



**2018-2019**  
**Student/Parent Handbook**  
**Kindergarten-Grade 5**

**[www.csdecaturnet](http://www.csdecaturnet)**

# **2018-2019 K-5 Student/Parent Handbook**

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# **School District Information**

City Schools of Decatur

125 Electric Avenue

Decatur, GA 30030

404-371-3601

Dr. David Dude

Superintendent

## **The Board of Education**

Dr. David Dude, Superintendent

Lewis Jones, Chair

Tasha White, Vice Chair

Annie Caiola

Garrett Goebel

Heather Tell

## **Mission**

Our mission is to work with and inspire students to grow and develop their ability to learn, think, and inquire through meaningful, motivating, and rewarding learning experiences supported by highly qualified, caring adults in a safe, supportive, and inviting environment.

## **Vision**

We will build the foundation for all children to be their best, achieve their dreams, and make the world a better place.

## **Board Meeting Schedule**

Decatur Board of Education meetings start at 6:30 p.m. in the boardroom at CSD's Central Office at Beacon,. 125 Electric Avenue, Decatur, GA 30030 and regular monthly board meetings include community input. Meeting dates are subject to change, therefore, the public should always confirm dates via postings at schools or the CSD website.

Regular Monthly Meetings for the 2018-2019 school year occur generally on the second Tuesday of the month.

## Hours of Operation

College Heights Pre-Kindergarten	8:00 am – 2:30 pm
K-3 Elementary Schools (Clairemont, Glennwood, Oakhurst, Westchester, Winnona Park)	8:00 am – 2:30 pm
4/5 Academy at Fifth Avenue (F.AVE)	7:45 am – 2:30 pm
Renfroe Middle School	8:40 am – 3:40 pm
Decatur High School	8:30 am – 3:30 pm

## Central Office Leadership Staff

Dr. David Dude, Superintendent	404-370-3601 x 1034
Noel Maloof, Executive Director of Operations	404-371-3601 x 1035
Maggie Fehrman, Executive Director of Schools	404-371-3601 x
Daryl Campbell, Executive Director of Curriculum and Instruction	404-371-3601 x 1045
Bruce Roaden, Executive Director of Student Support	404-371-3601 x 1029
David Adams, Executive Director of Staff Support	404-371-3601 x 1012
Lowanda Bowman, Transportation Director	404-371-6677 x 4
Eston Melton, Executive Director of Information Services	404-371-3601 x 1015
Allison Goodman, School Nutrition Director	404-371-3601 x 1025
Heidi Whatley, Director of Research and Analytics	404-371-3601 x 10
Susan Hurst, Executive Director of Finance	404-371-3601 x 1023
Sergio Perez, Facilities and Maintenance Director	404-371-6677
Courtney Burnett, Director of Communications	404-371-3601 x 1033
Dr. Lillie Huddleston, Equity Director	404-371-3601 x 1026
Frances M. Holt, Special Education Director	404-371-3601 x 1039

## School Principals

College Heights Early Childhood Learning Center, Sarah Garland	404-370-4480
Clairemont Elementary, William Heaton	404-370-4450
Glennwood Elementary, Kristy Beam	404-370-4435
Oakhurst Elementary, Tanisha Sanders	404-370-4470
Westchester Elementary, Rochelle Lofstrand	404-370-4400
Winona Park Elementary, Ruth Scott ( <i>interim</i> )	404-370-4490
4/5 Academy at Fifth Avenue, Karen Newton	404-371-6680
Renfroe Middle School, Greg Wiseman	404-370-4440
Decatur High School, Arlethea Williams	404-370-4170

## School District Calendar 2018-2019

August 1, Wednesday	First day for all students
September 3, Monday	Labor Day Holiday (Administrative Offices Closed)
September 7, Friday	1 <sup>st</sup> Marking Period Ends
September 17-21	Fall Break
October 26, Friday	2 <sup>nd</sup> Marking Period Ends
November 6, Tuesday	Professional Learning Day
November 19-23	Thanksgiving Break (Administrative Offices Closed)
December 21, Friday	3 <sup>rd</sup> Marking Period/1 <sup>st</sup> Semester Ends
December 24-January 4	Holiday Break
January 4, Friday	Professional Learning Day
January 7, Monday	First Day Second Semester
January 21, Monday	Dr. Martin Luther King, Jr. Holiday
February 15, Friday	4 <sup>th</sup> Marking Period Ends
February 18-22	Winter Break
March 11, Monday	Professional Learning Day
April 12, Friday	5 <sup>th</sup> Marking Period Ends
April 1-5	Spring Break
May 27, Monday	Memorial Day Holiday
May 31, Friday	Last Day for all students

# Alphabetical Listing of Topics

## Accreditation

All schools in the City Schools of Decatur are accredited by AdvancEd (formerly known as the Southern Association of Colleges and Schools).

## After-School Plans

After-school plans for your child should be made at the beginning of the school year and sent in writing to school officials.

If there will be a change in your child's daily routine, please write a note of explanation and send it to school with your child in the morning.

In the case of an emergency change in plans, please call the school office by noon.

**Please do not send an e-mail. E-mail is not an acceptable way to communicate changes in after-school plans** because you cannot verify that your message has been received and therefore delivered to your child.

## After-School Care

We have a list of after school options on our district website. Please visit <https://www.csdecatur.net/domain/129> for information about after school providers in the City of Decatur.

Decatur Children and Youth Services, in cooperation with the City Schools of Decatur, offers an after-school program in each of the elementary schools, 4/5 Academy at Fifth Avenue and Renfroe Middle School. The staff to student ratio is 1 to 12 (grades K through 8). Since youth have individual needs, the program is flexible though structured. The after-school program allows youth to develop and engage in concrete human relationships through creative activities, interaction with peers and staff, and responsibilities through choice. The programs are hands-on, student driven, and activity-based, giving the youth a variety of choices at various levels.

Animal Crackers serves K through 3rd grade. It meets every school day from 2:30 pm to 6:15 pm in the elementary schools and in the Decatur Recreation Centers.

Whiz Kids serves 4th and 5th grade students. It meets every school day from 2:45 pm to 6:15 pm at 4/5 Academy at Fifth Avenue.

Parents who would like to register their child for these programs should contact City of Decatur Children and Youth Programs at 404-378-1082.

