

EXPECT



 **HENRY**
COUNTY SCHOOLS

SY 2019-2020

**STUDENT & PARENT
HANDBOOK**

HENRY COUNTY BOARD OF EDUCATION



Annette Edwards
 annette.edwards@henry.k12.ga.us
 District 5

Holly Cobb
 holly.cobb@henry.k12.ga.us
 Vice Chair - District 3

Josh Hinton
 joshua.hinton@henry.k12.ga.us
 Board Chair - District 2

Sophe Pope
 sophe.pope@henry.k12.ga.us
 District 4

Dr. Pam Nutt
 pam.nutt@henry.k12.ga.us
 District 1

Henry County Schools 2019-2020 Calendar

July 2019					August 2019					September 2019				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
1	2	3	4	5				1	2	2	3	4	5	6
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27
29	30	31			26	27	28	29	30	30				

October 2019					November 2019					December 2019				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
28	29	30	31		25	26	27	28	29	30	31			

January 2020					February 2020					March 2020				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
		1	2	3	3	4	5	6	7	2	3	4	5	6
6	7	8	9	10	10	11	12	13	14	9	10	11	12	13
13	14	15	16	17	17	18	19	20	21	16	17	18	19	20
20	21	22	23	24	24	25	26	27	28	23	24	25	26	27
27	28	29	30	31						30	31			

April 2020					May 2020					June 2020				
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30			

- Early Release Dates
- Entire District Closed
- Students & Teachers Out
- Students Out
- First Day of Semester
- Report Cards

IMPORTANT DATES

- 1st Day of School
Aug. 1
- Labor Day
Sept. 2
- Fall Break
Sept. 23-27
- Thanksgiving Break
Nov. 25-29
- Semester Break
Dec. 23 - Jan. 7

2nd Semester Starts

- Jan. 8**
MLK Day
- Jan. 20**
President's Day
- Feb. 17**
Winter Break
- Feb. 18-21**
Spring Break
- Apr. 6-10**
Last Day of School
- May 22**

IMPORTANT STAFF DATES

- District-Based Professional Learning Days
July 26, Nov. 5, Jan. 7
- School-Based Professional Learning Days
July 25, July 29-31, Jan. 6, May 26-27

The Henry County Board of Education has authorized the publication of this handbook in accordance with School Board policies and procedures and Georgia laws. It contains important information for parents, students, school personnel, visitors, and citizens. Have a great school year!

Our Core Business

Welcome to the 2019-2020 School Year! We are thrilled to have you as a part of our school system. Whether you are new to Henry County Schools or continuing your education with us, we feel confident that there is no better place to learn than in a Henry County Schools classroom.

You are an important part of our extended family of over 43,000 students and 5,000 employees making us one of the top 10 largest districts in the state of Georgia. No matter how large our system may seem, we are committed to the individual relationships with our students, staff, and their families that ensure a productive learning experience.

We know you expect your child to receive an exceptional education built on a strong foundation of the core content areas during their time in Henry County Schools. We are prepared to deliver a learning experience rich with outstanding instruction, dedicated support, and well-rounded extracurricular opportunities and experiences that enhance your child's growth and development for the next stages beyond school.

Henry County Schools is on an ambitious pursuit of becoming the fastest improving and highest achieving school district in the metro-Atlanta region with a strong focus on student connectivity and belief in student capability. Please know that everything we do revolves around our core business of student learning, and we couldn't be more excited to have you on this journey with us to help our students realize success on so many levels.

Here's to a successful year of learning and growth for this 2019-2020 school year! Our Board of Education and school system of dedicated professionals want you to know we stand ready to support you and provide access to a high-quality education for your student through an exceptional year in Henry County Schools.

Mary Elizabeth Davis

Superintendent, HCS



CORE BELIEFS & COMMITMENTS

1

Core Belief
Commitment

We believe each student can learn at or above grade level and will have an equal opportunity to do so.
Each student will learn at or above grade level and have an equal opportunity to do so.

2

Core Belief
Commitment

We believe family and community involvement is critical to student success.
We will foster connections for families and community to support student learning.

3

Core Belief
Commitment

We believe all learning environments should be supportive, safe, and secure.
All school environments will be supportive, safe, and secure.

4

Core Belief
Commitment

We believe effective teachers and leaders produce excellent results.
We will recruit, support, retain, and recognize results-driven teachers and leaders.

PLAN OF ACTION

Henry’s Plan of Action is built on the premise that HCS’s core purpose and responsibility is student learning and is accountable for improving student achievement for each student and every school. Henry’s Plan of Action includes an aligned system of teaching and learning, a system of accountability, and a framework for continuous school improvement, intended to balance consistency of practice throughout the district with local school pride. It is designed to encourage idea generation and community conversation around the **Core Business of Henry County Schools: Student Learning**, and serves as the Board of Education’s commitment to ensuring every student has access to a high-quality education.

STRATEGIC PRIORITIES

- Unify Henry County around excellence in public education.**
HCS is fostering strong parent, family, and community relationships while investing in our workforce and sharing the story of learning in a Henry County classroom.
- Strengthen our core business of student learning.**
HCS is built upon a strong teaching and learning system that includes rigorous state-aligned standards, a balanced approach to teaching and learning, aligned instructional resources, and a framework for classroom assessments to monitor learning progress.
- Ensure a high-performing environment for all students.**
HCS, through the governance of a high-performing Board of Education-Superintendent Team, is dedicated to ensuring that every student reads at or above grade level in every grade, every school is a high-performing school among benchmark schools, and the district is a high-performing district as indicated by student learning outcomes.

WELCOME TO HENRY COUNTY SCHOOLS

The K-12 Student & Parent Handbook 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 and practices stated in this handbook will be in effect from August 1, 2019, until the start of the 2020-21 school year.

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

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

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

Haitian Creole

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

Hindi

भाषा सहायता की सूचना: यदि अपने बच्चे की शिक्षा से संबंधित हैंडबुक या अन्य अर्थपूर्ण दस्तावेजों को आप अंग्रेजी से अलावा किसी दूसरी भाषा में चाहते हैं जिसमें पंजीकरण, प्रवेश और अनुशासनिक प्रक्रियाएं शामिल हैं लेकिन यह उन तक ही सीमित नहीं है, तो कृपया स्कूल कार्यालय में अनुरोध करें। यदि आपको अंग्रेजी समझने में समस्या हो तो आप छात्र के स्कूल या 770-957-6601 पर केंद्रीय कार्यालय में कॉल करके प्रशासनिक सेवाएं विभाग से निःशुल्क भाषा सहायता सेवाओं के लिए अनुरोध कर सकते हैं।

Simplified Chinese

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

Spanish

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

Vietnamese

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

STUDENT & PARENT HANDBOOK

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

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

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

ACCREDITATION

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

NOTICE OF EQUAL OPPORTUNITY

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

Dr. Carl Knowlton
Title VI and Title IX Coordinator
Henry County Schools
33 N. Zack Hinton Parkway
McDonough, GA 30253
770-957-6601

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

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

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

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

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

TABLE OF CONTENTS

REGISTRATION		PROGRAMS & ACADEMIC SERVICES		Extracurricular Activities	74
Age Requirements	4	After-School Enrichment Program	21	Field Trips	75
Attendance Zones	4	Building Resourceful Individuals	21	Gum Chewing	75
Custody	5	Child Find	21	Lockers	75
Guardianship	5	Early Intervention Program	21	Lost and Found	75
Kinship Caregiver Affidavits	5	Gifted Education Program	21	Lunch with Students	75
Proof of Residence	5	Online Learning Options	22	Notice of Pictures of Students	75
Emergency Contact Information	6	Dual Enrollment	22	Parent-Teacher Conferences	75
Physical Examination/Immunization	6	School Counselors	23	Parties / Outside Food Policy	75
Grade Placement	7	School Psychologists	24	Pets	76
Social Security Number	7	School Social Worker Services	24	Pledge of Allegiance	76
Transfer Students	7	Exceptional Student Education	24	Silent Reflection	76
Withdrawal From School	7	Multi-Tiered Support System (MTSS)	24	Solicitation of Students/Employees	76
ATTENDANCE		Seclusion and Restraint	25	Student Learning Devices	76
School Attendance	8	Section 504 – Rehabilitation Act	26	Student Records	77
Arrival and Dismissal Times	8	State Instructional Extension Program	27	Student Data Privacy	78
Absences-Tardies-Early Check Outs	8	Student Support Team	28	Supervision of Students at School	78
Excused Absences	9	Summer Learning Opportunities	28	Teacher/Para Qualifications	78
Unexcused Absences	9	Title I Program	28	Textbooks/Instructional Resources	79
Truancy Intervention Meeting	9	CODE OF CONDUCT		Transportation Changes	79
Extracurricular Activities	10	Expectations	29	Video/Audio Recorders	79
Absences Due to Pregnancy	10	Additional Behavior Requirements	30	Visitors	79
Making Up Missed Assignments/Tests	10	Levels of Discipline	31	FEDERAL LAWS & GUIDELINES	
HEALTH & MEDICAL		Disciplinary Definitions	32	Health Education	80
Accidents/Medical Services	10	Suspension/Expulsion from School	33	Gender Equity in Sports	80
Child Abuse	10	Strategies and Alternative Resolutions	33	Student Records	80
Clinic Aides	12	STUDENT CONDUCT OFFENSES	33	Research and Student Surveys	81
Cluster Nurses	12	Jurisdiction for Disciplinary Action	65	Sexual Harassment Policy	82
Head Lice	12	Charge or Commission of a Felony	65	List of Henry County BOE Policies	85
Homeless Children & Youth	12	Authority of Teacher/Administrator	66		
Hospitalizations	12	Disciplinary Hearings	66		
Hospital/Homebound Services	12	Academic Honesty	68		
Illness	12	Athletic Code of Conduct	68		
Insurance	13	Criminal Offenses	69		
Medicine	13	EXCEL Academy	69		
School Nutrition Services	15	Laser Pointers	69		
Scoliosis Screening	15	Off-Campus Behavior	69		
Suicide Prevention	15	Personal Belongings	70		
LEARNING-TEACHING-ASSESSMENT		Reporting Criminal Conduct	70		
Instructional Materials	16	School Resource Officers	70		
Homework	16	School Safety Zone	70		
Grading Systems	17	Allegations of Employee Misconduct	70		
Georgia Assessment System	17	Student Questioning by Officials	70		
Honor Roll Recognition	17	Student Searches	71		
Exam Schedule	18	Student Vehicle Searches	71		
PROMOTION-PLACEMENT-RETENTION		GENERAL INFORMATION			
State Requirements	18	Asbestos Plan	72		
Elementary School Promotion Criteria	18	Athletics	72		
Middle School Promotion Criteria	19	Birthdays	73		
High School Promotion Criteria	19	Book Bags, Sports Bags, Other Bags	73		
GRADUATION		Bus Transportation and Safety	73		
General Requirements	20	Cancellation of School	73		
High School Graduation Requirements	20	Clubs & Organizations	73		
College Admission Requirements	20	Drivers License/Certificate of Enrollment	74		
Diplomas	20	Driving /Parking on Campus	74		
Graduation	21	Emergency Management Plan/Drills	74		

REGISTRATION INFORMATION

Age Requirements for Registration

Elementary Schools

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.

Middle and High Schools

All students who have not attained the age of 21 by September 1 are eligible for enrollment in appropriate education programs, unless they have received a high school diploma or equivalent. Students that have dropped out of school for one quarter or more are eligible to re-enroll unless they attain the age of 20 by September 1. Students receiving special education services are eligible for enrollment in appropriate educational programs until turning 22 years old or until they receive a high school diploma.

Attendance Zones

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

Parents may apply with the Board of Education **within 30 days of moving**, to remain at their current school for the remainder of the school year. As a representative of the Henry County Board of Education, the Family Services Department has the authority to approve or deny the request. If Family Services approves the parent's request, it will be in writing and **the parents are responsible for transporting their child** to and from school, 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 Family Services Department. Applications to cross attendance lines are located at each individual school. When making application to cross attendance lines, parents are required to prove residency. The District reserves the right to deny a parent's request to cross attendance lines if their student has excessive (**as defined as 9 or more**) unexcused tardies, check-outs, absences, or discipline referrals.

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

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 the school as long as they remain a resident of Henry County. School choice approvals and continued enrollment with School Choice could be affected by excessive unexcused tardies, check-outs, absences, or discipline referrals. The District reserves the right to deny parent's request to school choice if their student has excessive (as defined as a total of 9 or more) unexcused tardies, check-outs, absences, or discipline referrals.

A non-resident student who is not approved by the Family Services Department shall be withdrawn from the Henry County School District with notice to the parent/legal guardian and referred to the student's county of residence.

Georgia law authorizes the School District to seek reimbursement from the parent/guardian for the costs of educating a non-resident student and for attorney's fees if legal action is necessary.

Custody

Parents shall provide to the school a certified copy of any and all court order(s) regarding the custody of the child. Student enrollment forms, as well as other official documents of the school, must be signed by the natural parent or legal guardian with whom the child resides. Educational decisions concerning the child are reserved for the enrolling parent, although both parents can be involved in the enrollment process. If there is a disagreement between the parents, the educational decision of the enrolling parent shall supersede the educational decision of the non-enrolling parent. If there is a disagreement and both parents have enrolled the child, then the parent with primary physical custody shall have the educational decision-making authority, unless the parties have a court order that directs otherwise.

Under O.C.G.A. § 20-2-780, it is a crime for any person to make or attempt to make a change of custody of a minor child by removing the child from school without permission of the person who enrolled the child in school, even if the person attempting to remove the child has a court order granting that person custody. Court orders that specifically authorize or direct the release of custody by the school will be followed. The school will not interject itself in custody or visitation disputes between parents. The Henry County School District encourages all parents to discuss educational decisions with each other prior to notifying the district of educational changes regarding their student.

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

Guardianship

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

References to parent/guardian herein shall include kinship caregivers and persons with Power of Attorneys for the care of minors. Any legal guardianship fraudulently formed solely for the purpose of establishing residency for school district attendance shall not be recognized by the Henry County Board of Education. For information regarding petitions for temporary guardianship, please contact the Probate Court of Henry County at 770-288-7600.

Supporting and Strengthening Families Power of Attorney

Henry County Schools honors the Supporting and Strengthening Families Power of Attorney under qualifying conditions. Those desiring to utilize the Power of Attorney must contact the district's Family Services Department at 70-957-6601 to staff the request. References to a parent/guardian throughout this Handbook shall include persons with Supporting and Strengthening Families Power of Attorney.

