



2018-2019

STUDENT/PARENT HANDBOOK

RENFROE MIDDLE SCHOOL

WWW.CSDECATUR.NET

WELCOME TO RENFROE

Dear Parents and Students:

Welcome to Renfroe Middle School! You are a very important part of one of the finest middle schools in the country. Your teachers, administrators, and other school personnel will be working together to create an exciting, challenging and rewarding educational experience. Each has something positive to contribute that will enrich all of us on this journey together.

This handbook will provide you with all the things you need to know about Renfroe Middle School. Please sit down with your parent/guardian and read over it together.

Make the most of this year. Apply yourself in every area. Give and receive respect. Be enthusiastic, motivated, and have a positive attitude towards school. Look for the many exciting opportunities and challenges that await you at RMS.

Welcome to Renfroe!

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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 B. Jones, Chair
Tasha White, Vice Chair
Garrett Gobel
Annie P. Cailoa
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 board room 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	
Maggie Fehrman, Executive Director of Schools	404-371-3601 x 1035
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 Informaton Services	404-371-3601 x 1017
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
CourtneyBurnett,DirectorofCommunityandGovernmentRelations	404-371-3601 x 1033
Frances M. Holt, Special Education Director	404-371-3601 x 1039
Dr. Lillie Huddleston, Equity Director	404-371-3601 x1026

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
Winnona 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 st Marking Period Ends
September 17-21	Fall Break
October 26, Friday	2 nd Marking Period Ends
November 6, Tuesday	Professional Learning Day
November 19-23	Thanksgiving Break (Administrative Offices Closed)
December 21, Friday	3 rd Marking Period/1 st 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 th Marking Period Ends
February 18-22	Winter Break
March 11, Monday	Professional Learning Day
April 12, Friday	5 th Marking Period Ends
April 1-5	Spring Break
May 25, Friday	Last day for all students
May 27, Monday	Memorial Day Holiday
May 31, Friday	Last Day for all students

RENFROE MIDDLE SCHOOL MISSION/VISION

Renfroe Middle School Mission:

To develop curious, caring, and self-directed global citizens in a safe supportive, and inclusive community

Renfroe Middle School Vision:

To inspire students to positively impact our world

ACADEMICS

ACADEMIC SUPPORT PROGRAMS

Gifted – The gifted program at the middle school level serves as a transition from Links, the elementary program, into Bridges, the middle and high school program.

Inclusion – The inclusion program serves students with disabilities. The inclusion teacher’s primary function is to provide systematically designed instruction and support, which meets the student’s needs to function in the regular classroom setting. The inclusion teacher works with the regular classroom team of teachers to enable the student to participate successfully in this setting.

The resource program serves students with mild to moderate disabilities. The resource teacher’s primary function is to provide systematically designed instruction and support, which meets the student’s needs. The resource teacher works with a team of teachers to develop and maintain academic as well as behavior management programs.

Response to Intervention (RtI) – RtI is a flexible process in which schools provide timely assistance to each learner’s level of need. This process is managed within a pyramid of interventions model that uses RtI to organize school intervention services into four tiers or levels. Students with emerging difficulties in school are given universal support through Tier I that typically involves instructional differentiation by the classroom teacher. If that help is not sufficient, students are provided with additional supplemental support in Tier II with guidance from school-staffed decision-making teams. These teams may also determine that students who do not respond sufficiently to the Tier I and Tier II interventions receive even more intensive support at Tier III through a process known as Student Support Team (SST) process. Students who continue to demonstrate limited response to intervention in Tier III may be referred for a formal evaluation to determine if they qualify for special education services or gifted services in Tier IV.

Speech – The speech-language pathologist provides professional, comprehensive services designed to address;s communication needs for students with speech-language impairments. The speech-language program provides a continuum of service levels to meet the specific needs of students with speech impairments..

CLUBS/ORGANIZATIONS

An updated list of RMS clubs can be found on the school’s website here

<https://www.csdecatur.net/domain/429>

DAILY SCHEDULE

Your daily schedule will be explained to you by your teachers at the beginning of each term or grading period. You should keep a copy of your scheduled classes available at all times.

ELIGIBILITY

Students participating in sports must have a current physical form signed by a physician and insurance on file in the main office prior to the first day of practice. The forms can be found on <https://www.csdecatur.net/domain/1245>

Any student who is suspended from school or who is assigned In School Suspension will not participate in the scheduled sports activity for that week.

