



# Pro Tempore Regulations

The following Pro Tempore Regulations are based on former Board Policies. These regulations are no longer Board policies and are in the process of being replaced by new Administrative Regulations. In the meantime, these regulations are adopted as-is, with the following caveats: (1) if there are any inconsistencies, contradictions, or conflicts between these Pro Tempore Regulations and the Board Policy Manual and/or Administrative Regulations, then the Board Policy Manual (first) and/or Administrative Regulations (second) will rule; (2) any references in these Pro Tempore Regulations to the Board being required to do something are hereby stricken.



## City Schools of Decatur Pro Tempore Regulations

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CGI: Administrative Personnel Evaluation

All administrators shall be evaluated annually.



## City Schools of Decatur Pro Tempore Regulations

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DC: Annual Operating Budget

Budget Control

The board of education shall approve the annual budget as required by Georgia law and the State Board of Education.

The superintendent is authorized by the board to approve adjustments of no more than five percent of the amount budgeted for expenditures in any budget function for any fund. The superintendent shall report any such adjustments to the board of education.

If expenditure of funds in any budget function for any fund is anticipated to be more than five percent of the budgeted amount, the superintendent shall request board approval for the budget amendment.

Any position or expenditure not previously approved in the annual budget and that exceeds \$25,000 shall require board approval unless the superintendent deems the position or purchase an emergency. In such case the expenditure shall be reported to the board at its next regularly scheduled meeting.

Under no circumstances is the superintendent or other staff person authorized to spend funds that exceed the total budget without approval by the board of education.



## City Schools of Decatur Pro Tempore Regulations

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### DFK: Gifts and Bequests

The board of education shall reserve the right to accept or deny donations from any source. Donations may include real or personal property, as well as donations of services. Any donated property shall be under the control of the board of education and be disposed of as the board sees fit unless prior arrangements have been made in a written agreement with the board. The board shall only consider accepting donations that conform to state and federal laws and to policies and procedures of the school system including, but not limited to, any applicable safety standards.

In order to assist the school system in maintaining compliance with the Georgia Equity in Sports Act, any donations made to athletic programs of the school system and accepted by the board must be accompanied by either a valuation of such donation or an accounting of actual costs incurred by the donor regarding the donation.



## City Schools of Decatur Pro Tempore Regulations

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### DFL: Investment Earnings

The Board of Education intends to invest public funds in a fiscally responsible manner always seeking to maximize the return on any investment while enabling adequate liquidity for the school district. Investments made by the Board will be conservative and seek to preserve the investment's value by investing in lower-risk securities, bonds, and similar investments. Investments by the Board will contain stocks, bonds and other similar investments that can be liquidated fairly quickly. The investment and reinvestment of school funds shall be in accordance with all applicable federal and state laws. The Board of Education authorizes the Superintendent to adopt any administrative rules that may be necessary to implement this policy. This policy does not impair the power of the Board of Education to hold funds in deposit accounts with banking institutions as otherwise authorized by law.



## City Schools of Decatur Pro Tempore Regulations

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DI: Accounting and Reporting

The board of education wishes to provide for the accounting of school district assets of significant value.

### Capitalization Policy for Capital Assets

A capital asset is a piece of property that meets all of the following requirements:

1. The asset is complete.
2. The asset is used in the operation of the school system's activities.
3. The asset has a useful life of longer than the current fiscal year.
4. The asset is of significant value.

The following significant values will be used for different classes of assets:

<b>Class of Capital Asset</b>	<b>Significant Value</b>
Machinery and Equipment	\$5,000 or more
Building Improvements	\$5,000 or more
Building & Additions	\$5,000 or more
Land Improvements	Any amount
Land	Any amount
Intangibles - All Except Software	\$100,000 or more
Intangibles - Software	\$100,000 or more

Capital assets may be acquired through donation, purchase or may be self-constructed. The asset value for donations will be the estimated fair market value at the time of the donation. The asset value, when purchased, will be the purchase cost plus all costs related to placing the asset into operation. The cost of self-constructed assets will include all costs of construction.

### **Land**

Land acquired by purchase is recorded at cost to include the amount paid for the land itself and all incidental costs.

Land acquired by gift or bequest is recorded at the fair market value at the date of the acquisition.

When land is acquired with buildings erected thereon, total cost is allocated between the two in reasonable proportion at the date of acquisition. If the transfer document does not show the allocation, other sources of the information may be used such as an expert appraisal or the real estate tax assessment records.

Land is not depreciable.



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### **Land Improvements**

Land Improvements may be either depreciable or non-depreciable.

Depreciable Land Improvements include parking lots, outdoor lighting, covered walkways, fences, tennis courts, running tracks, and grandstands, etc.

Depreciable Land Improvements will be depreciated over their estimated useful lives.

Non-Depreciable Land Improvements include items that are not exhaustible such as expenditures that do not require maintenance or replacement, expenditures to bring land into condition to commence erection of structures, or expenditures for improvements that do not deteriorate with the passage of time.

### **Buildings**

Buildings will be recorded at either their acquisition cost or construction cost. If a building is acquired by purchase, the capitalized cost should include the purchase price and other incidental expenses at the time of acquisition.

If a building is constructed, the capitalized cost should include all construction costs. The constructed building will be capitalized upon completion of the project. For the new construction, all the component units of the building, such as HVAC, plumbing system, sprinkler systems, elevators, etc will be included in the capitalized cost of the building. As the systems are replaced or upgraded, those items should be reviewed and capitalized according to the Building Improvements guidelines.

### **Building Additions**

Building additions will be recorded at their construction cost.

Building additions will be capitalized separately and depreciated over their useful life.

### **Building Improvements**

Component Units - (HVAC, plumbing systems, sprinkler systems, elevators, etc.)

When building component units are replaced, the new component unit will be capitalized separately, and the old component (subsequent to original construction) will be removed from the property report. However, if the original component unit was included in the original construction, it will not be removed since it was not a separately valued component. The new component unit will be depreciated over the estimated useful life of the applicable class and sub-class as a building improvement.

### **Major Renovations or Alterations**



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Any major renovations or alterations within an existing building will be added to the cost of the original building as a building improvement. The building improvement will be depreciated over the estimated useful life of the applicable class and sub-class for buildings, additions, and improvements.

### **Construction in Progress**

This includes all projects for buildings or land improvements construction that are not completed at the end of the fiscal year.

Construction in Progress is not depreciable.

Completed projects will be moved to the applicable fixed asset class when complete.

### **Machinery & Equipment**

Expenditures for machinery and equipment costing \$10,000 or more per item and having an estimated life of more than one year will be capitalized.

Expenditures for items such as furniture and computer equipment purchased in groups costing more than \$10,000 and having an estimated life of more than one year may be capitalized by type as a group.

