

# I belong.



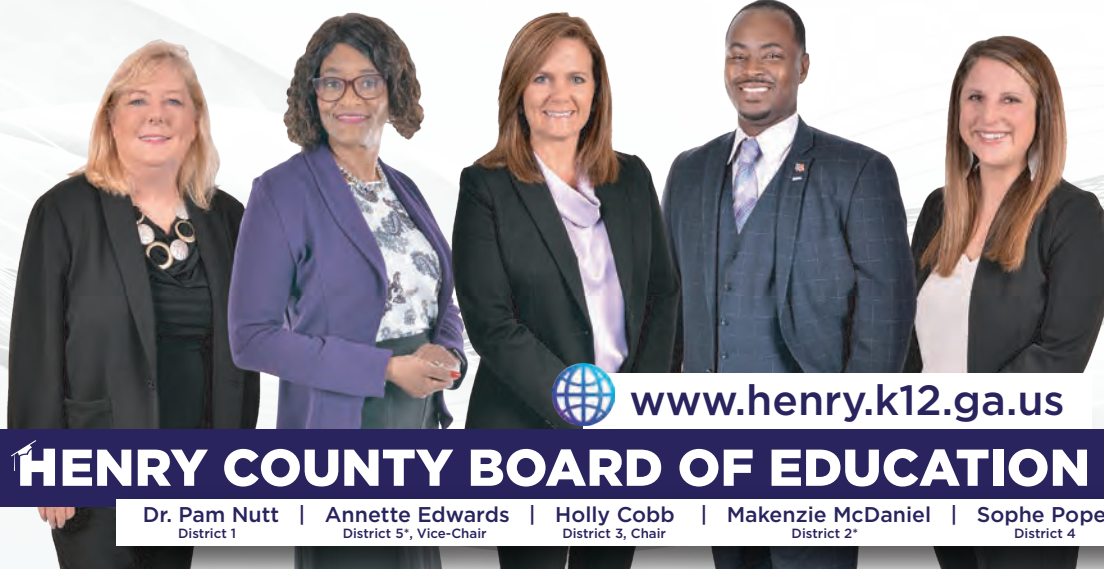
OPPORTUNITIES | ACCESS | OUTCOMES

**SY 2022-2023**

# STUDENT & PARENT HANDBOOK

# Together, we are improving outcomes for our kids. Find out what we've been up to! Check out the HCS 2021-2026 Strategic Plan

Inspired by our community and developed by the Henry County Board of Education. Join us in our work!



In Pursuit of  
*Exceptional.com*



[www.henry.k12.ga.us](http://www.henry.k12.ga.us)

**HENRY COUNTY BOARD OF EDUCATION**

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District 5\*, Vice-Chair

Holly Cobb  
District 3, Chair

Makenzie McDaniel  
District 2\*

Sophe Pope  
District 4



## Community-Inspired 2021-2026 Strategic Plan

In Pursuit of *Exceptional* | A message from the Superintendent

Welcome to the 2022-2023 School Year! Our school district is proud to have you as a valued member of our community. 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 Henry County Schools.

You are an important part of our extended family of over 43,000 students and 6,000 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 an exceptional learning experience.

This school year marks the second year of our pursuit of exceptional guided by the community-inspired strategic plan. So much has been accomplished to advance opportunities and access for our students, but we are not done yet! Plenty more is still to be accomplished, and we're excited to have you as a part of this collective effort.

With a community and a board of education, along with leaders and staff all across the district committed to providing the most exceptional education for students and families, we are poised to achieve even greater heights in this school year. It is important to us that you know just how much you belong and are valued in our school district. We have the most outstanding professionals in public education, and all of them are focused on your wellness and your academic success.

I believe in public education, and there's no doubt that you will understand why, year after year, in Henry County Schools! Here's to another successful year of learning for you and your family!

*Mary Elizabeth Davis*



No exceptions... just *Exceptional*

TAKING ACTION TO ADVANCE

**OPPORTUNITIES | ACCESS | OUTCOMES**

IN PURSUIT OF **AMBITIOUS GOALS**

\* Current district boundaries for the Henry County Board of Education will be formally updated on January 1, 2023, after the changes were approved by the 2022 General Assembly. There will be minor boundary shifts in representation, and District 2 and 5 will swap numbers. Mrs. Annette Edwards will be representing the same area but under the name of District 2, while Mr. Makenzie McDaniel will represent the same area but under the name District 5.

## WELCOME TO HENRY COUNTY SCHOOLS

The K-12 Student & Parent Handbook contains important information about policies, procedures, and programs of the Henry County school district ("Henry County Schools"). Students and parents should read the Handbook at the start of the school year and keep the Handbook for future reference. Generally, the policies and practices stated in the Handbook will be in effect from August 3, 2022, until the start of the 2023-24 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. The information listed within the Handbook was approved by the Henry County Board of Education and/or Superintendent, at the time of this publication. From time to time, the Board of Education may revise or repeal any policy and will do so after appropriate public notice. Henry County Schools will abide by any applicable federal and/or state policy, regulation, or legislative requirement that might arise during the school year. **Notably, School Year 2022-2023 begins following a global coronavirus pandemic (known as COVID-19) and still may be unlike usual academic and operational circumstances in Henry County Schools. At the time of printing of the Handbook, the impact of COVID-19 continues to be monitored and, as such, may require certain measures, actions, or direction of the Henry County Board of Education and/or Superintendent. The Handbook may be amended or revised dependent upon further federal, state, and/or local requirements or guidelines.** See [Policy JGCC: Infectious Diseases](#). Please check the school system website for any updates to the Handbook or to view a complete listing of all Board policies, at [www.henry.k12.ga.us](http://www.henry.k12.ga.us) (click *Board of Education/Policies*).

**Notice of Language Assistance:** If you need a Handbook or other meaningful document(s) 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 Henry County Schools Learning and Support Center by calling 770-957-3945.

### Haitian Creole - Avi Asistans Lang

Avi pou Asistans Lang: Si w bezwen w Manyèl oswa yon dokiman ki gen pou wè ak edikasyon pitit ou nan yon lang ki pa anglè, si manyèl ou bezwen an gen pou wè avèk, men pa sèlman sa, enskripsyon, anwolman, ak pwosedi disiplinè, tanpri pase pran youn nan biwo lekòl la. Si w gen difikilte konprann anglè, ou ka mande pou ede w, gratis ticheri, ak sèvis asistans lang nan lekòl pitit ou an, oswa Depatman Sèvis pou "Family Services Department" nan "Henry County Schools Learning and Support Center" rele 770-957-3945.

### Hindi - भाषा सहायता की सूचना:

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 770-957-3945 पर केंद्रीय कार्यालय में कॉल करके प्रशासनिक सेवाएं विभाग से निःशुल्क भाषा सहायता सेवाओं के लिए अनुरोध कर सकते हैं।

### Simplified Chinese - 语言协助通知

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或亨利郡学校提出要求或通过拨打 770-957-3945 联系本学区家庭服务部, 申请免费语言援助服务

### Spanish - Notificación sobre servicios de asistencia con el idioma

Notificación sobre servicios de asistencia con el idioma: Si usted necesita un Manual u otros documentos importantes relacionados con la educación de sus hijos, en cualquier otro idioma aparte del inglés lo cual incluye, pero no se limita a, los procesos de matrícula, de inscripción y de disciplina, por favor solicítelos en la escuela. Si tiene dificultad al entender inglés, puede solicitar servicios de asistencia en su idioma, gratuitamente, a través de la escuela del estudiante o comunicándose con *Family Services Department* (Departamento de Servicios Para Familias) en *Henry County Schools Learning and Support Center* (Centro de Aprendizaje y Apoyo de las Escuelas del Condado de Henry) al 770-957- 3945.

### Vietnamese - Thông báo về Hỗ Trợ Ngôn Ngữ

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 cung cấp sự hỗ trợ 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 Cơ Quan Dịch vụ Gia đình tại những Trường Học Quận Henry bằng cách gọi điện thoại 770-957-3945.

## STUDENT & PARENT HANDBOOK

This K-12 Student & Parent Handbook along with the Code of Conduct is reviewed annually between January and May for the purpose of adding, deleting, and revising content. Parents, students, and employees are encouraged to submit comments and suggestions regarding the Handbook 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 Cognia.

## 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. 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. The Board believes complaints are best resolved when handled as close to their origin as possible. If students and/or parents have concerns, then they should bring concerns, in writing, to the attention of the principal.

The following persons have been designated to handle inquiries and concerns regarding the District's non-discrimination policies:

**Dr. Duke Bradley**

**Title VI and Title IX**

*(For a list of all persons identified as Title IX Coordinators, see Federal Laws section of this Handbook.)*

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

[Duke.Bradley@henry.k12.ga.us](mailto:Duke.Bradley@henry.k12.ga.us)

**Dr. April Madden**

**IDEA, Section 504, Title II, and ADA (Students)**

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

[April.Madden@henry.k12.ga.us](mailto:April.Madden@henry.k12.ga.us)

**Dr. Carl Knowlton**

**Title II and ADA (Employees)**

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

[Carl.Knowlton@henry.k12.ga.us](mailto:Carl.Knowlton@henry.k12.ga.us)

**Mrs. Mary Ann Suddeth**

**Sports Equity Coordinator**

Henry County Schools  
33 N. Zack Hinton Parkway  
McDonough, Georgia 30253  
770-957-7189

[MaryAnn.Suddeth@henry.k12.ga.us](mailto:MaryAnn.Suddeth@henry.k12.ga.us)

If employees have concerns, they should submit concerns, in writing, to the attention of their immediate supervisor and refer to provisions set out in the Employee Handbook. All employees are required to comply with the Equal Employment Opportunity Policy. Administrators and supervisors are expected to cooperate fully in meeting the equal opportunity objectives and their compliance with this policy will be monitored closely. For additional information, see local board policies: [GAA – Equal Opportunity Employment](#), [GAE – Complaints and Grievances](#), [GAEB – Harassment](#), [IDFA – Gender Equity in Sports](#), [JAA – Equal Educational Opportunities](#), [JCAC – Harassment](#), and [KN – Complaints](#).

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# REGISTRATION



## Age Requirements for Registration

### Elementary Schools

The criteria below shall be applied to determine whether 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 who 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, [Policy JBCCA: Student Assignment to Schools](#)

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 without 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(s) to the appropriate school within their new attendance zone within 30 days of moving.

Parents may apply to 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 the Family Services Department approves the parent’s request, it will be in writing and **the parent will be responsible for transporting the child** to and from school if the school is outside of the 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 or may be obtained from the Family Services Department. When making an application to cross attendance lines, parents are required to prove residency. The District reserves the right to deny a parent’s request to cross attendance lines if the student has excessive (**as defined as 10 or more**) unexcused tardies, check-outs, absences, or excessive discipline referrals (as defined by 4 or more referrals and/or 1 or more out of school suspensions).

Through school choice, parents may elect to enroll their child(ren) 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 during the preceding 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(ren) in a school outside their attendance zone, the parent is responsible for transporting their child(ren) 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 for school choice if their student has excessive (as defined as a total of 10 or more) unexcused tardies, check-outs, absences, or excessive discipline referrals (as defined as 4 or more referrals and/or 1 or more out of school suspensions).

## Custody

Parents shall provide to the school a certified copy of any and all court order(s) regarding the custody of the child. 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 school or the District's release of custody will be followed. The school will not interject itself in custody or visitation disputes between parents. Henry County Schools 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 state and federal laws unless there is a valid court order directing the school not to divulge such information. For more information about student records access, see the "Student Records and Academic Information" section within this Handbook, the Federal Laws section describing the Family Educational Rights and Privacy Act (FERPA) within this Handbook, and [Policy JR: Student Records](#).

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.** If there is a disagreement between the parents, the educational decision of the enrolling parent shall supersede the educational decision of any 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.

- **Enrolling Parent:** Any parent, guardian, or other person residing within the state of Georgia and having control or charge of any child or children during the ages of mandatory attendance and who completes the process of enrolling such child in Henry County Schools or who is designated as "enrolling parent" as result of the enrollment process.
- **Non-Enrolling Parent:** Any parent, whether biological or adoptive, or legal guardian who does not complete the process of enrolling such child in Henry County Schools, or who is not designated as "enrolling parent" as result of the enrollment process.

## Non-Enrolling Parent

The District desires to have relationships with both the enrolling parent and the non-enrolling parent and has responsibilities to both the enrolling parent and the non-enrolling parent unless modified or restricted by court order or legally binding document.

In instances where an active court order or legally binding document exists, it shall be the responsibility of the parent to provide a bona fide copy of the order or document to the Principal or designee. The District reserves the right to request and review copies of custodial documents should a dispute arise.