EXTRACURRICULAR ACTIVITIES

If students are staying at school for an after school activity that begins after 4:00 PM they must attend a tutoring session until that activity begins. There are several extracurricular activities available at Renfroe Middle School. We believe that students must maintain satisfactory grades in order to remain in/or to participate in extracurricular activities. The goals for these activities are:

1. To expand the students' interests
2. To enhance the students' self-concepts and allow them to experience success and possibly excel in areas in addition to academics
3. To help students understand the correlation between leisure activities, special interest, and prevocational skills

The following sports activities are available at Renfroe Middle School:

Fall	Winter	Spring
Cheerleading	Cheerleading	Baseball
Cross Country	Basketball	JV-Lacrosse (8th grade)
Football		
Girls Softball		
Soccer		
Volleyball		

FIELD TRIPS

At various times in the year, teachers plan field trips to enhance academic experiences. Students with appropriate conduct will be allowed to participate with the proper-signed permission forms. Donations may be requested to help with the cost of the trips.

HOMEWORK

Homework equips the student with skills and attitudes essential in promoting personal, social, and academic growth. It provides the student with the opportunity to demonstrate understanding of specific skills. Be aware that the amount of homework varies from teacher to teacher and from night to night.

Homework may be classified into three areas.

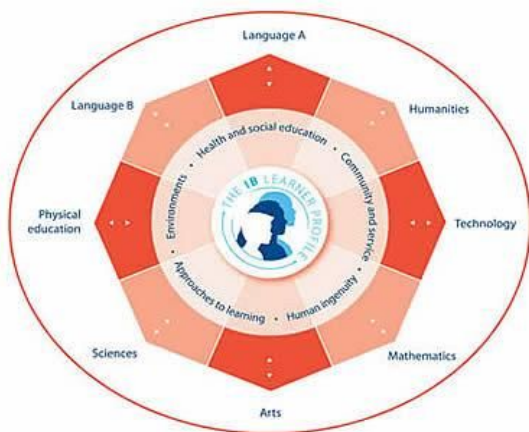
1. Assignments that reinforce the instructional programs
2. Assignments that develop and enrich thinking skills
3. Assignments that provide practice and skill development

Suggestions for Students:

1. Sit down with a parent to discuss Homework Policy
 - a. Arrange time and place for homework to be done
 - b. Have no phone calls or TV during study time
 - c. In planning homework time, plan for extracurricular activities such as sports, clubs, band, etc.
 - d. Homework is student's responsibility
2. Read and follow directions to be sure you understand the assignment before you leave the classroom
3. Be sure you have all materials needed before starting (pencils, books, paper, etc.)
4. Prepare for tests by doing the work, reviewing notes and textbook day by day
5. Complete all work neatly and correctly
6. Turn homework in on time
7. When you are absent, find out what assignments have been missed
8. Pay attention and utilize class time
9. Share your work with your parents to see if they have suggestions for improvement

INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAMME

Renfroe participates in the International Baccalaureate Middle Years Programme (MYP). The MYP is designed to provide a rigorous and developmentally appropriate learning experience for students aged 11 to 16. Throughout the year, staff works together to plan IB units of instruction that challenge and engage all students.



Instructional units incorporate the fundamental concepts of the MYP: Intercultural awareness, holistic learning, and communication. The IB Middle Years Programme consists of eight subject groups. In each year of the programme, students study subjects from each of the eight groups.

Subject groups include: Language A (English), Language B (Spanish and French), Mathematics, Individuals and Societies (social studies), Science, Arts (visual arts, band, and chorus), Design, Physical Education.

The **Learner Profile** is “the IB mission statement in action.” At Renfroe, we want our IB Learners to be: **Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced and Reflective.**

Through participation in the MYP programme, students will develop a stronger sense of their role in a global society as they study and learn within the IB framework. Through a rigorous course of study, students will also develop the skills and knowledge necessary to participate productively in a 21st century world.

INSTRUCTIONAL PROGRAM

The following academic subjects are taught at Renfroe Middle School. All students are required to take mathematics, science, language arts, social studies, Spanish and connections classes.

Adventure Quest - Adventure Quest is a 12-week Physical Education course that emphasizes 4 core themes; respect for differences, problem solving, self-esteem, and compassion. The units we cover, and where these themes are woven throughout include, but are not limited to, Creating Community, Camping 101, Wilderness First Aid, and Orienteering.

Art – In the sixth grade, students explore the elements and principles of art as a means of expressing feelings and ideas through drawing, painting and using clay. In seventh grade students will explore art as an extension of subjects in their core curriculum classes using papier-mache masks, an Egyptian-inspired clay ‘canopic jar’, an optical illusion using patterns and an M.C. Escher-inspired rotational symmetry collage. Eighth grade students will focus on using art as a tool for understanding the world and expressing their relationship to it. Mediums include drawing, printmaking, painting, collage and clay.

Band – The band program at Renfroe Middle School exists to provide the means for motivated students to experience the creation and performance of instrumental music and to acquire the ability to appreciate music in a variety of styles. This is a year-long course.

