

WELCOME TO HENRY COUNTY SCHOOLS

The Elementary Student & Parent Handbook, officially approved by the Henry County Board of Education on June 9, 2014, 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 August 4, 2014, until the start of the 2015-16 school year.

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 need interpretation and translation services please contact the school office.

Chinese

如果你需要一本手冊或其他有意義的相關文件在另一個英語以外的語言，包括孩子的教育，但不僅限於登記，註冊和紀律處分程序，請從學校辦公室的要求。如果你需要一本手冊，英語以外的其他語言，請申請一個從學校辦公室。如果您需要口譯和筆譯服務，請聯繫學校辦公室

French

Si vous avez besoin d'un manuel ou d'autres documents pertinents relatifs à l'éducation de votre enfant dans une autre langue autre que l'anglais, y compris mais non limité à l'enregistrement, l'inscription et la procédure disciplinaire, s'il vous plaît demander un exemplaire au bureau de l'école. Si vous avez besoin d'un manuel dans une autre langue que l'anglais, s'il vous plaît demander un exemplaire au bureau de l'école. Si vous avez besoin de services d'interprétation et de traduction s'il vous plaît communiquer avec le bureau de l'école.

German

Wenn Sie ein Handbuch oder andere aussagekräftige Unterlagen im Zusammenhang mit Ausbildung Ihres Kindes in einer anderen Sprache als Englisch, einschließlich, aber nicht brauchen, um Anmeldung, Einschreibung, und Disziplinarverfahren beschränkt, fordern Sie bitte eine von der Schule Büro. Wenn Sie ein Handbuch in einer anderen Sprache anders als Englisch benötigen, fordern Sie bitte eine von der Schule Büro. Wenn Sie Dolmetsch-und Übersetzungsleistungen benötigen kontaktieren Sie bitte das Schulsekretariat.

Haitian Creole

Si w bezwen yon manyèl oswa lòt dokiman enpòtan ki gen rapò ak edikasyon pitit ou a nan yon lòt lòt lang ke angle ki gen ladan men pa limite a enskripsyon enskripsyon,, ak pwosedi disiplinè, tanpri mande yonn nan direksyon lekòl la. Si w bezwen yon manyèl nan yon lòt lòt lang ke angle, tanpri mande yonn nan direksyon lekòl la. Si ou bezwen sèvis entèpretasyon ak tradiksyon tanpri kontakte biwo lekòl la.

Spanish

Si necesita un manual u otros documentos significativos relacionados con la educación de su hijo en otro idioma que no sea Inglés, incluyendo pero no limitado a, la matrícula, y el procedimiento disciplinario, por favor solicite una de la oficina de la escuela. Si necesita un manual en otro idioma que no sea Inglés, solicite una de la oficina de la escuela. Si usted necesita servicios de interpretación y traducción, por favor póngase en contacto con la oficina de la escuela.

Vietnamese

Nếu bạn cần một cuốn sổ tay hoặc các tài liệu có ý nghĩa khác liên quan đến giáo dục của con quý vị trong một ngôn ngữ khác ngoài tiếng Anh bao gồm nhưng không giới hạn đăng ký, tuyển sinh, và thủ tục kỷ luật, xin vui lòng yêu cầu một từ văn phòng trường. Nếu bạn cần một cuốn sổ tay trong một ngôn ngữ khác ngoài tiếng Anh, xin vui lòng yêu cầu một từ văn phòng trường. Nếu bạn cần giải thích và dịch vụ dịch thuật xin vui lòng liên hệ với văn phòng trường.

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 / eBOARD / 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.

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 Mr. Virgil Cole, Assistant Superintendent for Administrative Services.

HENRY COUNTY BOARD OF EDUCATION

Dr. Pam Nutt- Chair - Locust Grove/McDonough/Ola
Mr. Erik Charles - Fairview/Stockbridge
Mr. Josh Hinton - Hampton/Flippen
Mr. Ryan Davis, Vice Chair - Fairview/Stockbridge
Mr. Mike Griffin - McDonough/Ola
Mr. Rodney Bowler- Superintendent
33 N. Zack Hinton Parkway
McDonough, GA 30253
770-957-6601
www.henry.k12.ga.us

The Henry County Board of Education holds public meetings on the second Monday of each month. Please contact the Superintendent's Office or check the system website for the time and location of these meetings.

ACCREDITATION

The Henry County School System provides quality educational programs for students. All schools in the system meet the Standards for Public Schools in Georgia and are accredited by the Southern Association of Colleges and Schools and the Georgia Accrediting Commission (SACS).



“Ensuring Success for Each Student”

Dear Students, Parents, and Families,

Welcome to Henry County Schools for the 2014-15 school year! We look forward to working with you to ensure academic success. On the next page, I provide several important hints for student success as well as some suggestions for parents to support student learning. Perhaps the most important key to learning, in addition to regular attendance, is to become a lifelong reader, starting right now.

Students, if you are already an avid reader, keep up the great work. If you do not read daily, then find topics and books that interest you and read, read, read. Parents, if your child does not read daily then encourage and require daily reading. Read aloud to your children, regardless of their age, and make family reading a way of life.

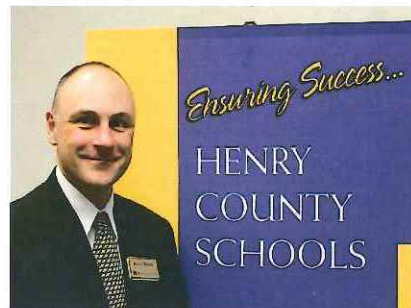
Research shows that the most important step to a powerful education is a steady diet of reading. Abraham Lincoln became one of the most eloquent speakers and influential leaders in history by reading regularly as a child and adult. In his words, “The things I want to know are in books.” A former Henry County Schools student who scored a perfect score on the SAT stated that the most important advice he could give any student is to read as much as possible, starting as early as possible. Read and succeed!

Students, your future dreams and goals begin now. The decisions you make today determine what your tomorrow will look like. Make decisions today that help you learn and grow, and day by day you will reach closer to your dreams. I believe in you—you CAN succeed in school, you CAN reach your goals. I look forward to a great school year together, and I want you to reach the end of the school year, able to look back and say, job well done!

Thank you for this opportunity to work with you in our journey to academic excellence. It is an honor to have each student and each family in our schools.

With daily encouragement and thanks,

Rodney M. Bowler
Superintendent



On the Road to Success . . . Together!

In the columns below, our Superintendent of Henry County Schools, Mr. Rodney Bowler, shares top ten lists of ways that students can succeed and ways that parents and families can support that success. Please read and enjoy, and please also review the strategic plan for Henry County Schools on the following page as it shows our areas of focus. You may find additional details about the strategic plan, as well as additional resources and helpful information, at the system website at www.henry.k12.ga.us.