Kinship Caregiver Affidavits

Henry County Schools honors Kinship Caregiver Affidavits and Power of Attorneys for the Care of Minor Children under qualifying conditions. Those desiring to utilize either the Kinship Caregiver Affidavit or Power of Attorney for the care of the minor children must contact the district's Family Services Department at 770-957-6601 to staff the request. References to a parent/guardian throughout this Handbook shall include kinship caregivers and persons with Power of Attorney for the Care of a Minor Child.

Proof of Residence

To enroll in Henry County Schools, a student must reside in Henry County with a natural parent or legal guardian, kinship caregiver, or the student must be under the care of a state agency with placement in Henry County. Proof of residence is required when a student initially enrolls in a school, whenever a change of residence occurs, or anytime proof of residency is requested by a school official. The principal or his/her designee will accept the following records as proof of residency:

1. A valid and current residential lease or rental agreement for property located in Henry County, Georgia, together with a *current* electric or gas bill or a letter from the utility provider verifying the existence of a current electric or gas account. The electric or gas bill or letter of services must be dated within the last sixty (60) days. The lease or rental agreement must identify the parent of the student as the tenant and is fiscally

responsible for the payment of the lease. Parents listed as mere occupants of a stated residence are not considered tenants of the property for the purposes of enrollment. All records must include the name and street address of the parent and service addresses must be plainly visible on the electric or gas bill or letter of service provided as proof; **OR**

2. A current residential property tax statement or settlement statement or closing disclosure, and a current electric or gas bill or letter of service from said company. The electric or gas bill or letter of service must be dated within the last sixty (60) days. Parents not listed in ownership documents who are willing to provide evidence of their legal relationship to the property owner may submit legal documents for consideration as an authorized representative of the titleholder. All records must include the name and street address of the parent and service addresses must be plainly visible on the electric or gas bill or letter of service provided as proof; **OR**
3. A Henry County Schools Affidavit of Residency. A parent who resides full time in Henry County but is unable to provide the consistent records listed above may complete a *Henry County Schools Affidavit of Residency*. The affidavit shall be completed in the presence of school system personnel and signed by the parent in the presence of a notary public. In addition, the legal owner or authorized tenant of the property where the student and parent reside may complete and sign the affidavit with school system personnel and provide the documentation required as proof of residence as noted above in sections (a) and (b). The legal owner or authorized tenant of the property may also complete the affidavit and acquire notarization at another location, but it is the parent's responsibility to deliver the original paperwork and the required proof of residence as noted above in sections (a) and (b) to school system personnel along with their documentation. The affidavit will be in effect until there is a change in residence, the student enrolls in a new school, or whenever requested by a school official.
4. All such documents must be in the name of the student's parent and must consistently identify that individual with the property address of the residence.

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

Emergency Contact Information

It is critical for the school to be able to contact parents at any time students are at school. The school must have the parents' current address and home, cellular, and business telephone numbers. Emergency contact persons and their telephone numbers are needed in case a parent cannot be reached. This information is required at the time of registration and whenever a change occurs 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) must provide GA Form 3231, which is up to date with current immunizations required for the State of Georgia. Additionally, effective July 1, 2014, Georgia Law requires children born on or after January 1, 2002 and entering or transferring into 7th grade and new entrants into a Georgia school grades 8th through 12th must have received one dose of TDAP (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine unless the child has an exemption. Georgia law requires immunizations be listed on the Georgia Certificate of Immunization. Parents can obtain a Georgia Certificate of Immunization (**Georgia Form 3231**) from their physician or from the Henry County Health Department. Students not in compliance with GA immunization laws are subject to withdrawal from school until a complete GA Form 3231 is received.

Parents may request, in writing, a temporary waiver of Georgia's immunization requirements for a justified reason, including medical reasons and/or religious reasons. Parents requesting a temporary waiver based on medical reasons must provide the school district with a Georgia Certificate of Immunization (Georgia Form 3231) from the local board of health or treating physician certifying that immunization is undesirable. The medical exemption must be renewed yearly. Parents requesting a temporary waiver due to religious reasons must provide the school district with a sworn Affidavit of Religious Conflict with Immunization Requirements form (Georgia DPH Form 2208). These Affidavits are available at each individual school.

Grade Placement

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

The parent must disclose at the time the transfer is sought whether the student currently receives special education services, Section 504 services, or Gifted services; whether the student is currently serving a suspension or expulsion from school; whether the student withdrew from the last district attended in lieu of being ordered to serve a period of suspension, expulsion, or assignment to an alternative education program; and, whether the student has ever been adjudicated guilty of a felony.

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

Withdrawal from School

At the time of withdrawal, students must return all textbooks, library books, student learning devices (e.g. Chromebooks, iPads, laptops), and other school-owned items. Any such items not returned, and any other school-related expenses for which the student is responsible (such as lunch charges), must be paid for at the time of withdrawal. The school may withhold grade reports, diplomas, and/or certificates of progress until restitution is made for lost or damaged textbooks, student learning devices, 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.

A minor who is not emancipated may not drop out of school without the written permission of his/her parent/guardian. Prior to accepting such permission, the school shall schedule a conference with the student and parent/guardian to discuss the educational options available to the student and the consequences of not earning a high school diploma.

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 (6) who have been on roll for twenty (20) or more days fall under the provision of the Georgia Mandatory Attendance Law O.C.G.A. § 20-2-150(c). State policy defines the school year as 180 attendance days.

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

Arrival and Dismissal Times

Schools may adjust the beginning and ending times to accommodate bus transportation services. The general beginning time for elementary school is 7:45 a.m., the general beginning time for middle school is 8:45 a.m., and the general beginning time for high school is 8:15 a.m. Students are expected to report to the school by the respective start times and to remain for the full scheduled day unless authorized by school officials. The general ending time for elementary school is 2:25 p.m., for middle school is 3:55 p.m., and high school is 3:15 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.

Delayed Start of the School Day

In the event that it becomes necessary to delay the start of the school day, schools may have a two (2) hour delay in the start time. As our buses serve all of our schools within a community, the bell times for a two (2) hour delay schedule will be as follows: elementary schools will start at 9:45 a.m., high schools will start at 10:15 a.m., and middle schools will start at 10:45 a.m. The school's bus route will also change to reflect the two (2) hour delay. For example, if a student's school bus stop is 7:35 a.m. it will be adjusted to 9:35 a.m. A delayed start will not change the time school ends on that day, including bus transportation.

Early Release from School

During our scheduled early released days students will be dismissed at the following times:

- Elementary schools will dismiss at 11:25 p.m.
- High schools will dismiss at 12:15 p.m.
- Middle schools will dismiss at 12:55 p.m.

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.

Students who check in late or check out early must report to the school office and present a written note from their parent explaining their absence. 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.

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.

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.

- **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 will be treated as excused if they occur for the following reasons:

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

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

Jessie's Law: (O.C.G.A. § 20-2-692.2) states a foster care student (served by DFCS) who attends court proceedings relating to the 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 the Georgia's compulsory attendance law. Excessive absences may jeopardize a student's ability to earn course credits for the semester or year. In addition, withdrawal from school before graduating may jeopardize a student's eligibility to obtain or keep a driver's permit or license.

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, the Henry County School District 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.

Absences Due to Pregnancy

Students who are or become pregnant during any school semester will not be excused from attending school unless the student's treating physician states, in writing, that the student cannot attend school. Excused absences due to pregnancy or a pregnancy-related condition may be made up under the same terms and requirements as any other excused absence upon the student's return to school.

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. The days allowed to make-up work will not exceed the number of days absent except under extenuating circumstances approved by the principal or his/her designee.

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).

HEALTH & MEDICAL

Accidents/Medical Services

If a student is injured or becomes ill at school, every effort will be made to contact the parent and to take action at the parent's direction. If a parent cannot be contacted, school officials will take reasonable actions to preserve the health of the child. The School District personnel has the authority to call 911 in the event of a perceived medical emergency. In the event that 911 is called and medical providers recommend transporting a student to the hospital, should the parent refuse to transport the student to the hospital, then the parent must immediately remove the student from Henry County Schools premises. If the parent refuses to remove the child from the premises, the child shall be released to 911 providers at parent/guardian's expense.

Parents must notify the school if their child has health problems that could result in a health emergency and should provide documentation from a physician or other licensed medical professional of the procedures the school should follow to assist the student while at school or at school related activities.

Child Abuse

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

If a Henry County School employee has reasonable cause to believe that suspected child abuse has occurred involving an employee or volunteer of the school, the employee must report their suspicion of abuse to the Department of Family and Children Services and their school Principal or the Principal's designee. Reports of suspected child abuse shall be made immediately, from the time there is reasonable cause to believe that suspected child abuse has occurred. Reports may be made orally, by telephone or other oral communication, or a written report may be made by electronic submission or facsimile to the Department of Family and Children Services and to the school Principal or the Principal's designee.

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

Child abuse includes but is not limited to the following:

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

Requirements

Georgia law requires that all volunteers:

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

Guidance

- Your verbal report of any suspicions of child abuse should be made in person or by telephone and followed by a report in writing, if requested. When a report is being made by electronic submission or facsimile to the Department of Family and Children Services, it shall be done in a manner specified by the division.
- **Do not contact the parent or guardian.**
- In causing a report to be made to a child welfare agency, or participating in any judicial proceeding or any other proceeding that results, you are immune from any civil or criminal liability that might otherwise be incurred or imposed, provided that you are doing so with good intentions.
- A copy of Henry County Schools' procedures for reporting suspected child abuse/neglect is available to you 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.
<https://schoolwires.henry.k12.ga.us/Page/37783>
- If you have questions, please contact the principal, school designee, or the Student Services Department, at 770-957-6601.

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

Supervision Guidelines

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

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

Clinic Aides

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

Cluster Nurses

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

Head Lice

Because head lice are so easily spread from one student to another, students with head lice (or eggs, often referred to as "nits") cannot remain at school. If a student has head lice, their parent will be asked to pick up their child. Students will not be allowed to return to school until the treatment method is described by parent/guardian and an examination by designated school staff indicates the student no longer has head lice or nits.

Homeless Children and Youth

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

Hospitalizations

If your child has had a medical/surgical procedure and/or hospitalization, a note from a licensed healthcare provider must be provided which states the student may return to school and whether or not they may participate in physical activities such as athletics or physical education.

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

Illness

If a child becomes too ill to remain in class, his/her parent will be contacted so the student can be picked up for care 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, or higher, 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 (both 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 a student has a "notifiable disease/condition", the school system will follow the infectious disease reporting protocol including recommendations from the Henry County Health Department. The parent/guardian must provide a release to school signed by a licensed healthcare provider indicating the date the student can return to school.

Insurance

Parents are responsible for providing accident or medical insurance coverage for their child. The Henry County Schools do not maintain insurance coverage of students. As a service to parents/guardians, 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, then the student will not be eligible to participate in the activity.

Medicine

When students must take medicine at school, parents must bring all medicine and related equipment to the principal or his/her designee and complete a **Student Health and Medication Authorization Form**. Medicine cannot be given without written permission and instructions from the parent. **Please do not send medicine to school by students. Prescription medicine must be in the original container and have a current pharmacy label. Over the counter (OTC) medication must be in the original container.**

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

Auto-Injectable Epinephrine

HCS does not maintain a supply of 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.

Levalbuterol Sulfate for Asthma and Respiratory Distress

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

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

Students who need to carry prescription asthma or diabetic medication or epinephrine injectors are permitted to keep these items in their possession if a **Written Authorization for Self-Administration of Medication Form**, which contains both prior written permission from the parent and the child's treating physician's signature, as well as the child's signature has been provided to the principal of the child's school. A Student Health & Medication Authorization Form must also be filled out.

Medical Cannabis

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

***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 students.**

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 diabetes 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.

School Nutrition Services

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 at middle schools and high schools are as follows:

<i>Breakfast:</i>	<i>\$1.15</i>	<i>Extra Milk</i>	<i>\$0.40</i>
<i>Lunch: K-5</i>	<i>\$2.40</i>	<i>Adult Visitors</i>	<i>\$1.75 (Breakfast)/\$3.25 (Lunch)</i>
<i>6-12</i>	<i>\$2.50</i>		

Meal charges at middle schools may not exceed a balance of \$5.00. No charges are allowed in grades 9-12. After the limit is reached, students may be offered an alternative meal of a sandwich, fruit and milk.

Scoliosis Screening Program

The school system is required to conduct initial scoliosis screenings of Henry County students in grades 6-8. For more information, contact your child's school or the Family Services Department.

Suicide Intervention, Prevention, and Postvention Program

(1-800-273-8255 National Suicide Prevention Lifeline)

(1-800-715-4225 GA Crisis and Access Line)

The Henry County Board of Education complies with the standards and policies set forth by the Georgia State Board of Education's policy pursuant to the Jason Flatt Act-Georgia. The current policy is available on the school system website. For further information, please contact the Student Services Department.

LEARNING, TEACHING AND ASSESSMENT ELEMENTARY (GRADES K-5)

Course of Study

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

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

Instructional Materials

Textbooks, student learning devices (e.g. Chromebooks, iPads, and laptops) and other instructional materials are the property of the school and are loaned to students to use during the school year. Students are expected to handle these materials carefully and to keep them in good condition. Textbooks are considered a classroom resource, and therefore students may not be assigned a textbook. When textbooks are assigned, students should be sure their name is in each of their textbooks. Replacement textbooks will not be provided until the school receives payment for any textbooks lost or damaged by students. When student learning devices are assigned, students should keep the asset tag and barcode identification card affixed to the device and the device should remain in the always-on case. Replacement devices will not be provided until the school receives payment for any device lost or damaged by students.

Media Center

Students may check out books from the media center to take home, and may also use media and other items in the media center. The media center is open all day during each school day. Students are responsible for items they borrow from the media center and will be required to pay for any items they lose or damage.

Homework

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

- 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:

- Help set up a consistent, organized place for homework to be done.
- Help your child establish either a consistent schedule for completing homework or help him/her create a schedule each Sunday night that reflects that particular week's activities.

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

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 Systems

Please reference Administrative Regulations IHA-R: Grading Systems for students entering 9th grade for the first time in 2019-2020 and beyond for all information related to grading. This includes information on Grade Reporting, Grade Calculation & Grade Communication.

Georgia Assessment System

- **Georgia Assessments** are administered to students as required by law as outlined below:
- **Kindergarten:** Students in Kindergarten are administered GKIDS (Georgia Kindergarten Inventory of Developmental Skills).
- **Grades 3-8:** The End of Grade (EOG) Assessments are administered in grades 3 (ELA & Math), 4 (ELA & Math), 5 (ELA, Math, Science & Social Studies), 6 (ELA & Math), 7 (ELA & Math) and 8 (ELA, Math, Science & Social Studies).
- Parents will be notified when test scores are returned to the school. Questions about test scores should be directed to the principal. The Testing and Assessment Calendar can be accessed at the Henry County Schools website: www.henry.k12.ga.us.