Broadcast Media - Students will be introduced to introductory Journalism and Broadcasting Concepts. Students will be exposed to script writing, storyboarding, recording, editing, storytelling, and leadership opportunities. Students will have an opportunity to participate in the school morning news show.

Business Application - Students will gain valuable computer application skills using the Microsoft Office suite. Skills development in google apps such as Docs, Sheets, and Slides will also be taught.

Business I - Students are introduced to the basic principles of business in the 21st Century technology concepts. The curriculum will expose students to all of the applications and software available at Renfroe Middle School.

Chorus – Students may choose chorus as one of their performing arts. Chorus is a year-long course.

Design Engineering - Sixth grade students will focus on students developing and understanding of the relationship science, technology, and engineering and the roles these things play in their everyday lives. Seventh grade students will focus on students exploring their role as a contributing member of society. Eighth grade students will be creating useful things for themselves or someone else based on their interests.

Digital Communication - Students will become proficient in using various presentation delivery methods. Students will communicate thoughts, ideas, and concepts through the use of digital mediums. Students will learn various techniques that will enhance their ability to express themselves.

Drama - A student-centered exploration of the fundamentals of Drama and Oral Communication. The goal of this class is that each student will imaginatively and positively practice a variety of Exercise (Improvisations and Theatre Games) that prepare her or him to successfully perform several Acting Projects before the confidence and social cooperation.

Health – The health course is designed to provide students with the opportunity to develop physical, mental, and social well being through the study of drugs, alcohol, tobacco, first aid, human sexuality, and consumer health.

Individuals and Societies – Students will study a different area of social studies each year. Sixth grade students concentrate on the Americas, Europe, and Africa. Seventh grade students study Asia, Africa, and the Middle East. Eighth grade students study United States and Georgia History.

International Perspectives - Students will be introduced to the Family and Consumer Science Pathways with a focus on international perspectives based on the regions of focus in their grades level’s Humanities curriculum. The career pathways introduced include Nutrition and Food Science, Consumer Services, Family, Community, Global Leadership, Culinary Arts, and Early Childhood Education. In this course, middle school students will experience a variety of activities that will promote self-awareness, multi-cultural awareness, leadership, and development of skills needed to achieve personal goals relating to family, home, career, and community.

Language Arts – In Renfroe’s language arts classes, reading, literature, writing, grammar, oral and listening skills are emphasized. Students also experience public speaking and self-evaluation for each skill.

Math Solutions - This course focuses on remediation of basic Math skills and provides support for the general education Math curriculum. Students will also receive extra help in developing good test taking skills and maintaining useful study habits.

Mathematics – The mathematics program for sixth, seventh, and eighth grades are a skills and concept building program. Special emphasis is put on problem solving and higher order thinking skills. With each grade level, work becomes a little more difficult.

Physical Education – The physical education program is designed to develop the physical, mental, social and emotional aspects of sixth, seventh and eighth grade students. This occurs through student participation in individual, dual, and team sports, as well as, fitness-related and leisure time activities.

Science – Our science program is laboratory based with “hands-on” experiments. In sixth grade students study earth science, seventh grade life science and eighth grade physical science.

Studio IB Digital Art - Art, Community and Self – art is a way of expressing self, culture and community. Concepts to be developed throughout each unit: What is the relationship between art, self, and community. How is art a record of evolving self, community, and culture? and How does art reflect or inspire change? In sixth grade students will explore - *Who are We?* Seventh graders will explore - *Where Do We Come From?* Eighth graders will explore - *Where are We Going?*

Web Design – This course is an introduction to coding. The students will learn to design and develop Web sites using the Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) Web languages.

MEDIA CENTER

The RMS Media Center exists to inspire students and staff to positively impact our world through strengthening a culture of literacy and thoughtful inquiry across all content areas to develop lifelong learners for today and tomorrow. The Renfroe Media Center is used heavily by individual students, small groups, and whole classes, which may all, be present at once, working on different assignments simultaneously. We expect users to allow others to work without disturbing them.

When teachers send students to the Media Center, the students must have a pass signed by their teacher with the date, time, and purpose. The Media Center opens from 8:00 am to 4:00 pm, Monday through Friday. Teachers may request additional after school hours for specific projects by contacting the media

center staff. Occasionally, when other activities have been scheduled in the Media Center, the Media Center will not be open before and/or after school.

Students may check out up to 2 books for a 2-week period and are responsible for the condition of materials that they use and for prompt return. Students must pay for any lost or damaged materials, so please take care of the book. Students with overdue books or outstanding fines may be prevented from attending school events, such as dances and field trips.

All school computers, in classrooms, labs, and the Media Center, must be used for instructional purposes only. Internet use in the library is restricted to those uses supporting classroom instruction. Responsible and appropriate digital citizenship is expected of all Renfroe students. Inappropriate computer use may result in loss of computer privileges and/or disciplinary action. All use of school system computers and technology must comply with the school system’s Internet Acceptable Use Policy and the Internet Safety Policy, which are printed later in this handbook.