Thank you for being part of our Henry County Schools team and community!

The Superintendent's Top 10 Hints for Student Success

10. Be on time for every class every day.
9. Get organized and stay organized.
8. Get to know your teachers and their expectations.
7. Get to know your classmates—make friends and be a friend!
6. Listen, pay attention in class, and *pursue knowledge*.
5. Ask for help as soon as you need it.
4. Get involved—find a club or activity that is right for you.
3. Take care of yourself—get plenty of rest and good nutrition.
2. Take challenging courses—and study hard!
1. Read, read, read!

The Superintendent's Top 10 Hints for Parents and Families

10. Teach appropriate use of T.V., cell phones, computers, and other electronics.
9. Help your child get organized.
8. Make sure your child gets to school on time.
7. Set clear limits on behavior.
6. Help your child understand that all decisions have consequences, either good or bad.
5. Talk with your child daily, about school and life in general.
4. Communicate with teachers early when you have a question or concern.
3. Help your child find strengths and interests, and encourage creativity.
2. Take care of yourself—it is easier to be a thoughtful parent if you reduce your stress.
1. Read to your child—then read some more!

HENRY COUNTY SCHOOLS STRATEGIC PLAN

Mission	Vision	Beliefs
We are Committed to Ensuring Educational Success for Each Student	We are Dedicated to Inspiring a Culture of Creators and Achievers	We believe all learners will excel in an environment where ... <ul style="list-style-type: none"> ▪ <i>Achievement Reflects Mastery of Rigorous Standards</i> ▪ <i>Learning Experiences are Relevant and Engaging</i> ▪ <i>Relationships are Supportive and Nurturing</i>

Strategic Goals	Key Performance Indicators	2013 Results	2014 Targets
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Focus Area 1: Student Achievement

Goal 1: Third grade students will be proficient in reading comprehension.	Grade 3 Reading CRCT	% Meets	95.2	96.0
		% Exceeds	52.6	54.0
Goal 2: Fifth grade students will be proficient in number sense and mathematical reasoning.	Grade 5 Math CRCT	% Meets	93.3	94.0
		% Exceeds	48.6	52.0
Goal 3: Eighth grade students will be proficient in writing and critical thinking.	Grade 8 Writing Test	% Meets	83.8	86.0
		% Exceeds	7.5	12.5
	Grade 8 Science CRCT	% Meets	76.0	80.0
		% Exceeds	19.5	24.5
	Grade 8 Social Studies CRCT	% Meets	81.7	83.0
		% Exceeds	33.6	35.0
Goal 4: Tenth grade students will be on-track for graduation.	Grade 10: % Students On-Track (11 units of credit earned)		91.5	92.5
Goal 5: Twelfth grade students will be college and career ready.	Four-Year Graduation Rate		78.5	82.0
	College Admission Tests	ACT	19.7	20.0
		SAT	1376	1395
	% of Graduates Completing College-Level Coursework		49.6	52.0

Focus Area 2: Culture/Climate/Community

Goal 1: The district and schools will maintain a safe, orderly and supportive learning environment.	Student Survey: % Agree Positive Learning Environment	80.3	82.0
Goal 2: The district and schools will communicate effectively with students, parents, employees and the community.	Parent Survey: % Agree Effective Communication (about student progress)	63.0	70.0

Focus Area 3: Quality Assurance

Goal 1: The district and schools will build the capacity of teachers, leaders and staff for exemplary performance.	State Evaluation System: % Proficient or Exemplary	Teachers	99.0	100
		Leaders	100	100
Goal 2: The district and schools will maximize the impact of available resources upon student achievement.	Operating Budget (excluding federal funds): % Direct Instruction		71.0	70.0 or higher

For more information about the goals, strategies, initiatives, and performance of Henry County Schools, please visit our website @ www.henry.k12.ga.us

SCHOOL SAFETY HOTLINE
1-877-SAY-STOP (1-877-729-7867)
COMPLETELY CONFIDENTIAL - AVAILABLE 24 HOURS A DAY
SPONSORED BY
GEORGIA DEPARTMENT OF EDUCATION
GEORGIA BUREAU OF INVESTIGATION

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HELPING YOUR CHILD SUCCEED IN SCHOOL

Parents can help make school a successful experience for their children. Consider the following recommendations to help your child have a good school year:

1. Help your child have a stress-free start to each school day. Be sure that your child gets at least eight hours of sleep and provide him or her with a good breakfast. A child cannot concentrate if he or she is tired or hungry.
2. Listen attentively to your child as he/she talks about school. Praise your child each day for something he or she has done. Have a special place to display work your child brings home from school.
3. Encourage your child to think of school as exciting and important. Attitudes developed during the elementary school years will set the tone for your child's entire school experience.
4. Keep the lines of communication open between you and your child's teacher. Inform the teacher of any family situations that could affect your child's behavior or performance.
5. Do not compare your child's progress with that of brothers and sisters or other children. Each child's abilities are different and each has different strengths and weaknesses.
6. Provide your child with many books and pictures. Read to your child and have your child read to you. Review your child's homework each day.

7. Help your child build confidence in his/her school and teacher. Show an interest in school through visiting and participating in PTA/PTO activities.
8. See that your child attends school regularly and arrives on time.

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 (Section A).

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.

However, in situations where the academic year has already started and parents move to a new residence within Henry County and the new residence is in a different attendance zone, the 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. The Henry County Board of Education has the authority to approve or deny the request. If the Board approves the parent’s request, it will be in writing and **the parents are responsible for transporting their child** to and from school, if the school is outside of their assigned attendance zone. 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 Administrative 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 their student has excessive unexcused tardies, 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 Board of Education shall notify parents by July 1 of each year regarding which schools have available space. The window of time to apply for parent choice is March and April. 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.

A non-resident student who is not approved by the Administrative 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 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 copy of the final Court Decree for guardianship is required within 30 days of enrollment.

When a certified copy of the Court Decree is received declaring the district resident to be the legal guardian of the student, such decree must declare that the guardianship was formed for a purpose other than establishing residency for school district attendance purposes. Any Legal Guardianship formed for the purpose of establishing residency for school district attendance purposes 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.

Proof of Residence

To enroll in Henry County Schools, a student must reside in Henry County with a natural parent or legal guardian, 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 current and valid lease or rental agreement *and* two (2) current utility bills (gas, electric, water, sanitation, or cable). Records must include the name and street address of the parent/guardian enrolling the student. Rental agreements must identify the parent/guardian as the tenant of record fiscally responsible for the residence. Persons listed as occupants of a stated residence are not considered tenants for the purpose of this policy.

OR

2. A current property tax statement, or settlement statement, *and* two (2) current utility bills (gas, electric, water, sanitation, or cable). Records must include the name and street address of the parent/guardian enrolling the student.

