



**GWINNETT
COUNTY
PUBLIC
SCHOOLS**

Gwinnett County Board of Education

Level: Procedure J-Students	Accompanying Policy:	Descriptor Code: P.JRB	Rescinds NEW
Descriptor Term: Parents' Bill of Rights		Effective Date: July 15, 2022	

I. PARENTS' RIGHTS

A parent of a minor child at any school within the Gwinnett County School District may exercise his or her parental rights under the statutory Parents' Bill of Rights using the following procedures:

- a. A parent may review records relating to his or her minor child by submitting a written request to the principal of the minor child's school. A mutually agreeable time for the parent to review the requested records will be scheduled during regular business hours.
- b. A parent may learn about his or her minor child's course of study, including, but not limited to parental access to instructional materials intended for use in the classroom, by submitting a written request to the principal of the minor child's school. Instructional materials intended for use in the classroom will be made available for parental review during the review period online or on site upon request made during the review period.
- c. A parent may object to instructional materials intended for use in his or her minor child's classroom or recommended by their minor child's teacher. To submit a complaint, the parent shall contact the principal of his or her minor child's school or the Director of Instructional Resources and Support. The parent shall complete an Appeal Form for Core Instructional Resources furnished by the Office of Instructional Resources and Support. The principal should then forward the completed form to the Director of Instructional Resources and Support. The Director of Instructional Resources and Support will then handle the appeal pursuant to Procedure IFAA.
- d. Human sexuality/AIDS, sexual abuse and assault awareness prevention education will be provided within the context of the Gwinnett County School District's

comprehensive health education program. Prior to the parent making a choice to allow his or her minor child to take the specified unit of instruction, the parent will be provided information about the instruction that is to be provided and have the opportunity to review all instructional materials to be used, print and non-print. A parent may exercise his or her right to exclude his or her minor child from the school's sex education/AIDS, sexual abuse and assault awareness prevention instruction by submitting a request in writing to the school principal.

- e. A parent may provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions, by notifying the principal of the minor child's school in writing within ten (10) days of enrollment. The written notice must: (1) include the name of the minor child; (2) include a statement that photographs or video or voice recordings of the minor child are not permitted; and (3) be signed and dated by the parent of the minor child. Please note that your written notice will be effective for the current school year only and must be renewed on an annual basis. Please note that a minor child for whom photographs or video or voice recordings are not permitted may not be able to participate in or attend academic classes, or extracurricular clubs, programs or activities for which photographs or video or voice recordings are essential. Finally, please note that the Gwinnett County School District will not be responsible for, and cannot control, photographs, audio recordings, or video recordings captured by individuals or entities while they are not acting as an employee, or agent of the Gwinnett County School District.

II. **Definitions**

- a. Instructional material means
 - i. Instructional materials and content which constitute the principal source of study for a state funded course to be used in the various grades in Georgia public schools, including the elementary grades and high school grades; and
 - ii. Locally approved instructional materials and content which constitute the principal source of study for a state funded course, not including supplementary or ancillary material, which is adopted by a local board of education or used by a local school system. Supplementary or ancillary material includes, but is not limited to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.
- b. Parent means a person who has legal authority to act on behalf of a minor child as

a natural or adoptive parent or a legal guardian.

- c. Minor child means a person who is less than 18 years of age and who has not been emancipated by operation of law or by court order pursuant to O.C.G.A. § 15-11-727 or as otherwise provided by law.
- d. Review period means the first two weeks of each grading period of the school year.

III. NOTIFICATION OF DEFICIENCIES

In the event a parent's request for information is denied or a parent fails to receive any information requested pursuant to this procedure within ten (10) days of the principal's receipt of the request, the parent must notify the District's Executive Director of Administration and Policy in writing of the outstanding request, providing a copy of the request, a copy of any document denying a request, a list of all information received in response to the request, and a list of all requested information that has not been received, no later than two (2) days after the denial or twelve (12) days after the request was initially submitted. The written notification shall be submitted to the Executive Director of Administration and Policy addressed as follows: Gwinnett County School District, Executive Director of Administration and Policy, 437 Old Peachtree Road NW, Suwanee, Georgia 30024, Facsimile 678-301-6007, email jorge.gomez@gcpsk12.org. Any request for information pursuant to this procedure for which a written notification is not submitted to the District's Executive Director of Administration and Policy in writing within two (2) days of a denial or within twelve (12) days of the initial request will be deemed satisfied, abandoned, and/or withdrawn. Nothing in this procedure prevents a parent from submitting a subsequent request for information pursuant to this procedure.

IV. APPEALS

In the event a parent's request for information is denied or existing responsive information is not provided within 30 days and the parent's request complies with this procedure and has not been satisfied, abandoned, and/or withdrawn, the parent may appeal such denial or failure to respond to the Gwinnett County Board of Education. Any appeal to the Gwinnett County Board of Education must be filed with the Executive Director of Administration and Policy within forty (40) days of the initial request. The appeal to the Gwinnett County Board of Education must include (1) a copy of the request; (2) a copy of any document denying the request; (3) a list of all information received in response to the request; (4) a list of all requested information that has not been received; (5) a statement of all facts supporting the parents' contention that their request has been wrongfully denied or existing responsive information has not been provided.