PROMOTION, RETENTION, AND PLACEMENT

In order to be promoted a student needs to complete the year having passed two or more of the five core subjects.

SCHOLARSHIP

Parents are informed of academic progress every six weeks by report card. These reports must be signed by your parent or guardian and returned to school.

As a Georgia public school following the IB Middle Years Programme framework, we assess students on the IB assessment criteria in each subject. Students’ summative assessments in a course are used to determine their grades. On each six-week report card, students will receive scores for any criteria assessed during that term. Please see grade-specific rubrics for those scores. At the end of each trimester and the final (36 weeks) students will receive a 1 to 7 IB grade for each subject. Below are the descriptors that explain what each number means:

Score	Descriptor
7	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality .
6	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. There is consistent evidence of analysis, synthesis and evaluation where appropriate. The student generally demonstrates originality and insight.
5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
4	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
3	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support .
2	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills, and is unable to apply them fully in normal situations, even with support .

1	Minimal achievement in terms of the objectives.
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Letters or cards will be sent to parents between grading periods, indicating a deficiency and/or outstanding student progress in scholarship or citizenship. Parents are encouraged to confer with the student, the counselor, or the respective teacher about deficiencies and progress. Conferences with teachers are arranged by calling the teacher or the secretary in the counseling office.

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)

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.

ADMISSIONS

NEW STUDENTS

To be eligible for enrollment, the student must reside with a parent or legal guardian within the city limits of the City of Decatur. Entrance into the City Schools of Decatur takes place at the Central Office at 125 Electric Avenue. A list of specific documents needed is available on the <http://www.csdecatur.net/domain/114>. Any changes made to demographic information must be reported to the front office at Renfroe Middle as soon as possible.

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 Central Office 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.

WITHDRAWAL AND TRANSFER

The procedure for withdrawing takes about one hour. It is as follows:

1. A parent or guardian must accompany the student
2. Obtain appropriate forms from the secretary
3. Have the withdrawal form filled out by each teacher
4. Return all schoolbooks and property
5. Pay all fees owed
6. Get signature of librarian
7. All fees and textbook fines must be paid before records can be released

ATTENDANCE

The school is legally required to keep record of each student's attendance. Pupils who have been absent for any portion of the school day after 8:40 a.m. must report to the office for an attendance slip before going to class. According to Georgia Law, schools are required to notify parents/guardian when their child accumulates 5 unexcused absences, and for any unexcused absence after 5. A parent, guardian, or other person who fails to comply with the mandatory attendance laws may be found guilty of a misdemeanor. Students must be in attendance at least 4 periods of the day to be counted present.

ABSENCES

Absences adversely affect the education of every child. Read the Attendance Protocol carefully below. These Board-adopted policies must be diligently followed.

AFTER SCHOOL DETENTION PROGRAM

Students who arrive at school after 8:40 a.m. without an excused tardy may be assigned to after school detention from 4:00 – 5:00 p.m. Students who violate conditions in the City Schools of Decatur Code of Conduct may also be assigned to after school detention. The detention will be held on Tuesday and Thursday. Written notification will be given to students prior to their assignment to detention.

ARRIVAL TO SCHOOL

Students not riding the buses should not arrive on campus earlier than 8:10 a.m. Students who wish to eat breakfast at 8:10 a.m. must sit at the designated breakfast table and return to the assigned area for your grade level after eating. Breakfast is served until 8:35 a.m.

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.

DISMISSAL FROM SCHOOL

Students are dismissed from school at 3:40 p.m. and must leave the building and campus immediately after visiting their lockers each afternoon. Exceptions to this rule are as follows:

1. Students assigned detention hall.
2. Approved student assistants who are working for teachers, the librarian, or the office
3. Students who are waiting for the school bus in the assigned location
4. Approved club or activity meetings that are being held in specific rooms
5. All other activities that are cleared in advance through the Principal's Office

6. Students doing make-up work in a classroom
7. Students must have a note from their teacher stating permission to stay after school

EARLY CHECK OUT/LEAVING SCHOOL DURING THE SCHOOL DAY

Regular attendance, except in the case of legally excused absences, is compulsory under state law. Students may not leave the school campus after they have arrived. If it is necessary for a student to leave school during the school day, the procedure is as follows:

1. Bring a note for approval to the office signed by a parent or legal guardian explaining the reason why leaving school prior to the end of the school day is necessary and the time of departure.
2. A parent/legal guardian must be present to check a student out from school.
3. In the event of an emergency, someone from the emergency contact list as indicated in Infinite Campus may check a student out.
4. As a safety precaution and to ensure only individuals you designate as a parent have access to your child, all individuals must present a valid photo ID to verify who will be responsible for the
5. The student's name will be included in the daily absence report under the checkout listing.
6. Front office staff are unable to check out students after 3:15 PM.