Machinery & Equipment will be depreciated over their estimated useful lives.

### **Intangible Assets**

Per GASB 51, an intangible asset is an asset that possesses all of the following characteristics:

Lack of physical substance,

Nonfinancial in nature, and

Initial useful life extending beyond one fiscal year.

GASB 51 does not apply to the following intangible assets:

Assets that are acquired or created primarily for the purpose of directly obtaining income or profit.

Assets resulting from capital lease transactions reported by lessees.

Goodwill created through the combination of a government and another entity.

An intangible asset is considered identifiable when either of the following conditions is met:

The asset is separable (i.e., capable of being separated and sold, transferred, licensed, etc.), or

The asset arises from contractual or other legal rights, regardless of whether rights are separable.





## City Schools of Decatur Pro Tempore Regulations

### DEPRECIATION POLICY

The "straight line" method of depreciation should be utilized to depreciate capital assets, except for land, over the estimated useful lives of the related assets principally as follows:

Buildings, Additions, and Improvements:	
Permanent Buildings	50 years
Building Additions	Up to 50 years
Building Improvements	Up to 50 years
Mobile Buildings	25 years

Machinery & Equipment:	
Vehicles (trucks, vans, tractors, etc.)	8 years
Kitchen Equipment	15 years
Computer Equipment	5 years
Outdoor Equipment	15 to 20 years
Miscellaneous Equipment	7 to 20 years
Buses	15 years

Land Improvements:	
Fencing	20 years
Lighting	20 years
Asphalt Paving	20 years
Concrete Paving	30 years
Sidewalks & Curbs	20 years
Sewer Line	40 years
Miscellaneous Improvements	10 to 40 years

Intangibles:	
Easements	50 years or term
Land Use Rghts (Water, Timber, Mineral)	20 years or term
Other Intangibles (Patents, Trademarks, Copyrights)	20 years or term
Software	10 years or term

Depreciation will be calculated utilizing the "Half-Year convention." Under this convention, an asset is treated as though it were placed in service or disposed of the first day of the seventh month of the fiscal



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year. One-half of a full year's depreciation is allowed for the asset in its first year placed in service, regardless of when it was actually placed in service during that year.

### DISPOSITION OF ASSETS

When capital assets are sold or otherwise disposed of, the inventory of Capital Assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

### IMPAIRMENT OF CAPITAL ASSETS

The Governmental Accounting Standards Board (GASB) issued Statement no. 42, Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries, which establishes accounting and financial reporting standards for a capital asset that has experienced a significant, unexpected decline in its service utility.

At least annually, an evaluation should occur of prominent events or changes in circumstances affecting capital assets to determine whether an impairment of a capital asset has occurred. If a permanently impaired capital asset will continue to be used by the School District, the organization must determine the amount of the impairment for purposes of GAAP reporting. This policy applies to equipment items with a net book value of \$100,000 or more, and to other capital assets with a net book value of \$250,000 or more.



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DJED: Bids and Quotations

Contracts, Bids and Quotations

Except as may be otherwise provided herein, all purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or greater in the aggregate from a single seller in a 12 month period shall require the solicitation of at least two quotations with the following exceptions:

1. The items listed and priced in the current and active Federal Government Services Administration contracts, State of Georgia or other state government contracts, and other local government agency bid contracts may be purchased for the quoted price without public advertising and bidding.
2. Instructional and media materials from the publisher, distributor, or agent.
3. Agreements for maintenance service from the original vendor or authorized agent of the installed equipment or products if the same cannot be competitively bid.
4. Continuance of an existing purchase agreement, bid, request for proposal, contract, rental agreement, or lease duly authorized by the board or its agent.
5. Emergency acquisition to protect the health/safety of students and/or district employees, prevent additional damage, and/or prevent interruption of the instructional program.
6. Professional services contracts, which are defined as those services rendered to the school district by an individual, firm, partnership, corporation, or other entity licensed by the State of Georgia (including but not limited to attorneys, architects, engineers, auditors, accountants, consultants, etc.) to provide such professional services.

Open, competitive bidding shall be required for all public works construction contracts, as defined by the Georgia Local Government Public Works Construction Law, as amended from time to time whenever the value of the public works construction contract exceeds \$50,000.

The board of education delegates to the superintendent the authority to select bidders who will be awarded contracts the value of which is \$50,000 or less. The board of education delegates to the superintendent the authority on behalf of the board to enter into contracts with a value of \$50,000 or less without the prior approval of the board of education. Contracts that are specifically identified in the annual budget that has been approved by the board of education shall be deemed to have been approved by the board and no further board action on the contract shall be required.

There shall be no requirement that the board accept the lowest bid except as required by law. The school system reserves the right to reject all proposals or bids or any part of a proposal or bid.

All purchases shall be made by purchase order and, when necessary, district contract as approved by the superintendent.



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The acquisition of unnecessary or duplicative items shall be avoided. Records sufficient to detail the history of a procurement will be maintained as required by applicable record retention schedules.



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DJEH: Change Orders

Change orders for construction projects that increase the Guaranteed Maximum Price (GMP) or contract sum in excess of \$25,000 or require an extension of time must have the approval of the board of education.

The superintendent shall have the authority to approve change orders necessary for building codes, life safety, structural integrity, certificate of occupancy, and/or requirements of regulatory agencies and government building authorities.



## City Schools of Decatur Pro Tempore Regulations

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DK: Student Activities Funds Management

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All funds collected for student activities shall be expended for the specific purpose for which they were collected and shall be managed according to acceptable accounting practices as outlined in Financial Management for Georgia Local Units of Administration and in locally developed procedures. All student activity accounts shall be audited annually.

All school checking accounts shall be maintained in the name of City Schools of Decatur with the principal authorized to sign checks for the school. No school system employee shall knowingly receive financial or other benefit directly related to the acquisition of contracts and/or services on behalf of students.



## City Schools of Decatur Pro Tempore Regulations

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### EB: Buildings and Grounds Management

It is the policy of the City of Decatur Board of Education that essential and adequate facilities shall be provided for quality educational programs and that an adequate plan is developed and maintained for the protection of school property. The Superintendent shall promulgate such administrative rules or procedures that may be required to implement buildings and grounds procedures that are in compliance with local board policy and applicable state and federal laws, rules and regulations applicable to buildings, grounds and capital outlay funds.

#### I. Buildings

The Superintendent of Schools with the assistance of architects, engineers, contractors, committees, the State Department of Education, and others who may be consulted, shall develop recommendations for plans and specifications to provide for the adequate and economical construction and equipping of school buildings, including, but not limited to, classrooms, libraries, laboratories, gymnasiums, lunchrooms, and all other school facilities. Such recommendations will be presented to the board of education for approval.