OR

3. An *Affidavit of Residency* - A parent/guardian who resides full time in Henry County, but is unable to provide the records listed above, may complete a Henry County Schools Affidavit of Residency at the

school system administrative offices located at 33 N. Zack Hinton Parkway, McDonough, GA 30253. Said Affidavit must be signed and executed in the presence of authorized personnel of Henry County Schools.

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 Administrative 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 with 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), and all current students rising to the 6th grade must have obtained two (2) doses of the MMR (Measles and Mumps) and Varicella (Chicken Pox) vaccines. In addition, 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. 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 educated 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.

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.

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.

Withdrawal from School

At the time of withdrawal, students must return all textbooks, library books, 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 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 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 the failure by a student 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: HB 0314 states a foster care student (served by DFCS) who attends court proceedings relating to the student's 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 student's and parent's responsibility, not the teachers', 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 but will not exceed the number of days absent. Failure to comply with this procedure will result in a grade of zero (0) being given for graded assignments missed during an absence.

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 make arrangements to allow students to complete their exams.

LEARNING, TEACHING AND ASSESSMENT

Curriculum

Elementary school students are required to study all of the subjects listed below during the school year:

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

Organization of Classes

All classes in Kindergarten through grade 5 will primarily be taught as heterogeneous, self-contained classes. Classes and individual students may engage in limited departmentalization for the purpose of enhanced instructional effectiveness. Students may receive instruction from more than one teacher in their core academic courses (language arts, mathematics, science, and social studies) to address individual needs.

Instructional Materials

Textbooks 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. 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.

Media Center

Students may check out books from the media center to take home, and may also use filmstrips, tapes, records, 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:**

- A. Provide time for students to practice what they have learned in class.
- B. 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, but do not sit with him/her and do the homework with him/her. 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.

Grading System

The goal of Henry County Schools is to ensure that every child reaches mastery in all areas. During each grading 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 of the state's identified standards. Students and parents will receive feedback via the report card every grading period. Progress Reports are made available every 4½ weeks. Grade reports are made available every 9 weeks. Specific grade reporting dates are identified on the Henry County Schools Yearly Calendar. The report card format will vary by grade level.

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; student 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). Grades in art, music, physical education, and written expression are reported as *S*, *N*, or *U*. The report card is sent home every **grading period**. Progress Reports are made available every 4½ weeks. Grade reports are made available every 9 weeks. Specific grade reporting dates are identified on the Henry County Schools Yearly Calendar.

Letter grades and numeric grades are defined as follows:

S = Satisfactory N = Needs Improvement U = Unsatisfactory

90–100 = A 80–89 = B 74–79 = C 70–73 = D Below 70 = F

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

For grade five, semester grades reflect student progress over two nine-week reporting periods. Final or yearly grades are determined by two semester grades. Parents are asked to sign the report card and return it to the school. At the end of the year, parents may keep the report card as a record of their child's performance.

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 such 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:

<http://schoolwires.henry.k12.ga.us/domain/47>

Promotion, Placement and Retention

Georgia law requires that the placement or promotion of a student into a grade, class, or program should be based on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive the instruction and other services needed to succeed and progress to the next higher level of academic achievement.

Henry County Schools uses a Student Academic Summary Report (SASR) to determine student placement for the following school years in grades Kindergarten, First, Second, Third, Fourth, and Fifth. Each of the rubrics outlines specific data points the school uses as criteria for promotion, placement and retention. Specific questions or concerns about academic performance should be directed to the teacher(s) and/or administration of your child's school. The school principal will have the final authority regarding placement and retention decisions. The student's parent(s) or guardian(s) will be notified of the final decision.

Students in Grade 3 will be required to demonstrate "on-grade-level" performance in the area of Reading on the state approved standardized assessment to be recommended for promotion to the next grade level. Students in Grade 5 will be required to demonstrate on-grade-level performance on the state approved standardized assessment in the areas of Reading and Mathematics to be promoted to the next grade level.

Should a student not meet grade level expectations on the state approved standardized assessment, the student will be recommended for retention and provided with an opportunity to receive additional support during the school year to address identified areas of academic deficiency. Once the student has received appropriate assistance, the student will be retested with a state approved standardized assessment or alternative assessment instrument that is appropriate for the student's grade level. If the student demonstrates grade level or above performance, he/she will be promoted to the next grade and provided with an academic prescription to support continued academic success. Should the student not demonstrate grade level performance, he/she will be retained in the same grade for the next school year and provided with an academic prescription designed to address identified areas of academic deficiency.

If the student's parent/guardian or teacher appeals the decision to retain the student, the principal will establish a placement committee composed of the principal (or the principal's designee), the student's parent/guardian, and the teacher(s) of the subject in which the student failed to perform at grade level. For students receiving Special Education or related services, the Individualized Education Plan committee shall serve as the placement committee.

The placement committee will review the overall academic achievement of the student, the student's state approved standardized assessment performance, and the standards for promotion adopted by the Henry County Board of Education. A decision to promote the student must be unanimous and 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 reports its decision, that decision will be upheld by the Henry County Board of Education.

PROGRAMS & SERVICES

After School Enrichment Program

The After School Enrichment Program 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 free and appropriate Special Education Services. 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.

Early Intervention Program

The Early Intervention Program serves students in Kindergarten through fifth (5th) grade who are performing below grade level. 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 Learning and Leadership Services Department.

Gifted Education Program

The gifted education program, Special Activities in Gifted Education (SAGE), 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. Elementary SAGE students receive instruction from the gifted education resource teacher one day per week. For more information, parents should contact the school's SAGE teacher, the principal, or the Learning and Leadership Services Department.

Elementary

There are two available service models that are approved by the Henry County Board of Education:

- **Resource** – this model allows for students to be pulled out of regular instruction to receive enrichment and exploration one day per week.
- **TAG** – TAG stands for Talented and Gifted and it represents a multi-modal approach that incorporates the use of accelerated content in ELA and Math, cluster service for Science and Social Studies, and Collaborative push in service for Exploratory. Accelerated Content is asking students to be exposed and gain mastery in 125% of the academic curriculum. Cluster Service requires that the gifted certified classroom teacher provide documented differentiation and enrichment of the assigned curriculum. The Exploratory period is designed to allow students the opportunity to engage in structured self-selected topics.
 - Homerooms should be comprised of gifted and able learners as identified by the Able Learner Rubric using individual school cut scores.
 - Homerooms in grades 4 and 5 should have no more than a combined total of 28 students.

Hospital / Homebound Services

Henry County Schools will provide hospital/homebound services to students when the requirements of the law, including but not limited to Ga. Rules and Regulations 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 that do not meet the eligibility standards set forth in applicable law.

Once the referral form is received and approved, an Educational Service Plan ("ESP") will 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 be counted present just as if they were at school. 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 additional information, contact the principal, the Learning and Leadership Services Department or the Student Support Services Department (Special Education students).