TARDY GUIDELINES

When a student arrives to school after 8:40 a.m. the student must check in through the office before going to a class. Family emergencies and illnesses are excused tardies. All other are unexcused, for example, "I overslept," "I missed the bus" and "I ran an errand." Students late to school do not receive perfect attendance. Those students with excessive tardies will be referred to the counselor and social worker.

PARENT INFORMATION

ACCREDITATION

All schools in the City Schools of Decatur are accredited by the Southern Association of Colleges and Schools.

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)

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.

CAFETERIA AND OUTSIDE FOOD AT RMS

City Schools of Decatur provides healthy choices and a balanced meal for every child. Students may bring lunched from home but may not bring lunches in to the cafe from restaurants

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) A playbill, showing your student's role in a drama production;
- b) The annual yearbook;
- c) Honor roll or other recognition lists;
- d) 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:

- a) Student's name
- b) Participation in officially recognized activities and sports
- c) Parent/Student Address
- d) Telephone listing
- e) Weight and height of members of athletic teams
- f) Photograph
- g) Degrees, honors, and awards received
- h) Date and place of birth
- i) Dates of attendance
- j) Grade level
- k) The most recent educational agency or institution attended

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)

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 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.

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 Coordinator:

Dr. Lillie Huddleston (employees and students)
City Schools of Decatur
125 Electric Avenue
Decatur, Georgia 30030
404-371-3601 ext. 1026

Title IX Coordinator for Athletics:

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-Coordinators:

Bruce Roaden, Executive Director of Student Support (students)
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
404-371-3601ext. 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
Clairemont Elementary School: Mr. Billy Heaton bheaton@csdecatur.net
Glennwood Elementary School: Dr. Kristy Beam kbeam@csdecatur.net
Oakhurst Elementary School: Ms. Tanisha Sanders tsanders@csdecatur.net
Westchester Elementary School: Ms. Rochelle Lofstrand rlfstrand@csdecatur.net
Winnona Park Elementary School: Ms. Ruth Scott rscott@csdecatur.net
4/5 Academy at Fifth Avenue: Ms. Karen Newton knewton@csdecatur.net
Renfroe Middle School: Greg Wiseman gwiseman@csdecatur.net and Nicki Parks nparks@csdecatur.net
Decatur High School: Arlethea Williams 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. 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 <http://www.csdecatur.net>.
2. eBlasts: Subscribe to district and school eNewsletters and important communication at https://visitor.r20.constantcontact.com/manage/optin?v=001sG2XUya07KrDWmpM8djOeKetb2dwPSb04TfqT3O0DQGroSKJ8ZPLL99X9xEG6eUBo6e941rgrZVpro9rXhqqJJW6kxXxYulVVUgzW0_AEGPAvDqDR53Ovxi5AKMv97GxC6TzmqVESn0k9DHAObJi-q63zm314h19IMPtsNr67VnSSOrcNyVB-ngKjnvrlQI65pBxE01MOC0%3D
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. Also, Renfroe Middle School hosts its own Facebook Page that highlights activities unique to RMS. Please "like" our page.
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 <http://www.csdecatur.net/subscribe>.
5. ShoutPoint automatic message call center for urgent messages. Make sure the school office has updated cell, work and home numbers at all times.
6. The email address contact_us@csdecatur.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.

INSURANCE

All students participating in a sport are required to carry student insurance approved by the school. Accident insurance for students shall be available through the Principal's Office. Information will be sent home the first week of school. Students who want to enroll after the beginning of school should obtain an insurance application from the office.

LOST AND FOUND

A "Lost and Found" is maintained in a room reserved for this purpose at the school. Please bring articles to the office, and inquire there for lost articles. Students are advised to mark sweaters, coats, and other personal belongings so that they may be identified if misplaced.

PARENT INVOLVEMENT

City Schools of Decatur believes parents are their student'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 Pre-K, SIA, Title I, Even Start, and Family Connection. The Family/School Partnership is a committee that consists of representatives from the many programs in Decatur that provides opportunities for parents to be involved. The committee provides a vehicle for programs to collaborate their efforts to provide quality programs for parents. A Family/School Partnership Facilitator is available to work with parents individually and to provide parent programs.

PARENT TEACHER ASSOCIATION (PTA)

[The Renfroe Middle School PTA](#), affiliated with the state and national Parent Teacher Association, is an association of parents, teachers, staff, and interested members of the community who are committed to the following:

- Long term development of the students, staff, buildings, grounds, and the community.
- Involvement of the greatest number of people in the decision-making process and program implementation of PTA events.
- Communicating information about school programs, events concerns, and policies to the PTA community.
- Serving as advocates for students to parents and staff; for staff to parents and students; for parents to staff and students.