#### II. Maintenance

The Superintendent shall administer the plans to maintain and repair buildings and equipment and to improve school grounds, whether performed by District personnel or performed by contractors. Board approval is required when major building modifications and renovations are needed to provide for their suitability for on-going and future operations.

#### III. Plant Services

The Facilities and Maintenance Department shall provide maintenance and operation services for the District. These services shall include maintenance of school buildings, grounds, and equipment, construction and renovation of facilities, and other services which may be necessary.

#### IV. Renovations

Plans for renovating school buildings and other facilities and improving the grounds shall be developed by the Superintendent for presentation and approval by the Board of Education.

#### V. Protection

In collaboration with the Facilities and Maintenance Department, each building administrator shall develop an adequate plan for the protection of school property from fire, vandalism, misuse, malicious mischief, or inclement weather. This plan shall include proper key control and adequate protection of equipment, materials, records, and money. All property assigned to a school or facility must be clearly identified as "Property of the City of Decatur Board of Education."



## City Schools of Decatur Pro Tempore Regulations

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### VI. Control

A perpetual, accumulative property inventory record shall be maintained in each facility with the responsibility for this inventory assigned to a member of the administrative staff of the facility.





## City Schools of Decatur Pro Tempore Regulations

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EBB: Safety

Emergency Preparedness Plan

Each school and the school system as a whole shall have a written emergency preparedness plan.



## City Schools of Decatur Pro Tempore Regulations

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EBH: Leasing and Renting

Community Use of School System Facilities

Public or private use of school system facilities including playgrounds, parking areas, buildings, and/or equipment may be permitted if use of such facilities does not interfere with school system operation.

All requests for use of school system facilities shall be made to the superintendent or designee. Authorization for such use shall not be considered as endorsement or approval of the activity, group, or organization using the facilities.

All persons using school system facilities shall hold the local school board free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of school system facilities.



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ED: Student Transportation Management

The Board of Education shall provide transportation for students living at least one and a half miles from school and may, in its discretion, provide transportation for students living less than one and a half miles from school.

The Board of Education may contract with individuals or corporations to provide bus transportation service for students and as otherwise allowed by law. All bus transportation services shall comply with all applicable federal, state and local laws, rules, regulations and policies.

School buses and transportation services may be used for non-school district purposes only as allowed by applicable law and only if the agreement for use is approved by the Board of Education.

All vehicles used and bus drivers employed for transportation purposes shall conform to the specifications, standards, requirements and qualifications established by applicable federal, state and local laws, rules, regulations, policies and procedures. Transportation of students for any and all extracurricular and athletic activities as well as for field trips must be coordinated through and approved by the Transportation Department.

Students shall receive instruction annually in safe riding procedures. Bus drivers shall read the bus guidelines and safety procedures to students on the first day of school.

Operational procedures will be developed and reviewed by the Director of the Transportation Department for approval by the Superintendent.



## City Schools of Decatur Pro Tempore Regulations

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### EDAE: Private Vehicles

The Board of Education recognizes that student safety is a paramount concern. The Board of Education does not recommend or encourage the transporting of students in employees' private vehicles unless it is an absolute emergency and no other transportation can be arranged through the Transportation Department or through appropriate first responders.



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### EDC: Transportation Safety

#### General Safety and Training

All bus drivers shall be knowledgeable of and comply with all state laws and State Board of Education rules pertaining to the operation of school buses and school bus safety.

All bus drivers shall participate in annual mandatory training activities on traffic laws pertaining to the operation of school buses and safety as established by law and State Board of Education rules and shall also comply with the procedures or rules promulgated by the Superintendent and/or designees related to school bus operations and safety.

All bus drivers shall be familiar with the school system's Student Code of Conduct, including rules specifically applicable to school buses. Each bus driver shall acknowledge in writing that he or she has received a copy of and has read and understands this policy and all other policies, regulations or procedures issued by the Superintendent regarding the safe operation of school buses.

#### School Bus Idling

The Board of Education recognizes that diesel exhaust from idling school buses can accumulate in and around the bus.

When practical and after taking into account all relevant circumstances, bus drivers should attempt to minimize school bus idling time by:

1. Shutting off engines as soon as possible when buses arrive at loading or unloading areas to drop off or pick up passengers. Exceptions include conditions that would compromise safety or health, including, for example, but not limited to during periods of extreme weather conditions, certain traffic conditions, mechanical issue, emergency situations, buses that must maintain a certain temperature because of a student's needs, and some situations involving the transportation of special needs children.
2. Limiting early morning warm up of buses to manufacturer recommendation except in extreme weather conditions.
3. Limiting, when practical, situations when school buses are within 100 feet of school building air-intake systems.



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EDD: Bus Scheduling and Routing

The Superintendent, or his or her designee, shall establish the school bus routes, accompanying morning bus stop pick-up times and afternoon bus loading times, walk zones for schools, and transportation guidelines for students. The Superintendent may conduct studies of bus routes in order to determine the safest, shortest routes for transporting all eligible children to and from school in the most economical way. Routes shall be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads and to provide for the full use of buses.



## **City Schools of Decatur Pro Tempore Regulations**

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EE: Food Services Management

The school nutrition program shall operate in compliance with federal and state regulations. The sale of foods and beverages in competition with the school nutrition program is prohibited.



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### EEE: Wellness Program

The Board of Education is committed to student wellness as a vital component of its educational program and in doing so believes the following:

1. Students need healthy food and opportunities to be physically active in safe, clean, and hygienic schools;
2. Good health fosters student attendance and achievement;
3. A strong district wellness plan shall have a positive, lasting effect on students, faculty, and staff;
4. Community participation is essential in the development and implementation of a successful wellness program;
5. District educators should exercise the same leadership with respect to wellness that they do with respect to academics;
6. Students should receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
7. Students should have opportunities to be physically active before, during and after school;

Therefore, the Board of Education establishes the following goals that promote the health and wellness of the students. A City Schools of Decatur Wellness Plan shall be developed by the Superintendent subject to approval by the Board of Education. The Board shall approve any plan or plan revision that (1) includes all elements required by any applicable law or regulation; (2) is developed in accordance with procedures set forth below; and (3) is consistent with written policies of the Board. The City Schools of Decatur Wellness Plan approved by the Board shall be attached for information purposes as Appendix A to this Policy.

#### **1. Oversight**

- 1.1. Annually, the Superintendent shall appoint a designee to assume the role of “Wellness Advocate.” This designee is responsible for the updates and management of the City Schools of Decatur Wellness Plan which includes: developing and revising the plan, monitoring compliance with it, and assessing progress toward its goals.