## **Asbestos**

“Upon submission of its management plan to the state and at least once each school year, the Local Education Agency (LEA) shall notify in writing the parent, teacher, and employee organizations of the availability of management plans and shall include in the management plan a description of the steps taken to notify such organizations, and a dated copy of the notification.” Asbestos reports are located in the principal’s office---40CFR763.93(G) (4)

## **Attendance**

### **Attendance/Truancy Protocol**

Attendance is an essential component to a student’s academic success. When students are absent or arrive late, they lose important opportunities to learn. Excessive tardies and absences can prevent children from succeeding academically and socially.

#### **Purpose**

The purpose of the attendance/truancy protocol is to increase academic achievement and reduce truancy among students in the school system in compliance with the mandates of (O.C.G.A. § 20-2-690-2). Schools will keep a daily record of each student’s presence, absence, tardiness, and early departure. An absence, tardy, or early departure will be entered as “excused” or “unexcused” along with the stated reason. A copy of the appropriate documentation will remain on file at the school for verification, if needed, for at least two years. Parents must provide written documentation including handwritten notes or email or appropriate medical documentation (i.e. doctor’s excuse, dental excuse, discharge papers, etc.) for all absences from school within 3 school days of the student’s return to school. If no written documentation or appropriate medical documentation (i.e.

doctor's excuse, dental excuse, discharge papers, etc.) is received, then these absences, tardies, early departures will remain unexcused and appropriate attendance procedures will be followed.

### **Parent and Student Notification**

A. City School of Decatur will provide each student as well as his/her parent, guardian or other person who has control or charge of the student, with a written copy of the City Schools of Decatur Attendance Protocol and a written summary of the possible consequences and penalties for non-compliance at the beginning of each school year (O.C.G.A. § 20-2-690.1 (c)).

**B. By September 1 of each school year or within 30 school days of a student's enrollment in the City Schools of Decatur, both parent/guardian and student, age ten or older, must sign a statement indicating receipt of the code of conduct which includes the attendance/truancy policy and protocol (O.C.G.A. § 20-2-690.1). If a signed copy is not returned within thirty (30) days, schools will send a copy of the written statement of possible consequences via certified mail, return receipt requested, or First-Class mail to the parent. O.C.G.A. § 20-2-690.1 (c). Attendance Protocol for Schools**

C. The principal of each school will be responsible for ensuring that attendance is taken in a timely manner and that accurate records are kept. Attendance will be taken daily in every class period (elementary attendance will be taken once daily). All attendance will be maintained daily by the principal's designee. Principal's designee will notify parents/guardian if a student is absent for the school day. Absences due to out-of-school suspensions or expulsions shall not count as unexcused day for purpose of determining student truancy (State Board Rule 160-5-1.10). The principal/designee may require medical documentation (i.e. doctor's excuse, dental excuse, discharge papers, etc.) after receiving 10 emails or hand written notes from parent for student illness.

### **Definitions:**

A. **Truant:** A student is subject to the compulsory attendance laws when during the year he/she has more than ten days of unexcused absences. School days missed as a result of an out-of school suspension shall not count as unexcused days for the purpose of determining student truancy.

B. **Excused Absences:** Absences for the following reasons are excused upon presentation of documentation from parent(s) in accordance with the City Schools of Decatur published attendance policy:

1. Personal illness of the student or when attendance in school would endanger the health of the student or the health of others when, upon the student's return to school, a parent note is presented within three (3) school days of the student's return to school or appropriate medical documentation (i.e. doctor's excuse, dental excuse, discharge papers, etc.). See O.C.G.A. § 20-2-693(Serious illness or death in student's immediate family necessitating the absence. In case of serious illness in a student's immediate family, the student is required to present appropriate medical documentation regarding family member within three school days of the students return to school. See O.C.G.A. § 20-2-262.2(b).
2. Court order by a government agency mandating the student's absence from school, including pre-induction physical examination for service in the armed forces.
3. Observation of religious holidays necessitates absence from school.
4. Conditions rendering attendance impossible or potentially dangerous to the student's health or safety as determined by the local school system.
5. An absence not to exceed one day for registering to vote or to vote in public election.
6. Students are counted present at school when they are serving as pages of the Georgia General Assembly. Visiting with a parent or legal guardian prior to overseas deployment to a combat zone or combat support posting or during leave from such

deployment member of the armed forces of the United States or National Guard  
(maximum of five school days a year. See O.C.G.A. § 2-20-692.1(b).

C. **Unexcused Absences** include:

1. Student is absent from school for no acceptable reason (unlawful).
  - a. Parental Neglect
  - b. Illegal Employment
  - c. Truancy
2. Failure to attend school, with or without the knowledge of the parent or guardian, for reasons other than those specifically outlined as excused absences.
3. School days missed as a result of an out of school suspension shall not be counted as unexcused for the purpose of determining truancy or compulsory attendance.
4. Any undocumented absence that would otherwise be excused with the proper documentation.

D. **Attendance Committee:** A school level team lead by the principal/ principal designee to address student absenteeism. The committee at minimum shall consist of a principal or assistant principal, attendance secretary/designee, and school counselor. The committee is responsible for review of attendance data and attendance interventions as outlined in the attendance protocol.

**Reporting /Investigating Absences –**

The school shall make two (2) reasonable attempts (including, but not limited to, phone calls to the parent or guardian, letters

to the parent or guardian, either through U.S. mail or sent home with the student, and home visits) to notify the parent, guardian or other person who has charge or control of the student of the student's absences.

**After three unexcused absences:**

1. The principal/designee shall send written notice of student absences to parent/guardian.

**After five unexcused absences:**

1. The principal/designee shall send written notice of student absences to parent/guardian and notifying parent/guardian of the possible consequences and penalties for truancy.
2. A member(s) of the attendance committee may contact the parent/guardian to complete an attendance contract.
3. If unable to communicate with parent/guardian regarding the student's attendance; the school shall send correspondence regarding student's attendance certified mail, return receipt requested or First-Class mail. The school shall retain signed copies of the notice and return receipts for the time period specified in State and Federal law as it applies to school attendance records. See O.C.G.A 20-2-690.1 (c).

**After Ten Absences:**

1. Unexcused absences:
  - a. The Student Attendance Committee will determine appropriate school level interventions to support students with ten or more unexcused absences.
  - b. The Student Attendance Committee may make a referral to the school social worker.
  - c. The district's school social worker may file a petition with the Dekalb County Juvenile Court (6-12) or Solicitor General's Office (K-5) for violation of the Georgia Compulsory School Attendance Law.
2. Excused absences:

- a. The Student Attendance Committee will determine appropriate school level interventions to support students with ten or more excused absences.
- b. After 10 or more excused absences in a school year, the parent may be required to provide a doctor's excuse for subsequent absences.
- c. The Student Attendance Committee will determine if a student with 10 or more excused absences is required to provide doctor's excuse for subsequent absences.
- d. The notification letter to parent/guardian requiring a doctor's excuse for subsequent absences will be sent by the principal or principal's designee.