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.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, 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

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

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 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: Cybersafety Rules for Grades 6-12

As a safe and responsible user of technology I will help keep myself and other people safe by following these rules:

1. I cannot use school technology equipment until my parent(s) and I have read and signed the CSD Cybersafety Use Agreement Form and returned it to school.
2. If I have my own user name, I will log on only with that username. I will not allow anyone else to use my user name.
3. I will not tell anyone else my password.
4. While at school or at a school-related activity, I will not have any involvement with any technology material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
5. Unacceptable uses that constitute a violation of this policy include but are not necessarily limited to:
 - a. Uses that violate the law including, but not limited to:

- i. Transmitting harassing, bullying, threatening, offensive or otherwise illegal communications on blogs, websites, emails, chat groups, instant messages, or other electronic forums
 - 1. Viewing, transmitting, or downloading pornographic material
 - ii. Intruding or “hacking” into the network or computers of others
 - iii. Unauthorized downloading of copyrighted materials or violating copyright laws
 - b. Uses that cause harm to others or damage to property of others including but not limited to:
 - i. Using another person’s password or identifier
 - ii. Participating in “hacking” or any form of unauthorized access to other computers, networks, or other information systems
 - iii. Introducing computer viruses or other harmful forms of programming
 - c. Uses that threaten the security of student and staff access, the network, or the Internet
 - d. Uses for commercial transactions
6. I understand that the rules in this use agreement also apply to mobile phones. I will only use my mobile phone(s) at the times that I am permitted to during the school day.
7. If I accidentally access inappropriate material, I will:
 - a. Not show others
 - b. Turn off the screen or minimize the window
 - c. Report the incident to a teacher immediately
8. I understand that I must not download any files such as music, videos, games, or programs without the permission of a teacher. I also understand that anyone who infringes copyright law may be personally liable under this law.
9. I understand that these rules apply to any privately owned technology equipment/device (such as a laptop, handheld device, mobile phone, USB drive) I bring to school or to a school-related activity. Any images or material on such equipment/devices must be appropriate to the school environment.
10. I will not connect any device (such as a USB drive, camera, or phone) to, or attempt to run any software on, school technology without a teacher’s permission. This includes all wireless technologies.
11. I will respect all technology systems in use at school and treat all technology equipment/devices with care. This includes:
 - a. Not intentionally disrupting the smooth running of any school technology systems
 - b. Not attempting to hack or gain unauthorized access to any system
 - c. Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with technology
 - d. Reporting any breakages/damage to a staff member
12. I understand that the school may monitor traffic and material sent and received using the school’s technology network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.
13. I understand that the school may audit its computer network, computers, and other school technology equipment/devices or may commission an independent forensic audit. Auditing may include any stored content and all aspects of technology use.
14. I understand that if I break these rules, the school may inform my parent(s). In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. If illegal material or activities are involved, it may be necessary for the school to inform the police.

Additional information can be found on Georgia's NetSafe website www.gadoe.org/Technology-Services/Instructional-Technology/Pages/Cybersafety.aspx

Internet Acceptable Use Policy IFBG

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 21st 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.

VISITORS TO SCHOOL

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.

STANDARDS OF BEHAVIOR

ACADEMIC INTEGRITY

School authorities recognize academic integrity and honesty as essential elements of a properly functioning school. Accordingly:

1. No students will receive unauthorized assistance in preparation of and/or in the execution of his/her assigned work.
2. No student will give unauthorized assistance to another student.
3. Students cheating or providing assistance on an assignment may receive an “F” for a effort grade in the subject. This will depend on the circumstances and the discretion of the teacher.
4. Athletic contests are school-sponsored activities, and we expect students to follow all school rules whether the game is at home or away. Any student who refuses to cooperate with our rules will be asked to leave and will be suspended from further games. Students under suspension (ISS or out of school) are not eligible to attend games or other out of school events (after school).

BUS RULES FOR EXTRACURRICULAR ACTIVITIES

Any student who travels on a bus provided by the school to a school sponsored event or athletic contest shall return on the bus at the conclusion of the event. The exception is only for events or contests, which end after 3:30 p.m.