Both the enrolling parent and the non-enrolling parent shall be afforded the following:

1. **Student Records:** An enrolling parent or non-enrolling parent may request a copy of the school records for his/her child in accordance with the federal Family Educational Rights and Privacy Act (FERPA).
2. **Other Academic Records:** An enrolling parent or a non-enrolling parent may request, in writing, any information provided for under O.C.G.A. § 20-2-786. The request may be made through the school principal or through the Office of Legal Compliance.
3. **Teacher Conferences:** Absent a court order or other legally binding document, which provides otherwise, the enrolling parent and non-enrolling parent are encouraged to attend joint conferences for the purpose of clarification and interpretation of student records. If a joint conference is not agreed upon, the non-enrolling parent may schedule a conference by him/herself.
4. **School Activities:** Absent a court order or other legally binding document which specifically provides otherwise, the enrolling parent or non-enrolling parent may: (1) at the beginning of the school term request copies of school information given to parents at that time, (2) attend any public or spectator activity involving his/her child, (3) have lunch with his/her child, (4) attend field trips, and (5) attend classroom visits approved by the principal or designee.

## 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.

### **Pursuant to the Supporting and Strengthening Families Act (the "Act"), O.C.G.A. § 19-9- 120, et seq. and Power of Attorney**

Henry County Schools honors the Supporting and Strengthening Families Power of Attorney under qualifying conditions, pursuant to the Supporting and Strengthening Families Act, O.C.G.A. § 19-9- 120, et seq. Those desiring to utilize the Power of Attorney must contact the district's Family Services Department at 770-957-3945 to qualify the request. References to a parent/guardian throughout this Handbook shall include persons with Supporting and Strengthening Families Power of Attorney.

### **Emergency Contact Information**

It is critical for the school to be able to contact a parent at any time his/her child is at school. The school must have the parent's 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. The enrolling parent may update Emergency Contact Information through the Infinite Campus Parent Portal.

### **Proof of Residence, [Policy JBCA: Resident Students](#) and [Regulation JBCA-R\(1\): Resident Students-Procedures](#)**

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 lease or rental agreement consisting of written evidence that the agreement is valid and current, and a current utility (to include electric, gas, water, cable, or sanitation) bill or letter of service from said company (utility bill must be separate from rental agreement). The utility bill or letter of service must be dated within the last 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 that must be plainly visible on the utility bill, letter of service provided as proof; **OR**
2. A current residential property tax statement, settlement statement, or closing disclosure, and a current utility (to include electric, gas, water, cable, or sanitation) bill or letter of service from said company. The utility bill or letter of service must be dated within the last 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 the service address must be plainly visible on the utility 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 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.

Any non-resident student who is not approved by the Family Services Department shall be withdrawn from Henry County Schools with notice to the parent/legal guardian, and (s)he shall be referred to the student's county of residence. Georgia law authorizes Henry County Schools 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.



**Proof of residence is subject to investigation. An official designated by the school system may visit the address given by any parent to verify residency. If it is determined that the enrollment of any student is in violation of Board policy or a student is enrolled under false information creating an illegal enrollment, the student shall be withdrawn from school within five (5) business days. 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 at (770) 957-3945 and refer to [Policy JBCA: Resident Students](#), [Regulation JBCA-R\(1\): Resident Students-Procedures](#), and [Policy JBCB: Nonresident Students](#).

### **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 in Henry County Schools (K–12) must provide Georgia Certificate of Immunizations Form 3231, which must be up to date with current immunizations. Georgia law requires children born on or after January 1, 2002, and entering or transferring into 7<sup>th</sup> grade and new entrants into a Georgia school grades 8<sup>th</sup> through 12<sup>th</sup> must have received one dose of TDAP (tetanus, diphtheria, pertussis) vaccine and one dose of meningococcal conjugate vaccine unless the child has an exemption. Parents can obtain a Georgia Certificate of Immunization (Georgia Form 3231) from a physician or from the Henry County Health Department. Students not in compliance are subject to withdrawal from school.

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). See Exhibit [JGCB-E\(1\): Student Immunizations-Affidavit of Religious Conflict](#). These Affidavits are available from 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 IHE: Promotion and Retention](#), Regulation IHE-R(1): Promotion and Retention – Procedures, and [Policy JBCE: Transfers and Withdrawals](#).

### **Social Security Number**

At the time of enrollment in Henry County Schools, parents are asked to provide a copy of the child's Social Security Card. However, no student shall be denied enrollment in Henry County Schools 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 [Policy JBC\(3\): Social Security Numbers](#) for additional information.

### **Transfer Students, [Policy JBCE: Transfers and Withdrawals](#)**

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 assigned 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 within this Handbook for 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 their 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. [Policy JBCD: Transfers and Withdrawals](#)

# ATTENDANCE



## 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).

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 perabsence.

## Arrival and Dismissal Times

The beginning time for elementary school is 7:35 a.m., the beginning time for middle school is 9:00 a.m., and the 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 ending time for elementary school is 2:25 p.m., for middle school is 3:55 p.m., and for 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 control over students who are not part of a school-sanctioned activity and are left at the school campus before the beginning of the school day or who are not picked up after school in a timely manner.

## Absences – Tardies - Check Outs

Students are expected to attend all scheduled classes on time and each day.

- **Absence** is defined as the non-attendance by a student in an approved regularly scheduled class, program, or activity, regardless of the reason for such non-attendance. An exception is when a student participates in an approved program or activity (such as, but not limited to: field trips governed by [Policy IFCB: Field Trips and Excursions](#), 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. See below descriptions for what may be considered an excused absence versus an unexcused absence.
- **Tardy** is defined as the failure by a student to be in the assigned classroom or instructional space at the assigned time.
- **Check Out** is defined as a student who reports to the school attendance office to leave class, the school, or an approved activity before the assigned time for the end of such class, school day, or approved activity.

On the **first day** students return/report to school (or classes) 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. Parents may be asked to provide additional documentation, such as medical documentation, by the principal or his/her designee for absences, tardies, and check outs. Please see the section entitled “Truancy Intervention Meeting” in this Handbook for more information about situations where a student has too many unexcused absences, tardies, or checkouts.

Elementary students who are tardy or who check out should be accompanied by a parent into the front office to provide a written explanation of the attendance transaction. Middle and high school students who are tardy or who check out early must report to the school office and present a written explanation of the attendance transaction to include the parent’s signature or medical documentation. The principal may implement a cut-off time for checkouts to ensure a safe and orderly school-wide dismissal. Only designated adults listed on the emergency card by the enrolling or authorized parent will be permitted to check out a student. The designated adult must present a valid government-issued photo ID.

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. See [Policy JBD: Absences and Excuses](#).

### **Excused Absences, [Policy JBD: Absences and Excuses](#)**

Absences will be treated as excused if they occur for any of the following reasons (additional documentation, such as medical documentation, may be required by the principal or designee):

1. Personal illness or when attendance in school endangers the student's health or the health of others.
2. A serious illness or death in a student's immediate family necessitating absence from school.
3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. The observation of religious holidays, necessitating absence from school. See Policy JBFA: Religious Holidays
5. Conditions rendering attendance impossible or hazardous to student health or safety.
6. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to active duty for or is on leave from overseas deployment to a combat zone or combat support posting, A student shall be granted excused absences, up to a maximum of five (5) school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave.
7. A scheduled medical, dental, or eye examination of the student.
8. Attendance on a trip or event having significant educational value, provided (1) the school administrator is notified of the absence in advance and (2) the school administrator determines if the trip or event has significant educational value.
9. Unusual or urgent circumstances requiring the student's parents or legal guardian to be outside of Henry County overnight and where it is determined by the parents/legal guardian that it would be in the student's best interest for the student to accompany the parents/legal guardian. Where possible, a written explanation should be submitted by the parents/legal guardian before the student is to be absent; 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.
10. Take Your Child to Work Day. Students who participate in this event will be excused but will be counted absent.

*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**

An absence that does not qualify as excused is an unexcused absence. Parents are encouraged to carefully and frequently monitor student attendance through the Infinite Campus Parent Portal and contact the school immediately with any questions about the attendance record. Unexcused absences will be subject to attendance investigation and can result in penalty as imposed by Georgia's compulsory attendance law. Excessive absences may jeopardize a student's ability to earn course credits for the semester or year and/or enrollment status in Henry County Schools in specific circumstances. In addition, withdrawal from school before graduating may jeopardize a student's eligibility to obtain or keep a driver's permit or license. See [Policy JBD: Absences and Excuses](#) and [Policy JBCD: Transfer and Withdrawals](#).

### **Truancy Intervention Meeting**

As required by law, 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 unexcused tardies/early checkouts, parents may be required to attend a Truancy Intervention Meeting ("TIM").

### **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**

Any student who is or becomes 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 arrange 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).

**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 are not responsible for supervising students prior to the arrival of the first bus each morning.

# SCHOOL CLOSURES



## Delayed Start of the School Day

In the event that it becomes necessary for the District to delay the start of the school day, schools may have a two (2) hour delay in the start time. As transportation buses serve all District 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 11 a.m. The school's bus arrival time will also change to reflect the two (2) hour delay. For example, if a student's school bus stop is normally 7:35 a.m. then the time will be adjusted to 9:35 a.m. under a two-hour delay. **A delayed start will not change the school end times on that day, including bus transportation.**

## Early Release from School

During scheduled early release days, students will be dismissed at the following times:

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

## Cancellation of School / Modification of School Day

In the event of severe weather or other emergencies, official information about school closings or modifications to the start or end times of school will be broadcast on Atlanta area radio and television stations and will be posted on the Henry County Schools website. Parents should be aware that severe weather or other emergencies could cause school to be canceled after the school day has already begun. Parents should plan accordingly. In the event it becomes necessary to modify the start or end of the school day, a communication will be shared regarding the adjusted start or end time. For additional information about adjustments, see the "Delayed Start of the School Day" section within this Handbook.

## Remote Learning / Academic and Operational Continuity Plan

In the event of any unforeseen interruption that results in an extended school building closure, the community will be notified through the school website, news or media outlets, and/or any official platform or social media accounts managed by Henry County Schools. Classes and instruction will continue remotely for the extended time. In this instance, students and families can expect:

- Regular updates, guidance, and communication to be available on the district website and communicated through the Infinite Campus messenger system. (To register your contact information in Infinite Campus, please contact your local school administrator.)
- Teachers will continue to provide instruction and schoolwork using available technology tools.
- Students should plan to continue engaging in the scheduled remote instruction and completing assignments as provided by the teacher.
- Students who have limited wireless access or technology, a broken or misplaced student learning device, (e.g. Chromebook), or conflicts during the school day should notify their teacher, counselor, or school administrator for an alternate plan.
- Misconduct during remote instruction will be addressed as necessary in alignment with the Code of Conduct.
- Multiple absences from remote instruction will result in teacher, administrator, or staff follow-up (unless absences are communicated and pre-arranged by student/family).
- Unless waived by the Board of Education, grade reporting will follow Henry County Schools' grade reporting policy (unless absences or missed assignments are communicated and pre-arranged by student/family). [Policy IHA: Grading Systems; Administrative Regulation IHA-R\(1\): Grading Systems – 9<sup>th</sup> Grade 2018-2019 or before; Administrative Regulation IHA-R\(2\): Grading Systems – 2019-2020 \(first time\) and beyond.](#)

Be aware that unless specifically waived by the Henry County Board of Education, Superintendent (or designee), or other legal authority, many school, student, and parent obligations contained elsewhere in this Handbook may continue to exist in a remote learning environment including but not limited to absences and mandatory reporting of Child Abuse. During any such unforeseen interruption, please be vigilant of districtwide communications and consult temporary or emergency Resolutions by the Board of Education and administrative regulations or procedures of the Superintendent.

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



## 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. Henry County Schools personnel have 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 the 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, [Policy JGI: Child Abuse or Neglect](#)

Georgia law requires that all school employees report to the local Department of Family and Children Services (DFCS) any reasonable cause to believe that suspected cases of child abuse or neglect has occurred (O.C.G.A. § 19-7-5(c)(1)). Failure to comply with this mandatory reporting 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 Schools employee has reasonable cause to believe that suspected child abuse has occurred involving an employee or volunteer of the school, the employee must report the suspicion of abuse to the DFCS and the 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 by other oral communication, or a written report may be made by electronic submission or facsimile to the DFCS and to the school principal or the principal's designee. Pursuant to Georgia law, O.C.G.A. § 19-7-5, Henry County Schools must notify individuals who volunteer in the school district of their obligations as mandated reporters for suspected child abuse. See "Visitors or Volunteers" section of this handbook.

### Child abuse includes but is not limited to the following:

- 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;
- Neglect or exploitation of a child by a parent or caretaker thereof;
- Endangering a child;
- Sexual abuse; or
- Sexual exploitation of a child.

### Georgia law requires that all volunteers:

- Report, not investigate, any suspensions of child abuse as defined above to the principal, supervisor, or designee of the facility within which he/she is volunteering immediately, but in no case later than the end of the school day or school event.
- If the above individuals are not available, then Georgia law requires that the volunteer 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.
- If you suspect the child is in immediate danger, you are directed to call 911 immediately.

### Guidance:

- A verbal report of any suspicions of child abuse should be made in person to the school's designee 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, mandated reporters are immune from any civil or criminal liability that might otherwise be incurred or imposed, provided that the report is done 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 Schools website that will aid you in understanding the signs and symptoms of child abuse/neglect <https://schoolwires.henry.k12.ga.us/Page/135746>.
- If you have questions, please contact the principal, school designee, or the Student Services Department, at 770-957-3945.