### **Tardy Protocol:**

Attendance is an essential component to a student's academic success. When students are absent or **arrive late**, they lose important opportunities to learn. **Excessive tardies** and absences can prevent children from succeeding academically and socially.

**Tardy:** A student is tardy when he/she arrives to school after the beginning of the official school day or is not in the assigned class at the beginning of the class period.

**Excused:** Late arrival to school or class which is a result of reasons defined herein as excused absences or as a result of events physically out of one's control such as inclement weather, health related emergencies, doctor's appointments, compliances with court order, etc.

**Unexcused:** Arriving late to school or class with or without the knowledge of parent/guardian, as a result of events within one's control, such as oversleeping, parent errands, etc., unless it is an excused tardy.

**Early Checkouts:** Leaving school prior to the end of the instructional day time or the end of the school day by a parent or legal guardian. Parents and legal guardians are encouraged to schedule all appointments following dismissal if at all feasible. Early checkouts must follow the individual schools checkout procedures.

1. To be considered “in attendance” on a school day for truancy purposes, a student must be present for at least one half of the school day, excluding the lunch period.
2. A parent or legal guardian must bring appropriate documentation (i.e. doctor’s excuse, dental excuse, discharge papers, etc.) showing the necessity of an early checkout in accordance with the City Schools of Decatur published attendance policy.

Tardies /Early Check-Out: (Tardies are considered part of the Code of Conduct)

#### Consequences for Tardies Unexcused Tardies/Early Checkouts

- A. Each school will develop school-level guidance for reducing tardiness and early checkouts in conjunction with their school attendance committee. A progressive system should be incorporated in each school whereby appropriate consequences increase based on the number of tardies and early checkouts.

#### Tardies

A student coming in tardy must report to the office before going to class. No student who has been tardy is eligible for the perfect attendance award.

K-3 students are considered tardy after 8:00 am.

4/5 Academy at Fifth Avenue students are considered tardy after 7:45 am.

All students are expected to be on time. Promptness is important to a student’s success in school.

## **Board of Education Policies**

The rules and procedures outlined in this handbook are based on the approved policies of the board of education. Written policies are maintained in the City Schools of Decatur Policy Manual that is now an online publication and housed at [www.csdecatur.net](http://www.csdecatur.net).

## Cafeteria/Breakfast and Lunch

The school cafeterias serve nutritious meals every school day. Menus are available at the beginning of each month, and all students are encouraged to participate. Breakfast is served daily at all K-3 schools and at 4/5 Academy at Fifth Avenue. Students should not bring soft drinks or food items wrapped in packaging from an outside vendor to the cafeteria. Parents are notified at the beginning of each school year about meal prices. Students may pay for meals by the day, week, or month. The money is put in an account setup for each student and basically works like a debit card. Charging of meals is discouraged although sometimes unavoidable. Parents will be notified every Friday by email if the student's lunch account gets below \$2.00. After two meals have been charged, an alternative lunch will be provided to sustain the student for the remainder of the school day.

Free and Reduced Meal applications are sent home with all students at the beginning of each school year. Parents are asked to fill out applications and return them to the office of the principal. Only one application needs to be filled out for all members of a family. Applications must be turned in every year. The school nutrition office approves applications based on need and guidelines set by the federal government.

For more information about the School Nutrition program, including how to pay for your child's meals online, please visit Nutrition Department website at <http://www.csdecatur.net/nutrition/>

## Candy, Gum, Trading Cards, and Toys

Students are not allowed to bring candy, gum, trading cards, or toys to school.

## Code of Conduct

The Board of Education adopts a Code of Conduct for Students on an annual basis. All students are subject to the Code of Conduct. The Code of Conduct will be printed and disseminated to all students.

## Curricular Frameworks

The K-3 schools use Expeditionary Learning Schools (<http://www.elschools.org>) as their guiding instructional and curricular framework. 4/5 Academy at Fifth Avenue uses the International Baccalaureate Primary Years Programme (<http://www.ibo.org>) as their framework. All grade levels use the Common Core Georgia Performance Standards (CCGPS) and Georgia Performance Standards as curriculum standards for students.

## Decatur Education Foundation

The Decatur Education Foundation (DEF) is a 501 (c)(3) non-profit corporation that was established in 2000. The mission of the Foundation is to nurture and support academic achievement and enrichment opportunities for all of the children and youth of Decatur. The Foundation raises funds to support Decatur's schools, teachers and students through a number of programs. For more information on the Foundation, visit the website at <http://www.decatureducationfoundation.org>.

## Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the City Schools of Decatur ("CSD"), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow CSD to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor Roll or other recognition lists;
- Graduation programs; and
- Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want CSD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first Friday of the first week of school. CSD has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Parent/Student Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

## Dress Code

### **Purpose**

The City Schools of Decatur Dress Code helps students develop cultural skills and values consistent with our vision- *We will build the foundation for all children to be their best, achieve their dreams, and make the world a better place.* These skills and values guide students to make thoughtful choices to dress appropriately for school activities and to embody empathy when perceiving how others dress. The **guiding principles** help us pursue these goals. Families and faculty are partners in the educational process. The **Dos and Don'ts** provide specific guidance for parents, guardians, students, and staff to support students in dressing appropriately for safety, learning, and social-emotional development and understanding compliance and consequences.

### **Guiding Principles**

#### **Curricular**

How we dress is a form of social communication and part of becoming college and career ready. By learning this form of communication, students develop personal identity and responsibility, as well as awareness of their impact on, and interdependence with, the larger community. While CSD acknowledges the right of students to express themselves through their fashion style, the need to maintain a safe and orderly learning environment necessitates placing certain parameters around

this expression. Dress Code missteps are treated as teachable moments rather than disciplinary offenses (see \*\* in the chart for exception and also consequences section for information dealing with students making repeated dress code missteps).

**Developmentally Appropriate**

Students, depending on their age and grade level, have different academic, physical, and social-emotional needs. The Dress Code recognizes this by adjusting expectations as students grow.