CAFETERIA

The following rules should be observed:

1. Come to the cafeteria with your class as directed by the teacher
2. Stand in line quietly until served
3. Sit at your assigned table and remain seated until you empty your tray
4. Talk only with those at your table
5. Upon completion of your meal, clean up food scraps and articles from the table and in the immediate vicinity of your chair; Empty your tray into the trash cans; Return your tray to the window; Utensils should be put in the pan on the table
6. Return to your assigned table; Do not visit other classes

CLASSROOM PROCEDURES

1. At the beginning of each class, students are required to be in their seats, prepared and ready for work. Students are expected to be on time to all classes.
2. Students are required to be neat and clean, and keep their books, desk and floor space around them in the same manner. A student and his/her parents are held responsible for any willful damage to school property, including textbooks and technological devices.
3. Students are to enter and leave classrooms in an orderly manner. Running and pushing are not allowed. Students are not to leave until their teacher dismisses them.
4. Gum, candy, snacks, and soda are not allowed at school even as part of a lunch. If they are brought they will be confiscated.

5. Students will not be excused from class without a pass.

CLASSROOM TARDIES

Renfroe Middle School's school wide discipline plan will be used to address tardies committed by students. Excessive tardies to class may result in a lower conduct grade.

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.

EMERGENCY DRILLS

Charts are posted in each classroom, which indicate the exits and safe areas to be used for evacuation drill and tornado drills. An evacuation drill is held twice in the first month of school and then once every month. 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 statewide tornado drill during the months of November and February, and at least one lockdown drill is practiced each semester.

HALL CONDUCT

1. Running, pushing, or shouting will not be tolerated in the hall
2. Keep to the right, especially at corners
3. Walk at a steady pace, but do not run
4. Do not disturb classes already in session
5. Keep all exits, entrances and stairs clear

HALL PASSES

Students must have a hall pass that is signed, timed and dated from the teacher when in the hall during class time. Hall passes will be issued on a basis of one pass to one student.

INDEBTEDNESS

In order for grades to be posted on report cards students must clear all debts and financial obligations. In this respect it should be noted that each student is financially responsible for the particular book he/she was issued if he/she is unable to return it to school authorities when called for.

LOCKERS

Your locker is the only place you have to keep your personal belongings. Lockers are assigned by team teachers at the beginning of the year. Each student will be issued a locker at the beginning of the school year. Lockers are subject to inspection and search by school officials. Lockers are also subject to random searches by trained narcotics dogs. Anyone tampering with a locker that does not belong to him/her will be disciplined. You MUST:

1. Keep your combination to yourself
2. Never share your locker with anyone. We have sufficient lockers for every student
3. Keep your textbooks and notebooks in your locker when you are not using them.
4. Do not overstuff your locker; it may not open if you do. Keep coats clear of the door when closing it.
5. Keep your locker clean. All items can be placed into and removed from the locker easily.
6. Plan your day. You will not have time to go to your locker after every class. You will have to carry books for several classes.

PARTIES AND GIFTS

Social functions are not authorized during the school day. The school and teachers will not sponsor parties away from the school. If private parties are planned by students they must be organized outside the school. Students are requested not to bring gifts to any teacher or other member of the school staff. Gifts, flowers, balloons, etc. are not to be delivered to students at school.

PERSONAL APPEARANCE

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

Do	Don't
<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"> • 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.** • Garments designed to be worn as under layers such as long underwear, tights, and leggings should not be worn as an outer layer.

** 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.

PURSES, BOOK BAGS, AND COATS

Large purses, (small purses may be carried) book bags and coats shall be kept in lockers and will not be allowed in any classroom.

RESTROOMS

Teams will work out restroom break times. In the case of an emergency during class, the teacher may give you a pass and have you sign out to go to the restroom.

SCHOOL BUS

Students who live more than one and one half miles from school are eligible to ride the school bus. Rules of proper and safe conduct apply while riding the bus. Rules are given to each bus student at the beginning of the year. Failure to abide by them may result in the loss of the privilege. Bus schedules are available in the office.

SCHOOL SPONSORED ACTIVITIES

Athletic contests are school-sponsored activities, and we expect students to follow all school rules whether the game is at home or away. Any student who refuses to cooperate with our rules will be asked to leave and will be suspended from further games. Students under suspension (ISS or out of school) are not eligible to attend games or other out of school events (after school).

SEARCHING STUDENTS

Book bags brought to school can be searched at the discretion of the administrators. Lockers and desks are the property of the school system and can be searched at the discretion of the administrators. A search of a student shall be justified when there are reasonable ground for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school (Board Policy JCAB).

SOLICITING AND SELLING ON CAMPUS

Prior approval of the Principal and of the Superintendent is required before soliciting or selling may be permitted on the school campus or in school buildings (or by school groups or school benefit).

STUDENT DETENTION BY TEACHERS

Teachers may detain students after school in order to make up work or for infraction of certain class rules. Failure to attend detention will result in other disciplinary actions

TRAINS BLOCKING CROSSING/WALKING TO SCHOOL

It is suggested that you leave home early enough so that you will arrive at school on time. Use the Agnes Scott College underpass if the train stops. **NEVER CRAWL UNDER OR CLIMB THROUGH A STANDING TRAIN!!!!!!** When walking to and from school, stay on the sidewalk. If there are no sidewalks, walk toward the oncoming traffic. Always walk straight to and from school. Hitchhiking is illegal. Crossing the railroad track in front of the school is not encouraged. Students should cross the track at the designated crossing at the light or at Agnes Scott College underpass.