#### **2. Wellness Team**

- 2.1. The City Schools of Decatur shall establish a District “Wellness Team” that meets at least four times per year to develop recommendations regarding the City Schools of Decatur Wellness Plan. The Wellness Advocate shall consult with the Wellness Team on all aspects of the plan, including its development and implementation and any revisions.





## City Schools of Decatur Pro Tempore Regulations

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- 2.2. The City Schools of Decatur Wellness Plan shall establish rules for the composition and functioning of the Wellness Team. While preserving appropriate flexibility, the rules should ensure representation from a broad array of stakeholders including students, parents, health and nutrition professionals, physical education and health instructors, and school administrators.

At a minimum, the City Schools of Decatur Wellness Plan shall include enforceable requirements and specific, measurable goals addressed to each of the following content areas:

### **3. Nutrition Standards**

- 3.1. The City Schools of Decatur shall serve foods and beverages that meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- 3.2. The City Schools of Decatur shall provide rules and guidance for all food and beverages sold to students on campus during the school day, snacks, food rewards, and fundraisers.

### **4. Nutrition Education**

- 4.1. Local schools will incorporate nutrition education into the curriculum at all levels according to state standards.

### **5. Nutrition Promotion**

- 5.1. The City Schools of Decatur shall provide guidance and rules for food and beverage marketing on campus.

### **6. Farm to School**

- 6.1. To the extent possible, the City Schools of Decatur will support the integration of goals and practices from the Farm-to School program.

### **7. Physical Activity**

- 7.1. Local schools shall provide students in grades PreK-12 with opportunities, support, and encouragement to engage in physical activity on a regular basis.

### **8. Safe Routes to School**

- 8.1. The City Schools of Decatur and local schools shall work with the Decatur Active Living department to promote the “Safe Routes to School Program”

### **9. School Environment**

- 9.1. Local Schools shall provide safe, clean, and hygienic restrooms to foster personal responsibility.

### **10. Plan Evaluation and Assessment**



## City Schools of Decatur Pro Tempore Regulations

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- 10.1. The Wellness Advocate shall prepare a report assessing the District's compliance with the Wellness Plan at least once every three years. The report shall be distributed by means reasonably calculated to reach interested stakeholders. The report must measure implementation of the Wellness Plan and include the following at a minimum:
  - 10.1.1. As assessment of the extent to which schools under the jurisdiction of the local educational agency are in compliance with the local school wellness policy;
  - 10.1.2. An assessment of the extent to which the local educational agency's local school wellness policy compares to model local school wellness policies; and
  - 10.1.3. A description of the progress made in attaining the goals of the local school wellness policy.
  - 10.1.4. Proposed updates to the Wellness Plan based on the assessment.
  - 10.1.5. The Wellness Advocate shall maintain records to document compliance with the Wellness Plan and this Board Policy. Records that must be retained to ensure compliance include:
    - 10.1.6. Written copies of the Wellness Plan and any revisions.
    - 10.1.7. Documentation demonstrating compliance with community involvement requirements, including the requirement to make annual reports and triennial assessments available to the public.
    - 10.1.8. Documentation of the triennial assessment of the Wellness Policy-EEE for each school within CSD.

The superintendent shall be responsible for the implementation of and compliance with this wellness policy, any related regulatory requirements including the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy, Hunger-Free Kids Act of 2010, and the monitoring and reporting of measurable outcomes. The Superintendent shall develop and maintain a City Schools of Decatur Administrative Regulations document for detailed guidance and support of the City Schools of Decatur Wellness Policy.



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### FD: Facilities Long-Range Planning

The Board of Education understands the importance of long-range facilities planning. The Board of Education will cause to be conducted comprehensive studies, as needed, to determine the need and location of public school buildings, to determine the safety and educational requirements of school buildings, and to plan the methods of financing the cost of constructing and equipping such buildings.

The Superintendent shall oversee the district's compliance with annual real property inventory requirements, annual local educational facilities plans, and comprehensive five-year educational facilities plans as required by state law and shall promulgate such administrative rules and regulations deemed necessary to comply with local policy and state and federal laws, rules and regulations relating to facilities planning. The Superintendent shall ensure that timely educational facilities plans and related reports are filed with the State Board of Education.



## City Schools of Decatur Pro Tempore Regulations

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### FDC: Naming Facilities

#### Establishing Names for City Schools of Decatur Facilities

The Board of Education considers the naming of any City Schools of Decatur facility in honor of a living or deceased individual, corporation, organization, historical event or prominent place a high and conspicuous honor. It publicly exhibits the judgment and standards of the CSD Board of Education and signifies lasting approval of the actions of the honoree(s); therefore, the task of naming shall not be taken lightly. Members of the Board of Education will consider each naming opportunity carefully and will exercise the utmost discretion in ensuring that those upon whom such an honor is bestowed exhibit characteristics which are consistent with the mission, values and interests of the City Schools of Decatur.

#### **What can be named?**

Any facility or part of a facility that is owned and/or operated by City Schools of Decatur may be named. The term “facility” is intended to include buildings of all types, interior spaces within buildings, grounds, and sports facilities.

#### **What are the criteria for naming?**

City Schools of Decatur facilities may only be named after living or deceased individuals, groups of individuals, corporations, organizations, historic events or prominent places. Facilities may be named after a living individual provided that the honoree has provided outstanding service to the City Schools of Decatur, its students and/or staff, the community, the nation or to society or the honoree has distinguished himself/herself through an exceptional accomplishment.

When the naming of a CSD facility is intended to honor a living person who has been an employee of City Schools of Decatur for outstanding service, that person must have been disassociated from employment by or service to the City Schools of Decatur for at least two years prior to naming.

The term “outstanding service” is intended to be a flexible standard. Each proposed name will be judged on its own merits taking into account all facts relevant to the proposed name and the facility that is involved.

#### **Who makes the decision?**

The responsibility and privilege of naming any facility of the City Schools of Decatur rests solely with the Board of Education. Naming proposals shall be submitted to the Superintendent, who will submit the proposed naming with recommendations to the Board of Education for their approval.

The Superintendent and Board of Education shall endeavor to ensure that the proposed name is consistent with the interests, values, and mission of the City Schools of Decatur and that the level or value of service or accomplishment warrants the action that is proposed.

#### **Duration of Naming**



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In the case of an honorific naming of a facility or portion of a facility, the name exists through the life of the building. In the case where a facility has been named in response to a financial gift or a naming rights contract, the duration of the naming rights shall be defined by contract. If the facility or portion of facility becomes obsolete and the Board of Education determines that a new facility or portion of facility should be constructed for the same purposes, the name of the facility or any part of the facility shall not be transferred to the new building.