LEARNING, TEACHING, & ASSESSMENT SECONDARY (GRADES 6 –12)

Grading Systems

Please reference Administrative Regulations IHA-R: Grading Systems for students entering 9th grade for the first time in 2018-2019 or previous, as well as IHA-R: Grading Systems for students entering 9th grade for the first time in 2019-2020 and beyond for all information related to grading. This includes information on Grade Reporting, Grade Calculation (including G.P.A), and Grade Communication. There are two Administrative Regulations to govern the rules based on the year a student is entering 9th grade for the first time. Please be sure to reference the appropriate Administrative Regulation based on that enter date.

Honor Roll Recognition

Honor Roll Rules are determined at the local school level.

Georgia Assessment System

Georgia Assessments are administered to students as required by law as outlined below:

Grades 9-12: The End of Course Assessment are administered when a student completes one of the following HS courses: 9th Literature, American Literature, Algebra I, Geometry, Biology, Physical Science, US History, and Economics. The EOC's are typically administered in High School, but may be administered in some cases in Middle School, and this test will count as 20% of a student's final average in the course.

Parents will be notified when test scores are returned to the school. Questions about test scores should be directed to the principal. The Testing and Assessment Calendar can be accessed at the Henry County Schools website: www.henry.k12.ga.us.

Exam Schedule

The principal will arrange a semester exam schedule.

PROMOTION, PLACEMENT, & RETENTION

State Requirements for 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 level of academic achievement.

Promotion, Placement, and Retention in Elementary School (Kindergarten and Grades 1, 2, 3, 4, and 5)

Henry County Schools uses a Student Academic Summary Report (SASR) to make decisions regarding promotion, placement, and retention for students in Kindergarten and Grades 1, 2, 3, 4, and 5. Each grade-level specific SASR outlines specific data points that each school uses as criteria for promotion, placement, or retention decisions. Multiple sources of student data are used to evaluate a student's readiness for academic success at the next grade level. All promotion, placement, and retention decisions are made on an individual, student-by-student basis. Specific questions or concerns about your student's academic performance should be directed to your student's teacher(s) and/or the administration of your student's school. The school principal will have the final authority regarding promotion, placement, or retention decisions.

In some cases, the extenuating circumstances of an individual student may be considered by a school, when making a promotion, placement, or retention decision. For example, a school may determine that promotion/placement (or retention) could be inappropriate/improper for a student, due to the student's developmental needs and/or chronological age.

Prior to making the decision to retain a student, the student's parent(s)/guardian(s) will be notified and provided the opportunity to discuss, with the appropriate staff, the student's possible retention. All promotion, placement, and retention decisions should include a process that involves the careful consideration of relevant student information and data. If the decision is made to retain a student, written documentation of the rationale for the decision to retain the student and evidence supporting the decision will be placed into the student's permanent record.

If a student's parent/guardian wishes to appeal the decision to retain the student, the student's parent(s)/guardian(s) must contact the student's school to inform the school's principal of the intent to appeal the retention decision. The school principal will establish a placement committee, which will include the school principal (or the school principal's designee), the student's parent(s)/guardian(s), and the student's teacher(s). The placement committee will review the student's overall academic achievement, the student's performance on any state-approved, standardized assessments, and the student's SASR. The placement committee's decision to place the student into the next grade must be unanimous and should be based upon a determination that, if placed into the next grade and provided accelerated, differentiated, or additional instruction, the student will be likely to meet grade-level expectations. Once the placement committee reports its decision, that decision will be upheld by the Henry County Board of Education and its Administrative Offices.

If a student's parent/guardian wishes to appeal the decision to retain his/her student, and the student is receiving services through the Exceptional Student Education (ESE) department, the student's parent/guardian must contact the student's school to inform the school's principal of the intent to appeal the retention decision. The school principal will convene the student's Individual Education Plan (IEP) committee to consider the decision to retain the student. In order for the student to be placed into the next grade, a consensus of the student's IEP committee must agree with the decision to place the student into the next grade; the IEP committee's decision should be based upon a determination that, if placed into the next grade and provided accelerated, differentiated, or additional instruction, the student will be likely to meet grade-level expectations. Once the student's IEP committee reports its decision, that decision will be upheld by the Henry County Board of Education and its Administrative Offices.

Promotion, Placement, and Retention in Middle School (Grades 6, 7, and 8)

Henry County Schools uses a Promotion/Placement/Retention (PPR) Rubric to make decisions regarding promotion, placement, and retention for students in Grades 6, 7, and 8. Each grade-level specific PPR Rubric outlines specific data points that each school uses as criteria for promotion, placement, or retention decisions. Multiple sources of student data are used to evaluate a student's readiness for academic success, at the next grade level. All promotion, placement, and retention decisions are made on an individual, student-by-student basis. Specific questions or concerns about your student's academic performance should be directed to your student's teacher(s) and/or the administration of your student's school. The school principal will have the final authority regarding promotion, placement, or retention decisions. The student's parent(s)/ guardian(s) will be notified, in writing, of the final promotion, placement, or retention decision.

In some cases, the extenuating circumstances of an individual student may be considered by a school, when making the promotion, placement, or retention decision. For example, a school may determine that promotion/placement (or retention) could be inappropriate/improper for a student, due to the student's developmental needs and/or chronological age.

All promotion, placement, and retention decisions should include a process that involves the careful consideration of relevant student information and data. If the decision is made to retain a student, written documentation of the rationale for the decision to retain the student and evidence supporting the decision will be placed into the student's permanent record.

If a student's parent/guardian wishes to appeal the decision to retain a student, the student's parent/guardian must contact the student's school to inform the school's principal of the intent to appeal the retention decision. The school principal will establish a placement committee, which will include the school principal (or the school principal's designee), the student's parent(s)/guardian(s), and the teacher(s) of the subject(s) in which the student failed to perform at grade level. The placement committee will review the student's overall academic achievement, the student's state-approved standardized assessment performance, and the student's PPR Rubric. The placement committee's decision to place the student into the next grade must be unanimous and should be based on the determination that, if placed into the next grade and provided accelerated, differentiated, or additional instruction, the student will be likely to meet grade-level expectations. Once the placement committee reports its decision, that decision will be upheld by the Henry County Board of Education and its Administrative Offices.

If a student's parent/guardian wishes to appeal the decision to retain his/her student, and the student is receiving services through the Exceptional Student Education (ESE) department, the student's parent/guardian must contact the student's school to inform the school's principal of the intent to appeal the retention decision. The school principal will convene the student's Individual Education Plan (IEP) committee to consider the retention decision. In order for the student to be placed into the next grade, a consensus of the student's IEP committee must agree with the decision to place the student into the next grade, and the IEP committee's decision should be based upon a determination that, if placed into the next grade and provided accelerated, differentiated, or additional instruction, the student will be likely to meet grade-level expectations. Once the student's IEP committee reports its decision, that decision will be upheld by the Henry County Board of Education and its Administrative Offices.

Promotion and Classification in High School (Grades 9 – 12)

A student's grade-level classification, at the high school level, will be based upon the student's cumulative accumulation of course credits. Students in the district's high schools will be classified as follows:

Henry County Schools High School Promotion Criteria

Grade-level assignments for high school students are based on the following criteria:

1. Promotion or placement based upon the Placement/Retention Rubric
2. Earn 5 units of credit to be assigned to 10th grade.
3. Earn 11 units of credit to be assigned to 11th grade.
4. Earn 17 units of credit to be assigned to 12th grade.

GRADUATION

General Requirements

The Georgia State Board of Education and the Henry County Board of Education establish graduation requirements. To be eligible for graduation, requirements in each of the following components must be met:

1. Unit Credit: Students must earn the minimum number of units required for their graduating class and diploma program.
2. Required Courses: Students must satisfactorily complete specific courses required for graduation. Students should also be aware that specific courses may be required for admission to a university, college, or technical college. No course may be substituted or exempted. No courses may be repeated unless the student failed the course.
3. Attendance: Attendance requirements are those set forth in the Georgia compulsory attendance law and elsewhere in this Student and Parent Handbook.
4. Assessment: Students must satisfy all applicable assessment requirements.

High School Graduation Requirements

Students must satisfy the graduation requirements in effect at the time they entered the ninth grade. The requirements are outlined in State Graduation Rules IHF (6). The Georgia State Board of Education has adopted significant changes in graduation requirements in recent years.

Students with disabilities and English Language Learners (ELL) may receive appropriate standard accommodations based on their needs and the specifications of their Individualized Education Program, their Individual Accommodation Plan, or their ELL Testing Participation Committee Plan. Students with disabilities unable to participate in the state testing program, even with accommodations, are assessed with the Georgia Alternate Assessment.

Specific questions may be addressed to school counselors or the Student Services Department. More information can be found at the following link:

<http://www.gadoe.org/External-Affairs-and-Policy/AskDOE/Pages/Graduation-Requirements.aspx>

College Admission Requirements

The University System of Georgia governs the state's colleges and universities, and the Technical College Systems of Georgia governs the state's technical colleges. The criteria for admission varies among colleges and universities, and specific admission requirements may exceed the requirements for earning a high school diploma. Students and parents are encouraged to meet with their school counselor to develop a program of study to support career and educational goals.

Diplomas

The *High School Diploma* certifies that students have satisfied the unit requirements and state assessment requirements for their graduating class.

Special Education students who entered high school for the first time in the 2008-2009 school year and subsequent years will graduate with a high school diploma if attendance, unit, and state assessment requirements are met.

Special Education students participating in the Georgia Alternate Assessment (GAA) may be eligible to receive a high school diploma if they meet the following criteria:

- Meets all curriculum requirements.
- Meets assessment requirements by participation in GAA in middle school and in high school.
- Meets the transition requirement of reaching the age of 22 or transitioning to employment/education/training settings with supports in place.

Please contact the Henry County Schools Exceptional Student Education Department at 770-957-8086 if you have additional questions.

Graduation

All requirements for graduation must be completed before a student can receive a diploma and graduate. The graduation date is subject to change if, during the school year, schools are closed due to inclement weather or any other emergency on a regular school day.

Students' participation in the graduation ceremony is a privilege and not a right. Therefore, the School Board has the right to prohibit a student's participation if the student is found to have violated any provision of the Code of Conduct. Participation in the graduation ceremony is voluntary; therefore, a graduation fee/senior dues may be charged to cover costs for such items as diploma covers, printing costs, custodial expenses, floral arrangements, guest speakers, etc. However, students will be given written notification of this fee at the beginning of the school year in which they are to participate in the graduation ceremony. The notification will include a description of the costs.

Graduation ceremonies and all activities and attire associated with them are determined by the individual schools. Specific questions should be directed to the school principal.

PROGRAMS & ACADEMIC SERVICES

After-School Enrichment Program

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

Building Resourceful Individuals (Bridge Bill)

The intent of the BRIDGE Bill (House Bill 0400) is to prepare students for the 21st Century demands in the workforce, global competition, and workforce readiness. Students must focus on their future at the beginning of their academic career. The BRIDGE Bill promotes planning for high school and postsecondary education options during the middle school years. Eighth (8th) grade students and their parents are to complete an Individual Graduation Plan that includes high school and postsecondary goals, career focus areas, courses required for graduation, and electives that support their career goals.

Students in the sixth (6th), seventh (7th), and eighth (8th) grades shall be provided counseling, advisement, career awareness, career interest inventories, career aptitudes, and information to assist them in evaluating their academic skills and career interests. High school students shall be provided lessons, career aptitude assessment, advisement, and counseling annually that will enable them to successfully monitor progress on their Individual Graduation Plan that prepares them for a seamless transition to high school and on to postsecondary study, further training, or employment.

Child Find

The purpose of Child Find is to identify, locate, and evaluate children and youth, birth to age 21, who are suspected of, or have a disability or developmental delay, in order to provide a free and appropriate public education. Henry County Schools serves children ages 3 through 21 with identified Special Education needs. Parents of students, who suspect their child may have a disability, should contact the teacher, principal or 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 in reading and/or math. This program is designed to help identified students obtain the academic skills necessary to reach grade level expectations in the shortest possible time. For more information, contact the principal or the district Learning & Performance Services Department.

Gifted Education Services

Gifted Education Services are offered in all schools for students who meet eligibility criteria set by the Georgia Department of Education. Students may be referred for consideration for gifted education services by teachers, counselors, administrators, parents, or by the students themselves. For additional information, contact the principal of a student's school or the Learning and Performance Services Department.

Online Learning Options (IMPACT ACADEMY)

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

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

- A student may take an online course even if the course is offered in the local district.
- There will be no charge to the student or parent if the online course is taken in lieu of any of the regular school day. If an online course is chosen outside the school day, the student is responsible for the cost of the course.
- Availability of online courses during the school day is subject to the availability of personnel to supervise online students and the capacity of the school to accommodate online learners on computers. Check with your school counselor for details regarding availability.
- Requests to take online courses can be made at the individual marking periods beginning two weeks prior to the end of the period and ending on the last day of the marking period (These will follow the published Impact Academy registration windows).
- Students in grades 3-5 selecting to take online courses must be full-time enrollees. The District does not have part-time enrollment availability for 3-5th grade students.

In all cases of part-time enrollment (anything less than full time), the first step is to contact the school counselor. The law requires school districts to inform parents and students of the part-time and full-time options for online learning.

Henry County Schools currently offers full-time and part-time online learning options for students in grades 6-12.

Impact Academy, a program of Henry County Schools, allows students to work from home through online coursework while ensuring a blended learning opportunity with a highly qualified and effective teacher. 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.

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

	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 or Connections Academy, the student will no longer be a student of Henry County Schools, but will be a student of the Virtual Charter School. 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.gavirtuallschool.org
--	--	--	---

For additional information, please contact your school counselor or the Student Services Department.

Dual Enrollment

Dual Enrollment (DE) programs provide opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree while still in high school. The student must meet all requirements for the Dual Enrollment program, be accepted by an eligible institution, and courses must be approved by his/her high school counselor. Students may enroll full-time or part-time in credit-bearing college-level courses approved by the State Board of Education.