**Equitable**

In keeping with CSD’s mission to foster safe and inviting schools, the Dress Code strives to be equitable for students across gender identity, race-ethnicity, body type, religion, and socioeconomic status. No aspect of the Dress Code should infringe on a student’s physical, cultural or religious needs. Anyone feeling an aspect of the Dress Code is not equitable is welcome to share this with the school administration.

**Manageable & Current**

While the Dress Code is curricular, it takes a backseat to the academic curriculum. Thus, it should be as easy as possible for students to execute and faculty to monitor consistently. In order to ensure this, as well as reflect what is available and affordable to families (noting some “fashionable” styles will not be appropriate for school), the Dress Code is regularly reviewed by the faculty and stakeholders.

**When Principles Collide**

In instances when guiding principles are at odds with each other, CSD seeks to balance the principles as best it can. Ultimately, the school administrator or designee must be respected in making an appropriate judgment on such matters. A student found to be out of Dress Code will be directed to change clothes. Students are encouraged to have a change of clothing available.

**Do’s and Don’ts**

<b>Do</b>	<b>Don’t</b>
<p>Show your bright, beautiful face.</p> <p>Dress comfortably for learning and varying temperatures.</p> <p>Dress safely for navigating the halls, stairs, physical education, career tech and science classes (see specific class safety contracts; e.g. Science Lab Safety Contract).</p> <p>Dress in clothing that is culturally or religiously appropriate and/or medically necessary.</p> <p>How we dress is a form of social communication and part of becoming college and career ready. Therefore, dress to cover your waist, torso, midriff, chest, and undergarments.</p> <p>Do comply with any school, classroom or event specific guidelines.</p>	<p>CSD needs to be able to identify students. Therefore, hats, hoods, and bandanas are not permitted.</p> <p>CSD needs everyone to actively listen and be aware of their surroundings. Therefore, earbuds/headphones are permitted only for instructional purposes.</p> <p>CSD needs to maintain a safe and orderly environment promoting respect and care for self and others. Therefore:</p> <ul style="list-style-type: none"> <li>● Attire which advertises, depicts or refers to use or possession of tobacco, alcohol, drugs or other illegal substances, gang activity, and weapons or includes profanity, ethnic, racial, sexual, religious slurs or obscene language, actions or gestures are not permitted.**</li> </ul>

	<ul style="list-style-type: none"> <li>• Garments designed to be worn as under layers such as long underwear, tights, and leggings should not be worn as an outer layer.</li> </ul>
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\*\* See current Student Code of Conduct (version 2017-2018, Rule 19) for state reportable violations.

### Common Sense Recommendations

Dress up for in-class or community presentations.

Avoid crocs, flip flops or other loose fitting footwear that jeopardizes safety and freedom of movement for emergency situations, recess, field work, active classroom experiences, and Physical Education classes.

### Consequences

A student whose attire does not comply with the guiding principles and Dos and Don'ts will be expected to change, cover or otherwise adjust their attire.

While Dress Code missteps are treated as teachable moments rather than disciplinary offenses, students who make repeated "missteps" may be assigned an age-appropriate consequence. For example, a student may be required to attend detention, at which time they would complete a pre-planned lesson related to the guiding principles. It is developmentally appropriate that students think in concrete terms and employ literal interpretations, so the lesson might include specific examples and images -- with care taken to demonstrate cultural competence.

\*\* See current Student Code of Conduct (version 2017-2018, Rule 19) for state reportable violations.

## Drug-Free Schools

City Schools of Decatur has a drug-free schools program that includes age-appropriate, developmentally-based drug and alcohol education and prevention programs for all students at all grade levels. Mandated and funded by the Drug-Free Schools and Communities Act of 1986, the program is coordinated by a school counselor. Information about alcohol and drug treatment services in the community is available for students and their families. (Policy JCDAC: Student Drug Use)

## Early Check Out

We do not encourage parents to pick up their students before the end of the school day. If, however, you must pick up your student before dismissal, please send a note to the teacher and stop by the front office to sign your student out. A staff member will notify the teacher to dismiss your child. Also, please follow individual school instructions for Early Check Out.

No student will be able to be dismissed before the announced time unless the parent picks up his/her own child or lets the school know about other arrangements. **Email is not an acceptable avenue to communicate early check-out.** We are concerned for the safety of our students. Please understand that we are very careful about this procedure.

## Emergency Dismissal

City Schools of Decatur is not part of the DeKalb County School System. For school closing information about our schools, tune into the following radio or TV stations: WGST (640 AM, 105.7 FM), WSB (750 AM 98.5 FM), WSTR (94.1 FM), WAGA (channel 5), WGCL (channel 46), WSB (channel 2), or WXIA (channel 11). [Listen for City Schools of Decatur](#). Often we will go to school when the county does not because we do not have extreme transportation problems in our small geographic area.

In case of an emergency early dismissal, no child will be left without a place to go. An adult will stay at school or an announced designated location until arrangements are made for all students.

If you as a parent want to make specific arrangements with your child, neighbors, and friends and want to notify the school of these arrangements, please call the school, stating what your child is to do if you are not home. Please tell your child and the school where he/she is to go in case of an early dismissal before an emergency arises.

In the case of emergency situations, please do not call the school if at all possible. Lines should be clear. However, if you have a change of plans or find it necessary to call for any other reason, please call and leave a message. Please instruct your children that if they go to someone else's house, they should keep calling you at a designated number until they reach you.

City Schools of Decatur may use an automated calling service (robo call) to notify families of emergency dismissals. The calling service will utilize the phone number(s) that have been provided to the school through your child's registration materials. It is your responsibility to notify the school of any change in contact information.

## Emergency Drills

In each classroom are posted charts that indicate the exits and safe areas to be used for safety drills. A fire drill is held twice in the first month of school and then once every month thereafter. Students are expected to file out of the building in an orderly manner without talking or running. Classes will remain on the grounds until the “all clear” signal. All schools participate in the state-wide tornado drill, and each school has a safety plan for other emergencies with corresponding drills planned throughout the year.

## Equal Education Opportunities Policy (Non-Discrimination)

The board of education believes that all students are entitled to equal opportunities for a quality education and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or placement. (Policy JAA: Equal Educational Opportunities)

## Equity Information

City Schools of Decatur is committed to a safe and healthy school environment for students and staff. Intimidation, harassment, persecution, or any other improper form of discrimination is not acceptable. In the event that anyone feels his/her rights have been violated, he/she is entitled to appropriate due process procedures without any form of retaliation. The Board of Education of the City of Decatur does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or student placement. The school system shall not discriminate on the basis of gender in its athletic programs.