VALUABLES

Large amounts of money or items of value (jewelry, radios, cell phones, etc.) should not be brought to school. Care should be exercised, especially in home economics, art, technology education, band, and physical education to see that personal items and projects are stored and cared for in a secure manner to prevent loss or damage.

STUDENT SUPPORT SERVICES

COUNSELING

The Counselors will advise you about many subjects throughout the time that you are enrolled here. Your counselors will always be glad to talk over any problems or answer any questions you might have.

What Does a Counselor Do?

- Works with individuals and groups
- Helps identify needs of children
- Encourages better student relationships
- Promotes positive attitudes and choices
- Aids teachers and parents in helping children
- Assists people in making better use of community resources
- Reviews test results to provide information about ability, need, achievements, and interests
- Assists students with growing process
- Coordinates efforts with other school specialists
- Coordinates referrals to outside agencies
- Provides in-service for faculty
- Participates in curriculum development
- Lends support to school, career, and personal plans
- Maintains confidences
- Provide “preventative” counseling

What Is The Purpose of Individual Counseling, Group Meetings, and Classroom Guidance?

- To help students develop self-understanding and self-awareness
- To build self-confidence and self-esteem
- To encourage students to recognize and make the best use of their capabilities
- To provide opportunities for students to feel successful
- To encourage students to recognize, understand, and work through learning difficulties
- To help students better adjust to school and other environments
- To develop students awareness of the world of work
- To teach students the decision-making /problem solving process

The counselors' offices are open all day. Students and parents are welcome there at any time that they want help or information. Students should complete the form available in the counseling office to make an appointment with one of the counselors.

GETTING ACQUAINTED WITH RMS TEAMS

Each student is assigned to a team each year at Renfroe Middle School. Team teachers plan instruction, meet parents and work with students together.

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 an 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:

1. 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) signed. Religious Objection form can be downloaded at (<http://csdecalur.net>). Click on Parent>Forms/Downloads.
2. Documentation of vision, hearing, nutrition, and dental screening on Ga. DPH Form 3300.
3. 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.

PROJECT REAL – RECREATION, ENRICHMENT, ATHLETICS AND LEARNING

The Decatur Recreation and Community Services Department is pleased to offer Project REAL for Renfroe Middle School students. This program is offered Monday—Friday during the school year from 4:00 p.m. – 6:00 p.m. This exciting opportunity focuses on youth development through the following curriculum areas:

Recreation, Enrichment, Athletics and Learning

Activities are both educational and recreational in nature, with field trips and speakers playing an important role in the program. Activities are structured, with supervised “free time” built in the schedule. Through the community service component, youth will have the opportunity to make a positive impact on their community.

The program is housed in the cafeteria and gym at Renfroe, and also utilizes the Media Center, classrooms, ball fields, and the Decatur community. During the summer, The Decatur 3:00 Project shifts gears and expands to an all-day camp offering options of four two-week sessions. The same curriculum is utilized during the summer as is during the after school program. Students wanting to participate must sign up with the City of Decatur Recreation and Community Service Department. For information, please call (404) 377-0494.

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 WORKER

City Schools of Decatur has a social worker assigned to work with students and parents. Our Social Worker is part of an interdisciplinary approach aimed at identifying and implementing strategies to enhance the academic success and well being of children and families. The Social Worker will act as an advocate for students and families and support students and staff with such activities as consulting with parents, individual and/or small group counseling, crisis intervention, and serve as a member of the student support team. In addition, they participate on system wide committees and work in different program areas such as Safe and Drug Free Schools, Family/School Partnership, conflict resolution and programs for homeless families.

CLOSING REMARKS

All students at Renfroe Middle School participate in a rigorous and developmentally appropriate learning experience. It is our belief that students will leave Renfroe with a strong sense of their roles in our global society and with the skills and knowledge to be productive citizens in the 21st century world they have inherited. We believe that in being good citizens of the world the International Baccalaureate learner profile ideals of caring and being principled should guide our interactions with everyone in and out of our school community. Every student who attends Renfroe Middle School will be challenged to take risks in their learning and be encouraged to develop to his/her fullest potential.

The middle school years will be full of challenges and changes. The teachers and staff here are committed to helping students grow, learn and become - to find their place and to discover their niche. Whether it's in the classroom or in after school activities helping students find their way is our mission.

This handbook will serve as a guide and companion at Renfroe. Please refer to it often to provide answers and guidance to all you encounter at RMS.

We look forward to a great productive year.