Please visit the Henry County Schools website for up-to-date information on post-secondary and Dual Enrollment programs

Dual Enrollment students taking the following courses WILL be required to take the corresponding End of Course assessment: 9th Grade Literature, Algebra I, Geometry and Biology. However, Dual Enrollment students taking the following courses WILL NOT be required to take the corresponding End of Course assessment: Physical Science, U.S. History, American Literature and Economics. Each student must provide his/her home high school with evidence of successful completion of post-secondary course work. Participating students are responsible for securing information about high school activities such as ordering class rings, invitations, caps and gowns, yearbooks, and graduation ceremonies. Students participating in any post-secondary program are eligible to participate in competitive and other extracurricular activities, following the provisions of State Board Rule 160-5-1-.18, as long as their schedule can accommodate practices, games, etc. without interfering with their completion of post-secondary course requirements. However, conflicts could occur which could prevent students from participating.

Prior to enrollment, each student participating in any post-secondary program and the student's parent(s)/guardian(s) must meet with the school counselor and sign a document at his/her high school stating they have a clear understanding of the student's responsibilities and a participation agreement. By signing the document and the participation agreement, the student and parent(s)/guardian(s) acknowledge the possible consequences to the student's plans for completing graduation requirements, to the student's rank in class, and to the student's participation in extracurricular activities. If the student fails to enroll in the postsecondary institution as planned, withdraws from the postsecondary institution, the postsecondary institution removes the student, or the student drops a course at the postsecondary institution, then the student may not be allowed to replace or rejoin the course or courses at the high school until the beginning of the next semester. Depending on the nature of the postsecondary program, there could also be financial implications as well as an inability to meet graduation requirements.

Before enrolling in any course, students interested in joint or dual enrollment programs must contact the school counseling office for current information on eligible institutions, contact information, approved courses, and transferable credit. You may also visit the Georgia Student Finance Commission website at GAfutures.org or the Henry County Dual Enrollment website for more information.

Grade reporting for Dual Enrollment coursework is referenced in Administrative Regulation IHA-R. Please reference Administrative Regulations IHA-R: Grading Systems for students entering 9th grade for the first time in 2018-2019 or previous, as well as IHA-R: Grading Systems for students entering 9th grade for the first time in 2019-2020 and beyond for all information related to grading. There are two Administrative Regulations to govern the rules based on the year a student is entering 9th grade for the first time. Please be sure to reference the appropriate Administrative Regulation based on the 9th grade entry date.

School Counselors

School counselors develop and implement comprehensive school counseling programs that meet the diverse needs of all students. Implementing a school counseling program allows counselors to focus their skills and knowledge on data-driven, standards based academic, career, and social/emotional development of all students. Effective school counseling programs collaborate with school leaders, parents, other educators, various agencies, industry partners, post-secondary institutions, and community organizations to foster an environment that maximizes student achievement. Some of the services that are provided by school counselors are assisting with mentoring/advisory programs, individual student academic planning, student progress monitoring, referral to community agencies, providing small and large group counseling services, analyzing disaggregated data/interpreting test scores, identifying and resolving student issues and needs, providing curriculum lessons, and advocating for all students. School counselors are champions for students and families. The work of school counselors is supported through the ASCA Model Mindset and Behavior Standards, which foster student growth by developing successful learning strategies, self-management skills, and social skills. School counselors work to ensure that the mission and vision of the department support student growth. School counselors address issues that have a substantial impact on student academic achievement, social and emotional development, and college and career readiness.

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

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

School Psychologists

School Psychologists help children and youth succeed academically, socially, behaviorally, and emotionally. They consult on academic and behavioral interventions with teachers, parents, administrators, and Student Support Teams (SST) to meet the needs of all students in the Henry County School System. They provide advice on every level of the Response to Intervention (RTI) or now referred to as the Multi-Tier System of Supports from the most basic approaches up to the level of highly specialized program interventions.

School Psychologists promote social-emotional development by providing individual or group counseling to students. In addition, they encourage wellness and resilience by reinforcing students' communication and social skills. School Psychologists are highly trained in data gathering and analysis. They use these skills in making data-based decisions and in evaluating students and programs.

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

School Social Worker Services

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

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

Exceptional Student Education

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

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

Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Support (MTSS) integrates instruction, assessment, and intervention within a multi-layered prevention system to maximize student achievement and reduce behavior concerns. It is our intentional framework for addressing teaching and learning which begins with high-quality, standards based instruction each day and emphasizes intervening with students when they first start to struggle to avoid prolonged academic and/or behavioral difficulties. MTSS is a seamless process consisting of well-defined instructional practices, re-engagement strategies, and interventions based on students' needs to accelerate their learning.

MTSS has three distinct layers of instructional interventions and supports that account for all students within our district.

Each layer encompasses a level of intervention or instruction that responds to students' academic, behavioral, and/or social-emotional needs and includes the following:

Tier 1: Standards-Based, Core Instruction & Support

- Provide all students with access to the Balanced Models of Instruction, Henry Teaching and Learning Standards (HTLS), and intentional supports when mastery is not evident.
- Provide all students with high expectations, standards-based whole and small group instruction, a balance of skills-based and knowledge-based understandings in all content areas, and differentiated instruction.

- Proactively intervene early to provide support for students not meeting academics and/or behavioral expectations.
- Afford students multiple opportunities to re-engage with content standards they have not yet mastered.
- Monitor progress of learning through formative assessments and analyses of student work.
- ***When Tier 1 instruction is functioning well and implemented with fidelity, it should meet the needs of 80-85% of the student population.***

Tier 2: Targeted Intervention

- In addition to Tier I with the expectation that an increase in the explicitness and intensity of instruction will occur for targeted students.
- Interventions are driven by a specific area of need (academic—reading, writing, math—or behavioral/social-emotional)
- Interventions are research-based, target the specific skill, and implemented with fidelity.
- Progress monitoring is conducted with research validated tools at least bi-weekly to determine students' responsiveness to the instruction and intervention being implemented.
- ***Only 10-15% of the student population should need Tier 2 interventions***

Tier 3: Intensive Intervention via Student Support Team (SST)

In addition to Tier I with the expectation that an increase in the explicitness and intensity of instruction will occur for a small percentage of students.

- Interventions are research-based and target the student's specific deficit skill (i.e. phonics, reading fluency, reading comprehension, number sense, math computation, math problem solving, written expression or behavior).
- An individualized SST plan is created collaboratively between the school and parent(s) to meet the unique needs of the student.
- The SST plan details the intervention as well as frequency, duration, and group size.
- Progress monitoring is conducted with research validated tools at a frequency of at least weekly to determine students' responsiveness to the instruction and intervention being implemented.
- ***Only 3-5% of the student population should need Tier 3 interventions.***

Seclusion and Restraint

Henry County Schools and the Georgia Department of Education support 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 Board Policy JGF (2): Seclusion and Restraint of Students to ensure the safety of the students of Henry County Schools. This policy 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) 957-6601.

Section 504 Procedural Safeguards

1. Overview: Any student or parent/guardian (“grievant”) may request an impartial hearing due to the school system’s actions or inactions regarding your child’s identification, evaluation, or educational placement under Section 504. Requests for an impartial hearing must be in writing to the school system’s Section 504 Coordinator; however, a grievant’s failure to request a hearing in writing does not alleviate the school system’s obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the school system’s Section 504 Coordinator. The school system’s Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.
2. Hearing Request: The Request for the Hearing must include the following:
 - a. The name of the student.
 - b. The address of the residence of the student.
 - c. The name of the school the student is attending.
 - d. The decision that is the subject of the hearing.
 - e. The requested reasons for review.
 - f. The proposed remedy sought by the grievant.
 - 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 the Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official. The impartial review official shall not be a member of the Henry County Board of Education or be an employee of Henry County School District and shall be an attorney or other person sufficiently familiar with the rules and regulations pertaining to Section 504.

- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
 - c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
 - d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least ten (10) calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
 - e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial review official may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony, and answer questions posed by the 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 documents related to the hearing shall be retained by the recipient. All documentation related to the hearing shall be retained by the school system in accordance with retention periods set forth in State law.
 - l. Unless otherwise required by law, the impartial review official shall uphold the action of the school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
 - 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.
3. Decision: The impartial review official shall issue a written determination within twenty (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.
 4. 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 academic support beyond the regular school day. The SIEP provides qualifying students with a minimum of 120 hours of

additional instruction through a variety of delivery models. Middle school models may consist of after-school academic assistance and/or brief summer assistance programs. High school models may consist of before-school and/or after-school academic assistance programs. For more information, contact the principal or the Leadership Services Department.

Student Support Team

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

Summer Extended Learning Opportunities for grades 9-12

Students may earn units of credit towards graduation during the summer. Limited credit recovery programs are available at the high schools. A more extensive online credit recovery option is also available in a tuition-based program. Full classes for repeat and new credit are available online and are tuition based.

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 Family and Student Support 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."

STUDENT CODE OF CONDUCT

In line with its Core Beliefs and Commitments, the Henry County Board of Education has established a comprehensive Code of Conduct that focuses on creating a supportive, safe, secure, and equitable learning environment while promoting the academic, social, and emotional development of students. The Henry County School District's approach to student conduct reflects our commitment to understand and address the causes of student behavior and teach students appropriate behavior while providing a safe and secure learning environment for all students.

The Henry County Board of Education's Code of Conduct was designed and created to comply with the progressive discipline processes set forth in O.C.G.A. § 20-2-735, which states that discipline will be in proportion to the severity of the behavior leading to the discipline, that the previous discipline history of the student during the current school year and other relevant factors will be taken into account, and that all due process procedures required by federal and state law will be followed.

A copy of the Code of Conduct is provided annually to each student in grades kindergarten through twelfth. Students who enroll in the Henry County School District during the school year will also receive the Code of Conduct at the time of enrollment.

EXPECTATIONS

Each student may expect that Henry County Schools will:

1. Provide a free quality public education.
2. Provide a safe learning environment.
3. Ensure that all students are treated courteously, fairly, and respectfully.
4. Provide students with the opportunity to respectfully express their opinions, concerns, and complaints.
5. Address all complaints and concerns brought to the attention of school personnel and school staff.
6. Inform students of the Code of Conduct and of disciplinary procedures related to disciplinary actions and/or appeals.

Each student is expected to:

1. Read and become familiar with this Code of Conduct.
2. Behave in a responsible manner at school, on school buses, at school bus stops, and at all school related functions on or off campus.
3. Demonstrate courtesy and respect for others.
4. Attend all classes, regularly and on time.
5. Prepare for each class, take appropriate materials to class, and complete assignments.
6. Obey all District rules and cooperate with school staff and volunteers in maintaining safety, order, and discipline.
7. Communicate with his or her parent/guardian about school academic progress.

Each parent/guardian may expect that Henry County Schools will:

1. Ensure that parents or guardians are treated respectfully by school principals, teachers, and other staff.
2. Provide access to information regarding their student and Henry County School District's policies and procedures.
3. Promote and encourage active participation in their student's education.
4. Promptly notify parents or guardians if a student is disciplined and inform parents of procedures related to disciplinary actions and/or appeals.
5. Inform parents or guardians about their student's academic and behavioral progress.
6. Provide access to information about Henry County School District's policies and procedures.

Each parent/guardian is expected to:

1. Read and become familiar with this Code of Conduct.
2. Make sure their student attends school regularly, on time, and notify the school before the school day if their student is going to be absent.
3. Give the school accurate and current contact information and inform/update the contact information when and if it changes.
4. Inform school officials about any concerns/complaints in a respectful and timely manner.
5. Work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their student.
6. Talk with their student about the behavior that is expected at school.
7. Support their student's learning and school activities.
8. Be respectful and courteous to staff, other parents, guardians, and students.
9. Respect other students' privacy rights.
10. Give school any and all information to assist with the welfare and education of the student and the safety of operations.

Per Georgia Department of Education (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 or the disciplinary action is found to be a manifestation of the child's disability.

Additional Behavior Requirements

The District may impose campus, classroom, or club/organization rules in addition to those found in the student handbook. These rules may be listed in the student and campus handbooks, be posted or distributed in classrooms, or be published in extracurricular handbooks, state or national organization bylaws, and/or constitutions. Sponsors and coaches of extracurricular activities may require and enforce additional standards of conduct for student participation in extracurricular activities.

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

Information Regarding Disciplinary Procedures

The Code of Conduct governs students' behavior on school grounds and off school grounds at a school activity. The Code of Conduct also governs student behavior off school grounds at a non-school activity, but where the misconduct constitutes a potential danger to school, students, and/or staff, or constitutes or causes a disruption of school operations. Finally, the Code of Conduct also governs any student conduct that constitutes a violation of the Student Code of Conduct en route to and from schools, en route to or from any school-sponsored activity, while on the bus, and/or while at the bus stop.

Disciplinary action will be progressive, will draw on the professional judgment of teachers and administrators, and may, depending on the circumstances, include a range of discipline management alternative resolutions, including positive disciplinary techniques. Disciplinary action will take into consideration, without limitation, the seriousness of the offense, the student's age and grade level, the frequency of the student's misbehavior overall, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent or lack of intent at the time the student engaged in the conduct, and requirements of law (including, without limitation, IDEA and Section 504). Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying alternative resolutions and responses. Principals or designees will have the authority to assign consequences based on behavior related to specific incidents. This may include differentiated discipline assigned on a case-by-case basis.

When a Code of Conduct violation is reported or suspected, the principal or designee will determine whether an investigation is warranted and, if so, will instruct appropriate personnel to conduct an investigation. The investigation, where possible, should include interviews with alleged perpetrator(s), identified witnesses, teacher(s), staff members, and others who might have relevant information. When possible, written statements should be requested from all individuals who are interviewed. Video surveillance, if available and relevant, should be reviewed and secured. Principals and Assistant Principals have the responsibility and authority to question students for the purpose of maintaining a safe and orderly school environment. Although schools will make an effort to inform parents about issues of concern when possible, parental consent and notification is not required prior to questioning and/or obtaining written statements from students.

At an appropriate time during the investigation, the parent or guardian will be notified. If the incident involves injury or a need for immediate medical care arises, appropriate medical attention will be provided and the parent or guardian notified as soon as is practicable. The principal and his/her designee should also immediately inform parents/guardians when students are removed from the school setting by emergency medical or law enforcement personnel.

The determination of whether a student has violated the Code of Conduct will be based solely on a preponderance of the evidence, which means that it is more likely than not based on all of the evidence available that the student did violate the Code of Conduct. Once it has been determined that the student did violate the Code of Conduct, the administrator will follow the progressive discipline process.