### **Right to Rescind**

The Board of Education retains the right to remove any name from a facility or portion of a facility in all cases but most notably in the event of non-payment of a contribution or multi-year pledge or breach of a naming rights contract and in the event that the conduct of a contributor or honoree is deemed to be “unbecoming” or inconsistent with the values, interests and mission of the City Schools of Decatur.

### **Contributions for Naming Facilities**

In order for a facility or portion of a facility to be named based upon a gift to the City Schools of Decatur, the gift must be in irrevocable form to be paid over a period of no longer than five years and memorialized in a written, executed pledge commitment. Facilities may be named by contributors making gifts of cash and securities either in lump sum or through multi-year pledges. No planned gifts or deferred gifts will be accepted for naming opportunities unless the Board of Education elects to name a facility after such a gift has been received.

All namings pursuant to this policy are subject to periodic review by the Board of Education to determine that the naming continues to be consistent with the interests of the City Schools of Decatur.



## City Schools of Decatur Pro Tempore Regulations

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GAA: Personnel Goals and Objectives

GAA (1): Hiring Contracted Employee

All contracted personnel shall be employed by the board of education on the recommendation of the superintendent. The employment contract shall be in writing and shall be signed by both the employee and the superintendent on behalf of the board of education. Every employee shall be subject to assignment by the superintendent on behalf of the board of education.

GAA (2): Hiring non-Contracted Employee

All non-contracted personnel shall be employed by the board of education on the recommendation of the superintendent. Non-contracted personnel are employed at the will of the board of education, and each employee shall be subject to assignment by the superintendent on behalf of the board of education.



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GAEB: Harassment

Employee Protection, Harassment

The board of education is committed to providing a workplace free from unlawful discrimination. Harassment based on race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity is prohibited. This policy shall apply to all employees of the school system.

Sexual harassment is a form of discrimination and is strictly prohibited. Sexual harassment is the subjection of an employee to unwanted sexual contact, propositions, or innuendos. Sexual harassment occurs in two forms: either “quid pro quo” harassment, where an employee is threatened with job detriment for not complying with a sexual proposition or offered job benefits for compliance, or “hostile environment” harassment, where the atmosphere in the workplace is offensive as a result of prohibited harassment.

Employees who experience harassment are encouraged to report the harassment pursuant to procedures established by the superintendent. It shall be the responsibility of the superintendent or his/her designees to ensure that a procedure consistent with policy and applicable law is implemented.

Retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices is prohibited.

Any employee who harasses another employee, a student, a contractor of the school system, or a visitor in the school system on the basis of sex, race, religion, natural origin, age, sexual orientation, or disability is subject to disciplinary action up to and including termination.

The superintendent shall designate equity coordinators to handle inquiries and/or complaints related to this policy.



## City Schools of Decatur Pro Tempore Regulations

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### GAG: Staff Conflict of Interest

All employees of the City Schools of Decatur shall avoid actual conflicts of interest and shall make all reasonable efforts to avoid even the appearance of a conflict of interest. Employees shall not participate in or influence transactions or proceedings where they have an actual conflict of interest or that could result in the appearance of a conflict of interest.

An actual conflict of interest exists when an individual's private interests interfere with the impartial discharge of public duties. An appearance of a conflict of interest exists when a reasonable person might conclude from the circumstances that an individual's ability to protect the public interest or perform their public duties is compromised by their personal interests. An appearance of a conflict of interest may exist even in the absence of an actual conflict of interest. The good judgment of each employee is essential and no rules or guidelines can provide an exhaustive list of all circumstances that may arise that would constitute an actual conflict of interest or an appearance of a conflict of interest.

Examples of actual conflicts of interest include, but are not limited to, the following:

- An employee diverts to themselves or others any business or investment or any privileged or confidential information, giving unfair advantage to any party in any transaction in which the Board of Education is interested.
- An employee participates in or influences any transaction between the Board and another entity in which the employee or any of the employee's family members has a direct or indirect financial interest. An employee may not authorize payments to a family member for goods or services provided to the school system, whether through purchase order, contract or in any other manner, without disclosing the conflict of interest to the employee's supervisor, who will disclose the conflict to the Superintendent.
- An employee serves as director or officer of any firm, company or business, or obtains any material (5% or greater) beneficial or record ownership interest in any firm, company or business supplying to or buying goods or services for the Board of Education, unless authorized by the Board or its delegates.
- An employee seeks to profit from information about the business affairs, financial position or any transactions of the Board of Education that have not been publicly disseminated.
- An employee gives to, or accepts from firms, companies or businesses doing business with the Board, personal gifts, payments, favors, special consideration, discounts, etc...which are of more than a \$25 value per instance, or that total more than \$100 per year, unless approved by the employee's manager.

Outside employment of school system employees may create a conflict of interest if the nature of the outside employment appears to conflict with the duties the employee performs for the City Schools of Decatur, or if the requirements of the outside employment appear to conflict with the normal work





## City Schools of Decatur Pro Tempore Regulations

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requirements of the school system. In all cases, outside employment should be discussed with the employee's supervisor. Employees are reminded that their job assignment within the school system is their first obligation and if outside employment is taking time or energy from the employee's position or effecting the employee's job performance, the employee will be asked to choose between their position with the City Schools of Decatur or the outside employer.

It is the responsibility of each individual employee of the City Schools of Decatur to consider whether there may be an actual conflict of interest or an appearance of a conflict of interest in any transaction or proceeding in which they participate in any way, including in the capacity of giving recommendations about or oversight of a transaction or proceeding. If there is an actual conflict of interest or an appearance of a conflict of interest, it is the responsibility of the individual employee to disclose the conflict or appearance of conflict to their supervisor or as otherwise directed by the superintendent. The superintendent is authorized to adopt an administrative rule implementing the requirements of this policy, including, but not limited to, the disclosure requirement, and providing for disciplinary action for violations of this policy.

Employees shall certify that:

8. They have read and understand this policy;
9. To the best of their knowledge they have not participated in any transactions or proceedings where there is an actual conflict of interest; and
10. They have disclosed in accordance with Board policy and procedure the circumstances regarding any transactions or proceedings where they are aware that there may be the appearance of a conflict of interest.

The following Georgia Law provides authority for this policy:

Charter of the City Decatur Section 7.11 subsection (b)&(c)



## City Schools of Decatur Pro Tempore Regulations

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### GAHB: Staff Political Activities

The board of education encourages each employee to engage in all pursuits of good citizenship, including political activity. However, any political activities must be conducted on an employee's own time, not while at his/her place of employment, and the employee must not make any use of school board property, materials, services, or facilities.

An employee who wishes to run for political office must be able to do so in a way which does not substantially interfere with the performance of his/her duties for the school system.

Employees shall not make political endorsements or engage in activities that give the appearance of approval of any political candidate or cause by the school board or school administration.