Online Learning Options

In July 2012, Senate Bill 289 was passed by Georgia Legislators and signed into law by the Governor. The new law sets 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. We do not have part-time enrollment availability.

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 School, 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 online learning options:

	Grades 3-5	Grades 6-8	Grades 9-12
Full-Time-Option 1	Georgia Cyber Academy – external provider	Impact Academy-HCS	Impact Academy-HCS
Full-Time-Option 2	Connections Academy – external provider	Georgia Cyber Academy- external provider	Georgia Cyber Academy- external provider
Part-Time-Option 1	None	Impact Academy	Impact Academy
Part-Time-Option 2	None	Georgia Virtual School- external provider	Georgia Virtual School- external provider

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 and Connections Academy, the student will no longer be a student of Henry County Schools and instead 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:

Impact Academy www.henry.k12.ga.us/ia	Georgia Cyber Academy http://www.k12.com/gca	Connections Academy http://www.connectionsacademy.com/georgia-school	Georgia Virtual School http://www.gavirtualschool.org
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School Counselors

School counselors provide a range of services to give students the knowledge and skills they need to be effective learners and achieve their academic, career, and personal goals. School counselors work in collaboration with the entire school community and are committed to the education and emotional development of all students. Services provided by counselors address academic, personal/social, and career and post-secondary development.

Parental permission is not required for students to see the counselor or to 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 and career readiness.

School counselors **do not** take the place of private therapists and cannot provide long-term therapy for students. Parents, teachers, and students can initiate a referral to the school counselor. For additional information, contact the Administrative Services Department.

School Nurses and Clinic Aides

School nurses and clinic aides serve as care providers and advocates for the promotion and protection of the health status of students. School nurses and clinic aides collaborate with parents, educators, and community health resources to provide information and/or services to address students' needs. For additional information, contact the principal or the Administrative Services Department.

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:

Breakfast: \$1.15 (reduced price - 30 cents)

Lunch: K-5 \$2.10 (reduced price - 40 cents)

Extra milk: \$.30 cents

Adult visitors: \$1.75 (breakfast); \$3.00 (lunch)

Meal charges at elementary schools may not exceed a balance of \$15.75. After the limit 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 and Student Support Teams (SST). They can advise on every level of the Response to Intervention (RTI), or now referred to as the Multi-Tier Support Systems, from the most basic approaches up to the level of highly specialized program interventions.

School Psychologists can work with students by providing counseling. They promote wellness and resilience by reinforcing communication and social skills and enhancing understanding and acceptance of diverse cultures and backgrounds. School psychologists are highly trained in data gathering and analysis. They use these skills in data-based decision making and in evaluation of 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.

School Social Worker Services

School social workers build effective relations among students, parents, school personnel, and community agencies. The social worker establishes communication between the school and the home when chronic problems such as excessive absenteeism or personal and behavior problems interfere with a student's education. Referrals are made to a social worker when a problem cannot be resolved within the school. For additional information, contact the Administrative Services Department.

Student Support Services

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 Student Support Services Department.

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 <http://public.doe.k12.ga.us>, or contact the Henry County Schools Student Support Services Department at 770-957-8086.

Multi-Tiered Support System (MTSS)

MTSS is a continuum of evidence-based, system-wide 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 intervention system including the following components:

Tier 1: Standards-Based Classroom Learning

- Implement Common Core Georgia Performance Standards (CCGPS) through researched and evidenced-based practices
- Use flexible groups for differentiation of instruction
- Monitor progress of learning through formative assessment and analysis of student work

Tier 2: Needs-Based Learning

Tier 1, plus

- Implement interventions for targeted students
- Provide needs-based instructional opportunities
- Monitor progress with greater frequency through formative assessments and analysis of student work

Tier 3: Student Support Team (SST) Driven Learning

Tier 1, plus

- Provide individualized assessments
- Implement formal progress monitoring and documentation processes
- Provide interventions tailored to individual needs
- Refer for further evaluation if needed
- Parents or guardians are invited to participate in all meetings of their child's SST and are encouraged to participate in the development of interventions for their child

Tier 4: Specially Designed Learning

- Implement CCGPS 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 and 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. 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 on Section 504, please visit <http://schoolwires.henry.k12.ga.us/Page/259> or contact the District’s Section 504 Coordinator at (770) 957-8086.

Section 504 Procedural Safeguards

1. **Overview:** Any student or parent or guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.
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.
 - g. The name and contact information of the grievant.

Within ten (10) business days from receiving the grievant’s Request for 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 Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
 - 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 hearing officer 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 review official.
 - 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.
 - k. 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.
 - l. Unless otherwise required by law, the impartial review official shall uphold the action of schools system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
 - m. Failure of the grievant to appear at a scheduled hearing, unless prior notification of absence was provided and approved by the impartial review official or just cause is shown, shall constitute a waiver of the right to a personal appearance before the impartial review official.
5. **Decision:** The impartial review 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 Learning and Leadership Services Department.

Student Support Team

The Student Support Team (SST) is a committee of experienced teachers, counselors and administrators who provide suggestions for teachers to implement with students who are exhibiting academic and/or behavior difficulties. School personnel and parents may refer students to the SST.

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 Learning and Leadership Services Department. "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 an effective and safe learning environment. Included in this section are prohibited behaviors and consequences for such behaviors.

Expectations

Each student is expected to:

1. 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 be applied to a child without a disability unless the Behavior Intervention Plan (BIP) states otherwise.

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.

Behavior Code

The behavior code governs students' conduct on school grounds; off school grounds at a school activity; off school grounds at a non-school activity, but where the misconduct leads to a disruption of school or any other violation of the student code of conduct; and, en route to and from school or any school-sponsored activity on the bus, and at the bus stop.

The behavior code is organized into four 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, is strictly prohibited. The Student Code of Conduct for all schools within the school system expressly prohibits bullying. **If you believe your child is being bullied, please report it to a school staff member or administrator immediately.**

If you believe you are being bullied, please report it to a school staff member or administrator immediately.

Bullying is defined as follows: An act which occurs on school property, on school vehicles, at designated school bus stops, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, 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.

Professional development and training opportunities for school staff on how to respond appropriately to acts of bullying, victims of bullying and bystanders 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 time in a school year, the student shall be assigned to an alternative school. 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 guilty, 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 JC DAG for additional information.