LEVELS OF DISCIPLINE

The Code of Conduct is generally organized into four (4) levels of prohibited behaviors: *Level 1 Offenses, Level 2 Offenses, Level 3 Offenses, and Level 4 Offenses*. **However, it is important for students and parents to note that the circumstances of particular offenses may warrant more severe consequences, even on the first offense. The School District reserves the right, in administration's sole and exclusive discretion, to take any and all action necessary to protect its students, provide a safe and secure learning environment, and to ensure the orderly operation of all educational facilities, including without limitation treating a violation as a higher level offense and/or providing for more severe consequences.** Additional information regarding prohibited behaviors and disciplinary actions follows these sections.

Level 1 Discipline: Level 1 Discipline is generally used for minor acts of misconduct which interfere with the good order of school. Level 1 offenses are generally minor offenses, and may represent a failure to demonstrate universally accepted expectations or social skills. It is the responsibility of all staff to address minor offenses as soon as practicable within the environment in which the misbehavior occurred. Following appropriate teacher alternative resolutions, the student may be referred to an administrator. The accumulation of multiple Level 1 offenses could result in more severe consequences.

Level 2 Discipline: Level 2 Discipline offenses are generally intermediate acts of misconduct. Level 2 offenses are generally mid-level infractions. Mid-level infractions are addressed by administrators. Repeated (two or more) violations of any Level 2 offense can result in that violation being considered a Level 3 offense.

Level 3 Discipline: Level 3 Discipline offenses are generally serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. Level 3 offenses are generally major infractions and are serious safety violations. Major infractions should be reported to the school administrator immediately after the incident, and may result in the immediate removal of a student from school. Level 3 offenses may result in a referral to a Disciplinary Hearing. Administrators will notify the appropriate district personnel, school resource officers, and law enforcement or state agencies deemed appropriate and required by law.

Level 4 Discipline: Level 4 Discipline offenses are the most egregious acts of misconduct and generally constitute a serious violation of the law (for example, conduct which would be considered a serious felony criminal act if the student were an adult), and pose a significant safety risk or result in serious bodily injury. Violation of Level 4 offenses will result in a referral to a Disciplinary Hearing.

Depending on the severity of the offense, school administrators have the authority to send a student to a Disciplinary Hearing for any offense regardless of the level of disciplinary offense.

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

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

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

DISCIPLINARY DEFINITIONS

Note: The definitions below are meant to address and define particular disciplinary actions. Throughout this Code of Conduct, other defined terms may refer to the Glossary of Terms located within this Handbook. Parents and students are encouraged to read and become familiar with all defined terms.

Some of the disciplinary actions that may be used for student violations of the Code of Conduct include the following:

- Warning/Reprimand: Students will be warned that they may be punished if the misbehavior continues.
- Detention: Detention may be used to address tardiness, behavior detrimental to learning, and physical contact between students that is deemed inappropriate. For each day assigned to detention, students will be required to spend a period of time, not to exceed one supervised hour, completing assigned class work. No other activity will be allowed during detention.
- In-School Suspension: The student is removed from regular classes for a specified period of time at the local school. Class work assignments are sent to the student by the teachers while in In-School Suspension (ISS). While assigned to ISS, students may not participate in or attend any extracurricular activity, including athletic participation and other school events. If students violate any rule of the ISS program, students will be suspended from the program and from school for the remaining number of days that students were assigned to ISS.
- Short-Term Suspension: Students subject to a short-term suspension will be suspended from school for not more than ten (10) consecutive days.
- Long-Term Suspension: Students subject to a long-term suspension will be suspended from school for more than ten (10) consecutive days but not beyond the end of the current semester. A Disciplinary Hearing is required to impose a long-term suspension.
- Expulsion: Students subject to an expulsion will be suspended from school beyond the end of the current semester. A Disciplinary Hearing is required to impose an expulsion.
- Permanent Expulsion: Students subject to a permanent expulsion from school will be permanently suspended from school at all times after the effective date of the permanent expulsion beyond the current semester and not allowed to attend any Henry County School. A Disciplinary Hearing is required to impose a permanent expulsion.
- Referral to an Alternative Program: Students who receive a long-term suspension or expulsion, and who are referred to alternative school, will be referred for a minimum of eighteen (18) weeks. Any student who is referred to the alternative program may have the opportunity to reduce his/her suspension or expulsion by up to nine (9) weeks by attending school regularly, following all rules set by the alternative school, achieving passing grades in all classes, and attending or participating in any offense-based alternative resolutions program required by the alternative school. Any student who commits a Level 3 or 4 disciplinary infraction while attending the alternative program may be removed from the program, after being found in violation after a disciplinary hearing.

Suspension or Expulsion from School

All In-School Suspension, Out-of-School Suspension, or Expulsion shall also include suspension from all regular school activities, extracurricular school activities, athletic participation, and other school events.

A student who is enrolled in EXCEL Academy as a result of a disciplinary action will not be allowed on other school grounds during any school activity, extracurricular activity, athletic activity, or other school events. While students are suspended pending a disciplinary hearing, they will be allowed to make up school work during the suspension time.

Strategies and Alternative Resolutions: When students commit Level 1 thru 3 disciplinary offenses, a combination of strategies and alternative resolutions may be used in conjunction with a disciplinary response.

STUDENT CONDUCT OFFENSES

Henry County Schools strives to provide a supportive, safe, secure, and equitable learning environment for all students. Students shall not violate any of the following rules of the Henry County School System.

Progressive Discipline

The disciplinary levels below correspond to the progressive discipline levels detailed above within the levels of discipline. However, in serious offenses, principals or designees working in conjunction with the School Leadership and Operations Division may use a higher level of progressive discipline.

The Code of Conduct provides examples of offenses that may occur and guidelines for the MINIMUM and MAXIMUM consequences. This Code of Conduct is not intended to include all offenses for which disciplinary action may be taken as it is not possible to identify all behavior which might result in disciplinary consequences. Similarly, this Code of Conduct is not intended to list every consequence for every violation as it is not possible to anticipate every particular set of circumstances under which a disciplinary consequence may be appropriate. The fact that a disciplinary consequence may be listed as either a Minimum or a Maximum below DOES NOT mean that a student will definitely receive one of those consequences (although they may). In many instances, the student will receive an appropriate consequence that falls between the Minimum and the Maximum. Students and parents/guardians should expect that discipline will be progressive, will be equitable, and will be fairly and evenly administered. This Code of Conduct is meant to be a clear and concise reference guide and students and parents/guardians are encouraged to communicate with school administrators regarding their student's particular situation.

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

BEHAVIOR DETRIMENTAL TO LEARNING Level 1.1	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for three (3) days	In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Bullying: Bullying, as the term is defined in Georgia law (O.C.G.A. § 20-2-751.4), is strictly prohibited. The Student Code of Conduct for all schools within the school system expressly prohibits bullying.

If you or your student believe that a student is being bullied, please report it to a school staff member or administrator immediately.

Bullying is defined as an act that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
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 that a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - causes another person substantial physical harm or visible bodily harm;
 - has the effect of substantially interfering with a student's education;
 - is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or,
 - has the effect of substantially disrupting the orderly operation of the school.

The term "bullying" applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer networks, or other electronic technology of a local school system.

The term "bullying" also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment if the electronic communication:

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

Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic photo, electronic or photo optical system.

Professional development and training opportunities for school staff on how to respond appropriately to acts of bullying, victims of bullying, and 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 and in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

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

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

Upon the 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 JCDAAG for additional information.

BULLYING Level 1, 2, 3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
Level 1.2 1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for five (5) days and Alternative Resolution	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for five (5) days and Alternative Resolution
Level 2.1 2 nd Violation	Short Term Out-of-School Suspension for up to two (2) days and Alternative Resolution	Short Term Out-of-School Suspension for five (5) days and Alternative Resolution	In-School Suspension for ten (10) days OR Short Term Out-of-School Suspension for ten (10) days, not a combination thereof, and Alternative Resolution	In-School Suspension for ten (10) days OR Short Term Out-of-School Suspension for ten (10) days, not a combination thereof, and Alternative Resolution
Level 3.1 *3 rd Violation	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Long-term suspension or expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Long-term suspension or expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
*Depending on the severity of the bullying allegation, school administrators have the discretion to send a student to a disciplinary hearing for the first (1 st) bullying offense whereby the student, if found to be in violation, will be subject to disciplinary action including, but not limited to, suspension or expulsion.				

SCHOOL SAFETY HOTLINE

1-877-SAY-STOP (1-877-729-7867)

COMPLETELY CONFIDENTIAL-AVAILABLE 24 HOURS A DAY

Bus Conduct: Students must obey all bus safety rules and all rules listed in the *Student Code of Conduct*.

In addition, Georgia law prohibits the following acts while on a bus:

1. Acts of physical violence.
2. Bullying.
3. Physical assault or battery of persons on the bus.
4. Verbal assault of persons on the bus.
5. Disrespectful conduct toward bus drivers or other persons.
6. Unruly behavior.
7. 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.
8. 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.
9. Students must maintain silence at all railroad crossings until the driver has crossed and gives the all clear.

Any violation of the Code of Conduct occurring on any bus may have consequences of being suspended from riding on the bus in addition to any other discipline consequences set forth in the Code of Conduct.

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.

BUS CONDUCT Level 1.3	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Warning by bus driver	Parent contact by school administrator	Warning by bus driver	Bus suspension for three (3) days
2 nd Violation	Bus suspension for one (1) day	Bus suspension for two (2) days	Bus suspension for three (3) days	Bus suspension for five (5) days
3 rd Violation	Bus suspension for three (3) days	Bus suspension for five (5) days	Bus suspension for five (5) days	Bus suspension for ten (10) days
Additional violations beyond the 3 rd violation may result in up to ten (10) days of bus suspension or disciplinary hearing.				

Disrespectful Behavior: Being disrespectful to students, school personnel, or other persons.

DISRESPECTFUL BEHAVIOR Level 1.4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for three (3) days	In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Disruption of School: Causing or contributing to the disruption and interference of school operations. 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. An example of prohibited conduct includes, but is not limited to, causing, participating in, or encouraging a food fight.

DISRUPTION OF SCHOOL Level 2.2	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	In-School Suspension for five (5) days	Short Term Out-of-School Suspension for three (3) days
2 nd Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for seven (7) days
3 rd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Dress Code: Violation of the dress code policy.

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

1. Extreme hair styles and unnatural colors that, in the opinion of the principal or the principal's designee, would interfere with learning, cause a disruption of the educational environment, or be a health or safety hazard, are not permitted. Hair should be clean, neat, and well-groomed and must not cover the eyes. Hair in rollers is prohibited.

2. Extreme styles of clothing that, in the opinion of the principal or the principal's designee, would interfere with learning, cause a disruption of the educational environment, or be a health or safety hazard, are not permitted. Clothing should be clean, neat, and worn properly (pants and skirts shall be worn at the waist). Clothing should not be too tight, too loose, too short, or too long and should not have inappropriate writing or pictures, including but not limited to, clothing which advertises alcohol, tobacco, drugs, any prohibited product, sex, depicts or suggests violence or which contains suggestive writings, pictures, or emblems that are inflammatory, vulgar, or discriminatory.
3. Hats, scarves, and other headpieces will not be worn within the school building unless approved for special occasions by the principal or the principal's designee. Head wraps, scarves, or dress worn in observance of a cultural or religious tradition/belief are acceptable, as long as it does not cause a disruption of the educational environment.
4. Pants and jeans with noticeable splits or holes that, in the opinion of the principal or the principal's designee, would cause a disruption of the educational environment, would be a health hazard, or would interfere with the learning of other students, are prohibited.
5. Shorts, skirts, culottes, split skirts, or dresses must be reasonable in length and appropriate for school.
6. Immodest clothing is prohibited. See-through clothing, bare shoulders, bare midriffs, halters, and tank tops are prohibited. Tight-fitting clothing, such as spandex or bicycle type clothing and/or any facsimile, is prohibited.
7. Jewelry, clothing, or other items that have pictures, logos, lettering, writing, or other symbols that the principal considers vulgar, profane, offensive, suggestive, or disruptive, or that reflect sexual or obscene overtones, or that advertise any alcohol, tobacco, or controlled substances are prohibited. Spiked jewelry, clothing, shoes, or chains are not permitted.
8. Wearing any clothing, jewelry, or other item symbolizing gang affiliation is prohibited.
9. Uniforms for cheerleaders and drill team participants are prohibited in the classroom.
10. Shoes are required for safety and hygiene reasons and may be worn with or without socks.
11. 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.

DRESS CODE Level 1.5	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Violations of the Dress Code Policy will be referred to an administrator for resolution.		In-School Suspension for the remainder of the school day. Students may return to regular class upon correction of the dress code violation.	
2 nd Violation	Violations of the Dress Code Policy will be referred to an administrator for resolution.		Students will be placed in In-School Suspension for three (3) days. If the violation is corrected before the expiration of the three (3) days, students may return to regular class after serving one full school day in In-School Suspension.	
3 rd Violation	Violations of the Dress Code Policy will be referred to an administrator for resolution.		Students will be placed in In-School Suspension until the violation is corrected.	
An explanation of the dress code violation will be provided to students/parents by the administrator, a combination of local interventions, supports, and disciplinary response may be appropriate.				

Electronic Resources: Violating the policies for using electronic resources.

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 logins 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 Board policies and administrative procedures governing use of the school system's electronic resources may result in the suspension or revocation of system access, and can result in disciplinary action.

Henry County Schools has taken precautions to restrict access to inappropriate electronic materials; however, on a global network it is impossible to control all available content. A user may accidentally or purposely discover inappropriate information. Use of any information obtained via electronic resources is at the risk of the user. Henry County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Henry

County Schools will not be responsible for any damages a user may suffer, including loss of data or cost incurred from a commercial service. Henry County Schools will not be responsible for the accuracy or quality of information obtained through any telecommunication or electronic resource.

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

ELECTRONIC RESOURCES Level 1.6	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Short Term Out-of-School Suspension two (2) days
3 rd Violation	Short Term Out-of-School Suspension for two (2) days		Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

MISUSE OF ELECTRONIC COMMUNICATION DEVICES Level 1.7	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension for up to five (5) days	
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for two (2) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Violation of Electronics and Technology Policy: Misuse of electronic or technological resources or devices, including, but not limited to, unauthorized access to the system network, creating or using the email or messaging account of another without permission to send communications.

VIOLATION OF ELECTRONICS & TECHNOLOGY POLICY Level 2.3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days		In School Suspension for five (5) days	Short Term Out-of-School Suspension for three (3) days
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for seven (7) days
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Encouraging Prohibited Behavior: Inciting, encouraging, counseling, or advising others to engage in prohibited behavior that violates the K-12 Student & Parent Handbook or any policy of the District. A student violates this rule when he/she verbally or physically encourages others to engage in prohibited behavior, which may include oral instruction or physically showing a student how to engage in prohibited behavior.