## City Schools of Decatur Pro Tempore Regulations

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### GAIA: Solicitations by Staff

Solicitations of funds by staff members or from staff members for any purpose shall not be permitted without the approval of the superintendent or designated administrator.



## City Schools of Decatur Pro Tempore Regulations

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### GAK: Personnel Records

Personnel files are subject to disclosure in accordance with state law; however, the director of human resources will authorize access by other school system employees to personnel files only on a need-to-know basis and shall disclose personnel records only as allowed under state law.

An employee shall be entitled to review his/her personnel file at any time by arranging such a review with the director of human resources.



## City Schools of Decatur Pro Tempore Regulations

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### Policy GAK(1): Criminal Background Check

In accordance with Georgia law, all certified and non-certified personnel employed by the board of education after July 1, 2000, shall be fingerprinted and have a criminal record check. The fingerprinting and record checks shall be initiated by the school system. In addition, school volunteers and any consultant working closely with students shall be fingerprinted and have a criminal record check as specified in procedures approved by the superintendent.

All certified personnel whose employment is renewed in the school system after July 1, 2000, shall be required to have a criminal record check upon any certificate renewal application to the Professional Standards Commission. Criminal record checks of non-certified personnel who continue in employment in the school system shall occur every fifth year of employment.



## City Schools of Decatur Pro Tempore Regulations

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GAKA: Reduction in Force

A primary function of the board of education is to employ personnel and manage resources. Consequently, it shall be the prerogative of the board to abolish job positions, to reduce the length of the work year and salary of certificated or non-certificated personnel (hereinafter "to downgrade") and/or to reduce the number of employees when seeking to cope effectively with program changes or financial exigency.

### **Reasons for Reduction in Force (hereinafter "RIF")**

The Board shall consider a reduction in the work force to include the abolition of job positions, the downgrading of an employee's position, and/or the reduction of the number of employees, as a response to the following:

1. A decrease in student enrollment which would necessitate a decrease in personnel or a discontinuation of programs;
2. A change in state or local curriculum, personnel, or financial practices which would necessitate a change in or elimination of programs or services provided by the school system;
3. A loss of funds due to a reduction in state funds, local funds, or other funds that make necessary a reduction in spending;
4. A lack of funding for programs, personnel, or services provided by the school system;
5. Any reasonable reorganization plan to achieve a more efficient school system.

### **Applicability of Policy**

This RIF policy shall apply to all personnel employed by the board of education. Nothing in this policy, however, shall be construed to extend to personnel any expectation of re-employment or due process rights greater than are available to the specific employees under the Fair Dismissal Law of Georgia; nor is this policy to be construed to mandate the promotion of an employee to a position of higher rank, authority, or compensation, even though the employee who is to be terminated may be qualified or certified for a higher position.

### **RIF Procedure**

When the superintendent determines that the application of this reduction in force policy is necessary, it shall be his or her primary responsibility to prepare for presentation to the board of education a plan for reduction in force (RIF) in the affected program area(s).

In making recommendations for termination or downgrading of employee positions, the superintendent may consider any position or employee of the board of education.



## City Schools of Decatur Pro Tempore Regulations

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Factors to be considered by the superintendent in devising a RIF plan shall include, first and foremost, the professional expertise, effectiveness, and overall job performance of individual employees. Only where demonstrated competence and expertise are equal among employees shall other factors such as tenure status, level of certification, and length of continuous service with the board be considered in order to make recommendations for the termination or downgrading of an employee's position.

In order to develop a RIF plan, the superintendent may consult with any and all school system personnel who might have information which would enable the superintendent to rank employees according to overall job performance. When the superintendent has completed a comparative assessment of employees, he/she shall prepare and present a plan for reduction in force for board approval and action.



## City Schools of Decatur Pro Tempore Regulations

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GAMA: Drug-Free Workplace

Staff Rights and Responsibilities

The board of education recognizes that its employees are the board's most valuable resource, and for that reason, their health and safety are of paramount concern. The board recognizes that a drug-free work force encourages productivity and promotes the accomplishment of the board's mission and goals. Because substance abuse, at work or away from work, can seriously endanger the safety of employees and render them incapable of supplying top quality service, the board has established a program to detect users and remove abusers of alcohol, drugs, or other controlled substances. This program shall include drug and alcohol testing of employees reasonably suspected of reporting to work under the influence of such substances and employees who are injured on the job. In accordance with the federal Drug-Free Schools and Communities Act Amendments of 1989 and Drug-Free Workplace Act of 1988 and the Georgia Drug-Free Public Work Force Act of 1990, it is unlawful to manufacture, distribute, dispense, possess, or use alcohol or a controlled substance, marijuana, or dangerous drug in the workplace at any time for all school system employees. Drug related offenses may result in discipline including suspension and termination as provided for in the Georgia Drug Free Public Workforce Act.

Compliance with this policy is mandatory for all employees hired by the board of education. Employees found in violation of this policy shall be terminated and are not eligible for reemployment. A copy of this policy shall be made available to all employees.





## City Schools of Decatur Pro Tempore Regulations

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GAN: Employee Tobacco Use

### Use of Tobacco Products

The Board of Education of the City of Decatur (Board), in accordance with the "Georgia Smoke Free Air Act of 2005," shall prohibit tobacco use at any time in any school building or property owned or leased by the City Schools of Decatur (District), or at any time in any District-owned vehicle, including any school buses, or at any school-sponsored activity on campus or off campus. This prohibition includes the use of tobacco products by employees at all times, including when such employees are directly instructing or supervising students. Direct supervision includes coaching, band directing, acting as a sponsor or advisor of a club or similar school organization and other instructional roles. Employees shall not store or possess tobacco or tobacco-related products on their person or in their belongings in such a manner that such products are visible to students.



## City Schools of Decatur Pro Tempore Regulations

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GANA: Infectious Diseases

### Definitions

1. Communicable disease – a disease that can be directly or indirectly transmitted from one person to another.
2. HIV infection – an infection in which the human immuno-deficiency virus is present.
3. AIDS – is a condition that is caused by infection with a virus called HIV. HIV damages the immune system and eventually cripples the body’s ability to fight disease. People who are infected with HIV are diagnosed as having AIDS if they develop certain serious diseases or conditions such as Kaposi’s sarcoma (a rare cancer), pneumocystis carinii pneumonia, or HIV dementia.
4. Bloodborne pathogen - a pathogen that can be passed from person to person by the exchange of blood or other bodily fluids. The most common bloodborne pathogens are:
  - 4.1. Hepatitis B virus (HBV)
  - 4.2. Hepatitis C virus (HCV)
  - 4.3. Human Immunodeficiency virus (HIV)
5. Bloodborne infections – infections caused by bloodborne pathogens. The most common bloodborne infections are:
  - 5.1. Hepatitis B - An infection that affects the liver and can cause cirrhosis of the liver, liver cancer, or death. Most people overcome infection. Hepatitis B is preventable with the hepatitis B vaccine.
  - 5.2. Hepatitis C - An infection that attacks the liver and can cause chronic liver disease and death. There is no protective vaccine for hepatitis C.
  - 5.3. HIV infection – an infection that attacks the immune system, destroying its ability to fight disease. Infected persons may carry the virus for years with no symptoms.
  - 5.4. AIDS – the end stage of HIV infection. Persons who are infected with HIV are diagnosed as having AIDS if they develop certain serious diseases or conditions such as Kaposi’s sarcoma (a rare cancer), pneumocystis carinii pneumonia, or HIV dementia.