The superintendent has designated equity coordinators to handle inquiries/complaints related to nondiscrimination policies according to established procedures. These coordinators are named annually and their contact information are available below. Coordinators are named for each of these areas: Title II (access to vocational education programs), Title VI (race, color, or national origin), Title IX (gender), and Section 504/ADA (handicapping condition).

### ***Title IX Equity Compliance Officer***

Dr. Lillie Huddleston (students)

City Schools of Decatur

125 Electric Avenue  
Decatur, Georgia 30030  
404-371-3601, ext. 1026

***Title IX Coordinator for Athletics and Student Activities:***

Rodney Thomas (students)  
City Schools of Decatur at Decatur High School  
310 North McDonough Street  
Decatur, Georgia 30030  
404-370-4176

***Section 504/ADA Co-Coordinator:***

Bruce Roadent (students)  
Executive Director of Student Support  
City Schools of Decatur  
125 Electric Avenue  
Decatur, Georgia 30030  
404-371-3601, ext. 1029

David Adams (employees)  
City Schools of Decatur  
125 Electric Avenue  
Decatur, Georgia 30030  
404-371-3601, ext. 1012

## ***Title IX Liaisons***

School principals/their designees will serve as local Title IX liaisons for each school. You can report discrimination and discriminatory harassment to your school principal, any staff member, or to the district's Title IX Compliance Officer, listed above.

Early Childhood Learning Center: Ms. Sarah Garland [sgarland@csdecatur.net](mailto:sgarland@csdecatur.net)

Clairemont Elementary School: Mr. Billy Heaton [bheaton@csdecatur.net](mailto:bheaton@csdecatur.net)

Glennwood Elementary School: Dr. Kristy Beam [kbeam@csdecatur.net](mailto:kbeam@csdecatur.net)

Oakhurst Elementary School: Ms. Tanisha Sanders [tsanders@csdecatur.net](mailto:tsanders@csdecatur.net)

Westchester Elementary School: Ms. Rochelle Lofstrand [rlfstrand@csdecatur.net](mailto:rlfstrand@csdecatur.net)

Winnona Park Elementary School: Ms. Ruth Scott [rscott@csdecatur.net](mailto:rscott@csdecatur.net)

4/5 Academy at Fifth Avenue: Ms. Karen Newton [knewton@csdecatur.net](mailto:knewton@csdecatur.net)

Renfroe Middle School: Greg Wiseman [gwiseman@csdecatur.net](mailto:gwiseman@csdecatur.net) and Nicki Parks [nparks@csdecatur.net](mailto:nparks@csdecatur.net)

Decatur High School: Arlethea Williams [awilliams@csdecatur.net](mailto:awilliams@csdecatur.net)

## **Family Engagement**

City Schools of Decatur believes that parents are their child's first teacher. Parents are encouraged to be as much a part of their child's education as possible. Opportunities for involvement may include the parent/teacher organizations at each school and parent education and support activities offered by programs such as the Early Intervention Program (EIP). Parents are encouraged to volunteer for various activities throughout the school.

Parents are encouraged to request conferences regarding their child's progress in school. Conferences can be arranged at the request of the parent, the teacher, or the principal. Please call the school office or send a note if you wish to schedule a conference.

There are many ways to stay in touch with news from City Schools of Decatur. Here are a few ideas to keep informed:

1. Websites: check the district and school websites for updated news, calendar items and photos of current events.  
The district website is [www.csdecaturnet.net](http://www.csdecaturnet.net).
2. eBlasts: Subscribe to district and school eNewsletters and important communication at [www.csdecaturnet.net/subscribe](http://www.csdecaturnet.net/subscribe).
3. Facebook: If you have a Facebook account, be sure to "Like" City Schools of Decatur district page for frequent news, photo and video updates.
4. Newsletters are sent weekly from each elementary school. You may choose to receive the paper copy or receive your email via eBlast by subscribing at [www.csdecaturnet.net/subscribe](http://www.csdecaturnet.net/subscribe).
5. Automatic Message Call Center (robo calls) for urgent messages. Make sure the school office has updated cell, work and home numbers at all times.
6. The email address [contact\\_us@csdecaturnet.net](mailto:contact_us@csdecaturnet.net) is monitored each day and messages are filtered to the appropriate staff person. Feel free to email CSD with a comment, question or compliment and you will receive a timely response.

## **Instructional Support Programs**

### **EIP - Early Intervention Program**

The Early Intervention Program is a state-adopted program that is designed to provide additional instructional support and resources to K-5 students who perform below grade level in reading and/or math. The purpose of the program is to help these students obtain the necessary skills to reach grade level in the shortest possible time. EIP teachers collaborate with the classroom teachers and work in small groups with students to address their individual academic needs. For more information, please consult the Pupil Progression Plan at [www.csdecaturnet.net](http://www.csdecaturnet.net).

### **Insurance**

Accident insurance for students is offered to families during the first month of school at a nominal rate. It is available throughout the year. Information is available in the principal's office or on the District Website at [www.csdecaturnet.net/forms](http://www.csdecaturnet.net/forms).

## Media Center

The Library Media Center is open daily for student use. Materials checked out are the responsibility of the student and must be paid for if damaged or lost. Reference books are to be used in the Media Center.

The mission of the Library Media Center at each school is to build a learning community of effective users of ideas and information. This mission is accomplished by:

- Promoting reading and encouraging a lifelong appreciation of books
- Providing access to a variety of materials and technology leading the community to information literacy
- Creating authentic learning experiences through collaboration and planning that will increase student achievement goals and support the school improvement plan

Our Library Media Centers are an integral part of the educational program at our schools. They are the hub of the school, and heavily used by students, staff, volunteers and families. They are fully automated and each school has a collection of over 12,000 items available to our students, staff and families. Please contact your school's library media specialist with any questions or comments, and please be sure to check out the Media Center page on each school's website.