Section 1 Offenses

1. Behavior detrimental to learning, which includes but is not limited to unexcused tardies to school or class, and conduct that disrupts the learning environment.
2. Being disrespectful to students, school personnel, or other persons.
3. Being in an unauthorized area without permission.
4. Being insubordinate to school personnel or school volunteers.
5. Deliberately giving false or misleading information, including but not limited to forgery and altering records.
6. 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.
7. Exhibiting gang affiliation, as evidenced by a common identifying sign, symbol, tattoo, graffiti, attire, or other distinguishing characteristic. (*See Gang-Related Activity Policy*)
8. Fighting to a degree that does not constitute physical abuse. For the purpose of this rule "physical abuse" includes, but is not limited to, any markings, scratches, swelling, bruising, or cuts.
9. Gambling.
10. Inappropriate physical contact between students including, but not limited to, inappropriate displays of affection or inappropriate touching. For the purpose of this rule, inappropriate physical contact does not include fighting.
11. Inciting, encouraging, counseling or advising others to engage in prohibited behavior that violates the Student & Parent Handbook. 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.
12. Leaving school or skipping class without permission.
13. Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product or smoking paraphernalia (*See Tobacco Policy*).
14. Possessing, using, selling, buying, giving away, bartering, or exchanging any material, substance, food item, or personal belonging that is inappropriate for school.
15. Using or possessing over-the-counter medication or medicine prescribed to you at school without the written consent of the principal or his/her designee (*See Medicine Policy*).
16. Possessing, using, selling, buying, giving away, bartering, receiving or exchanging any hazardous object without intent to use (*see Possession of Firearm, Dangerous Weapons, Hazardous Object or Explosive Compound Policy*).
17. 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.
18. Violating the policies for bus conduct (*See Bus Conduct Policy*).
19. Violating the policies for student dress (*See Dress Code Policy*).
20. Violating the policies for using electronic resources (*see Electronic Resources - Acceptable Use Policy*).
21. Violating any other Board of Education or school rule including but not limited to, failing to report to detention and/or violating the rules of the In-School Suspension program.
22. Participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as listed above (1st offense).

Engaging in or attempting to commit any Section 1 offense 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 offense regardless of the number of previous violations. **A disciplinary hearing may be called at the discretion of the Administrator if the facts surrounding the violation warrant the student being sent to disciplinary hearing.**

Please see the other sections of the Elementary Student & Parent Handbook for additional rules that students are expected to follow and consequences that may be associated with violating those rules.

Section 2 Offenses

1. Causing or contributing to the disruption and inference of school operations. Examples of prohibited conduct include but are not limited to causing a false fire alarm, discharging a fire extinguisher in the absence of a fire, participating or encouraging a food fight (*see Damaging or Setting Off a Fire Alarm Policy and Disruption of a Public School Policy*).
2. Damaging or vandalizing school or personal property, regardless of whether there is a monetary loss of value.
3. Engaging in gang-related activity that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive act (*see Gang-Related Activity*).
4. Physically abusing others. For the purpose of this rule, "physical abuse" includes, but is not limited to, any markings, scratches, swelling, bruising, or cuts.
5. Possessing any alcoholic beverage.
6. Possessing any drug or unlawful substance, any substance represented to be a drug or unlawful substance, and/or any drug paraphernalia. For the purpose of this rule, "unlawful substance" includes, but is not limited to, possessing prescription medication that is not prescribed to you (*see Alcohol and Drugs and Medicine Policy*).
7. Sexual misconduct including, but not limited to, harassment, possessing, accessing or viewing obscene or vulgar materials, indecent exposure, entry or inviting into areas designated for the opposite sex only, or inviting using an electronic or other device to forward or take inappropriate, indecent, vulgar, sexual or obscene pictures of students or school employees and/or sexual contact (*see Sexual Harassment Policy*).
8. Terroristic threats. A terroristic threat occurs when one threatens, whether spoken, written, or transmitted by an electronic device, to commit an act of violence against any person, and that person has reason to believe they may suffer immediate harm.
9. Theft including, but not limited to, attempted theft, extortion, bribery, theft by deception, and/or possession of stolen property.
10. 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.
11. Misuse of electronic or technological resources or devices including, but not limited to, unauthorized access to the system network, creating or using false user names, passwords or proxies or transmitting malicious programs or viruses.
12. 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. Refusing to comply with assigned disciplinary consequences. Any act that endangers the welfare or safety of other students or staff.
13. Accumulation of seven (7) or more Section 1 offenses.
14. Participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as listed above (2nd offense).
15. Any misconduct occurring within the jurisdiction of the Code of Conduct that has not been specifically detailed in the Code of Conduct, but satisfies the elements of a misdemeanor offense under Georgia law (*see Criminal Offenses Policy*).

Engaging in or attempting to commit any Section 2 offense can result in the student being assigned Out-of-School Suspension with the matter being submitted to a Disciplinary Hearing Officer. This suspension includes regular school activities, extracurricular activities, and other school events. Students are not allowed on school grounds except for the purpose of attending the disciplinary hearing, and for picking up class assignments at the school office. Students are allowed to make up schoolwork missed pending the disciplinary hearing.

If the Disciplinary Hearing Officer finds that the student engaged in or attempted to commit a Section 2 offense, then the Disciplinary Hearing Officer has the discretion to issue an appropriate punishment including, but not limited to, short-term suspension, long-term suspension or expulsion from school. During the student's

suspension, the student is not allowed on school grounds and is not allowed to participate in regular school activities, extracurricular activities, and other school events.

Section 3 Offenses

1. Physical abuse, inappropriate physical contact, or actions of persons other than students or school personnel.
2. Possessing, using, selling, buying, giving away, bartering, receiving or exchanging any counterfeit money.
3. Possessing, using, selling, buying, giving away, bartering, receiving or exchanging any firearm, dangerous weapon, explosive compound, or an object that can reasonably be considered and/or used as a weapon (*see Possession of Firearm, Dangerous Weapons, Hazardous Object, or Explosive Compound Policy*).
4. Using, selling, buying, giving away, bartering, exchanging, or being under the influence of any alcoholic beverage whether at school or any school-related activity or prior to attending school or a school-related activity (*see Alcohol and Drug Policy*).
5. Selling, buying giving way, bartering, exchanging, distributing, or receiving any prescription drug (*see Medicine Policy*).
6. Using, selling, buying, giving away, bartering, exchanging, or being under the influence of any drug or substance declared unlawful, any substance or chemical that is mood altering when taken, or any substance represented to be a drug or unlawful substance.
7. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
8. Participation in written, verbal, or physical act(s) that meet(s) the definition of bullying as listed above (3rd offense).
9. An enrolled student may not remain on any Henry County School District property/campus, except as directed by the Henry County Board of Education, if he/she has been adjudicated as having committed an offense that involved one or more of the following violent criminal offenses:
 - 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 Notification of Charge or Commission of a Felony*)
10. Any misconduct occurring within the jurisdiction of the Code of Conduct that has not been specifically detailed in the Code of Conduct, but satisfies the criminal elements of a felony under Georgia law (*see Criminal Offenses Policy*).

Engaging in or attempting to commit any Section 3 offense can result in the student being assigned Out-of-School Suspension with the matter being submitted to a Disciplinary Hearing Officer. This suspension includes regular school activities, extracurricular activities, and other school events. Students are not allowed on school grounds except for the purpose of attending the disciplinary hearing and for picking up class assignments at the school office. Students are allowed to make up schoolwork missed pending the disciplinary hearing.