No student shall be denied access to, nor shall an otherwise qualified individual be denied employment in the educational programs of the City Schools of Decatur solely because he or she is infected with a communicable disease. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion. The determination of degree of risk will be made by the board of education after consultation with the student’s or employee’s physician, a public health official knowledgeable about the disease, and/or the



## City Schools of Decatur Pro Tempore Regulations

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board of education's consultant physician (if in the judgment of the superintendent it is necessary to consult a private physician).

The board of education provides educational opportunities for its students and employees to become informed concerning transmission of bloodborne pathogens and procedures to reduce the risk of transmitting bloodborne infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary. The educational program shall include instruction as to:

1. the nature of bloodborne infection, including how it is and is not transmitted according to current scientific evidence;
2. school district policies and procedures related to employees and students with bloodborne diseases (such as HIV infection);
3. resources within the school district and elsewhere for obtaining additional information or assistance; and
4. procedures to prevent the spread of all communicable diseases at school.

Handling blood and body fluids shall be in a manner consistent with the Centers for Disease Control's Universal Precautions for Handling Blood and Body Fluids.

Following the guidelines included in the State Board of Education Rules, the superintendent and school administrators shall follow proper procedures to protect parental rights and to ensure that all instructional materials used in the instructional program receive proper review.

Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

1. The nature of the risk (i.e., how the disease is transmitted);
2. The duration of the risk (i.e., how long the carrier is infectious);
3. The severity of the risk (i.e., the degree of potential harm to third parties); and
4. The probability that the disease will be transmitted and will cause varying degrees of harm.

Once the student's or employee's medical condition has been determined, the superintendent/designee shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the board of education at the option of the Board in order to determine whether reasonable accommodations will allow the student to perform in the classroom



## City Schools of Decatur Pro Tempore Regulations

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or other education setting or the employee to meet the essential functions of his or her job. If an accommodation which does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in the board of education programs or to be employed by the Board of Education.

In order that the board of education may have time to obtain a reasonable medical judgment concerning the student or employee who is infected with a contagious disease, the superintendent is authorized to remove the infected student or employee from board of education programs or employment for a period not to exceed ten days during which time the board of education shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others. The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

### Appeal

Should the superintendent decide that the student or employee should be removed from the normal place of work or regularly assigned classroom, the infected person shall have the right of appeal. A hearing shall be conducted by the board to determine whether said student or employee shall be admitted to the regular work place or classroom, or be reassigned to a special classroom or work place. Said hearing shall be held within 10 school days of the date of the superintendent's decision. The hearing shall be conducted so as to provide full due process rights to the student or employee, with the student or employee having the right to legal counsel at all stages of the proceedings. The Board shall make its decision after receiving evidence from representatives of the student, the consultants above described, and any medical or other experts employed by the Board.

### Confidentiality

Medical information relating to employees or students shall remain confidential to the fullest extent provided by law.

City Schools of Decatur Board of Education recognizes the importance of protecting the health and welfare of students, teachers, and other employees from the spread of communicable diseases that pose a substantial threat to the health or safety of the school community. Board policy and administrative procedures concerning such diseases should be consistent with the requirements of law, including the policies of the State Board of Education, and should reflect current medical knowledge and research. In medically appropriate cases, an employee whose medical condition poses a substantial threat to the health or safety of the school community may be removed from the school or work place until the employee's attendance on duty no longer poses such a threat. Both the decision to require the removal of the employee and the decision to permit the employee to return to work shall be based upon the advice of public health or other medical experts.



## City Schools of Decatur Pro Tempore Regulations

### GARH: Employee Leaves and Absences

This policy shall apply to all employees of the board of education (hereinafter “board of education” or “Board”). All employees are required to follow the work calendar established by the board of education and may take leave from work only in accordance with this and any other leave policy adopted by the board of education. Employees are expected to report to work as required unless leave is authorized and approved as specified in this and related policies and procedures. An employee whose absence does not qualify for leave under one of the subsections below will be subject to disciplinary action up to and including termination.

For purposes of this policy, immediate family is defined as husbands and wives, parents and children, brothers, sisters, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any relative residing in the immediate household of the employee.

### ACCRUAL OF SICK LEAVE AND ABSENCES FOR MEDICAL AND RELATED REASONS

Each employee of the board of education shall be entitled to sick leave, with full pay, computed on the basis of 1 ¼ working days for each completed month (20 school days of service), as set out in the Employee Work Calendar Chart below:

All unused sick leave shall be accumulated from one fiscal year to the next.

Employee Work Calendar	Sick Leave/Year
180 – 194 Day employee	12.5 days
195 - 209 Day employee	13.0 days
210 - 224 Day employee	14.0 days
225 – 244 Day employee	15.0 days

Sick leave accumulated by a certified employee is transferable from one Georgia public school system to another, up to a maximum of 45 days.

The leave provided for under this policy is available only for personal illness, injury, exposure to contagious diseases, absences necessitated by illness in the employee’s immediately family or death of an immediate family member. Leave due to illness, injury, or death in the immediate family in excess of five consecutive days shall require special approval of the superintendent.

For any absence in which sick leave is used, the superintendent or his/her designee shall have the right to require a physician’s certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the superintendent shall have the right to require a physician’s certificate stating that the employee is



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needed to care for the sick family member. If an employee is absent for three consecutive days of sick leave, a physician's certificate may be requested by the superintendent or designee.

### PERSONAL LEAVE

An employee may take three days of personal leave annually (from earned sick leave, if available) if prior approval of the absence has been given by the employee's immediate supervisor and if the presence of the employee requesting the absence is not essential for effective school operation and not in conflict with other related policies. The employee requesting leave must enter the leave request in the web-based leave tracking system and receive approval at least three days prior to leave. Extenuating circumstances may be considered by the immediate supervisor in approving leave requests received without three days notice. Unless otherwise approved by the superintendent, personal leave will not be granted during pre-planning, post-planning, first and last weeks of school, and in-service days or the day before or day after a student holiday.\*

\*A student holiday is defined as any break in the school calendar other than weekends including extended holidays such as winter break, spring break, and summer break.