**By your signature on the acknowledgment form of this Handbook (via digital registration or hard copy form), 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 when with parents or guardians or caregivers and not at school. 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 within the limits of Henry County School's policies and procedures. For additional information, contact the school principal or the Student Services Department at 770- 957-3945.

#### **Cluster Nurses, [Policy JGC: Student Health Services](#)**

Cluster nurses are Georgia licensed nurses that 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 exceptional student education nurses, in coordination with the lead nurse and in accordance with Henry County Schools policies and procedures. For additional information, contact the Family Student Services Department at 770-957-3945.

#### **Foster Care**

Foster care is 24-hour substitute care for children placed away from their parents or guardians. In these situations, the Department of Family and Children Services (DFCS) has placement and care responsibility. Children may live in group homes, relatives' homes, supervised independent living settings, or unrelated foster parents' homes. If you have questions about the rights of children in foster care or need assistance, please contact the Foster Care Liaison in the Student Services Department at 770-957-3945 or your School Social Worker.

#### **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 parents or guardians will be notified 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 Student Services Department at 770-957-3945.

## Hospitalizations

If your child has had a medical/surgical procedure and/or hospitalization, a note from a licensed healthcare provider must be provided that states the student may return to school and whether or they may participate in physical activities such as athletics or physical education or if there are special considerations for dietary needs.

## Hospital/Homebound Services

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

Henry County Schools will provide hospital/homebound services to students when the requirements of the law, including, to, Ga. Rules and Regulations 160-4-2-.31, which 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 Henry County Schools and provide such medical referrals and releases of records as requested by Henry County Schools. 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. Hospital/homebound services are not intended to supplant regular school services and are temporary by design.

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 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 refer to Henry County Schools website or contact the school for a referral as soon as the child's illness is diagnosed. For students with an Individual Education Program (IEP), once the referral form is received and approved an IEP team will meet to consider Hospital/Homebound Services. During the 2022-2023 school year, all HHB services will be provided virtually. For additional information, contact the principal, Office of Family Services, or the Exceptional Student Education Department (students with Special Education services 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 the safety of all students and staff, please do not send your child to school if he/she is sick. If a student arrives at school sick, his/her parent/guardian will be contacted to pick up the child. Children should not return to school until they are free from vomiting, diarrhea, and/or fever, without the use of medication, for at least 24 hours. Regarding fever, a child with a fever (oral temperature of 99.5 degrees or higher with other symptoms of illness present OR temperature of 100.4 degrees or higher, regardless of whether other symptoms are present) should stay home until there are 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 school's front office staff 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(ren). If your student is injured at school, you may be responsible for all medical costs, even if the accident happens on school property. As a service to parents/guardians, information regarding optional and affordable student accident insurance will be sent through the Infinite Campus Parent Portal at the beginning of each school year. We highly recommend that you consider the Student Accident insurance coverage for your student this year to help cover any out-of-pocket costs for a potential accident. 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 maintains insurance and the student cannot provide proof, then the student will not be eligible to participate in the activity.

### **Kids in Transition Team (KIT)**

The Kids in Transition Team serves students experiencing transition through placement in Foster Care or homelessness.

### **Medicine, [Policy JGCD: Medication](#) and [Regulation JGCD-R\(1\): Medication-Procedure](#)**

When students must take medicine at school, by prescription or over-the-counter (OTC), 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 pharmaceutical container and have a current pharmacy label. Over-the-counter (OTC) medication must be in the original pharmaceutical container.** At school, only the age or weight-appropriate dosages, per OTC label, will be administered unless directed otherwise in writing by a physician. Every effort should be made for medication doses to be given at home.

**All prescriptions and over-the-counter medicine will 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). For specific procedures concerning medicine, see [Regulation JGCD-R\(1\): Medication-Procedure](#).

### **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 provides 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 parent 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 provides 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**

Henry County Schools does 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 provide levalbuterol sulfate to any student such employee or agent believes in good faith is experiencing perceived respiratory distress for immediate self-administration.

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.*, 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) forms are 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 medications 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 and written directions for administration (student's name, dosage, times to administer medicine). Parents should pick up unused medicine from the principal or his/her designee. Any medicine, including epinephrine injectors and emergency seizure medications, not picked up will be discarded at the end of each school year. **Medicine will not be sent home with students. For specific procedures concerning medicine, see [Regulation JGCD-R\(1\): Medication-Procedures](#).**

#### **Diabetes Medical Management Plan**

Each school shall have an appointed staff member(s) 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**

School meals are served daily that meet the U.S. Department of Agriculture's (USDA) nutrition requirements and standards for school meal patterns. Free and Reduced-Price Meal Applications are available electronically (online) using the Infinite Campus Parent Portal. You may also request a paper application from the school office at any time.

School meals may be purchased at the cost of \$1.75 for Breakfast and \$3.25 for lunch. A la carte items are available and priced separately.

### **Scoliosis Screening Program**

The school system is required to offer initial scoliosis screenings of Henry County students in grades 6<sup>th</sup> and 8<sup>th</sup> annually. Information regarding dates, times, and how screenings will be conducted, will be provided to parents/guardians. For more information, contact your child's school or the Student Services Department at 770-770- 957-3945.

### **Suicide Intervention, Prevention, and Postvention Program, [Policy JGJA: Suicide Prevention](#).**

The Henry County Board of Education complies with the standards and policies set forth by the Georgia 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 about Henry County Schools Suicide Intervention, Prevention, and Postvention Program, please contact the Student Services Department (770-957-3945). If you need assistance or you know someone who needs immediate assistance, please utilize the numbers below for 24/7 support.

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

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

# LEARNING, TEACHING, & ASSESSMENT - ELEMENTARY

Grades K-5



Henry County Schools embraces an aligned system of teaching and learning. For more information about teaching, learning, and assessment in Henry County Schools, please see [Policy BAB: School Board Governance](#) and [HCS Board Policies under the "Instructional Program" section of the HSC Board Policy Manual](#).

## 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 Henry County Schools and are loaned to students for use during the school year by their schools. Students are expected to handle these materials carefully and to keep them in good condition. Replacement textbooks will not be provided until the school receives payment for any textbooks lost or damaged by students. When student learning devices and textbooks are assigned, students should keep the asset tag and barcode identification card affixed to the book and device. The device should remain in the protective 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 and may also use media and other items in the media center. The media center is open during each school day. Students are responsible for items they borrow from the media center and will be required to pay for any items lost or damaged. See [Policy IFA: Instructional Materials and Content](#).

## Homework

Homework in Henry County Schools should provide time for students to practice what they have learned in class or to elaborate on information that has been introduced. Homework and practice should be used as instructional tools to help foster mastery of the outlined skills and concepts, and it should provide opportunities for students to refine and extend their knowledge of content taught throughout the school year. 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** - Approximately 0-30 minutes (collectively). Assignments should be those that require little parental assistance.

**First Grade** - Approximately 0-30 minutes (collectively). Assignments should be those that require little parental assistance.

**Second Grade** - Approximately 0-30 minutes (collectively).

**Third Grade** - Approximately 0-30 minutes (collectively).

**Fourth Grade** - Approximately 0-50 minutes (collectively).

**Fifth Grade** - Approximately 0-50 minutes (collectively).

Specifically, the following are suggestions of ways that parents should support their child(ren) 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 weekend 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 (e.g., Addition facts:  $6 + 5 = 11$ ;  $2 + 4 = 6$ ). Practicing a skill incorrectly may foster habitual errors or misconceptions.

### **Grading Systems**

For information related to grading, including grade reporting, calculation, and communication, please reference [Policy IHA: Grading Systems](#) and [Regulation IHA-R\(2\): Grading Systems – 9<sup>th</sup> Grade in 2019-2020 & Beyond](#) for students entering 9<sup>th</sup> grade for the first time in 2019-2020 or in subsequent years.

### **Georgia Assessment System**

- Georgia Assessments are administered to students as required by law as outlined below:
- **Kindergarten:** Students in Kindergarten are administered GKIDS 2.0 (Georgia Kindergarten Inventory of Developmental Skills) and the GKIDS Readiness Assessment.
- **Grades 3-5:** The End of Grade (EOG) Assessments are administered in grades 3-8 as prescribed by the Georgia Board of Education Rule Testing Programs- Student Assessment 160-3-1-.07 in accordance with O.C.G.A. § 20-2-281(a).
- Students who receive language education services (i.e., EL students) are administered the ACCESS test annually, and students who receive special education services may be eligible to participate in Georgia Alternative Assessment in lieu of the Georgia Milestones Assessment.
- 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 Henry County Schools website: [www.henry.k12.ga.us](http://www.henry.k12.ga.us).

## **PROMOTION, PLACEMENT, & RETENTION**

[Policy IHE: Promotion and 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. For students enrolled in grade levels with an associated state-required Milestones End of Grade Assessment, performance on the state test shall be considered when making promotion, placement, and retention determinations.

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

Henry County Schools uses a Promotion/Placement/Retention (PPR) Rubric to make decisions regarding promotion, placement, and retention for students in Kindergarten and Grades 1, 2, 3, 4, and 5. Each grade-level specific PPR Rubric outlines specific data points that each school uses as criteria for promotion, placement, or retention decisions. For more information related to promotion, placement, and retention, please reference [Regulation IHE-R\(1\): Promotion and Retention - Procedures](#) which can be found on the District's website, alongside [Policy IHE: Promotion and Retention](#).

# LEARNING, TEACHING, & ASSESSMENT - SECONDARY

Grades 6-12



Henry County Schools embraces an aligned system of teaching and learning. For more information, see [Policy BAB: School Board Governance](#) and [HCS Board Policies under the "Instructional Program" section of the HSC Board Policy Manual](#).

## Grading Systems

For information related to grading, please reference Regulation IHA-R(1) [for students who entered 9th grade for the first time in 2018-2019 or prior](#) and [Regulation IHA-R\(2\) for students who entered 9th grade for the time in 2019-2020 or subsequently, entering 9th grade for the first time in 2018-2019 or previous](#), [Regulation IHA-R: Grading Systems for students Regulation IHA-R: Grading Systems for students entering 9th grade for the first time in 2019- 2020 and beyond](#), which can be found on the District's website and located in [Policy IHA: Grading Systems](#). 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 9<sup>th</sup> grade for the first time. Please be sure to reference the appropriate Administrative Regulation based on the student's first-time 9<sup>th</sup>-grade entry 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 6-8:** The End of Grade (EOG) Assessments are administered in grades 3-8 as prescribed by the Georgia Board of Education Rule Testing Programs- Student Assessment 160-3-1-.07 in accordance with O.C.G.A. § 20-2- 281(a).

**Grades 9-12:** The End of Course Assessments (EOC) are administered when a student completes a course with an associated EOC as prescribed by the Georgia Board of Education Rule Testing Programs- Student Assessment 160-3-1-.07 in accordance with O.C.G.A. § 20-2-281(a).

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 Henry County Schools website: [www.henry.k12.ga.us](http://www.henry.k12.ga.us).

## Exam Schedule

The principal will arrange a semester exam schedule.

## PROMOTION, PLACEMENT, & RETENTION

[Policy IHE: Promotion and 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. For students enrolled in grade levels with an associated state-required Milestones End of Grade Assessment, performance on the state test shall be considered when making promotion, placement, and retention determinations.

### 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. For more information related to promotion, placement, and retention, please reference [Policy IHE-R: Promotion and Retention, and any associated regulations](#), which can all be found on the District's website.



**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 based on Henry County Schools' High School Promotion Criteria. Grade-level assignments for high school students are based on the following criteria:

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

# GRADUATION



## General Requirements

The Georgia Board of Education and the Henry County Board of Education establish graduation requirements for students seeking a diploma or certificate, which are available in [Policy IHF \(6\): Graduation Requirements- Entering Fall 2008- 09 and thereafter](#). 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 or certificate program.
2. **Required Courses:** Students must satisfactorily complete specific courses required to receive a High School diploma or an Alternate Diploma. 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 Handbook.
4. **Assessment:** Students must satisfy all applicable assessment requirements to be eligible for a High School Diploma or an Alternate Diploma.
5. **Employment/Education/Training:** For students who enter 9<sup>th</sup> grade for the first time 2020-2021 and beyond, seeking an Alternate Diploma must have transitioned to an employment/education/training setting in which needed support is provided by an entity other than the local school system.

## High School Graduation Requirements

Students must satisfy the graduation requirements in effect at the time they entered the 9<sup>th</sup> grade. Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements referenced in Georgia Board of Education Rule 160-3-1-.07 Testing Programs- Student Assessment. The requirements are outlined in [State Board of Education Rule IHF\(6\)](#) and [Policy IHF\(6\): Graduation Requirements](#). The Georgia 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 access the regular assessment program, are assessed with the Georgia Alternate Assessment (GAA). Students who are assessed with the GAA in middle school and in high school are eligible for an Alternate Diploma.