If the Disciplinary Hearing Officer finds that the student engaged in or attempted to commit a Section 3 offense, then the Disciplinary Hearing Officer has the discretion to issue an appropriate punishment, including but not limited to short-term suspension, long-term suspension or expulsion from school. During the student's suspension, the student is not allowed on school grounds and is not allowed to participate in regular school activities, extracurricular activities, and other school events.

Section 4 Offenses

Students are prohibited from engaging in or attempting to commit physical acts of violence against school personnel (teachers, administrators, or other employees). Such acts will be handled as follows:

1. **Attempting to make inappropriate physical contact or action with school personnel:** A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be disciplined by short-term suspension, long-term suspension, or expulsion.
2. **Unintentional but inappropriate physical contact or action with school personnel:** A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be disciplined by short-term suspension, long-term suspension, or expulsion.
3. **Intentional physical contact or action of an insulting or provoking nature with school personnel:** A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be disciplined by short-term suspension, long-term suspension, or expulsion.
4. **Intentional physical contact or action that causes physical harm to school personnel:** A student who is alleged to have committed such an act will be suspended pending a disciplinary hearing. A student found to have committed such an act will be expelled from school for the remainder of his/her eligibility to attend public school and will be referred to juvenile court. The Henry County Board of Education has the discretion to enforce the permanent expulsion of the student, to permit the student to re-enroll in public school for grades 9 through 12, or to permit the student to re-enroll in school.

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 submitted to a Disciplinary Hearing Officer. This suspension includes regular school activities, extracurricular activities, and other school events. Students are not allowed on school grounds except for the purpose of attending the disciplinary hearing and for picking up class assignments at the school office. Students are allowed to make up schoolwork missed pending the disciplinary hearing.

Disciplinary Actions

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 verbally and/or provided a written warning that they may be punished if the misbehavior continues.

Time-Out/Isolation: Students will be removed from the regular classroom and will complete their assignments in the administrative office or other location in the school.

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.

Short-Term Suspension: Students subject to a short-term suspension will be suspended from school for not more than five (5) days. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

Long-Term Suspension: Students subject to a long-term suspension will be suspended from school for more than five (5) days, but not beyond the end of the current semester. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

Expulsion: Students subject to an expulsion will be suspended from school beyond the end of the current semester. This includes suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

Permanent Expulsion: Students subject to a permanent expulsion will be permanently suspended from school at all times after the effective date of the permanent expulsion. This includes permanent suspension from all regular school activities, extracurricular activities, athletic participation, and other school events.

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 disruption of school or any other violation of the student code of conduct; and
4. En 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. 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

- (a) If a student is charged with a felony or for an act that would constitute a felony under the law, the student and the student's parents shall immediately notify the student's Principal and the Superintendent of said charges and shall provide to the Principal and Superintendent a copy of all documents received by the student concerning said charges.
- (b) If a student is convicted of a felony, the student and student's parents shall immediately notify the student's Principal and Superintendent of the conviction.
- (c) If a student is adjudicated by a Juvenile Court to have committed an act that would constitute a felony under the law, the student and student's parents shall immediately notify the student's Principal and Superintendent of said adjudication.
- (d) If a student has been adjudicated delinquent by a Juvenile Court and incarcerated at a Department of Juvenile Justice facility for a period of five (5) or more consecutive days, the student and student's parents shall immediately notify the student's Principal and Superintendent and provide to them copies of all documentation related thereto.
- (e) If the Superintendent, Superintendent's designee or any employee of the Board of Education should receive notification from any Court of the conviction or adjudication of a student, the Superintendent shall remove the student from the student's school.

Prior to any student falling within any of the criteria's set forth above being allowed to reenter the Henry County School District; the Superintendent shall make a decision of proper placement of the child. If the child or the parents of the child are dissatisfied with the placement of the child made 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, at which time the Board, at its earliest convenience, will make a determination as to the proper placement of the child. If a student is found to have committed the offense of murder, voluntary manslaughter, rape, aggravated sodomy, aggravated child molestation, aggravated battery or aggravated armed robbery, said student shall not be readmitted to the School System without approval of the Board and the placement thereof of the child.

Disciplinary Authority of Teachers & Administrators

1. 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.

2. 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 which 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 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. 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.

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.

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 Disciplinary Hearing Officer will determine the innocence or guilt of a student accused of violating the Student Code of Conduct. Although the school has the burden of establishing guilt, the student should be prepared to present evidence and witnesses to support their innocence.

The Disciplinary Hearing Officer shall make a verbatim or written record of any information orally presented at the hearing. All statements 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 disciplinary hearing if no appeal is filed and for an additional thirty (30) days after the completion of an appeal, at which time all items will be destroyed. **Audio recordings of the hearing will be destroyed on the twenty-first (21) day if there is no appeal filed. A transcript of the hearing shall not be prepared unless there is an appeal to the Board of Education.**

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 and any victims 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.

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 forty-eight (48) hours 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. Any written records, transcripts, exhibits or other documents assembled or used in any manner with regard to the conduct of any student discipline hearing are not public records and are not subject to public inspection.

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 allowed to speak 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 are subject to receiving a grade of zero (0) on the assignment in question as well as disciplinary action.

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 his/her designee 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 *Behavior Code*. In addition, Georgia law prohibits the following acts while on a bus:
 13. Acts of physical violence.
 14. Bullying.
 15. Physical assault or battery of persons on the bus.
 16. Verbal assault of persons on the bus.
 17. Disrespectful conduct toward bus drivers or other persons.
 18. Unruly behavior.
19. 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.
20. 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.
21. 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

Students should come to school with their hair neat and well-groomed. Students must wear shoes to school (skate-shoes are not allowed). Clothing should be neat, clean, 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. Extreme hair styles and unnatural colors that, in the opinion of the principal **or the principal's designee**, would interfere with learning or be a health or safety hazard are not permitted. Wearing any clothing, jewelry or other item symbolizing gang affiliation is prohibited. If students wear inappropriate clothes to school, as determined by the principal or the principal's designee, parents will be called to bring other clothes for their child to wear. 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 by the principal or the principal's designee.
 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. Spike jewelry 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; and, (d) comply with the Children's Internet Protection Act [Pub. L No. 106-554 and 47 USC 254(h)].

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 child committed a felony or a delinquent act which would be a felony if committed by any adult, and who makes their continued presence at school potentially disruptive to the school or a danger to persons or property at the school, shall be immediately suspended from school and all school activities with the matter being submitted to a Disciplinary Hearing Officer.