ENCOURAGING PROHIBITED BEHAVIOR Level 1.8	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

FALSE INFORMATION Level 1.9	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

GIVING FALSE INFORMATION Level 2.4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days		In School Suspension for five (5) days	Short Term Out-of-School Suspension for two (2) days
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for four (4) days
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Short Term Out-of-School Suspension for five (5) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

FALSE REPRESENTATION SUBSTANCES Level 2.5	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days		In-School Suspension for Five (5) days	Short Term Out-of-School Suspension for two (2) days
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for four (4) days
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Short Term Out-of-School Suspension for five (5) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Failure to Report: Failure to report to a teacher or administrator the knowledge of an event, device, object, or substance that could cause harm to self or others.

FAILURE TO REPORT Level 1.10	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Short Term Out-of-School Suspension for two (2) days		Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

FAILURE TO PROVIDE NOTIFICATION Level 3.2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for one (1) day	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to alternative school
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

GAMBLING Level 1.11	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Gang Affiliation: Exhibiting gang affiliation, as evidenced by a common identifying sign, symbol, tattoo, graffiti, attire, or other distinguishing characteristic.

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 for protection, bullying, or otherwise intimidating or threatening or physically harming any person;
3. Inciting other students to engage in any gang-related activity; and,
4. Defacing any school property with any kind of gang graffiti.

GANG AFFILIATION Level 2.6	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days		Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Short Term Out-of-School Suspension for seven (7) days	
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Short Term Out-of-School Suspension for ten (10) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Gang Related Activity: Engaging in a gang-related activity that encourages, solicits, promotes, condones, causes, assists, or abets any illegal or disruptive act.

GANG RELATED ACTIVITY Level 3.3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for ten (10) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. 18 weeks of either Long Term Suspension or Expulsion and referral to alternative school
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Hazardous Objects: Possession of any hazardous objects on school grounds, school busses, school bus stops or school events without intent to use. If the student displays, uses, or otherwise exhibits intent to use said object in a non-dangerous manner, refer to Level 2, Non-Dangerous Use of Hazardous Objects.

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 gun replica, air gun, and any stun gun or taser.

HAZARDOUS OBJECTS Level 1.12	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for two (2) DAYS	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

NON-DANGEROUS USE OF HAZARDOUS OBJECTS Level 2.7	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for one (1) days		Short Term Out-of-School Suspension for two (2) days	
2 nd Violation	Short Term Out-of-School Suspension for two (2) days		Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for seven (7) days
3 rd Violation	Short Term Out-of-School Suspension for three (3) days		Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

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

- **Dangerous Weapon:** Includes any weapon or object that could reasonably be used in a manner that may inflict bodily harm to another. Examples include, but are not limited to, sharp objects, pepper spray, a rocket launcher, bazooka, recoilless rifles, mortar, hand grenade, or other similar weapon designed to explode.
- **Explosive:** Includes any bomb, firebomb, Molotov cocktail, firecracker, fireworks, stink bomb, bullet, shell, gun powder, grenade, missile, or any other type of explosive device and/or substance. A student in possession of any such item will be subject to disciplinary action as outlined in the Code of Conduct, with the matter being reported to law enforcement authorities.
- **Firearm:** Includes, but is not limited to, a handgun, rifle, shotgun, or other weapon, which will or can be converted to expel a projectile by the action of an explosive or electrical charge, or gas cartridge (CO2 and nitrogen oxide cartridges that fuel air soft weapons).

POSSESSION – FIREARM, DANGEROUS WEAPON, EXPLOSIVE COMPOUND Level 4.1	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

INAPPROPRIATE ITEMS AND ACTIVITIES Level 1.13	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to two (2) days	In-School Suspension up to five (5) days
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for three (3) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Inappropriate Physical Contact Between Students: Includes, but is not limited to, pushing, shoving, inappropriate display of affection, or inappropriate touching.

INAPPROPRIATE PHYSICAL CONTACT BETWEEN STUDENTS Level 1.14	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	In-School Suspension up to five (5) days	
3 rd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for two (2) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

FIGHTING Level 2.8	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days		Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Short Term Out-of-School Suspension for seven (7) days	
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Short Term Out-of-School Suspension for ten (10) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

EXCESSIVE PHYSICAL CONTACT Level 3.4	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Inappropriate Activity of a Sexual Nature: Such conduct does not rise to the level of severity of a Level 3 offense and may include public displays of affection including, but not limited to, kissing or embracing or groping on school property; sexual harassment that does not involve physical contact such as lewd gestures, or verbal conduct or communication of a sexual nature; unwelcomed sexual advances; "sexting"; requests for sexual favors; gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.

Note: May also require a separate sexual harassment investigation under policy JCAC.

Sexual Harassment (JCAC Policy)

It is the policy of the Henry County Board of Education (the "Board") to comply with Title VII of the Civil Rights Act of 1964 and to maintain a learning environment that is free from all forms of discrimination and harassment, including sexual harassment. It shall be a violation of this policy for any student, employee, or third party of the District to harass another person through conduct or communications of a sexual nature. Any individual who believes that he or she has been exposed to unwelcome sexual misconduct should immediately report the act to an administrator. Henry County Schools will investigate all Title IX complaints, formal or informal, verbal or written, of alleged sexual harassment. District personnel shall cooperate with an investigation and respond truthfully, promptly, and fully. Failure to do so may result in disciplinary action.

INAPPROPRIATE ACTIVITY – SEXUAL NATURE Level 2.9	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days		Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for four (4) days		Short Term Out-of-School Suspension for seven (7) days	
3 rd Violation	Short Term Out-of-School Suspension for five (5) days		Short Term Out-of-School Suspension for ten (10) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Sexual Misconduct: Any inappropriate act of a sexual nature that involves physical contact or that rises above a Level 2 offense; any act of indecent exposure, including “flashing,” “mooning,” or “streaking” as those terms are commonly understood; any act of indecent fondling, groping or touching of the student’s own intimate body parts or the intimate body parts of another; any act of sexual intercourse, oral sex, or sodomy as the term is defined by the laws of the State of Georgia; any act of viewing or possessing which involves another student; selling, buying or transmitting sexually explicit or sexually exploitative materials, or any materials which depict a minor in a sexual manner; any act of recording images of intimate body parts, whether of oneself or of another person.

Note: May also require a separate sexual harassment investigation under policy JCAC.

SEXUAL MISCONDUCT Level 3.5	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27weeks and referral to the alternative program.
Any incident of sexual misconduct will be reported to law enforcement and state agencies as required by law. Combination of local interventions, supports, and disciplinary response may be appropriate.				

Insubordination: Being insubordinate to school personnel or school volunteers.

INSUBORDINATION Level 1.15	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

UNINTENTIONAL PHYSICAL CONTACT – SCHOOL PERSONNEL Level 2.10	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for seven (7) days	
3 rd Violation	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for ten (10) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

ATTEMPTING TO MAKE INAPPROPRIATE PHYSICAL CONTACT/ACTION - SCHOOL PERSONNEL Level 3.6	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

INTENTIONAL PHYSICAL CONTACT/ACTION – INSULTING/PROVOKING NATURE, CAUSES HARM – SCHOOL PERSONNEL Level 4.2	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Offense	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

MISC VIOLATIONS Level 1.16	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Short Term Out-of-School Suspension for two (2) days		Short Term Out-of-School Suspension for three (3) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

7 OR MORE LEVEL 1 OFFENSES Level 3.7	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Tobacco Products and Paraphernalia: Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product, any smoking paraphernalia, or any smoking or vaporizing device which includes electronic cigarettes and vapor pens.

TOBACCO PRODUCTS AND PARAPHERNALIA Level 1.17	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Short Term Out-of-School Suspension for two (2) days		Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Over-the-Counter Medication: Using or possessing over-the-counter medication at school without the written consent of the principal or his/her designee.

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

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

OVER THE COUNTER MEDICATION Level 1.18	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for two (2) days
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Medical Substance Containing Alcohol: Possessing any substance containing alcohol which is normally used for medical purposes that has not been reported to the appropriate school official in accordance with the Medicine Policy.

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

All prescription and over-the-counter medicine must be kept in the school office unless authorized in writing by a physician and approved by the principal. Students are subject to disciplinary action, including but not limited to, short-term suspension, long-term suspension, or expulsion, if they possess medicine at school without the principal's

consent, distribute the medicine to other students, or use the medicine in a manner that is not prescribed or per label directions (for over the counter medicines).

Medical Substance Containing Alcohol Level 2.11	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		In-School Suspension up to three (3) days	In-School Suspension up to five (5) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		Out-of-School Suspension up to three (3) days	Out-of-School Suspension up to five (5) days
3 rd Violation	Short Term Out-of-School Suspension for two (2) days		Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Alcoholic Beverages: Possessing, using, selling, buying, giving away, bartering, exchanging, receiving, or being under the influence of any alcoholic beverage at school, at any school-related activity, prior to attending school, or prior to a school-related activity.

Alcoholic Beverages Level 3.8	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Possession of Prescription Drugs: Possession of prescription medication prescribed to the student by a doctor, but that has not been reported to appropriate school officials in accordance with the Medicine Policy.

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

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

Possession of Prescription Drugs Level 2.12	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Verbal Warning and Alternative Resolution		In-School Suspension up to three (3) days	In-School Suspension up to five (5) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to five (5) days	Short Term Out-of-School Suspension for one (1) day
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for three (3) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Prescription Medication: Possessing, using, selling, buying, giving away, bartering, exchanging, distributing, or receiving any prescription drug not prescribed to the student in possession; wrongfully possessing, using, selling, buying, giving away, bartering, exchanging, distributing, or receiving any prescription drug that is prescribed to the student; or the use of any substance represented to be a prescription drug prior to or after attending school or a school related activity that was not prescribed for the student.

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

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

Prescription Medication Level 3.9	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

DRUGS Level 3.10	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 27 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

PROFANITY Level 1.19	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to two (2) days
2 nd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	In-School Suspension up to two (2) days	In-School Suspension up to three (3) days
3 rd Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	In-School Suspension up to three (3) days	In-School Suspension up to five (5) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Possessing Obscene Materials Level 1.20	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to three (3) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to three (3) days	In-School Suspension up to five (5) days
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for three (3) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Viewing Obscene Materials Level 2.13	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for seven (7) days	
3 rd Violation	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for ten (10) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Skipping School Level 1.21	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension up to two (2) days
2 nd Violation	Mandatory parental conference and report to social worker		In-School Suspension up to two (2) days	In-School Suspension up to three (3) days
3 rd Violation	Mandatory parental conference and report to social worker		In-School Suspension up to three (3) days	In-School Suspension up to five (5) days
Repeated violations of this rule will result in the student and parent/guardian being referred for truancy intervention meeting. Combination of local interventions, supports, and disciplinary response may be appropriate.				

Unauthorized Areas: Being in an unauthorized area without permission.

Unauthorized Areas Level 1.22	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to two (2) days	
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to three (3) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Entering into Areas Designated for the Opposite Sex: Entering, directing, or soliciting another student to enter into an area designated for the opposite sex only.

Entering into Areas Designated for the Opposite Sex Level 2.14	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to two (2) days	
3 rd Violation	Short Term Out-of-School Suspension for one (1) day		In-School Suspension up to three (3) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

THEFT Level 2.15	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal Warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	In-School Suspension for five (5) days	Short Term Out-of-School Suspension for two (2) days
2 nd Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days
3 rd Violation	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Theft Greater than \$500 Level 3.11	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Vandalism or Damage to Property: Vandalizing or damaging school or personal property, regardless of whether there is a monetary loss of value.

Vandalism or Damage to Property Level 2.16	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for seven (7) days	
3 rd Violation	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for ten (10) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Vandalism or damage to property greater than \$500 Level 3.12	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Verbal Abuse Level 2.17	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Verbal warning and Alternative Resolution	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for five (5) days	
2 nd Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for seven (7) days	
3 rd Violation	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for three (3) days	Short Term Out-of-School Suspension for ten (10) days	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Damaging or Setting Off a Fire Alarm: Willfully damaging or destroying a school fire alarm; setting off a school fire alarm with no reasonable belief that a fire exists on the school premises. This offense shall also include refusing to evacuate the building when a fire alarm sounds, or an evacuation of a school is ordered.

Damaging or Setting Off a Fire Alarm Level 3.13	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Terroristic Threats Level 3.14	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
2 nd Violation	Short Term Out-of-School Suspension for seven (7) days	Short Term Out-of-School Suspension for nine (9) days	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
3 rd Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.	Requires a Disciplinary Hearing. Expulsion for 18 weeks and referral to the alternative program.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Adjudication or Conviction of Felony (All Others) Level 4.3	Elementary		Middle/High	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 st Violation	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

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

Adjudication or Conviction of a Felony (“Seven Deadly”) Level 4.4	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 st Violation	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion	Requires a Disciplinary Hearing. Expulsion for one (1) year	Requires a Disciplinary Hearing. Permanent Expulsion
Combination of local interventions, supports, and disciplinary response may be appropriate.				

Jurisdiction to Take Disciplinary Action

School Administrators are authorized to take disciplinary action for misconduct that occurs:

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

Authority to take disciplinary action also extends to any off-campus non-school-related actions by students, *at any time of the year*, which have a direct or immediate impact on school discipline, the educational operation or function of the school, or the welfare of students or staff. Such act could include, but is not limited to, a felony, a delinquent act which would be considered to be a felony if committed by an adult, an assault upon another student, a violation of the laws prohibiting controlled substances, or sexual misconduct and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process (OCGA 20-2-751.5). A student whose presence on school property may endanger the welfare or safety of other students or staff, or whose presence may cause substantial disruption at school, may also be subject to discipline.

Notification of Charge or Commission of a Felony

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

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

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

While the student's placement is pending, the student will not be permitted on campus, unless authorized by the Superintendent. The student will not be permitted to participate in any regular school activities, extracurricular activities, athletic activity or school sponsored social event.

If the student and the parents are dissatisfied with the placement of the student by the Superintendent, they shall have the right to appeal the Superintendent's decision by filing written notice with the Superintendent within five (5) days thereof. The Board shall consider the student's placement within ten (10) school days of the Superintendent receiving written notice of the Student's appeal. If no appeal is received by the Superintendent, then the Superintendent's decision shall become final.

Disciplinary Authority of Teachers and Administrators

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

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

School Administrators: Notwithstanding anything to the contrary herein, school administrators (principals and assistant principals) have the authority to administer any discipline or behavior management technique which a teacher is permitted to use, may assign students to in-school suspension, assign students short-term suspensions, may assign students Out-of-School Suspension up until the time of a disciplinary hearing (even if for a longer period of time than a short-term suspension) and refer any disciplinary matter to a student Disciplinary Hearing Officer for a disciplinary hearing. Any student who has been suspended pending a disciplinary hearing shall be allowed to make up school work that is missed due to the suspension pending the disciplinary hearing, and shall be permitted onto school grounds to pick up class assignments at the 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 (10)-day 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. Any teacher called as a witness shall be given notice no later than 3 days prior to the hearing. O.C.G.A. § 20-2-754(b)(4). The decision of the Disciplinary Hearing Officer may be appealed by submitting a written notice of appeal to the Superintendent within twenty (20) calendar days from the date the decision is made.

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

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

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

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

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

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

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

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

Academic Honesty

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

Athletic Code of Conduct for Extracurricular Participation

Participation in extracurricular activities in Henry County Schools is a privilege and not a property right. It is understood by all students, parents, coaches and sponsors that the top priority is academic progress. Everyone involved in these activities will make every effort not to interfere with that ultimate goal. The purpose of the Code of Conduct is to establish a minimum standard of behavior. Therefore, coaches or sponsors may establish rules and consequences that are more severe than the stated code. Organization rules must be in writing and approved by the administration of each school. The athletic code of conduct will be enforced in Henry County middle and high schools. However, consequences for violations A through D below will start over when the student begins high school. Consequences for violation E below will carry from middle to high school.

NOTE: Parents must report any arrest of the student to the athletic director or sponsor within 72 hours of the arrest, even during school breaks. Failure to do so will result in the student being suspended for one (1) calendar year upon evidence proving an arrest occurred.

Violations and Consequences

- A. Violation: Violation of school rules resulting in In-School Suspension (ISS) or Out-of-School Suspension (OSS) during the season.
- Consequences: The student may resume participation when -
1. All assignments are completed and released from ISS, and/or
 2. The student returns to school on the next school day upon completion of OSS.
- B. Violation: Assigned to Long-Term Suspension (LTS) or Expulsion (EXP).
- Consequences: Dismissed from extracurricular while serving LTS or EXP.
- C. Violation: If found to have been charged with a delinquent act identified as a misdemeanor under the laws of Georgia, regardless of location or time of the alleged act and whether in or out of school:
- Consequences:
1. 1st Conviction of an act identified as a misdemeanor under the laws of Georgia - Meeting with athletic director or principal, head coach or sponsor, parents, and student, and a one (1) game or activity suspension.
 2. 2nd Conviction of a delinquent act identified as a misdemeanor under the laws of Georgia - Suspended one (1) calendar year from all extracurricular activities (begins with date of charges).
 3. 3rd Conviction of a delinquent act identified as a misdemeanor under the laws of Georgia - Suspended from all extracurricular activities for the rest of his/her 7-8 or 9-12 education.
- D. Violation: If found to have been charged with an act identified as a felony under the laws of Georgia, regardless of location or time of the alleged act and whether in or out of school:
- Consequences:
1. Suspended until case is adjudicated.
 2. 1st Conviction of a delinquent act identified as a felony under the laws of Georgia - Suspended one (1) calendar year from all extracurricular activities (begins with date of arrest).
 3. 2nd Conviction of a delinquent act identified as a felony under the laws of Georgia - Suspended from all extracurricular activities for rest of his/her 7-8 or 9-12 education.
- E. Violation: If found to have been charged or convicted/adjudicated with an act identified as Murder, Rape, Armed Robbery, Aggravated Child Molestation, Aggravated Sodomy, Aggravated Sexual Battery, and/or

Voluntary Manslaughter under the laws of Georgia, regardless of location or time of the alleged act and whether in or out of school:

Consequences:

1. Suspended until case is adjudicated.
2. 1st Conviction of such an act under the laws of Georgia -
Suspended from all athletics for the rest of 7-12 education.

NOTE: A second or subsequent arrest for a misdemeanor charge/delinquent misdemeanor offense will result in the student being suspended until the case is adjudicated.

NOTE: A combination of a felony conviction and a misdemeanor conviction will result in the student being suspended from all extracurricular activities for one (1) calendar year. A combination of a felony conviction and two (2) misdemeanor convictions will result in the student being suspended from all extracurricular activities for the rest of his/her 7-8 or 9-12 education.

Appeal Procedure

1. Any student wishing to appeal an athletic suspension must submit, in writing, to the County Athletic Supervisor the reason(s) why he/she should not be disciplined as outlined. This request will then be forwarded to the members of the review committee for their consideration. Parents will be given a written statement of decision from the committee. The review committee will be made up of the Henry County Schools Athletic Supervisor, one (1) building-level administrator, and one (1) system-level administrator.

Any student wishing to appeal a suspension from any other extracurricular activity must submit, in writing, to the principal the reason(s) why he/she should not be disciplined as outlined. This request will then be reviewed by the principal and the organization sponsor. Parents will be given a written statement of decision from the sponsor or principal.

Criminal Offenses

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

EXCEL Academy

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

EXCEL Academy offers an alternative to long-term suspension/expulsion to students who violate certain school rules. Since EXCEL Academy is an alternative to long-term suspension/expulsion, any student found to have committed a second Level 2, Level 3, or Level 4 violation while attending EXCEL Academy may be suspended or expelled from the school system without the option of attending any Henry County Schools. Transportation is generally not provided to EXCEL Academy unless the student receives Exceptional Student Education Services and/or protected under Section 504.

Laser Pointers

Students are not permitted to possess or use laser pointers. Directing a laser pointer at an individual can be threatening and physically harmful. Students who commit such an act are guilty of committing a Level 1 Offense.

Off-Campus Behavior

Any student who is arrested, indicted, or has a Juvenile Court complaint filed against him/her which alleges the student committed a felony or a delinquent act which would be a felony if committed by any adult, an assault upon another student, a violation of the laws prohibiting controlled substances or sexual misconduct and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational

process (O.C.G.A. 20-2-751.5), shall be immediately suspended from school and all school activities with the matter being submitted to a Disciplinary Hearing Officer.

If the Disciplinary Hearing Officer finds there is sufficient evidence to believe the child committed a felony, a delinquent act which would be a felony if committed by an adult, an assault upon another student, a violation of the laws prohibiting controlled substances or sexual misconduct and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process, the Disciplinary Hearing Officer shall issue a 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, electronic games, playing cards, cameras, or recording devices of any kind 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.

School Resource Officers

The primary goal of the School Resource Unit is to provide a safe learning environment for students and teachers. It is the responsibility of the SRO to uphold the constitution, all applicable laws, and protect the citizens. The presence of Deputies on school campuses and at school-sponsored events helps deter criminal activity. 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 within his or her capacity as a Deputy Sheriff.

School Safety Zone

School safety zones are defined as in, on, or within 1000 feet of any real property leased, owned, or occupied by the Henry County School District. It is unlawful for any person to carry, possess, or have under his/her control any weapon or explosive compound while within a school safety zone, at a school building or school function, or on school property or a vehicle furnished by the school. Violation of this law is a felony. However, an individual over the age of 21 years old (except students) who are in possession of a weapon and/or has a weapon locked in a compartment of a motor vehicle and has a lawful gun license or permit, may transit through a designated school zone to carry or pick up a student. However, it is unlawful for any person to remain within the school safety zone without a legitimate cause or need. Failure to leave the premises when requested is grounds for a charge of disruption of or interference with the operation of any public school.

Student Allegations of Employee Misconduct

Instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student should be reported to the principal or to the Human Resource Services Department.

As authorized by Georgia law, if it is determined that a student deliberately falsified or misrepresented information alleging employee misconduct, the student will be subject to disciplinary action that may include suspension or expulsion.

Student Questioning by Officials

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

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

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

Law Enforcement: School Resource Officers, as well as Probation Officers of the Juvenile Court, are permitted to question students at school without prior parental approval and notification. Law enforcement officers from other agencies investigating non-school-related matters may question students without the consent of the parent/guardian.

Student Searches

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

Student Vehicle Searches

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

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

GENERAL INFORMATION

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.

Athletics

Students enrolled in grades 7-12 and meeting academic requirements will be eligible to participate in interscholastic athletic events. Students in grades 7 & 8 must pass three (3) out of four (4) academic segments in the semester immediately prior to completion and a cumulative semester connections average above 70 in the semester immediately prior to competition. Students in grades 9-12 must meet eligibility requirements as defined by the Georgia High School Association (GHSA). For specifics, please contact your student's school and/or review the GHSA Constitution and By-Laws (Section 1.50) which can be found at www.ghsa.net.

Henry County Schools offer a wide variety of interscholastic athletic opportunities at the high school level. The athletic programs are a great source of pride to our communities. Involvement in athletics helps students develop a better sense of responsibility, cooperation; self-discipline, self-confidence, and sportsmanship that will help serve them long after graduation. The lessons and values learned by participating on athletic teams last a lifetime.

For definitions of specific sports and a list of what sports are offered at each high school campus, please visit the district athletics page at <http://schoolwires.henry.k12.ga.us/domain/37>. Students and parents may find additional athletic information at each high school website under the school's athletic webpage.

Procedures for the Expansion of Interscholastic Athletic Programs

If a student or parent/guardian wishes to request the addition of a new sport or the addition of a level of competition (i.e. Freshman or Junior Varsity) for an existing sport to the interscholastic program that is not currently offered, the procedures for making such a request can be found on the athletic page of each high school's website and the athletic page for the District located at <http://schoolwires.henry.k12.ga.us/domain/37>. For more information, contact Curt Miller, Coordinator for Health, Physical Education and Athletics, at 770-957-7189.

Gender Equity in Sports

It is the policy of the Henry County Board of Education ("Board") to prohibit discrimination based on gender in its secondary school athletic programs. In accordance with the Georgia Equity in Sports Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. In accordance with the Georgia Equity in Sports Act it shall also be the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

It shall be the policy of the Board to conduct a periodic assessment of its athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there are not equal athletic opportunities for members of both genders, the school system will conduct an athletic interest survey to determine student interest in various sports.

When accepting or rejecting all donations of services or items, including booster club support, to any athletic program, the school principal shall abide by Board Policy JL (Gifts)

The Superintendent shall designate an individual, known as the Sports Equity Coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The Superintendent, at his or her discretion, may also designate school-level coordinators to assist the Sports Equity Coordinator. The school system shall annually notify all its students of the name, office address, and office telephone number of the Sports Equity Coordinator. This notification shall be included in the student handbook. In addition, each school shall post in a conspicuous location a notice of nondiscrimination in sports based on gender.

The Sports Equity Coordinator shall investigate any complaint received by the local school system alleging noncompliance with the Georgia Equity Sports Act. Such investigation shall be in accordance with the grievance procedures of Policy JAA-E(1) for resolution of complaints regarding gender equity in sports, as adopted by the Board.

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 their 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. In addition, 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.**

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

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 or 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.

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.

All regular business meetings of any school activity group will be conducted under the supervision of an adult professional advisor. Students attending regularly scheduled club meetings must follow the rules established by their school. Clubs will meet on a scheduled basis so as not to conflict with academic instruction.

Driver's License / Certificate of Enrollment

The Teenage and Adult Driver Responsibility Act requires that students between the ages of 14 and 18 must be enrolled in and not under expulsion from a public or private school in order to receive and maintain a Georgia driver's permit or license. The principal or his/her designee will establish procedures for students to obtain a Certificate of Enrollment. Students should submit their request for a Certificate of Enrollment at least two weeks prior to the date needed. For additional information, contact the school office.

Driving and Parking on School Campus

Students who drive to school must obtain a parking permit from the principal. Students should take lunches, textbooks, paper, pencils, or other items needed for school when they initially park and leave the car. The principal or the principal's designee must accompany students wishing to return to their car later in the school day. Violation of the rules, regulations, and policies of the Board of Education and/or the school concerning driving or parking a vehicle on school campus can result in suspension or expulsion from school, revocation of parking privileges, and/or having the vehicle towed away at the driver's expense.

While a student vehicle is on school property, the principal and his/her designee have the right to search the vehicle without obtaining permission of the student or the owner of the vehicle.

Emergency Management Plan / Emergency Drills

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

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

Extracurricular Activities

The principal, Superintendent, and/or the Board of Education must approve all extracurricular activities and field trips. Students who violate school rules or the rules of the Board of Education while on extracurricular activities or trips will be subject to disciplinary actions in the same manner as if the violations were committed on school property and during school hours.

All school-sponsored activities will be conducted under the direct supervision of the sponsoring teacher(s). Any questions or concerns regarding such activities should be addressed to the sponsoring teacher and/or the principal. If transportation to and from an activity or event is provided by Henry County Schools, both the eligible students and supervising teachers will ride in the vehicles provided so that supervision may be maintained. Contingent upon the principal's approval, an exception may be made when the parent wishes to assume direct responsibility for his or her child's transportation.

The Superintendent and the Board of Education must approve any school-sponsored banquet, party, or dance held off campus for which the school is solely responsible. The Henry County Schools assumes no responsibility or control for organizations outside the school system.

To be eligible to try out or to participate in an extracurricular activity, students in grades 7 & 8 must pass three (3) out of four (4) academic subjects in the semester immediately prior to completion and have a cumulative semester connections average above 70 in the semester immediately prior to competition.

Students in grades 9-12 must meet eligibility requirements as defined by the Georgia High School Association (GHSA). For specifics, please contact your student's school and/or review the GHSA Constitution and By-Laws (Section 1.50) which can be found at www.ghsa.net.

Field Trips

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 for 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 or representatives 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.

Lockers

Lockers are property of the school and may be opened by a school official without the permission of the individual student. Students to whom lockers are assigned will be subject to disciplinary action and may be suspended or expelled if the locker contains weapons, drugs, or other unauthorized material.

Lost and Found

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

Lunch with Students/Outside Food Policy

Parents are welcome to eat lunch with their children at school. On such occasions, parents are encouraged to purchase a school lunch but are permitted to bring food to the school for consumption by themselves and their child(ren). Parents are not allowed to bring lunch for students other than their own child(ren). 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.

When parents bring food to their child's classroom, they must have sufficient quantity for the whole class. Parents must also be mindful that some students may have food allergies that could cause medical problems for the students and liability for the parents.

Notice of Pictures of Students

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

If the parent/guardian wishes to prohibit the taking of any picture or audiovisual recording of their child by the news media, the school, or the school system, notification must be filed with the principal of the school, 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/or instructional purposes and at extracurricular activities.

Parent-Teacher Conferences

Parents are encouraged to contact the school 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 effective ways of helping students improve their schoolwork. To schedule conferences, parents should contact the school office or the teacher. Teachers are not available for parent-teacher conferences during instructional time.

Parties/Outside Food Policy

Since parties take away from class time, no more than two parties are permitted during the school year. There can be no surprise or planned parties for teachers. When parents bring food to their child's classroom, they must have sufficient quantity for the whole class. Parents must also be mindful that some students may have food allergies that

could cause medical problems for students and liability for parents. Please refer to your child's school's policy on "food in the classrooms" for more detailed information.

Pets

No pets of any kind are allowed at school without permission from the school. Teachers may give special permission for pets to be brought to school as part of a special display or activity if approved by the principal. Under no circumstances 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.

Silent Reflection

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

Solicitation of Students or Employees

Solicitation of students or employees by any business, industry, organization, or individual for the purpose of selling a product, service, or membership is prohibited on school grounds. The selling of any article or subscription, or any other activity undertaken for the purpose of raising funds or collecting monies in or through a school is prohibited unless the particular activity is approved by the Henry County Board of Education. **Please do not allow your child to bring items to school to be sold to students or employees.**

Student Learning Devices

The EmpowerHCS program is designed to support the District's personalized learning vision by providing the digital resources and support necessary for student success. As a component of this program, all students have access to student learning devices.

Student Learning Devices: Student learning devices refer to technology devices such as computers, laptops, and iPads. In grades K-2nd, class sets of iPads are available for classroom use only. The District loans students in grades 3rd – 12th a Chromebook to use during the school year. Students are expected to transport their assigned Chromebook to and from school each day. All student learning devices and accessories are the property of the Henry County School District. Students must comply with Policy IFBGA, and all other school policies that govern appropriate use of technology. For additional information on Terms and Conditions for EmpowerHCS loaner program, refer to the HCS Digital Learning Device Guide located on the District's website.

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

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

Notice of Waiver to Transport Chromebook to and from School: Unless the parent/guardian requests otherwise, students in grades 3rd through 12th must transport their assigned Chromebook to and from school. If the parent/guardian wishes to waive the opportunity to transport the Chromebook to and from school, written notification must be submitted to the principal of the school, in writing, within 30 days of the beginning of the school year or the date of enrollment. Regardless of parental consent or notification, to ensure an equitable learning experience, all students are required to use student learning devices to access, create, and share educational content at school.

Children's Online Privacy Protection Act (COPPA) Notice:

The District follows COPPA compliance. COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age.

The district utilizes several computer software applications and web-based services, operated not by Henry County School District, but by third parties. In order for our students to use these programs and services, certain personal identifying information, generally, the student's name and email address must be provided to the website operator. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit, <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

The law permits school districts such as ours to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. Parents with questions regarding the use of websites and other online instructional supports by their child are encouraged to contact the principal at their child's school.

Student Records

In accordance with state and federal regulations, the Henry County Board of Education has established policies and procedures to ensure the confidentiality of student records. **Parents have the right to inspect their child's student records maintained by the school.** Parents having questions concerning student record information maintained for his or her child should contact the school principal.

Directory Information

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

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

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

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

Schools are required to disclose the names, addresses, and telephone numbers of high school students upon request by military recruiters and institutions of higher learning unless individual students 18 or older or their parents request that the information not be released.

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 or the start of the school year.

Academic Information

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

Student records are available to students parents/ guardians for inspection and review. Parents/guardians have the right to seek amendment of the student's educational records that the parents/guardians believe to be inaccurate, misleading, or in violation of the student's privacy rights. Consent is required from parents/guardians prior to the disclosure of educational records protected by FERPA. Complaints regarding the application and implementation of FERPA may be made to the United States Department of Education (*see pg. 54, Federal Laws and Guidelines*). The rights afforded to parents/guardians can transfer to the student when the student reaches eighteen years of age.

Professional personnel, in the normal functions of the school and as approved by the Superintendent, may access student records without prior consent form parents/guardians under FERPA

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

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 unless the law permits or requires that a notice not be given.
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 of a student or other persons.
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.

Parents/guardians should contact the principal in writing should they desire to inspect and review student educational records. Similarly, questions of record inaccuracy, misleading information, violations of the privacy or rights of students, and requests to amend or delete information from school records should be in writing and directed to the principal (*see pg. 54, Federal Laws and Guidelines*).

Student Data Privacy Accessibility and Transparency

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

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

Supervision of Students at School

Students are under the supervision of school staff during the 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 the arrival of the first bus each morning.

Teacher and Paraprofessional Qualifications

Parents may request information regarding a 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.

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

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

- Whether the student's teacher –
 - has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Textbook and Instructional Orders and Inventories

Schools are expected to use those textbooks, instructional resources, and student learning devices (e.g. Chromebooks, iPads, laptops) that are adopted as the school system's curricular materials. The Information Services Division will provide a student learning device to all secondary students. Textbooks, student learning devices, and other instructional materials are the property of the school and are loaned to students to use during the school year. Textbooks and/or student learning devices that are lost, stolen, or damaged must be paid for by the student at the true replacement cost.

If students lose or damage textbooks, student learning devices and/or media materials, parents will be charged the full replacement cost and students may be subject to disciplinary action. Replacement textbooks, student learning devices, 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, student learning device 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.

Video/Audio Recorders

Video 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. Advance 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 and sign in when they arrive. Visitors must wear a visitor's badge while at the school.

FEDERAL LAWS AND GUIDELINES

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

Health Education

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

Gender Equity in Sports

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

Student Records

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or in violation of the student's rights of privacy. The parent or guardian should write the school principal, clearly identify the part of the record in question, and specify why it is inaccurate, misleading, or in violation of the student's rights of privacy. The district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The following is a limited, non-exhaustive list of some of the disclosures permitted by FERPA without consent.
 - a. FERPA permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); or, parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. FERPA also permits disclosure of personally identifiable information without consent to appropriate officials in health or safety emergencies so long as the disclosure of the information is necessary for the receiving party to respond to the emergency nature of the situation and made to protect the health or safety of the student or others.
 - c. FERPA permits disclosure in response to a lawfully issued judicial order or lawfully issued subpoena.
 - d. FERPA permits disclosure of education records without consent to officials of another school in which a student seeks or intends to enroll.

- e. FERPA permits the disclosure of educational records without consent to an agency caseworker or other representative of a state or local child welfare agency who has the right to access a student's case plan.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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

Research and Student Surveys

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

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - f. Religious practices, affiliations, or beliefs of the student, the student's parents; or,
 - g. Income, other than as required by law, to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and,
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request, and before administration or use:
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above-mentioned marketing, sales, or other distribution purposes; and,
 - c. Instructional material used as a part of the educational curriculum.

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

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

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

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

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

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

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

Sexual Harassment Policy (Policy JCAC)

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

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

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

Sexual Harassment Defined

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

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

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement accompanied by implied, overt threats, or explicit threats concerning an individual's educational status;
6. Offensive or unwelcome sexual advances or propositions;
7. Graphic or degrading verbal comments about an individual or his/her physical attributes;

8. Display of sexually suggestive objects, pictures, cards, or letters;
9. Lewd or suggestive comments or gestures;
10. Employees dating students and/or otherwise being romantically involved with a student; or
11. Sexual violence, a physical act of aggression that includes a sexual act or purpose.

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

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

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

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

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

Sexual Harassment Complaint Resolution Process

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

For assistance with filing a complaint, including information regarding with whom a complaint should be filed, a person may contact the district's Title IX Coordinator:

Dr. Carl Knowlton
 Henry County Schools
 33 N. Zack Hinton Parkway
 McDonough, Georgia 30253
 770-957-6601

If interim measures are warranted during the investigation, the school/district will determine an appropriate interim measure to ensure the safety of the alleged victim and/or complainant. The determination of interim measures will be made on a case-by-case basis, will be based on available facts, and will not disproportionately impact the alleged victim and/or complainant.

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

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

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

- Level 1 – Administrative Review (School Principal / Supervisor)

- Level 2 – Sexual Harassment Formal Complaint (Office of Legal Compliance)
- Level 3 – Superintendent (or Designee) Review

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

Level 1 – Administrative Review

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

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

Level 2 – Sexual Harassment Formal Complaint

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

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

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

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

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

1. The reason for the appeal; and
2. A clear statement of the relief sought by the complainant.

The appeal must be filed with the Office of the Superintendent within fifteen (15) calendar days of the date on the written decision letter.

Level 3 – Superintendent (or designee) Review

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

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

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

discharge. A substantiated charge against a student shall subject that student to disciplinary action, including suspension or expulsion.

HENRY COUNTY BOARD OF EDUCATION POLICIES

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

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

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

The policies listed on the following page directly relate to students, parents and the community and were approved by the Henry County Board of Education at the time of this publication (a complete list of all HCBOE policies is available on our website).

Revised 7/18/2019

HENRY COUNTY BOARD OF EDUCATION POLICIES			
CODE	POLICY TITLE	CODE	POLICY TITLE
SECTION A	School District Organization	JBC-1	Homeless Students
AEA	School Calendar	JBC-3	Social Security Numbers
AF	School Day	JBCA	Resident Students
SECTION B	School Board Operations	JBCB	Nonresident Students
SECTION C	General School Administration	JBCBA	Tuition
SECTION D	Fiscal Management	JBCCA	Student Assignment to Schools
SECTION E	Business Management	JBCD	Transfer and Withdrawals
EBBC	Emergency Drills	JBD	Absences and Excuses
EDC	Transportation Safety	JBF	Release Time
EDCB	Bus Conduct	JBFA	Religious Holidays
EDD	Bus Scheduling and Routing	JCAC	Harassment
EEA	Free Food Service	JCD	Student Conduct
EED	Vending Machines	JCDAB	Student Alcohol Use
EEE	Wellness Program	JCDAC	Student Drug Use
SECTION F	Facility Expansion Program	JCDAD	Bus Conduct
SECTION I	Instructional Program	JCDAF	Use of Electronic Devices by Students
IBB	Charter Schools	JCDAG	Bullying
IBB-E	Charter Schools – Petition Process	JCE	Student Complaints and Grievances
IDAA	Vocational Education	JCEB	Student Hearing Procedures
IDAG	Values/Character Education	JD	Student Discipline
IDB	Health Education	JDE	Expulsion
IDCA	Summer School	JDF	Teacher Authority to Remove Students
IDCE	Advanced College Placement	JE	Guidance Program
IDDA	Disadvantage Programs	JGC	Student Health Services
IDDB	Remedial Programs	JGCB	Student Inoculations
IDDD	Gifted Student Programs	JGCB-E1	Affidavit of Religious Conflict
IDDF	Special Education Programs	JGCC	Infectious Diseases
IDE	Co-Curricular Activities	JGCD	Medication
IDE1	Competitive Interscholastic Activities, 9-12	JGF	Student Safety
IDE2	Competitive Interscholastic Activities, 6-8	JGF2	Seclusion or Restraint of Students
IDFA	Gender Equity in Sports	JGFA	Emergency Drills
IED	Scheduling for Instruction	JGFGB	Concussion Management
IEDA	Unstructured Break Time	JGHA	Free Food Service
IFA	Instructional Materials	JGI	Child Abuse or Neglect
IFAA	Textbook Selection and Adoption	JGIA	Registration of Sex Offenders
IFAA-R(1)	Instructional Materials and Adoption	JGJ	Crisis Intervention
IFBGA	Electronic Communications	JHB	Student Activities Funds Management
IFC	Community Instructional Resources	JL	Gifts
IFC-E1	Community Instructional Resources	JQE	Pregnant Students
IFCB	Field Trips and Excursions	JQK	Exchange Students
IHA	Grading Systems	JQK-E1	Foreign Students – Application Form
IHA-R(1)	Grading Systems-9 th Grade ‘18-‘19 or before	JQKA-E1	Foreign Students – Required Documentation
IHA-R(2)	Grading Systems-2019-2020 and beyond	JR	Student Records
IHE	Promotion and Retention	JS	Student Fees, Fines, and Charges
IHF5	Graduation Requirements: 2002-03 - 2007-08	SECTION K	General Public Relations
IHF6	Graduation Requirements: Entering 2008-09	KB	Public Information Program
II	Testing Programs	KEB	Solicitations
IKD	School Ceremonies and Observances	KEBA	Solicitations of Students
IKDB	Graduation Ceremonies	KG	Use of School Facilities
SECTION J	Students	KG-E1	Use of School Facilities – Application Form
JAA	Equal Educational Opportunities	KN	Complaints
JAA-E1	Gender Equity in Sports: Procedures/Forms	KN-E1	Complaints – Complaint Form
JAA-R1	Service Animal Procedures	SECTION L	Inter-Organizational Relations
JBA	Compulsory Attendance Ages	SECTION M	Relations with Other Education Agencies
JBB	Entrance Age		



Dutchtown Cluster

Dutchtown Elementary	770-471-0844
Pate's Creek Elementary	770-389-8819
Red Oak Elementary	770-389-1464
Dutchtown Middle	770-515-7500
Dutchtown High	770-515-7510



McDonough Cluster

Tussahaw Elementary	770-957-0164
Walnut Creek Elementary	770-288-8561
Wesley Lakes Elementary	770-914-1889
McDonough Middle	470-615-3460
McDonough High	470-615-3450



Eagle's Landing Cluster

Flippen Elementary	770-954-3522
Oakland Elementary	770-954-1901
Eagle's Landing Middle	770-914-8189
Eagle's Landing High	770-954-9515



Ola Cluster

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



Hampton Cluster

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



Stockbridge Cluster

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



Locust Grove Cluster

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



Union Grove Cluster

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



Luella Cluster

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



Woodland Cluster

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

Specialty Schools



Academy for Advanced Studies
770-320-7997



Excel Academy
770-957-4101



Impact Academy
770-954-3744



JB Henderson Center
678-432-2310



Family & Student Support, Finance, Operations, & Superintendent's Office 770-957-6601

Learning & Performance 770-957-6547

Human Resources 770-957-5107

Leadership 770-957-7189

Information/Technology 770-957-0371

Distribution Center 770-898-4211

Facilities & Maint. 770-957-1891

Nutrition 770-914-0815

Performing Arts Center 770-914-7477

Exceptional Student Education 770-957-8086

Transportation 770-957-2025

Student Conduct & Safety, Student Services, and Residency 770-957-6601

EXPECT



*Join us to make this the most
exceptional school year ever!*

Sincerely,

Annette Edwards - Board Member, **District 5**
Holly Cobb - Board Vice Chair, **District 3**
Josh Hinton - Board Chair, **District 2**
Mary Elizabeth Davis - Superintendent
Sophe Pope - Board Member, **District 4**
Dr. Pam Nutt - Board Member, **District 1**

Your Henry County Board of Education