Specific questions may be addressed to school counselors or the Student Services Department. More information is available from the Georgia Department of Education at <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 vary among colleges, universities, and states. 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/Certificates

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

Special Education students with significant cognitive disabilities who enter ninth grade for the first time on or after 2020-2021, who participate in the Georgia Alternate Assessment (GAA 2.0) may be eligible to receive an Alternate Diploma if they meet the following criteria:

- Meet all curriculum and unit requirements.
- Meet assessment requirements by participation in GAA in middle school and in high school.
- Meet the transition requirement of reaching the age of 22 and 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 Ceremonies**

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. 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 activities and attire associated with them are determined by the individual schools. Specific questions should be directed to the school principal. For more information, See [Policy IKDB: Graduation Ceremonies](#).

# 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. A yearly registration fee of \$25.00 per family will be required at the time of registration. Registration for the program can be done by visiting the Afterschool website ([www.henry.k12.ga.us](http://www.henry.k12.ga.us)) or by calling the district office at 678-583-1211. The program begins immediately following school and is available until 6:00 p.m. A late charge will be assessed for pickups after 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. The Afterschool Program's goal is to keep all students safe, inspire them to learn beyond the school day, and offer parents peace of mind that their children are constructively engaged during afterschool hours.

## **Building Resourceful Individuals (Georgia General Assembly "BRIDGE Bill")**

The intent of the BRIDGE Bill (House Bill 0400) is to prepare students for the 21<sup>st</sup> Century demands in the workforce, global competition, and workforce readiness. Students must focus on their future at the beginning of their academic careers. The BRIDGE Bill requirements will be managed in our Robust Management System (e.g., Naviance). The Robust Management System (e.g., Naviance) is a college, career, and life readiness platform that connects academic achievement to postsecondary goals. Its comprehensive college and career planning solutions align student strengths and interests to long-term aspirations, improving student outcomes and connecting learning to life. The BRIDGE Bill promotes planning for high school and postsecondary education options during the middle school years. Eighth (8<sup>th</sup>) 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. In compliance with Georgia Senate Bill 401, all 8<sup>th</sup> and 10<sup>th</sup>-grade students will complete a career aptitude inventory.

Students in the sixth (6<sup>th</sup>), seventh (7<sup>th</sup>), and eighth (8<sup>th</sup>) 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 in grades 9<sup>th</sup>-12<sup>th</sup> shall be provided lessons, career aptitude assessments, 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, armed forces 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 may serve students in kindergarten through fifth (5<sup>th</sup>) 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. Specific questions regarding gifted education services should be directed to the school principal.

## **Online and Blended Learning Options**

### Blended Learning:

Henry County Schools offers a blended learning environment through Impact Academy for students in grades K-12. Impact's educational practice is to engage students with the best of online learning and the best of face-to-face learning. Impact Academy is a unique program that allows full-time blended students in grades K-12 to maintain dual enrollment at the home school and Impact Academy, so they may participate in extracurricular and co-curricular activities while receiving their education in a blended fashion. More information can be found on our website: [www.henry.k12.ga.us/ia](http://www.henry.k12.ga.us/ia).

### Virtual Learning:

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 courses offered during the regular school day. If an online course is chosen outside the normal operating hours of 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 grading periods beginning two weeks prior to the end of the period and ending on the last day of the marking grading 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 for middle or high school students (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.

### Options for Full-time and Part-time Blended and Online Learning

	Grades 3-5	Grades 6-8	Grades 9-12
Full-Time Blended Learning Option	Impact Academy, K-5 (within HCS)	Impact Academy (within HCS)	Impact Academy (within HCS)
Full-Time Online Learning Options	Georgia Cyber Academy & Connections Academy (external providers)	Georgia Cyber Academy (external provider)	Georgia Cyber Academy (external provider)
	Impact Academy, K-5 (within HCS)	Impact Academy (within HCS)	Impact Academy (within HCS)
Part-Time Blended Learning-Option	None	None	Impact Academy (within HCS)
Part-Time-Online Learning Option	None	None	Henry County Online Academy (within HCS) & Georgia Virtual School (external provider)

**Please note that online learning options within Henry County Schools may be expanded or revised during an unanticipated interruption in operations leading to school closures** (see "Remote Learning / Academic and Operational Continuity Plan" section within this Handbook). **Further, 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 Georgia Virtual School, which is a program of the Georgia Department of Education's Office of Teaching and Learning. Program contact information for Impact Academy can be found at [www.henry.k12.ga.us/ia](http://www.henry.k12.ga.us/ia) and by contacting your school counselor.

**Impact Academy**  
[www.henry.k12.ga.us/ia](http://www.henry.k12.ga.us/ia)

### Dual Enrollment

Dual Enrollment (DE) programs provide opportunities for Georgia high school students in 11<sup>th</sup> and 12<sup>th</sup> grades, and 10<sup>th</sup>-grade students who meet the criteria to take college level courses and earn concurrent credit toward a high school diploma while still in high school. The student must meet all requirements for the DE program, be accepted by an eligible institution, courses must be approved by their high school counselor, and courses must be listed on the GAFutures approved course directory. Students may enroll full-time or part-time in credit-bearing college-level courses approved by the Georgia Board of Education and Georgia Student Finance Commission. Please visit the Henry County Schools website for up-to-date information on post-secondary and Dual Enrollment programs. (<https://schoolwires.henry.k12.ga.us/domain/8984>).

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

Prior to enrollment, each student participating in a post-secondary DE program and the student's parent(s)/guardian(s) are required to meet with the school counselor and sign a participation agreement and a document at their high school stating they have a clear understanding of the student's responsibilities. By signing these documents, 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, or Dual Enrollment program, there could also be financial implications, an inability to meet graduation requirements, or an inability to proceed in the program the following semester or year.

DE students must take all applicable End of Course assessments. Students must provide their home high school with evidence of successful completion of post-secondary course work by presenting a transcript from the college or university. Participating students must check in with their high school counselor frequently to provide an update on academic progress. 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 Dual Enrollment program are eligible to participate in competitive and other extracurricular activities, following the provisions of Georgia Board of Education 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.

### **School Counselors**

School counselors develop and implement comprehensive school counseling programs that meet the diverse needs of 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 American School Counselor Association 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/guardians, 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, 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 health crisis.

### **School Psychologists**

School psychologists apply their knowledge of mental health, learning, childhood disabilities, and behavior to help students succeed academically, socially, behaviorally, and emotionally. They provide a comprehensive range of services, which include psychoeducational testing for special education eligibility, consultation and collaboration, and Multi-Tier System of Supports (MTSS) 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, crisis response team, and instructional support. School psychologists are active participants in MTSS. They assist school teams with selecting evidence-based interventions to address a student's academic achievement, behavior, and social-emotional wellbeing at school and at home.

School psychologists have expertise in collecting and analyzing data, which allows schools to make data-based decisions, utilize progress monitoring, and evaluate the effectiveness of various programs. School psychologists collaborate with teachers, parents, and other professionals to create safe, healthy, and supportive learning environments.

While school psychologists offer a wide range of services, they cannot serve in the same role as a private therapist. School psychologists can provide referrals to outside mental health clinicians.

### **School Social Worker Services**

School social workers act as 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; advocating and supporting students in foster care; 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, see [Policy IDDF: Special Education Programs](#), and are provided for students in all disability areas recognized by the State of Georgia. Programs and classes 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 the Assistant Principal responsible for 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 Supports (MTSS) integrates instruction, assessment, and intervention within a multi-tiered 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 tiers of instructional interventions and supports that account for all students within our district. Each tier 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 studentwork.

#### 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.

### 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.

### **Student Support Team**

The Student Support Team (SST) is a committee of experienced teachers, other educators, and parents 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.

### **Seclusion and Restraint**

Henry County Schools and the Georgia Department of Education support a positive approach to behavior. This approach includes 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.

In order to protect the safety of students and staff, the Georgia 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/imminent 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 [Policy JGF \(2\): Seclusion and Restraint of Students](#) to ensure the students' safety. This policy includes, among other things:

- 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.

### **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. See [Policy IDDF: Special Education Programs](#).

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 <https://schoolwires.henry.k12.ga.us/Page/125495>.

### 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 Schools 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 (e.g., 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.
5. 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.
6. Review: If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

### **State-Funded Instructional Extension Program**

The State-Funded Instructional Extension Program (SIEP) provides low-performing students with additional 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.

### **Title I Program**

The federally funded Title I program of the Elementary and Secondary Education Act of 1965 provides instructional support in reading, mathematics, science, and social studies 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 are 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 Division. Professional development activities are 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.

# 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 and 770-957-1891.

## **Athletics, [Policy IDE\(3\): Competitive Interscholastic Activities, Grades 6-12.](#)**

Students enrolled in grades 7-12 meeting academic requirements will be eligible to participate in interscholastic athletic events. Students in grades 7 and 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](http://www.ghsa.net).

Henry County Schools offer a wide variety of interscholastic athletic opportunities at the high school level. High schools participating in interscholastic sports events subject to GHSA will comply with GHSA rules. 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 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 webpage 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 webpage of each high school's website and the athletic webpage for the district located at <http://schoolwires.henry.k12.ga.us/domain/37>. For more information, contact the Coordinator of Athletics, at 770-957-6601.

## **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, Instruments 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 and/or instrument that is too bulky for students to safely hold in their lap is prohibited on the bus. Any instrument being carried on the bus must be placed in the student's lap. For safety reasons, book bags and/or instruments may not be placed in the center aisle of the bus. All student bags are subject to search. The principal may designate additional restrictions on book bags to ensure a safe and orderly environment.

## **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 Henry County Schools 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. Henry County Schools 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.**

**The parent or designee must accompany their student(s) at the bus stop drop-off and pick-up for students eight years old and younger. A student eight years and under will be brought back to their school in the afternoon if a parent, guardian or designee is not present at the bus stop to receive them or if they otherwise appear to have no appropriate supervisor. A bus driver must be able to identify the parent or designee. Driver will only release students at their designated bus stop. Please arrive at the bus stop 5 minutes prior to bus arrival. This requirement also applies to Special Needs Students who MUST have adult supervision during drop-off. The guidelines below are mandated by Georgia’s Department of Family Children Services (DFCS) division as it relates to students requiring adult supervision (<http://dfcs.georgia.gov>).**

8 and under	Should never be left alone, even for short periods of time.
Between 9-12	Based on level of maturity, can be left at home for brief periods of time. (Never as a babysitter)
13 and older	Generally, can be left as babysitters, with the exception of children in foster care. It is not recommended however, that 13 years old baby-sit infants, small children and children require special needs attention due to medical conditions.

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 only cross the road in front of the bus and 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.

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

1. Students must use only the bus and the bus stop assigned to them.
2. Students may not enter or leave the bus at any place except the student's regular bus stop or school unless the student has a note from home that has been approved by the principal or principal or designee.
3. Students who must change buses at any school must follow the rules of that school. See section below on Transportation Change.
4. Students must stay in their seat while the bus is in motion. Students may not reserve seats.
5. Students must obey all bus safety rules and the directions of their bus driver.
6. Students are not allowed to transport balloons, flowers, glass containers, or animals (dead or alive, including insects) on the bus.
7. Students are not allowed to consume food or drink on the bus.
8. Students must not throw anything including litter inside or outside of the bus, or cause damage to the bus.
9. Students must obey all rules listed in the Code of Conduct section of this Handbook while riding a school bus.
10. Using any electronic devices during the operation of a bus is prohibited, including but not limited to, cell phones, pagers, audible radios, tape or compact disc players without headphones, or any other electronic device in a manner that might interfere with bus communications equipment or the driver’s operation of the bus.
11. Parent Application: “Here Comes The Bus”. Shows tracking of the school bus, Gives scheduled and actual arrival times at home and school for your bus route. Provides push and email notifications when bus is near. **visit <https://herecomesthebus.com>**

Violations of the bus rules will be handled with disciplinary consequences through the Code of Conduct.

### **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**

Parking on school property is a privilege, not a right. Students who wish to park vehicles on school property must first obtain a parking permit from the principal or principal's designee. The principal or the principal's designee shall have the right, but not the obligation, to grant a permit, in his/her sole discretion. 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 may result in suspension or expulsion from school, revocation of parking privileges, and/or having the vehicle towed away at the driver's expense. **As an express condition of obtaining a parking permit or being allowed to park on school property, the student and vehicle owner, consent to the principal and his/her designee having the right to search the vehicle without first obtaining permission of the student or the owner of the vehicle. Such a search may be conducted without notice and without a search warrant.**

### **Extracurricular Activities**

The principal, and/or principal's supervisor must approve 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. 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 <https://www.ghsa.net/constitution>.

### **Field Trips, [Policy IFCB: Field Trips and Excursions](#)**

Parents will receive notices of field trips in advance of the scheduled trip and will be asked to sign a field trip permission form. 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 chewing at school and on the bus is prohibited.

### **JROTC and the 2020 National Defense Authorization Act**

Federal law allows home school students the opportunity to enroll in Junior Reserves Officers' Training Corp (JROTC) programs currently available to public school students. Henry County Schools will abide by the provisions of such federal

law and any authorizing regulations, procedures, or guidance as such are made available to school districts. Parents interested in enrolling their student in JROTC should contact their school to inquire about enrollment. For additional information, please contact the enrollment office at 770-957-6601.

### **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 designated date determined by the school will be discarded. Items of clothing that can be removed, such as coats and sweaters, should be labeled with the student's name to prevent the item from being placed in the Lost and Found.