If the Hearing Officer finds there is sufficient evidence to believe the child committed a felony or a delinquent act which would be a felony if committed by an adult, and the student's continued presence at school would be potentially disruptive to the school or a danger to persons or property at the school, the 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. Also, 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 Henry County Schools. 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. Furthermore, 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 a misdemeanor of a high and aggravated nature. Disruption of or interference with the operation of any public school shall be considered a misdemeanor of a high and aggravated nature.

Sexual Harassment

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, 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 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 below.

Henry County Schools will investigate all 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.

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 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 or third party for Henry County Schools by a student.

Sexual advances, requests for sexual favors and other conduct of a sexual nature by employees or volunteers toward students is **unwelcome** by definition, and will not be tolerated under any circumstances. Any student who believes he or she is a victim of sexual harassment by a student, teacher, administrator, other school system employee, or third party is encouraged to report the harassment directly to your school's principal, assistant principal, guidance counselor, or school Title IX coordinator. All allegations of sexual harassment shall be fully investigated and appropriate corrective or disciplinary action shall be taken as appropriate. Please refer to Henry County Board of Education Policy JCAC, Harassment for further information regarding how sexual harassment complaints are processed. The Policy may be viewed at the following web address: <https://eboard.eboardsolutions.com/ePolicy/policy.aspx?PC=JCAC&Sch=4088&S=4088&RevNo=1.11&C=J&Z=P>. The complaint process and procedures from Policy JCAC are also included at the end of the handbook at page 43.

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 Assistant Superintendent of Administrative Services. 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.

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 lockers or student automobiles 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, pocketbooks, 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.

If a search yields illegal or contraband materials, such items 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, transmit or use tobacco or tobacco-related products in any form, including, without limitation, lighters, rolling papers, and matches.

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 Weapons, Hazardous Object, or Explosive Compound

It is unlawful for any person to carry to 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: means any weapon commonly known as 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.

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 as 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 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

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. Parents must notify the school if their child has health problems that could result in a health emergency and should explain the procedures the school should follow.

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.

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 the bus has come to a complete stop, the proper warning signs are displayed, and 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 the department or the school.

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; or,
- (C) Sexual abuse or 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 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 should be made in person or by telephone and followed by a report, in writing, if requested.
- **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>
- If you have questions, please contact the principal, school designee, or Director of Administrative 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.

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 reviews and approves the school system's comprehensive School Safety Plan and each school's Emergency Management Plan. A copy of these plans is available from the principal or the Administrative Services Department.

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.

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

Since 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 proof of effective treatment is provided and an examination 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.

Highly Qualified Teachers

As required by the No Child Left Behind Act, parents will be notified if their child has been assigned a teacher, or has been taught by a teacher for four (4) or more consecutive weeks, who is not considered "Highly Qualified" according to the provisions of the Act. Teachers must be fully certified by the Georgia Professional Standards Commission and teach in their field(s) of certification to be considered "Highly Qualified." Parents may request information regarding the teacher's professional qualifications, including the following:

- Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher; and,
- Whether the student is provided services by paraprofessionals, and if so their qualifications.

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 Administrative Services Department.

Illness

If a child becomes too ill to remain in class, his/her parent will be contacted so the child may be 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 medical doctor 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

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. 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 should bring medicine and related equipment to the principal or his/her designee and complete a 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 approved by the principal.** Students are subject to disciplinary action if they possess medicine at school without the principal’s consent, distribute medicine to other students, or use the medicine in a manner that is not prescribed. Students who need to carry prescription asthma or diabetic medication are permitted to keep these items in their

possession if prior written permission from the parent is provided with a physician signature and/or current prescription.

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.

***Authorization 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 school 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 emergency situations to all bus drivers responsible for the transportation of a student with diabetes.

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 Boy Scouts 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:

Virgil Cole, Title IV and Title IX Coordinator

Henry County Schools
Administrative Services
33 N. Zack Hinton Parkway
McDonough, GA 30253
770-957-6601

John O'Connor, Section 504/ADA Coordinator

Henry County Schools
Student Support Services
33 N. Zack Hinton Parkway
McDonough, GA 30253
770-957-8086

Jodye Rowe-Callaway, Title II Coordinator

Henry County Schools
Learning and Leadership
33 N. Zack Hinton Parkway
McDonough, Georgia 30253
770-957-6547

April Brown, Sports Equity Coordinator
Henry County Schools
33 N. Zack Hinton Parkway
McDonough, GA 30253
770-957-6601

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

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, 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

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.

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 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 having questions regarding their child's student record information should contact the school principal.

The following information describes the practices observed concerning student records:

Directory Information: 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:

1. The student's name, address, date and place of birth, and photograph;
2. The weight and height of members of athletic teams; and/or,
3. Awards and other recognition connected with student performance at school.

Unless the parent/guardian or eligible student request otherwise, directory information may be disclosed to the public upon request.

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. 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.

Exceptions to restricted access of student records include the following:

1. 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.
2. 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.
3. 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.

In questions of record inaccuracy, misleading information, or information in violation of the privacy or rights of students, parents/guardians should contact the principal to request an opportunity for correction or deletion of said material in the student's record.

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.

Telephone Use

Students will not be allowed to use the office telephone except in case of an emergency as defined 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 Leadership 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.

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.

Certain 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:

A. 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.

B. 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 the Director of Administrative Services, at 770-957-6601. Inquiries or complaints concerning sports equity or alleged gender discrimination in sports may be submitted to the Sports Equity Coordinator. For additional information please see local board JAA-E(1).

C. 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

The School District has designated the following types of personally identifiable information about students 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.

D. Research and Student Surveys

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the school's conduct of surveys, collections 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:

- i. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- ii. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- iii. 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. Virgil Cole, Administrative Services (Titles IV, VI, VII, and IX); John O'Connor, Student Support Services (IDEA); and, Ms. Debra Delaine, Student Support Services (Section 504). Coordinators may be contacted at: Henry County Schools, 33 North Zack Hinton Parkway, McDonough, Georgia 30253, 770-957-6601.

Sexual Harassment Complaint Resolution Process (JCAC Policy)

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. The Assistant Superintendent of Administrative Services has been designated by the Board as the Title IX Coordinator to handle such inquiries and may be reached at the following address:

Henry County Schools
Administrative Services
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.

Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or job assignments. Retaliation against persons who make complaints of sexual harassment is strictly prohibited.

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 Administrative Services)
- **Level 3** – Superintendent (or Designee) Review

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

Level 1 – Administrative Review

The site administrator/school principal (or their supervisor if the complaint is against a site administrator/school principal) shall conduct an internal investigation within thirty (30) school days regarding the alleged sexual harassment. For the purposes of this policy, a "school day" is defined as any day that students are in school taking classes. The alleged victim (and/or complainant) and the accused, as well as their representatives, should submit the following when filing a complaint:

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 name(s) and contact information (if known) of any witness(es) to alleged wrongful act(s);
5. Any evidence to be considered;
6. A clear statement of the relief sought by the complainant and/or alleged victim.