Clairemont: TBD

Glennwood: Dee Anna Rittenhouse, [drittenhouse@csdecatur.net](mailto:drittenhouse@csdecatur.net)

Oakhurst: Suzanne Hawkins, [suhawkins@csdecatur.net](mailto:suhawkins@csdecatur.net)

Westchester: Brooke Nation, [bnation@csdecatur.net](mailto:bnation@csdecatur.net)

Winona Park: Ilene Zeff, [izeff@csdecatur.net](mailto:izeff@csdecatur.net)

Fifth Avenue: Corinne Smith, [corinnesmith@csdecatur.net](mailto:corinnesmith@csdecatur.net)

## Partners-In-Education

Partners-in-Education is a joint effort between the school system, local businesses, community churches and the Decatur Business Association (DBA). The goals of the program are to motivate young people, to recognize and encourage teachers, to strengthen school and community relationships, and to meet business partner needs. Schools are asked to assess their needs that are then linked to partner resources. Business partners make formal agreements to support a single school or the entire school district. Representatives from the partners are invited to meetings to share ideas, plan joint programs, and hear about new programs and projects in the schools.

## Photo Consent

City Schools of Decatur may from time to time record the likeness of students by photographic, video, audio or other means. The likeness of students may be used by City Schools of Decatur for purposes of news, advertising, promotion, school and school district websites, yearbooks or any other lawful purpose. No compensation is given for such use of student likenesses, and parents and students are not entitled to any use of said photographs, videos, audio recordings or other student likenesses nor are parents or students entitled to any reproduction of the same. Such reproductions of students' likenesses are the property of the City Schools of Decatur and that City Schools of Decatur has the perpetual right to use, crop, edit, or otherwise treat said reproductions at its sole discretion. Any parent, legal guardian who does **not** consent to the use of his or her child's likeness must execute the opt-out form **made available with this handbook** and on school district Web sites and return it to the principal within (5) days of the commencement of each school year.

## Promotion

Promotion, placement, or retention will be based on the academic achievement of a student on the state-mandated tests and/or criteria established by the local board of education. See "Pupil Progression Plan" on the CSD Web site ([www.csdecatur.net](http://www.csdecatur.net)) for details.

## Registration of New Students

When registering students new to City Schools of Decatur please see the Registration page on the CSD website for the most updated information. Registration for students PreK-12 is managed at the CSD Central Office at Beacon, 125 Electric Avenue, Decatur, GA 30030. Please call 404-371-3601 if you have questions.

## Report Cards

A formal report of student progress is communicated to parents every six weeks at the formal marking periods:

Parent/Teacher Conference	1st Reporting Period
Report Card to parents	2nd, 4th, and 6th Reporting Periods
MAP, Curriculum Nigh, and optional Parent/Teacher Conference	3rd Reporting Period
Student-led Conference or Parent/Teacher Conference	5th Reporting Period

## Residency

The school system takes the issue of student residency very seriously. Procedures have been put in place to provide consistency among the schools, including a registration process at the Central Administrative Offices at Beacon for new students. Included in these procedures are the requirements that new students provide two acceptable documents to show proof of residency and that all students live within the city limits of Decatur with a parent or legal guardian.

If a Decatur resident has legal guardianship of a student, the student must reside in the resident's home. While the school system reserves the right to verify any information provided at any time, the following residency checks have been put in place: (1) residency checks when students transition from one grade configuration to another; (2) residency checks when concerns have been reported; and (3) random checks of residency. By signing the handbook acknowledgement, I realize that City Schools of Decatur may take steps to verify my address, including, home visits, review of public documents and contacting other government agencies, without further notification.

## Response to Intervention (RtI)

Response to Intervention provides a forum for planning and implementing strategies and interventions to the regular education program that will enable a student to make continuous progress in the school setting. The RtI problem-solving team consists of teachers, other professionals, parents, school counselors, social workers, and, on occasion, students. See the Pupil Progression Plan for more details about RtI.

## Responsibility for Property

Students are personally responsible for textbooks, library books, instructional materials, and student desks assigned to them. Any damage must be paid by the individual. Prices will be determined by the current cost to replace the item.

## School Health Program

The School Health Program supports the belief that healthy children are successful learners. The school nurse has a multi-faceted role in the school setting.... a role that supports the physical, mental, emotional, and social health of students and their success in the learning process. Registered nurses provide health related services for the students at each school. The weekly schedule for the assigned nurse is posted in the school office.

Each student should have an updated health information form on file with the nurse in the clinic every school year. Depending on the school your student attends, the health form will be received with the summer mailing from the school or will come home with your student during the first week of school.

For significant conditions (ex: asthma, diabetes, life threatening allergies, seizures etc.), please contact the nurse immediately to discuss your child's health needs at school. Your child will also need a specific medical care plan filled out and signed by a physician, and co-signed by parent/guardian. The medical care plan will detail the day-to-day care your student requires at school. The health information form as well as the medical care plans can be downloaded and printed from the district website (<http://www.csdecatur.net>). Click on Parents> Forms/Downloads.

Throughout the school year contact your child's school nurse to report any new medications or changes in your child's health.

### Medications

Medications, including over the counter medication, can be administered to students with parental permission. All medication should be taken directly to the office/clinic by the parent. Prescription medications must be brought to school in the original container labeled with the student's name, date, name of medication, name of prescribing physician, dosage, time(s) the medication is to be given, and name of pharmacy filling the prescription. OTC medications must be brought to school in a new, original sealed manufacturer's container. The manufacturer's label must include name of medication (brand or generic), strength of medication, instructions for use, and name of student written legibly. The parental permission form can be downloaded and printed from the School Health webpage (<http://csdecatur.net>). Click on Parents>Forms/Downloads.

A student who has asthma or a severe allergy and whose parent/legal guardian has submitted written authorization to the school authorizing the student to self-administer the asthma (inhaler)/allergy (epi-pen) medication may possess and use the indicated medication:

- a. while in school;
- b. at a school sponsored activity;
- c. while under the supervision of school personnel; or
- d. while in before-school or after-school care on school operated property.

### **Health Requirements**

Each student entering the school system for the first time regardless of grade level must present the following health related documents at registration:

a) Documentation of required immunizations on Ga. Department of Public Health (DPH) Form 3231 or a completed, notarized and signed Affidavit of Religious Objection to Immunization (DPH Form 2208). Religious Objection form can be downloaded at (<http://csdecatur.net>). Click on Parent>Forms/Downloads.

b) Documentation of vision, hearing, nutrition, and dental screening on Ga. Department of Human Resources Form 3300.

Consult with your physician or DeKalb County Health Department for assistance to obtain the necessary documents.

Georgia Code (OCGA 20-2-771) states “ No child shall be admitted to or attend any school or facility in this state unless **state** child shall have submitted a certificate of immunization to the responsible official of the school or facility. The official of any school or facility may grant a 30 calendar day waiver of the certification requirement for a justified reason.”