### **Lunch with Students/Outside Food Policy**

Authorized adults identified as emergency contacts by the enrolling parent(s) and biological parents identified on the birth certificate are welcome to eat lunch with their children at school. The authorized adult must present a valid government-issued photo ID. Visitors must clearly display the school-issued visitor's badge for the duration of the visit.

A principal may limit the number of lunch visitors, restrict certain days of the school year, designate a location or have other restrictions for lunch visits to ensure a safe and orderly environment.

Authorized adult visitors are encouraged to purchase a school lunch but are permitted to bring food to the school for consumption by themselves and their child(ren). Authorized adult visitors 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 authorized adult visitors 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 adjusted. For information regarding the School Nutrition Program, including meal prices, refer to the *School Nutrition Services* section of this Handbook or contact the School Nutrition Department.

During the visit, visitors are not permitted to take pictures of other students or question other students about conflicts or academics. Lunch visitors are not permitted to visit any other areas of the school. Visitors should report to the office to sign out and turn in the visitor's badge immediately following lunch.

Please refer to the *Child Abuse* section within this Handbook for Georgia law requirements regarding school volunteers and visitors reporting, not investigating, any suspicions of child abuse to the principal, supervisor, or designee of the facility at which the person is volunteering. This report should be made immediately, but in no case later than the end of the school day or school event for which the person is serving as a volunteer.

### **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. If a parent wishes to bring food to their child's class, they should obtain prior approval from the child's teacher. Only commercially prepared or store-purchased items will be permitted.

When parents bring food to their child's classroom, after being approved by the child's teacher, 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. The principal may designate additional restrictions on class parties and outside food permissions.

### **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 another 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 office or teacher 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. Teachers are available for parent-teacher conferences during work hours when teachers do not have instructional responsibilities (e.g., before or after school and during planning periods).

### **Pets**

No pets 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. Animals are not allowed on the school bus unless required by law.

### **Pledge of Allegiance, [Policy IKD: School Ceremonies and Observances](#)**

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, [Policy IKD: School Ceremonies and Observances](#)**

Each school shall have a designated time each school day to 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.

### **Commercial Sales to / Soliciting Funds from Students or Employees**

Seeking commercial sales or soliciting funds from students or employees by any business, industry, organization, or individual for the purpose of selling a product, service, or membership (e.g., solicitation) 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, see [Policy KEB: Solicitations](#). **Please do not allow your child to bring items to school for purposes of selling items or soliciting funds from students or employees.**

### **Student Learning Devices**

The EmpowerHCS program is designed to support the District’s 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, laptops, Chromebooks, and iPads. The District loans students a device to use and students are expected to transport their assigned device to and from school each day. All student learning devices and accessories are the property of Henry County Schools. Students must comply with [Policy IFBGA: Electronic Communications](#), 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. Examples of improper use/mal intent/intentional damage may include 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.

### **Notice of Waiver to Transport Chromebook to and from School**

Unless the parent/guardian requests otherwise, students 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 within 30 days of the beginning of the school year or the date of enrollment. Regardless of parental consent or notification, to ensure an equitable learning experience, all students are required to use student learning devices to access, create, and share educational content at school.

### **Student Records and Academic Information**

**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. **Once a student reaches 18 years of age, he/she becomes an "eligible student," and education record rights formerly given to parents transfer to the student.** For more information about parent rights to student education records, directory information that can be disclosed, other disclosure of student education records, and related complaints, see the Federal

Laws section describing Family Educational Rights and Privacy Act (FERPA) within this Handbook or [Policy JR: Student Records](#).

### Academic Information

Academic information includes items such as individual student attendance and discipline records, transcripts, and test results and may be held within a student's educational record. Such information is confidential, and access is restricted.

Parents/guardians have the right to seek amendment of the student's academic information and/or education records that the parents/guardians believe to be inaccurate, misleading, or in violation of the student's privacy rights. Such requests should be made in writing to the Principal. The rights afforded to parents/guardians can transfer to the student when the student reaches eighteen years of age.

### **Teacher and Paraprofessional Qualifications**

In accordance with ESSA (the federal law, 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. 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.

### **Textbook and Instructional Orders and Inventories**

Schools are expected to use textbooks, instructional resources, and student learning devices (e.g. Chromebooks, iPads, laptops) adopted as the school system's curricular materials. The Information Services Division will provide a student learning device to all K-12 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 devices 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. A request to change a student's transportation must be received in writing with the signature of an enrolling parent. Parents should give specific dates and instructions to explain any change to the way their child should be transported home. Phone calls, emails, social media, and/or text messages cannot be accepted as a change of transportation requests. **The principal or principal or designee must approve the note.**

Last minute or frequent 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. A principal may have additional requirements for approving requests for transportation changes to ensure the safety of students.

### **Video or 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 or Volunteers**

Parents are encouraged to visit the school for conferences and school activities. **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.** Only designated adults listed on the emergency card by an enrolling parent and biological parents identified on the birth certificate will be permitted to visit the school for designated activities. The parent/designated adult must present a valid government-issued photo ID. Visitors must adhere and clearly display the school-issued visitor's badge for the duration of the visit.



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.

It is the practice of Henry County Schools to require criminal background information on mentor candidates and parent volunteers who plan to chaperone overnight field trips or whose volunteering will place them in contact with students on a regular basis. While visiting or volunteering, visitors are not permitted to take pictures of other students or question other students about confidential, private, or student education record matters. Visitors are not permitted to visit any other areas of the school outside of the approved location. Visitors should report to the office to sign-out and turn-in the visitor’s badge immediately following approved activity.

Students should have lunches, Chromebooks or learning devices, textbooks, homework, paper, pencils, or other necessary items upon arrival at school. If a parent is visiting the school, even for the purpose of dropping off school materials, the parent must report to the front office. Disrupting a student’s instructional time by calling a student to the office to pick-up forgotten items from a parent or visitor is discouraged, as it also may disrupt other students. A principal may have additional requirements for approving visits to ensure a safe and orderly environment.

Please refer to the “Child Abuse” section of this Handbook for Georgia law requirements of school volunteers and visitors to report, not investigate, any suspicions of child abuse to the principal, supervisor, or designee of the facility within which he/she is volunteering immediately, but in no case later than the end of the school day or school event.



Henry County Schools is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Educational Rights and Privacy Act, the Children’s Online Privacy Protection Act, the Student Data Privacy Accessibility and Transparency 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 based on 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

Board policy prohibits 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.

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. 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 DFK: Gifts and Bequests](#).

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. More information about the Sports Equity Coordinator can be found on page 2 of this Handbook. The Sports Equity Coordinator shall investigate any complaint received by the school system alleging noncompliance with the Georgia Equity Sports Act. Such investigation shall be in accordance with the grievance procedures of [Policy Exhibit JAA-E\(1\): – Gender Equity in Sports](#) for resolution of complaints regarding gender equity in sports, as adopted by the Board. For any additional information, see [Policy IDFA: Gender Equity in Sports](#).

As required under O.C.G.A. § 20-2-315, students are hereby notified that the Sports Equity Coordinator for Henry County Schools is Mrs. Mary Ann Suddeth, Chief School Leadership Officer. For inquiries or complaints concerning sports equity or alleged gender discrimination in sports, please contact 770-957-7189. For additional information, please see Henry County Board of Education [Policy Exhibit JAA-E\(1\): – Gender Equity in Sports](#).

## The Family Educational Rights and Privacy Act (FERPA)

FERPA affords natural parents/guardians, stepparents (in some cases), 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. Please See [Policy JR: Student Records](#) for more information.
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.
- 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

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.

#### Directory Information

Under FERPA, 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 but are not limited to 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, email, 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;
- 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 requests 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. By law, social security numbers are to be kept confidential, see [Policy JBC\(3\): Social Security Numbers](#).

A 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.

## 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 a parent 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.

Henry County Schools 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. Please See [Policy KEBA: Solicitations of Students](#) and [Policy JRA: Student Data Privacy Complaints](#) for further information. Henry County Schools 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 Henry County Schools are:

- Dr. Duke Bradley III, Office of the Superintendent (Title VI and Title IX)
- Dr. April Madden, Family and Student Support Services (IDEA, Section 504, Title II, and ADA - Students)
- Dr. Carl Knowlton, Human Resource Services (Title II and ADA - Employees)
- Mrs. Mary Ann Suddeth, Leadership Services (Sports Equity)
- All school principals (site-based for Title IX), whose contact information appears in the "Title IX Coordinators" section of this Handbook.

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

### **Children’s Online Privacy Protection Act (COPPA) Notice**

The District follows compliance related to the Children’s Online Privacy Protection Act (COPPA). 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 Schools, 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 for 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 website 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 Data Privacy Accessibility and Transparency**

The Georgia Student Data Privacy, Accessibility, and Transparency Act affords 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. For more information, please See [Policy JRA: Student Data Privacy Complaints](#). 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  
396 Tomlinson Street  
McDonough, GA 30253

Pursuant to the Parents’ Bill of Rights, O.C.G.A. § 20-2-786, each parent has the right to review all instructional materials intended for use in the classroom of your their child; the right to access all records relating to their child; the right to access information relating to promotion and retention policies and high school graduation requirements; the right to provide written notice that photographs, video or voice recordings of their child are prohibited; and, the right to request, in writing, any of this information. Instructional materials are available for review during the first two weeks of each nine-week grading period at each child’s school. For more information, or to make a request for any information listed above, please contact:

Erica Harrison Arnold, Esq.  
Executive Director, Legal Compliance  
33 N. Zack Hinton Parkway  
McDonough, GA 30253

### **Sexual Harassment Policy, [Policy JCAC: Sexual Harassment of Students](#)**

It is the policy of Board to maintain an environment that is free from all forms of discrimination and harassment on the basis of sex. The Henry County Board of Education (the “Board”) does not discriminate on the basis of sex in the education program or activity that it operates. The Board is required by Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*) and its regulations (34 C.F.R. § 106.8) not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX and its regulations to the Board may be referred to the Board’s Title IX Coordinators, the Assistant Secretary for Civil Rights of the Department of Education, or both. 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.

It shall be a violation of this JCAC policy for any student or employee of the District to engage in sexual harassment.

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following criteria:

- (1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board’s education program or activity; or

- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Any student or employee who believes that he or she has been exposed to sexual harassment or retaliation in the Board's education program or activity should immediately report the act to the Board's Title IX Coordinators. Any employee that is on actual notice of sexual harassment or retaliation must immediately report the act to the Board's Title IX Coordinators.

Any student or employee has the right to file a formal complaint alleging sexual harassment or retaliation to the Board's Title IX Coordinators. The Board has adopted a grievance process to address all formal complaints filed. That grievance process:

1. Treats complainants and respondents equitably.
2. Requires an objective evaluation of all relevant evidence.
3. Assures that all Title IX Coordinators, investigators, decision-makers, or any person designated to facilitate an informal resolution process do not have a conflict of interest or bias.
4. Presumes that the respondent is not responsible for the alleged conduct.
5. Provides for reasonably prompt time frames for the conclusion of the grievance process.
6. Describes the range of possible disciplinary sanctions and remedies following a determination of responsibility.
7. Adopts the preponderance of the evidence standard for complaints against both students and employees.
8. Provides for and describes the appeal process.
9. Describes the range of supportive measures available to both complainants and respondents.
10. Does not require, allow, rely upon, or otherwise questions or evidence that constitute or seek the disclosure of information protected under a legally recognized privilege unless it has been waived.

#### **Title IX Coordinators under [Policy JCAC: Sexual Harassment of Students](#)**

Specifically, the following school-based persons have been designated to handle inquiries and concerns regarding federal protections against discrimination based on sex in education programs or activities under Title IX of the Education Amendments of 1972: In the event a school does not have a principal listed at the time of this publication, please contact Dr. Duke Bradley III at [Duke.Bradley@henry.k12.ga.us](mailto:Duke.Bradley@henry.k12.ga.us), the District's Title IX Coordinator.

### **ELEMENTARY SCHOOLS\***

#### **Austin Road** (Pre-K; K-5)

Ms. Lois Barney, Principal and Site-Based Title IX Coordinator  
50 Austin Road, Stockbridge, GA 30281  
Phone: 770-389-6556; Fax: 770-389-5909  
Email: [Lois.Barney@henry.k12.ga.us](mailto:Lois.Barney@henry.k12.ga.us)

#### **Cotton Indian** (K-5)

Ms. Elyse Durden, Principal and Site-Based Title IX Coordinator  
1201 Old Conyers Road, Stockbridge, GA 30281  
Phone: 770-474-9983; Fax: 770-474-6959  
Email: [Elyse.Durden@henry.k12.ga.us](mailto:Elyse.Durden@henry.k12.ga.us)

#### **East Lake** (K-5)

Ms. Jennifer Laughridge, Principal and Site-Based Title IX Coordinator  
199 East Lake Road, McDonough, GA 30252  
Phone: 678-583-8947 Fax: 678-583-8927  
Email: [Jennifer.Laughridge@henry.k12.ga.us](mailto:Jennifer.Laughridge@henry.k12.ga.us)

#### **Flippen** (K-5)

Dr. Toni Obenauf, Principal and Site-Based Title IX Coordinator  
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Phone: 770-954-3522 Fax: 770-954-3525  
Email: [Toni.Obenauf@henry.k12.ga.us](mailto:Toni.Obenauf@henry.k12.ga.us)

#### **Hickory Flat** (K-5)

Ms. Dana Flowers, Principal and Site-Based Title IX Coordinator  
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Phone: 770-898-0107 Fax: 770-898-0114  
Email: [Dana.Flowers@henry.k12.ga.us](mailto:Dana.Flowers@henry.k12.ga.us)

#### **Bethlehem** (K-5)

Dr. Jessalyn Askew, Principal and Site-Based Title IX Coordinator  
1000 Academic Parkway, Locust Grove, GA 30248  
Phone: 770-288-8571; Fax: 770-288-8577  
Email: [Jessalyn.Askew@henry.k12.ga.us](mailto:Jessalyn.Askew@henry.k12.ga.us)

#### **Dutchtown** (K-5)

Dr. Sherri Greene, Principal and Site-Based Title IX Coordinator  
159 Mitchell Road, Hampton, GA 30228  
Phone: 770-471-0844; Fax: 770-471-8066  
Email: [Sherri.Greene@henry.k12.ga.us](mailto:Sherri.Greene@henry.k12.ga.us)

#### **Fairview** (Pre-K; K-5)

Dr. Vaneisa Benjamin, Principal and Site-Based Title IX Coordinator  
458 Fairview Road, Stockbridge, GA 30281  
Phone: 770-474-8265; Fax: 770-474-5528  
Email: [Vaneisa.Benjamin@henry.k12.ga.us](mailto:Vaneisa.Benjamin@henry.k12.ga.us)

#### **Hampton** (Pre-K; K-5)

Dr. Johanne St. Aime, Principal and Site-Based Title IX Coordinator  
10 Central Avenue, Hampton, GA 30228  
Phone: 770-946-4345; Fax: 770-946-3472  
Email: [Johanne.Staime@henry.k12.ga.us](mailto:Johanne.Staime@henry.k12.ga.us)

#### **Locust Grove** (K-5)

Vacant\*\*, Principal and Site-Based Title IX Coordinator 95  
Martin Luther King Jr. Blvd, Locust Grove, GA 30248 Phone:  
770-957-5416; Fax: 770-957-4775  
Email: N/A

**Luella (K-5)**

Dr. Carla Montgomery, Principal and Site-Based Title IX Coordinator  
575 Walker Drive, Locust Grove, GA 30248  
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**New Hope (K-5)**

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**Ola (K-5)**

Ms. Amanda Cavin, Principal and Site-Based Title IX Coordinator  
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Phone: 770-957-5777; Fax: 770-957-7031  
Email: [Amanda.Cavin@henry.k12.ga.us](mailto:Amanda.Cavin@henry.k12.ga.us)

**Pleasant Grove (K-5)**

Ms. Tracie Copper, Principal and Site-Based Title IX Coordinator  
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**Rock Spring (K-5)**

Ms. Bonnie Almand, Principal and Site-Based Title IX Coordinator  
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Phone: 770-957-6851; Fax: 770-957-2238  
Email: [Bonnie.Almand@henry.k12.ga.us](mailto:Bonnie.Almand@henry.k12.ga.us)

**Smith-Barnes (4- 5)**

Dr. Carolyn Flemister-Bell, Principal and Site-Based Title IX Coordinator  
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Email: [Carolyn.Flemister-Bell@henry.k12.ga.us](mailto:Carolyn.Flemister-Bell@henry.k12.ga.us)

**Timber Ridge (K-5)**

Dr. Kristen McRae, Principal and Site-Based Title IX Coordinator  
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**Unity Grove (K-5)**

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**Wesley Lakes (Pre-K; K-5)**

Ms. Jodye Rowe-Callaway, Principal and Site-Based Title IX Coordinator  
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**Mt. Carmel (Pre-K; K-5)**

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**Oakland (Pre-K; K-5)**

Mr. Tyrome Grant, Principal and Site-Based Title IX Coordinator  
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**Pate's Creek (Pre-K; K-5)**

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**Red Oak (K-5)**

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**Rocky Creek (K-5)**

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**Stockbridge (K-3)**

Mr. Jermaine Ausmore, Principal and Site-Based Title IX Coordinator  
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**Tussahaw (Pre-K; K-5)**

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**Walnut Creek (K-5)**

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**Woodland (Pre-K; K-5)**

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## MIDDLE SCHOOLS\*

### **Austin Road (6-8)**

Ms. Libra Brittain, Principal and Site-Based Title IX Coordinator  
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### **Eagle's Landing (6-8)**

Dr. Malik Douglas, Principal and Site-Based Title IX Coordinator  
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### **Locust Grove (6-8)**

Vacant\*\*, Principal and Site-Based Title IX Coordinator  
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### **McDonough (6-8)**

Vacant\*\*, Principal and Site-Based Title IX Coordinator  
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### **Stockbridge (6-8)**

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770-389-2774; Fax: 770-389-2780  
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### **Dutchtown (6-8)**

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### **Hampton (6-8)**

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### **Union Grove (6-8)**

Mr. Sean Thompson, Principal and Site-Based Title IX Coordinator  
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## HIGH SCHOOLS\*

### **Dutchtown (9-12)**

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### **Hampton (9-12)**

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### **Eagle's Landing (9-12)**

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### **Locust Grove (9-12)**

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**Luella (9-12)**

Vacant

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**Ola (9-12)**

Mr. Nicholas Ellis, Principal and Site-Based Title IX Coordinator

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Mr. Eric Watson, Principal and Site-Based Title IX

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Mr. Purvis Jackson, Principal and Site-Based Title IX

Coordinator 800 N. Moseley Drive, Stockbridge, GA 30281

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Email: [Purvis.Jackson@henry.k12.ga.us](mailto:Purvis.Jackson@henry.k12.ga.us)**DISTRICT PROGRAMS****Academy for Advanced Studies (9-12)**

Dr. Douglas Blackwell, CEO and Site-Based Title IX Coordinator

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Ms. Lila Brown, Principal and Site-Based Title IX

Coordinator 330 Tomlinson Street, McDonough, GA

30253

Phone: 770-957-4101; Fax: 770-957-0372

Email: [Lila.Brown@henry.k12.ga.us](mailto:Lila.Brown@henry.k12.ga.us)**Impact Academy (K-12)**

Mr. Steve Thompson, Director and Site-Based Title IX

Coordinator

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Ms. Ronda Spencer, ESE GNETS Administrator and Site-Based

Title IX Coordinator

354 N. Ola Road, McDonough, GA

30252 Phone: 678-432-2310; Fax:

678-432-3190

Email: [Ronda.Spencer@henry.k12.ga.us](mailto:Ronda.Spencer@henry.k12.ga.us)

*\*Should any of the principals who serve as Site-Based Title IX Coordinators change throughout the year, then the new or interim principal shall serve as the Site-Based Title IX Coordinator and his/her contact information shall be made publicly available.*



In line with its Core Beliefs and Commitments (see [Policy BAB: School Board Governance](#)), 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. Henry County Schools' 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 (digital and/or hardcopy) of the Code of Conduct is provided annually to each student in grades pre-kindergarten through twelfth. Students who enroll in Henry County Schools during the school year will 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. Follow 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. Please refer to HCBOE Policy JD: Student Discipline.

### **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.

Addendums to the Code of Conduct may be added based on the specific needs of response to the pandemic or other national emergencies. These will be communicated by the schools through phone, internet and/or physical distribution of guidelines.

### **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 violation, 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 violation (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 may 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 Violations*, *Level 2 Violations*, *Level 3 Violations*, and *Level 4 Violations*. **However, it is important for students and parents to note that the circumstances of particular violations may warrant more severe consequences, even on the first violation. The School District reserves the right, in the 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 violation 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 violations are generally minor violations and may represent a failure to demonstrate universally accepted expectations or social skills. It is the responsibility of all staff to address minor violations 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 violations could result in more severe consequences.

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

**Level 3 Discipline:** Level 3 Discipline violations 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 violations 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 violations 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 violations 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. Committing a Level 4 violation will result in a referral to a Disciplinary Hearing.

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

**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 consequence of permanent expulsion from the Disciplinary Hearing Officer for violating a Level 4 Violation 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 consequence of permanent expulsion from the Disciplinary Hearing Officer for committing a Level 4 Violation may not attend any Offense Based Intervention Programs 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.

## 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 receive a consequence 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. Students may complete activities centered around social and emotional learning, restorative practices, character education, and other activities that assist students in understanding the root cause of their behavior and how they take responsibility for their actions. No other activity will be allowed during detention (this includes no manual labor).

- *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 may be suspended from the program and from school for the remaining number of days those 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 of longer than 10 days.
- *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 School:* Students who receive a long-term suspension or expulsion, and who are referred to alternative school, will be referred for a minimum nine (9) weeks. 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 schoolwork during the suspension time.

### **Strategies and Alternative Resolutions**

When students commit Level 1 through 3 disciplinary violations, a combination of strategies and alternative resolutions may be used in conjunction with a disciplinary response.

## STUDENT CONDUCT VIOLATIONS

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 Henry County Schools.

### Progressive Discipline

The disciplinary levels below correspond to the progressive discipline levels detailed above within the levels of discipline. However, in serious violations, 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 violations that may occur and guidelines for the MINIMUM and MAXIMUM consequences. This Code of Conduct is not intended to include all violations 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 student will receive a consequence that is either the minimum, the maximum, or an appropriate consequence in between. 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.

### LEVEL 1 VIOLATIONS

**1.1 Behavior Detrimental to Learning:** Such behavior includes, but is not limited to, conduct that disrupts the learning environment and insulting communication that is disrespectful.

**1.2 Bullying (1<sup>st</sup> Violation):** 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. **Bullying is one of three Level 1 violations that has an alternate progression, please see the Bullying progression on page 56.**

**1.3 Bus Conduct:** Students must obey all bus safety rules and all rules listed in the *Student Code of Conduct*. **Bus Conduct is one of three Level 1 violations that has an alternate progression, please see the Bus Conduct progression on page 57.**

**1.4 Unexcused Tardies to school or class:** Students that briefly miss class can accumulate tardies which may result in a level 1 violation. Tardies to class of an extended nature may result in immediate level 1 violation.

**1.5 Dress Code:** Violation of the dress code policy. **Dress Code is one of three Level 1 violations that has an alternate progression, please see the Dress Code progression on page 58.**

**1.6 Electronic Resources:** Violating the policies for using electronic resources. **Refer to page 60.**

**1.7 Misuse of Electronic Communication Devices:** Unauthorized possession, 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.

**1.8 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.

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

**1.10 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.

**1.11 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.

**1.12 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. Possession or non-damaging use of a laser pointer.

**1.13 Inappropriate Physical Contact Between Students:** Includes, but is not limited to, non-violent, disruptive pushing, inappropriate display of affection, or inappropriatetouching.

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

**1.15 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.

**1.16 Tobacco Products and Paraphernalia:** Possessing, using, selling, buying, giving away, bartering, or exchanging any tobacco product, or smoking paraphernalia.

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

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).

**1.18 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.

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

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

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

## LEVEL 1 PROGRESSIONS

### PK-5<sup>th</sup> Grades

All PK-5 schools are encouraged to have proactive, intervention-based, and multi-step systems at the classroom level prior to office referral.

**1<sup>st</sup> Violation:** Verbal Warning and Parent Notification

**2<sup>nd</sup> Violation:** Parent Conference and/or 1 day Out-of-School Suspension (OSS)

**3<sup>rd</sup> Violation:** 1 day OSS **4<sup>th</sup> Violation:** 1 day OSS **5<sup>th</sup> Violation:** 1 day OSS

*A school may only increase to 2 days of OSS for a level 1 Violation after following the appropriate chronic discipline guidelines.*

*If no Chronic Discipline Meeting has been held, OSS must remain in 1-day segments.*

**6<sup>th</sup> Violation:** 2 days OSS

**7<sup>th</sup> Violation:** 2 days OSS-Hearing for 7<sup>th</sup> Level 1 Violation (only if a Chronic Discipline Meeting has been held and implemented)

**Subsequent violations will repeat 2 days OSS.**

### 6<sup>th</sup>-12<sup>th</sup> Grades

All 6-12 schools are encouraged to have proactive, intervention-based, and multi-step systems at the classroom level prior to office referral.

**1<sup>st</sup> Violation:** Warning-1 day of In-School-Suspension (ISS)

**2<sup>nd</sup> Violation:** 2 days of ISS **3<sup>rd</sup> Violation:** 3 days of ISS **4<sup>th</sup> Violation:** 4 days of ISS **5<sup>th</sup> Violation:** 5 days of ISS

***A school may only assign OSS for a Level 1 Violation after following the appropriate chronic discipline guidelines. If no Chronic Discipline Meeting has been held, ISS must be assigned instead of OSS. Schools may/are encouraged to assign ISS in place of OSS for students that have never violated the rules of In-School Suspension.***

**6<sup>th</sup> Violation:** 2 days of Out-of-School Suspension (OSS)

**7<sup>th</sup> Violation:** 3 days of OSS – Hearing for 7<sup>th</sup> Level 1 Violation (only if a Chronic Discipline Meeting has been held and implemented)

**Subsequent violations will repeat 3 days OSS.**

***Committing a Level 1.15 Violation (violating the rules of In-School Suspension program) may result in the remainder of days being assigned as Out-of-School Suspension.***

## 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:
  - o causes another person substantial physical harm or visible bodily harm;
  - o has the effect of substantially interfering with a student's education;
  - o is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or,
  - o 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 violation 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 violation whereby the student, if found to have committed the violation, 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.