As part of their investigation, the site administrator/school principal will, to the extent possible, interview the alleged victim/complainant and the accused. These interviews will be conducted separately in observance of the sensitivity of the subject matter. The site administrator/school principal (or their supervisor if the complaint is against a site administrator/school principal) will share the outcome of the investigation with the alleged victim/complainant and/or their parent/guardian if the complainant is a student. If the site administrator/school principal (or their supervisor if the complaint is against a site administrator/school principal) finds, by a preponderance of the evidence, that sexual harassment has occurred, the site administrator/school principal (or their supervisor) will take steps in an effort to prevent the recurrence of any harassment and to correct its discriminatory effects on the victim or others, if appropriate. The complainant/victim or the accused may request, in writing, an appeal of the Level 1 decision of the Level 1.

If the complaint is resolved at the Administrative Review level, the complaint will be considered closed.

Level 2 – Sexual Harassment Formal Complaint

The complainant must submit a written appeal of the Level 1 review which shall include, but is 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 written complaint and any additional supporting documentation must be submitted to the Office of Administrative Services, 33 N. Zack Hinton Parkway, McDonough, Georgia 30253, within thirty (30) days of receiving the written decision of the **Level 1** review.

The Office of Administrative Services 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 SCHOOL 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” which is in the yellow bar under the pictures. Scroll over “Board of Education” and click on “eBOARD.” On the eBOARD page, scroll over the heading entitled “Policies” which is in the blue bar across the top of the page and then select the policy you need. All of the policies for the Henry County Board of Education are located under the “Policy” section. If you would like a copy of any of our policies, you can request a copy from your child’s school by contacting the main office, or you can contact the Henry County Board of Education, Administrative Services Department, which is located at 33. N. Zack Hinton Parkway, McDonough, Georgia 30253. The telephone number is (770) 957-6601.

The following policies 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 our website):

- A. School District Organization
 - Code Description
 - AEA School Calendar
 - AF School Day
- B. School Board Operations
- C. General School Administration
- D. Fiscal Management
- E. Business Management
 - Code Description

EBBC	Emergency Drills
EDC	Transportation Safety
EDCB	Bus Conduct
EDD	Bus Scheduling and Routing
EEA	Free Food Service
EED	Vending Machines
EEE	Wellness Program

F. Facility Expansion Program

I. Instructional Program

<u>Code</u>	<u>Description</u>
IBB	Charter Schools
IDAA	Vocational Education
IDAG	Values/Character Education
IDB	Health Education
IDCA	Summer School
IDCE	Advanced College Placement
IDDA	Disadvantage Programs
IDDB	Remedial Programs
IDDD	Gifted Student Programs
IDDF	Special Education Programs
IDE	Co-Curricular Activities
IDE(1)	Competitive Interscholastic Activities, Grades 9-12
IDE(2)	Competitive Interscholastic Activities, Grades 6-8
IED	Scheduling for Instruction
IEDA	Unstructured Break Time
IFA	Instructional Materials
IFAA	Textbook Selection and Adoption
IFBGA	Electronic Communications
IFC	Community Instructional Resources
IFC-E(1)	Community Instructional Resources
IFCB	Field Trips and Excursions
IHE	Promotion and Retention
IHF(5)	Graduation Requirements – Entering Fall 2002-03 through 2007-08
IHF(6)	Graduation Requirements – Entering Fall 2008-09 and thereafter
II	Testing Programs
IKD	School Ceremonies and Observances
IKDB	Graduation Ceremonies

J. Students

<u>Code</u>	<u>Description</u>
JAA	Equal Educational Opportunities
JAA-E(1)	Equal Educational Opportunities – Gender Equity in Sports: Procedures and Forms
JAA-R(1)	Equal Educational Opportunities – Service Animal Procedures
JBA	Compulsory Attendance Ages
JBB	Entrance Age
JBC	School Admissions
JBC(1)	Homeless Students
JBC(1)-E(1)	Homeless Students – Administrative Procedures
JBC(3)	Social Security Numbers
JBCA	Resident Students
JBCB	Nonresident Students
JBCBA	Tuition
JBCCA	Student Assignment to Schools

JBCD	Transfer and Withdrawals
JBD	Absences and Excuses
JBF	Release Time
JBFA	Religious Holidays
JCAC	Harassment
JCD	Student Conduct
JCDAB	Student Alcohol Use
JCDAC	Student Drug Use
JCDAD	Bus Conduct
JCDAF	Use of Electronic Devices by Students
JCDAG	Bullying
JCE	Student Complaints and Grievances
JCEB	Student Hearing Procedures
JD	Student Discipline
JDE	Expulsion
JDF	Teacher Authority to Remove Students from Classrooms
JE	Guidance Program
JGC	Student Health Services
JGCB	Student Inoculations
JGCB-E(1)	Student Inoculations – Affidavit of Religious Conflict
JGCC	Infectious Diseases
JGCD	Medication
JGF	Student Safety
JGF(2)	Seclusion or Restraint of Students
JGFA	Emergency Drills
JGHA	Free Food Service
JGI	Child Abuse or Neglect
JGIA	Registration of Sex Offenders
JGJ	Crisis Intervention
JHB	Student Activities Funds Management
JK	Solicitations
JL	Gifts
JQE	Pregnant Students
JQK	Exchange Students
JQK-E(1)	Foreign Students – Application Form
JQKA-E(1)	Foreign Students – Required Documentation
JR	Student Records
JS	Student Fees, Fines, and Charges

K. General Public Relations

<u>Code</u>	<u>Description</u>
KB	Public Information Program
KEB	Solicitations
KEBA	Solicitations of Students
KG	Use of School Facilities
KG-E(2)	Use of School Facilities – Application Form
KN	Complaints
KN-E(1)	Complaints – Complaint Form

L. Interorganizational Relations

M. Relations with Other Education Agencies

<u>Code</u>	<u>Description</u>
MFC	Advanced College Placement



2014-15
STUDENT & PARENT
ACKNOWLEDGEMENT FORM

Please complete and return within five (5) days of receipt of the Student and Parent Handbook.

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.

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

Date

Signature of Parent/Guardian

Date

Signature of Student

Date

School

Grade

Homeroom Teacher/Advisor: _____

Clubs & Organizations

Schools must provide to parents a list of all clubs and organizations available to students. Parents/guardians should review this list and notify the school in writing if they wish to prohibit their child from participating in any school club or organization. If any new clubs or organizations are formed during the school year, a permission form for student participation will be sent to parents.

Acknowledgement: I have received a list of the school clubs and organizations available to students for the 2014-15 school year. I understand that I must notify the school in writing if I wish to prohibit my child from participating in a particular club or organization.

Parent/Guardian Signature

Date

My child is not allowed to participate in the following school clubs and organizations:

