176
- Woodland Elementary: 770-506-6391
- Woodland Middle: 770-389-2774
- Woodland High: 770-389-2784

### Additional Information
- Excel Academy: 770-957-4101
- JB Henderson Center: 678-432-2310
- Academy for Advanced Studies: 770-320-7997
- Impact Academy: 770-954-3744
- Human Resources: 770-957-5107
- Technology: 770-957-0371
- Nutrition: 770-914-0815
- Exceptional Student Education: 770-957-8086

- Henry County Schools
- Family & Student Support, Finance, Operations, & Superintendent’s Office: 770-957-6601
- Learning & Performance: 770-957-6547
- Leadership: 770-957-7189
- Facilities & Maint.: 770-957-1891
- Distribution Center: 770-898-4211
- Performing Arts Center: 770-914-7477
- Transportation: 770-957-2025
- www.henry.k12.ga.us