<b>BULLYING</b> Level 1, 2, 3	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
<b>Level 1.2</b> <b>1st Violation</b>	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.
<b>Level 2.1</b> <b>2nd Violation</b>	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
<b>Level 3.1</b> <b>*3rd Violation</b>	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing for long-term suspension or expulsion for 18 weeks.	Requires a Disciplinary Hearing for long-term suspension or expulsion for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school.
*Depending on the severity of the bullying allegation, school administrators have the discretion to send a student to a disciplinary hearing for the first (1 <sup>st</sup> ) 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 as outlined in level 3.1 (3 <sup>rd</sup> violation).				

**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.
10. Students must obey all rules listed in the Bus Transportation Safety section of this handbook.

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 violations 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 <sup>st</sup> Violation	Parent Contact by Administrator	Bus suspension for two (2) days	Parent Contact by Administrator	Bus suspension for three (3) days
2 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>rd</sup> violation may result in up to ten (10) days of bus suspension or disciplinary hearing. <b>Bus conduct may result in both bus and school-based consequences.</b>				

### DRESS CODE

**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 remote learning, 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 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.
2. 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.
3. 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.
4. Shorts, skirts, culottes, split skirts, or dresses must be reasonable in length and appropriate for school.
5. 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.
6. 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.
7. Wearing any clothing, jewelry, or other item symbolizing gang affiliation is prohibited.
8. Uniforms for cheerleaders and drill team participants are prohibited in the classroom.
9. Shoes are required for safety and hygiene reasons and may be worn with or without socks.
10. Earrings or other jewelry of such size or style that, in the opinion of the principal or the principal's designee, would interfere with learning, would cause a disruption of the educational environment, or would be a health or safety hazard, are prohibited. Body piercing jewelry (or the facsimile of) on any visible area of the body (including the tongue) other than the ear is prohibited.

DRESS CODE Level 1.5	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> Violation	Violations of the Dress Code Policy will be referred to an administrator for resolution.		Students will be placed in In-School Suspension for at least 3 days and then 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 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 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.

### LEVEL 2 VIOLATIONS

**Disruption of School:** Causing or contributing to the disruption and interference of school operations. It is unlawful for any person 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 or attending or logging onto and disrupting a virtual classroom where the student is not enrolled or otherwise authorized by the teacher to attend.

DISRUPTION OF SCHOOL Level 2.2	Elementary		Middle/High	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Violation	Short Term Out of School Suspension for two (2) days	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 <sup>nd</sup> Violation	Short Term Out of School Suspension for three (3) days	Short Term Out of School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations	Short Term Out-of-School Suspension for three (3) days	See the terms of 3.15, 2 or more level 2 violations
3 <sup>rd</sup> Violation	Short Term Out of School Suspension for five (5) days	Short Term Out of School Suspension for seven (7) days - See the terms of 3.15, 2 or more level 2 violations	Short Term Out-of-School Suspension for seven (7) days	See the terms of 3.15, 2 or more level 2 violations
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, filming and/or posting images without the permission of the individual(s) being depicted, unauthorized access to the system network, creating or using the email or messaging account of another without permission to send communications.

<b>VIOLATION OF ELECTRONICS &amp; TECHNOLOGY POLICY Level 2.3</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for four (4) days - See the terms of 3.15, 2 or more level 2 violations		Short Term Out-of-School Suspension for three (3) days	See the terms of 3.15, 2 or more level 2 violations
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations		Short Term Out- of-School Suspension for seven (7) days	See the terms of 3.15, 2 or more level 2 violations
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.

<b>GIVING FALSE INFORMATION Level 2.4</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	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 <sup>nd</sup> Violation	Short Term Out of School Suspension for two (2) days - See the terms of 3.15, 2 or more level 2 violations		Short Term Out-of- School Suspension for two (2) days	See the terms of 3.15, 2 or more level 2 violations
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
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.

<b>FALSE REPRESENTATION SUBSTANCES Level 2.5</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	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 <sup>nd</sup> Violation	Short Term Out of School Suspension for two (2) days - See the terms of 3.15, 2 or more level 2 violations		Short Term Out-of- School Suspension for two (2) days	See the terms of 3.15, 2 or more level 2 violations
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
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.

<b>GANG AFFILIATION</b> <b>Level 2.6</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	Short Term Out-of-School Suspension for three (3) days		Short Term Out-of-School Suspension for five (5) days	
2 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for four (4) days - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

**Non-Dangerous Use and/or Possession 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. This includes sharp objects and pepper spray/mace when non-dangerously used.

**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 flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun 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 dart, or any instrument of like kind, any nonlethal gun replica, air gun, any stun gun or taser, and pepper spray, also known as capsaicin spray or capicum spray, and commonly referred to as Mace, or any other lachrymatory agent meant to cause irritation to the eyes, pain and temporary blindness.

<b>NON-DANGEROUS USE AND/OR POSSESSION OF HAZARDOUS OBJECTS</b> <b>Level 2.7</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	Warning to Short Term Out-of-School Suspension for one (1) days		Warning to Short Term Out-of-School Suspension for one (2) days	Short Term Out-of-School Suspension for three (5) days
2 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for three (2) days - See the terms of 3.15, 2 or more level 2 violations		Short Term Out-of-School Suspension for three (3) days	See the terms of 3.15, 2 or more level 2 violations
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for five (3) days - See the terms of 3.15, 2 or more level 2 violations		Short Term Out-of-School Suspension for seven (7) days	See the terms of 3.15, 2 or more level 2 violations
Combination of local interventions, supports, and disciplinary response may be appropriate.				

**Fighting:** For the purpose of this violation, fighting shall include, but not be limited to, hitting, kicking, punching, slapping, or other physical contact with another student or person that is not school personnel, and does not rise to the level of Excessive Physical Contact as defined in Level 3. It is also a violation to film and/or post images without permission of the individual(s) being depicted (this has a 1<sup>st</sup> violation minimum fo 3 days of ISS, and falls under all other auspices of a level 2.8)

<b>FIGHTING Level 2.8</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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
2 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for four (4) days - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
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 violation 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 involve a separate sexual harassment investigation under Sexual Harassment**

[Policy JCAC: Sexual Harassment of Students.](#)

<b>INAPPROPRIATE ACTIVITY – SEXUAL NATURE Level 2.9</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	Short Term Out-of-School Suspension for three (3) days		Short Term Out-of-School Suspension for five (5) days	
2 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for four (4) days - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
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

<b>UNINTENTIONAL PHYSICAL CONTACT – SCHOOL PERSONNEL Level 2.10</b>	<b>Elementary</b>		<b>Middle/ High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 <sup>nd</sup> Violation	Short Term Out- of-School Suspension for one (1) day	Short Term Out- of-School Suspension for three (3) days- See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
3 <sup>rd</sup> Violation	Short Term Out- of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations.	See the terms of 3.15, 2 or more level 2 violations	
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).

<b>Medical Substance Containing Alcohol Level 2.11</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	Verbal Warning and Alternative Resolution		In-School Suspension up to three (3) days	In-School Suspension up to five (5) days
2 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for one (1) day - See the terms of 3.15, 2 or more level 2 violations		Out-of-School Suspension up to three (3) days	See the terms of 3.15, 2 or more level 2 violations
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for two (2) days - See the terms of 3.15, 2 or more level 2 violations		Short Term Out-of-School Suspension for seven (7) days	See the terms of 3.15, 2 or more level 2 violations
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.

<b>Possession of Prescription Drugs Level 2.12</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	Verbal Warning and Alternative Resolution		In-School Suspension up to three (3) days	In-School Suspension up to five (5) days
2 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for one (1) day - See the terms of 3.15, 2 or more level 2 violations		In-School Suspension up to five (5) days	See the terms of 3.15, 2 or more level 2 violations
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for one (1) day - See the terms of 3.15, 2 or more level 2 violations		Short Term Out-of-School Suspension for one (1) day	See the terms of 3.15, 2 or more level 2 violations
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.

<b>Viewing Obscene Materials Level 2.13</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for two (2) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for three (3) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
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.

<b>Entering into Areas Designated for the Opposite Sex 2.14</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	Verbal Warning and Alternative Resolution		Verbal Warning and Alternative Resolution	In-School Suspension for two (2) days
2 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for one (1) day - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for one (1) day - See the terms of 3.15, 2 or more level 2 violations		See the terms of 3.15, 2 or more level 2 violations	
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.

<b>THEFT Level 2.15</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 <sup>nd</sup> Violation	Short Term Out- of-School Suspension for one (1) day	Short Term Out- of-School Suspension for three (3) days - See the terms of 3.15, 2 or more level 2 violations	Short Term Out-of- School Suspension for three (3) days	See the terms of 3.15, 2 or more level 2 violations
3 <sup>rd</sup> Violation	Short Term Out- of-School Suspension for three (3) days	Short Term Out- of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations	Short Term Out-of- School Suspension for seven (7) days	See the terms of 3.15, 2 or more level 2 violations
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.

<b>Vandalism or Damage to Property Level 2.16</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 <sup>nd</sup> Violation	Short Term Out- of-School Suspension for one (1) day	Short Term Out-of-School Suspension for two (2) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
3 <sup>rd</sup> Violation	Short Term Out- of-School Suspension for two (2) days	Short Term Out-of-School Suspension for three (3) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
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.

<b>Verbal Abuse Level 2.17</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 <sup>nd</sup> Violation	Short Term Out-of-School Suspension for one (1) day	Short Term Out-of-School Suspension for two (2) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for two (2) days	Short Term Out-of-School Suspension for three (3) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

**Possession or Vaping Devices/Electronic Cigarettes or Related Products:** Possession, distribution, or use of electronic cigarettes (includes but not limited to e-cigarettes, e-cigs, Juuls, vapes, vape pens, vaping cartridges, hookah devices, hookah look-alikes, advanced personal vaporizers) and related products. This includes, but is not limited to, cannabidiol (CBD) extract or hemp products. Students are responsible for possession or use of these products regardless of lack of knowledge of what is contained in the item. *For products containing THC or other mood-altering substances, refer to Level 3.10 Drugs.*

<b>Possession or Use of Vaping/ Electronic Cigarettes or Related Products Level 2.18</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 <sup>nd</sup> Violation	Short Term Out- of-School Suspension for one (1) day	Short Term Out-of- School Suspension for two (2) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
3 <sup>rd</sup> Violation	Short Term Out- of-School Suspension for two (2) days	Short Term Out-of- School Suspension for three (3) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

**Unintentional Physical Contact with Students that Causes Harm:** Unintentional, but inappropriate physical contact or action with students that causes harm

<b>UNINTENTIONAL PHYSICAL CONTACT WITH HARM – STUDENTS Level 2.19</b>	<b>Elementary</b>		<b>Middle/ High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1st 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	
2nd Violation	Short Term Out- of-School Suspension for one (1) day	Short Term Out- of-School Suspension for three (3) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
3rd Violation	Short Term Out- of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

**Attempting To Make Harmful Contact with Another Student; Attempting to Start a Fight:** This includes but is not limited to situations where fighting words are exchanged with possible posturing and/or yelling.

**(NOTE-This Level 2 is not eligible for a hearing until the third violation)**

<b>ATTEMPTING TO MAKE HARMFUL CONTACT WITH ANOTHER STUDENT; ATTEMPTING TO START A FIGHT Level 2.20</b>	<b>Elementary</b>		<b>Middle/ High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1st 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	
2nd 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	
3rd Violation	Short Term Out- of-School Suspension for three (3) days	Short Term Out-of-School Suspension for five (5) days - See the terms of 3.15, 2 or more level 2 violations	See the terms of 3.15, 2 or more level 2 violations	
Combination of local interventions, supports, and disciplinary response may be appropriate.				

### LEVEL 3 VIOLATIONS

**Failure to provide notification of charge, adjudication, or conviction of a felony:** Upon any enrolled student being charged, adjudicated, or convicted of a felony violation as defined in Level 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 violation 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	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> 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 for 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.				

**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	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> Violation	Short Term Out-of-School Suspension for five (5) days	Short Term Out-of-School Suspension for ten (10) days	Requires a Disciplinary Hearing for 9 weeks of either Long Term Suspension or Expulsion and referral to alternative school	Requires a Disciplinary Hearing for 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.				

**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 and advance planning is evident, cause a major disruption to the school operations 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	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
1 <sup>st</sup> 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 for 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
3 <sup>rd</sup> 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 to expel for 36 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
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 involve a separate sexual harassment investigation under Sexual Harassment [Policy JCAC: Sexual Harassment of Students](#).