For information related to 30-day wavier, contact Central Office-Enrollment Services at 404-371-5568.

## **School Safety Zones**

School safety zones are established within 1,000 feet of all schools. It is unlawful for any person, unless authorized by law under certain circumstances, to carry any weapon or explosive compound within a school safety zone or at a school building, school function, or school property or on a bus furnished by the school. If any person is in violation of this law, proper authorities will be called immediately to have the person removed from the premises.

Disruption of or interference with the operation of a public school shall be considered a misdemeanor. It is unlawful for any person to remain within the school zone when that person does not have a legitimate cause or need to be there. Failure to leave the premises when requested is grounds for a charge of a misdemeanor. This also applies to members of the press.

## **Sex/AIDS Education**

A comprehensive sex/AIDS education program is part of the curriculum in the City Schools of Decatur. Information explaining this part of the curriculum will be distributed annually. Included in this information will be procedures for reviewing the instructional materials and, if desired, procedures for excusing a student from this instruction. The school system wants to support parents in their role as the primary sex/AIDS educators of their children by providing a comprehensive sex/AIDS education program (Policy IDBA: Sex/AIDS Education).

## **Sexual Abuse or Misconduct Reporting**

Any teacher, counselor, or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent's designee.

Any school principal or principal's designee receiving a report of sexual abuse as defined in O.C.G.A., 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 shall be investigated immediately by the school or school system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal's designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

## **Social Workers/ Counselors**

In accordance with the accrediting standards of AdvancEd, a school social worker and/or counselors are assigned to each of the elementary schools, middle school, and high school. The school social worker and counselors are part of the interdisciplinary team that is focused on ensuring that students are successful within the school environment.

The school social worker and counselors advocate for students and families. They support students and staff by providing consultation with parents, individual and/or small group counseling, crisis intervention, preventative education through whole classroom guidance, and may serve as members of the student support team. In addition, they provide support for the Safe and Drug Free Schools program, conflict resolution, Second Step, Talking About Touching, the abstinence education program, and the Anchor Program for homeless families.

## **Special Education**

City Schools of Decatur provides special education programs utilizing a continuum of delivery models to all students who meet the eligibility requirements as mandated by federal and state laws. A student or youth from 3 through 21 years of age is considered to have a disability under the Individuals with Disabilities Education Act (IDEA) if the student or youth meets the eligibility criteria in any of the 12 program areas: autism, deaf/blind, deaf/hard of hearing, emotional and behavioral disorder, , intellectual disability, orthopedic impairment, other health impairment, significant developmental delay (ages 3-8), specific learning disability, speech-language impairment, traumatic brain injury, and visual impairment.

## **Student Records**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, gives parents, guardians, and eligible students, as defined by the act, the following rights:

1. The right to be told by the school system of their rights under this act
2. The right to prevent disclosure of personally identifiable information without prior written consent except to school official with a legitimate educational interest. School official person is a person employed by the Board as an administrator, supervisor, teacher, instructor, or support staff member (including health and medical staff); a member of the Board, a person or company with whom the Board has contracted to perform a special task, including, but not limited to, an attorney, auditor, educational or other consultant; a volunteer performing a task or function as directed by a person employed by the Board; or a therapist. Legitimate educational interest is defined as a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or student's family.
3. The right to inspect and review educational records
4. The right to challenge the content of any educational record and to have certain hearing rights if administrators deny their challenge
5. The right to file a complaint with the United States Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office to which complaints may be made is the following: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605 (Policy JR: Student Records)

## **Teacher Qualifications**

As a parent or guardian of a student in CSD, you may request information regarding any teacher that teaches your child. You may request information related to the following professional qualifications:

- 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;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

## Technology Use

### Section A: Important Cybersafety Initiatives and Rules

### Section B: Cybersafety Rules for Grades Pre-K - 5

**\*The term parent(s) used throughout also refers to legal guardians and caregivers.**

*Important terms used in this document:*

- 'Cyber safety' refers to the safe use of the Internet and technology equipment/devices, including mobile phones*
- 'School technology' or 'CSD Technology' refers to the school or district's computer network, Internet access facilities, computers, and other school technology equipment/devices as outlined in (c) below*
- The term 'technology equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs, iPods), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use*
- 'Objectionable' in this agreement means material that is harmful to minors as defined in the Children's Internet Protection Act § 254(h)&(l).*

***Additional information can be found on Georgia's NetSafe website***

[www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Cybersafety.aspx](http://www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Cybersafety.aspx)

### Section A: Important Cyber safety Initiatives and Rules

The measures to ensure the cybersafety of City Schools of Decatur (CSD) outlined in this document are based on our core values.

The CSD computer network, computers and other school technology equipment/devices bring great benefits to the teaching and learning programs at CSD, and to the effective operation of the school.

The school's computer network, computers, and other school technology equipment/devices are for educational purposes appropriate to the school environment. This applies whether the technology equipment is owned or leased by the school, and is used at school or off site.

Our school has cybersafety practices in place, which include cybersafety use agreements for all staff and students.

The overall goal of CSD in this matter is to create and maintain a cybersafety culture that is in keeping with the values of the CSD, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches that undermine the safety of the school environment. Technology protection measures will be implemented and maintained for all CSD technology and technology equipment/devices in compliance with the Children’s Internet Protection Act, as outlined in the Internet Safety Policy.

All students will be issued a use agreement and once the signed consent has been returned to school, students will be able to use the school technology equipment/devices.

**Section B: Cyber safety Rules for Grades Pre-K - 5**

*These rules will help us to stay safe when using technology at school:*

1. I cannot use school technology equipment until my parent(s) have signed my use agreement form and the completed form has been returned to school.
2. I can only use the computers and other technology equipment for my schoolwork and only with my teacher’s permission.
3. I can only go online or use the Internet at school when a teacher gives permission and an adult is present.
4. If there is something I am not sure about, I will ask my teacher.
5. I will not use the Internet, email, mobile phones, or any other technology resources to be mean, rude, or unkind to other people.
6. I will not tell anyone my password.
7. If I find anything that upsets me, is mean or rude, or is something I know is not acceptable at our school, I will:
  - Not show others
  - Minimize the screen or window
  - Get a teacher immediately
8. I must not bring any technology equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, USB drives, and software.
9. I will ask my teacher’s permission before I put any personal information online.
10. I will be careful and will take care of all our school technology equipment by:
  - Using the equipment in a respectful manner
  - Following our school cyber safety rules
  - Telling a teacher about anything wrong or damaged
11. I understand that if I break these rules, the school may need to tell my parent(s).

This Use Agreement is based on the NetSafe® Cyber safety Use Agreement for Junior Primary Students Template

## **Internet Safety Policy IFBGE**

Access to telecommunications and technology resources, including but not limited to the Internet, is intended to provide resources and tools for research, communication, and innovation for our students and staff. Use of these resources must be directly related to the instructional program of the district, which supports the mission, goals, and objectives of the school district.

The City Schools of Decatur will undertake required actions to be in compliance with the requirements of the Children’s Internet Protection Act (47 U.S.C. § 254(h) and (l)) and the Protecting Children in the 21<sup>st</sup> Century Act.

### Technology Protection Measure

In compliance with applicable law, the City Schools of Decatur has acquired filtering software which is in continuous operation as a required technology protection measure as set forth in the Children’s Internet Protection Act. The filtering software and this Internet Safety policy are intended to protect against access by adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of computers with Internet access by minors, harmful to minors. The filtering software may be disabled for adults engaged in bona fide research or other lawful purposes.

This Internet Safety policy addresses the following areas:

1. Access by minors to inappropriate matter on the Internet and World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, social networking websites, and other forms of direct electronic communications;
3. Unauthorized access, including so-called "hacking," cyberbullying, and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors.

To specifically address these areas, the City Schools of Decatur Information Technology Department will take the following specific “technology based” measures:

The City Schools of Decatur Information Technology Department will use filtering or blocking technology that will block “known” sites that have content that is considered inappropriate, including, but not necessarily limited to, obscene material, child pornography, and material that is harmful to minors, all as defined in the Children’s Internet Protection Act.

Email access through the school system is filtered through designated software.

Chat room activity and all other forms of communication, such as instant messaging, as well as all online activities of students are monitored by the school system.

The City Schools of Decatur Information Technology Department maintains a firewall and private TCP/IP address scheme. These block all access from the outside Internet to the private internal network that all of the schools access.

All students and faculty use individual usernames and passwords and are required to “log on” to the computers and/or network. These user names are then monitored by use of an authentication and traffic filter for inappropriate activity by each individual user.

Network traffic statistics are collected and periodically reviewed to identify appropriate access or unusual network activity.

All personal information pertaining to students resides on a secure Student Information System server. School system staff as well as parents, middle school students and high school students are given web-based access to the Student Information System. Access to the Student Information System is password protected and all non-school system staff users of the system must log on and are given only limited access to information. The level of access is determined administratively.

The human resource server is not available to students under any circumstances and is only available to staff as established by the administration.

All materials published on the City Schools of Decatur websites are first screened by the designated school staff before being made live for public viewing on the Internet.

The students of City Schools of Decatur are prevented from accessing materials harmful to minors by the use of filtering technology that inspects each website request and blocks sites that are inappropriate to the learning environment.

The students and parents of City Schools of Decatur may elect to sign a Photography/Video/Audio Consent and Release form annually allowing permission and perpetual rights for the school system to use a photograph, video clip, audio clip, or any likeness for news, advertising, promotion, school and school district websites, or for any other lawful purpose.

Measures to augment the abovementioned measures include:

Staff is given training and is required to teach and supervise students to prevent access to inappropriate matter on the Internet and to teach Internet safety procedures, including, but not limited to, safety of students including interacting with other individuals when using social networking sites, email, chat rooms and other forms of direct electronic communications; how to identify and respond to cyberbullying; and educating students about the unauthorized disclosure or the potential dangers of disclosing personal information through electronic communication.

Resources are provided by the state and local school system to teachers and students with appropriate Internet safety content.

All staff, students and parents must read and sign an acceptable use agreement based on the Internet Safety Policy before they are given access to the Internet and network. The agreement is signed on a yearly basis and outlines appropriate and inappropriate use of technology resources.

Access to secure information will be granted by specific request to administrators. Information that can be accessed has been designated by system administration.

The Superintendent is authorized to promulgate administrative rules or procedures not inconsistent with this policy to implement this Internet Safety Policy.

## **Telephones/Cell Phones**

All students must secure permission to use the phone. Reasonable phone requests will be granted; however, students may not use the phone to call parents to come for them in the afternoon, to get permission to go visit, or to bring something that has been forgotten. Children do not leave the classroom to take telephone calls. The principal or secretary will be glad to deliver messages if a parent needs to contact a child.

Cell phones are not permitted at school. If a child brings a cell phone to school and it is lost or damaged, the school cannot be held responsible.

## **Testing**

The standardized testing program in the City Schools of Decatur is designed to provide information to the staff and the community about student performance. As a result, a combination of required state and locally recommended standardized tests provides necessary information for making sound decisions about the elements of the curriculum, the best way to deliver the curriculum, and instructional modifications that might be needed to meet the needs of individual students.

In assessing student performance, teachers use the results of teacher-made and publisher-designed assessments as well as their own observations to make decisions about instructional modifications, reporting progress, and eligibility for promotion from grade to grade. Parents may discuss the results of standardized tests with the school principal and teacher(s). Consult individual school calendars for a testing schedule for your child.

## **Transportation**

City Schools of Decatur's Transportation Department requires that a completed Transportation Request Form be on file for each CSD student who needs school bus transportation. The Transportation Request Form must be completed every school year. The forms are available in the school office and on the district Web site. Forms should to be filled out, signed, and returned to your child's school.

Riding the school bus is a privilege. Student behavior is expected to be the same as in the classroom and this requires students, parents, bus drivers, and school administrators to work together. Students who misbehave while riding the school bus may lose this privilege.

## **Use of School Buildings/Grounds**

City Schools of Decatur facilities are available for rental for community events. Contact the Facilities and Maintenance Department office at 404-371-6677 with your request at least two weeks prior to your event. Administrators and support staff at the desired facility will review the request to determine if it can be accommodated. Fees are charged for use of the space and for support staff who must be present to secure the building.

## **Visiting the Classroom**

(Policy KM: Visitors to School)

The board of education recognizes the importance of a safe environment for students and staff. Parents and other visitors are welcome in the schools at the discretion of the principal. Upon entering school property, each visitor shall give reason for visit and register with name, date, and time of visit. When the visit has been completed, the visitor shall register time of departure.

According to state law it shall be unlawful for any person to disrupt or interfere with the operation of any public school, and any person violating this code shall be guilty of a misdemeanor. In implementing this policy, the principal may use discretion during special school functions.