<b>SEXUAL MISCONDUCT Level 3.5</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 for 18 weeks of either Long-Term Suspension or Expulsion and referral to the Alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 27 weeks and referral to the alternative school.	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
3 <sup>rd</sup> 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 to expel for 36 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
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.				

**Attempting to make inappropriate physical contact or action with school personnel or Physical Violence Against Personnel, No Physical Harm:** Committing acts of physical violence against teachers, school bus drivers, or other school officials or employees, is prohibited. For the purposes of this rule, physical violence is defined as intentionally making physical contact of an insulting or provoking nature with the person of another that does not result in physical harm.

<b>ATTEMPTING TO MAKE INAPPROPRIATE PHYSICAL CONTACT/ ACTION - SCHOOL PERSONNEL. INTENTIONAL CONTACT THAT DOES NOT CAUSE HARM Level 3.6</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 for 18 weeks of either Long-Term Suspension or Expulsion and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel For 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel For 36 weeks and referral to the alternative school
3 <sup>rd</sup> 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 to expel For 36 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel For 36 weeks and referral to the alternative school
Combination of local interventions, supports, and disciplinary response may be appropriate.				



**Seven or More Code of Conduct Violations:** Accumulation of seven (7) or more Code of Conduct violations in one academic school year.

<b>7 OR MORE CODE OF CONDUCT VIOLATIONS Level 3.7</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 to expel for 9 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 18 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 18 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
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.

<b>Alcoholic Beverages Level 3.8</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 to expel for 9 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 18 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 18 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
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 <sup>st</sup> 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 to expel for 9 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 18 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 18 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
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.

<b>DRUGS Level 3.10</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 to expel for 18 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
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.

<b>Theft Greater than \$500 Level 3.11</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 to expel for 18 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 18 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
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.

<b>Vandalism or damage to property greater than \$500 Level 3.12</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 to expel for 9 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 18 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 18 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
Combination of local interventions, supports, and disciplinary response may be appropriate.				

**Damaging or Setting Off a Fire Alarm or attempting to start a fire:** 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 violation shall also include refusing to evacuate the building when a fire alarm sounds, or an evacuation of a school is ordered. Attempting to start a fire on school grounds or at school events.

<b>Damaging or Setting Off a Fire Alarm Level 3.13</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 18 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 18 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
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.

<b>Terroristic Threats Level 3.14</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 to expel for 18 weeks and referral to the alternative school
2 <sup>nd</sup> 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 to expel for 18 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
Combination of local interventions, supports, and disciplinary response may be appropriate.				

**Two or More Level 2 Violations:** Accumulation of two (2) or more Level 2 violations in one academic school year.

<b>2 OR MORE LEVEL 2 VIOLATIONS Level 3.15</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	3 days OSS	5 days OSS	Requires a Disciplinary Hearing to expel for 9 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 18 weeks and referral to the alternative school
2 <sup>nd</sup> Violation	5 days OSS	Disciplinary Hearing Expulsion for 9 weeks	Requires a Disciplinary Hearing to expel for 18 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school
3 <sup>rd</sup> Violation	7 days OSS	Disciplinary Hearing Expulsion for 18 weeks	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school
Combination of local interventions, supports, and disciplinary response may be appropriate.				

**Level 3.16 Pepper Spray; Use without Intent to Harm:** Use or discharge of pepper spray by any student when no intent to harm or injure is evident shall be prohibited. The level of disruption by the discharge or use may determine the severity of the consequence.

<b>Pepper Spray: Use without Intent to Harm Level 3.16</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 to expel for 18 weeks and referral to the alternative school.
2 <sup>nd</sup> 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 to expel for 18 weeks and referral to the alternative school.	Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school.
3 <sup>rd</sup> Violation	Short Term Out-of-School Suspension for ten (10) days		Requires a Disciplinary Hearing to expel for 27 weeks and referral to the alternative school.	Requires a Disciplinary Hearing to expel for 36 weeks and referral to the alternative school.
Combination of local interventions, supports, and disciplinary response may be appropriate.				

**Before a student who is in preschool through third grade is assigned more than five days of out of school suspension, whether consecutive or cumulative, the student must receive multi-tiered system of supports (MTSS). If the student has an Individualized Education Program (IEP) under the Individuals with Disabilities in Education Act or a Section 504 Plan under the Rehabilitation Act of 1973, then the student’s IEP or Section 504 Team must meet to review appropriate supports provided to the student under the plan.**

#### LEVEL 4 VIOLATIONS

**If a preschool through third grade student commits a Level 4 offense, specifically if the student possesses a weapon, illegal drugs or other dangerous instrument, or the student’s behavior endangers the safety of other students or school personnel, then school administration or a hearing officer may assign age-appropriate consequences without first referring the student to the MTSS process.**

**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 that are used or pepper spray that is discharged or used with intent to cause harm or injury, 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, including a set fire. 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).

<b>POSSESSION – FIREARM, DANGEROUS WEAPON, EXPLOSIVE COMPOUND Level 4.1</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Violation	Requires a Disciplinary Hearing. Expulsion for one Year. P-3rd Grade – 10 days OSS	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.				

**Physical Violence Against Personnel with Physical Harm:** It is prohibited for any student to intentionally make physical contact which causes physical harm to teachers, school bus drivers, or other school officials or employees.

<b>PHYSICAL VIOLENCE AGAINST PERSONNEL WITH PHYSICAL HARM Level 4.2</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> Offense	Requires a Disciplinary Hearing. Expulsion for one Year. P-3rd Grade – 10 days OSS	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 Felony (All Others):** The adjudication or conviction of a student of an violation 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.

<b>Adjudication or Conviction of Felony (All Others) Level 4.3</b>	<b>Elementary</b>		<b>Middle/High</b>	
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>MINIMUM</i>	<i>MAXIMUM</i>
1 <sup>st</sup> 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 violation that involves one or more of the following violent criminal violations, 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 <sup>st</sup> 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 acts 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 status 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 activities, or school-sponsored social events.



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 schoolwork. Students may complete activities centered around social and emotional learning, restorative practices, character education, and other activities that assist students in understanding the root cause of their behavior and how they take responsibility for their actions. No other activity will be allowed during detention (this includes no manual labor). 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 schoolwork that is missed due to the suspension pending the disciplinary hearing, and shall be permitted on 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 consequence 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

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/guardians 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/guardian'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 Georgia 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



Participation in extracurricular activities in Henry County Schools is a privilege and not a property right. It is understood by all students, parents, guardians, 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/guardians 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<sup>th</sup>-12<sup>th</sup> grade education.

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

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

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/guardians 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 Violations**

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

### **EXCEL Academy**

EXCEL Academy is a non-traditional school that provides a positive learning environment. Students are eligible to receive a diploma from EXCEL Academy and it offers a wide array of special education/504, MTSS, gifted and AP 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.

### **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 (SRO).

### **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.

### **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 at 770-957-5107. 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.

# LIST OF HENRY COUNTY BOE POLICIES



Students and parents hereby are notified that all Henry County Board of Education policies can be found online, in the Henry County Schools Board Policy Manual (<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=4088>) **Error! Hyperlink reference not valid.**(<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=4088>), available from A copy of any policy can be requested from your child’s school by contacting the main office, or by contacting the Office of Legal Compliance at (770)957-6601.

Board policies directly relate to students, parents, employees, and the community and were approved by the Henry County Board of Education at the time of this publication. (A complete list of [all HCBOE policies](#) is available on the district website.) **From time to time, the Board of Education may revise or repeal any such policy and will do so after appropriate public notice.**

To access from the website:

- use your cursor to scroll over the heading in the navigation bar entitled “About Henry;”
- on the pull-down menu, scroll downwards, then click on “Board Policies;” click on “To access the Board Policy Manual, click here

# 2022-2023 SCHOOL YEAR CALENDAR

July 2022					August 2022					September 2022					October 2022					
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	
				1	1	2	3	4	5				1	2	3	4	5	6	7	
4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	
25	26	27	28	29	29	30	31			26	27	28	29	30	31					
November 2022					December 2022					January 2023					February 2023					
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	
	1	2	3	4				1	2	2	3	4	5	6			1	2	3	
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	6	7	8	9	10	
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	13	14	15	16	17	
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	20	21	22	23	24	
28	29	30			26	27	28	29	30	30	31				27	28				
March 2023					April 2023					May 2023					June 2023					
M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	
		1	2	3	3	4	5	6	7	1	2	3	4	5					1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16	
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23	
27	28	29	30	31						29	30	31			26	27	28	29	30	

## IMPORTANT DATES

**Aug. 3**  
1st Day of School  
**Sept. 19-23**  
Fall Break  
**Nov. 21-25**  
Thanksgiving Break  
**Dec. 22 - Jan. 6**  
Semester Break

**Jan. 9**  
2nd Semester Starts  
**Feb. 21-24**  
Winter Break  
**Apr. 3-7**  
Spring Break  
**May 26**  
Last Day of School

## IMPORTANT STAFF DATES

District-Based Professional Learning Days  
**July 29, Nov. 8, Jan. 6**  
School-Based Professional Learning Days  
**July 27-28, Aug. 1, Jan. 5<sup>(1/2)</sup>, May 30**  
Teacher Workdays  
**Aug. 2, Oct. 14<sup>(1/2)</sup>, Dec. 21<sup>(1/2)</sup>, Jan. 5<sup>(1/2)</sup>, Mar. 10<sup>(1/2)</sup>, May 26<sup>(1/2)</sup>, May 31**

1st/Last Day of Semester	Early Release	School System Closed	Students/Teachers Out	Students Out Only
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The Henry County Board of Education has authorized the publication of this handbook in accordance with School Board policies and applicable laws. It contains important information for parents, students, school personnel, visitors, and residents. **Have a great school year!**



# HENRY COUNTY SCHOOLS DIRECTORY



### Dutchtown Cluster

Dutchtown Elementary 770.471.0844  
Pate's Creek Elementary 770.389.8819  
Red Oak Elementary 770.389.1464  
Dutchtown Middle 770.515.7500  
Dutchtown High 770.515.7510



### Eagle's Landing Cluster

Flippen Elementary 770.954.3522  
Oakland Elementary 770.954.1901  
Eagle's Landing Middle 770.914.8189  
Eagle's Landing High 770.954.9515



### Hampton Cluster

Hampton Elementary 770.946.4345  
Mt. Carmel Elementary 770.897.9799  
Rocky Creek Elementary 770.707.1469  
Hampton Middle 770.707.2130  
Hamton High 770.946.7461



### Locust Grove Cluster

Locust Grove Elementary 770.957.5416  
Unity Grove Elementary 770.898.8886  
Locust Grove Middle 770.957.6055  
Locust Grove High 770.898.1452



### Luella Cluster

Bethlehem Elementary 770.288.8571  
Luella Elementary 770.288.2035  
Luella Middle 678.583.8919  
Luella High 770.898.9822



### 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



### Ola Cluster

New Hope Elementary 770.898.7362  
Ola Elementary 770.957.5777  
Rock Spring Elementary 770.957.6851  
Ola Middle 770.288.2108  
Ola High 770.288.3222



### Stockbridge Cluster

Austin Road Elementary 770.389.6556  
Cotton 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



### 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



### Woodland Cluster

Pleasant Grove Elementary 770.898.0176  
Woodland Elementary 770.506.6391  
Woodland Middle 770.389.2774  
Woodland High 770.389.2784



Academy for Advanced Studies  
770.320.7997



EXCEL Academy  
770.957.4101



Impact Academy  
770.954.3744



JB Henderson Center  
678.432.2310

# HENRY COUNTY BOARD OF EDUCATION

District Offices | 33 N. Zack Hinton Pkwy. | McDonough, GA 30253 | 770.957.6601 | www.henry.k12.ga.us

Performing Arts Center - McDonough 770.914.7477 | Performing Arts Center - Fairview 470.491.6899



# Henry County Schools is In Pursuit of *Exceptional*

TAKING ACTION TO ADVANCE

OPPORTUNITIES | ACCESS | OUTCOMES

IN PURSUIT OF

AMBITIOUS GOALS

*Imagine* a day...

...when every student has access to a supported Pre-K program;

...when every elementary school has a robotics & coding program and a STEM lab;

...when every student has taken a band, orchestra, or chorus class;

...when every student has exposure to a world language program before they enter middle school;

...when every middle schooler has access to a computer science course or engineering pathway;

...when every middle schooler performs in the theater or learns to design the sets on computer software;

...when high school students choose HCS specifically for the Arts Education program;

...when every student develops financial literacy;

...when high school is the launching pad to post-secondary education and stable employment...



When *Every* student...

...is reading at the appropriate level or above and when they are not, we have a clear plan to get them what they need...no exceptions, just *Exceptional* support.

...learns in a nurturing and supportive environment that fosters student health and well-being...no exceptions, just *Exceptional* access.

...graduates with college credit, industry certification, or work-based learning experience and has a solid post-graduation plan...no exceptions, just *Exceptional* futures.

...no exceptions, just

*Exceptional*



**HENRY**  
COUNTY SCHOOLS

Community-Inspired  
**2021-2026 Strategic Plan**

Developed by the Henry County Board of Education  
[InPursuitOfExceptional.com](http://InPursuitOfExceptional.com)