Requests for personal leave in excess of three days within the school year, if warranted by extremely extenuating circumstances, shall be submitted to the superintendent in writing and shall always carry a deduction of a day's pay for each additional day.

Employees are not required to disclose the purpose for which such absence is sought but may be required to state the absence is for "personal" reasons.

### PROFESSIONAL LEAVE

Employees may formally request professional leave at full pay to attend specific activities, if approved in advance by the immediate supervisor that may include, but are not limited to, professional meetings, workshops, and advanced training. Approval of professional leave is always at the discretion of the supervisor.

The request must be entered in the web-based leave tracking system and be received by the supervisor two weeks prior to the requested absence.

Approval of the request does not commit the school district to payment of any expenses. The applying staff member must include details of appropriate expenses on the leave request if financial assistance is requested. The approval of leave and reimbursement of expenses is at the sole discretion of the supervisor.

The allotment of professional leave days shall be at the discretion of the supervisor.

### OBSERVANCE OF RELIGIOUS HOLIDAYS



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Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligation of his or her job responsibilities.

### BEREAVEMENT LEAVE

Employees are entitled to not more than three days of leave with pay in any one school year in the case of death in the employee's immediate family.

Leave under this section in excess of three days will be charged to sick leave; however, not more than five days may be charged to sick leave in any one school year in connection with leave under this subsection.

### JURY AND WITNESS LEAVE

Employees shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional, or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave.

### MILITARY LEAVE

Employees are entitled to paid leave not to exceed 18 days in any one federal fiscal year for the purpose of complying with ordered military leave duty with the Armed Forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Employees also are entitled to leave not exceeding 30 days in any one federal fiscal year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States Armed Forces. Employees who have military commitments shall inform their direct supervisor, in writing, of their ordered duties and provide a copy of the ordered duty immediately upon receiving notice of such duty. Employees shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in their duties and in the mission of the board of education.

### FAMILY AND MEDICAL LEAVE ACT (FMLA)

It is the purpose of this section of this policy to set out in summary form the provisions of the Family and Medical Leave Act ("the Act" or "FMLA") and its implementing regulations. The Board does not intend by this FMLA policy to create any additional rights to leave not provided by the Act; provided, however, the Board does wish to extend the rights of the Act to certain employees who have worked at least 12 months for the Board. The Board does intend to elect certain options as the Act authorizes. Any portion



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of this policy inconsistent or contrary to the Act is unintentional and shall not be given effect. As to the interpretation of this policy, the Board's employees should look to the Act itself and its regulations.

### A. ELIGIBLE EMPLOYEES

Employees of the Board who have been employed by the Board for at least 12 months and who have worked at least 1250 hours during the 12 month period immediately preceding the commencement of the leave are eligible to take unpaid leave under the FMLA.

### B. DEFINITIONS

“Contingency Operation” means a military operation designated by the Secretary of Defense as one in which Armed Forces members are or may be involved in military actions, operations, or hostilities against an enemy of the U.S. or an opposing military force, or a military operation that results in the call or order to, or retention on, covered active duty as defined in FMLA Regulation § 825.102.

“Covered active duty or call to covered active duty status” means in the case of a member of the Regular Armed Forces, duty during deployment of the member to a foreign country, or in the case of a member of the Reserve components of the Armed Forces, duty during deployment to a foreign country or in support of a contingency operation pursuant to various sections of Title 10 of the United States Code as defined in 29 C.F.R. § 825.102.

“Covered Servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty, or a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.

“Covered Veteran” means an individual who is a member of the Armed Forces (including the National Guard and Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

“Instructional employee” means an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting.

“Military member,” means the employee’s spouse, son, daughter, or parent on covered active duty or call to active duty status and includes members of both the National Guard and Reserves and the Regular Armed Forces.

“Next of Kin” of a covered servicemember means the nearest blood relative other than the covered servicemember’s spouse, parent, son or daughter, in the following order of priority: blood relatives granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the





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covered servicemember has specifically designated in writing another blood relative for purposes of FMLA caregiver leave.

“Outpatient Status,” with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

"Parent" means a biological, adoptive, step or foster mother or father or one who acted in place of a parent when the employee was a child. The term “parent” does not include parent “in law.”

“Parent of covered servicemember” means a biological, adoptive, step or foster parent or any other individual who acted in place of a parent of the covered servicemember. The term does not include parents “in law.”

"Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care requiring an overnight stay in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, all as further defined in the FMLA regulations.

“Serious Injury or Illness” means: (1) in the case of a current member of the Armed Forces, including the National Guard or Reserves, an injury or illness incurred by a covered servicemember in the line of duty on active duty or that existed before the beginning of the covered servicemember’s active duty and was aggravated by service in the line of duty and that may render the service member medically unfit to perform the duties of the member’s office, grade, rank, or rating, or (2) in the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or existed before the beginning of active duty and was aggravated by service in the line of duty on active duty and manifested itself before or after the member became a veteran and otherwise meets the definition of serious injury or illness as defined in 29 C.F.R. § 825.127.

"Son or daughter" means a biological, adopted or foster child, a stepchild, a legal ward, or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care due to a mental or physical disability at the time FMLA leave is to begin.

“Son or daughter of a covered servicemember” means a covered servicemember’s biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember acted in the place of a parent, and who is of any age.

"Spouse" means a husband or wife as defined or recognized under Georgia law.

### C. AMOUNT AND TYPE OF LEAVE TAKEN

An eligible employee may request leave for one or more of the following reasons:



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1. Birth of a son or daughter and to care for the newborn child;
2. Adoption or foster placement with the employee of a son or daughter and to care for the newly placed child;
3. To care for the employee's spouse, son, daughter or parent, if that person has a serious health condition;
4. Serious health condition of the employee that prevents the employee from performing his/her job functions;
5. Any qualifying exigency arising from the fact that the employee's family member (the military member) is on active duty or has been notified of an impending deployment in support of a contingency operation. Qualifying exigencies are defined as short-notice deployment (seven or less calendar days); military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation (up to fifteen days per instance); post-deployment activities; additional activities where the employer and employee agree that the leave is an exigency and agree to both timing and duration of the leave; and
6. Military caregiver leave to care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.

In the event of the birth, adoption or foster placement of a son or daughter, all leave must be completed within twelve months after the birth, adoption or foster placement.

Except as provided below, an employee may take up to a total of 12 weeks leave during any twelve-month period. A "rolling year" shall be used to determine the twelve-month period during which the leave entitlement may occur. That is, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the number of weeks that has not been used during the immediately preceding 12 months. See 29 C.F.R. § 825.200(b)(4).

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 12 weeks leave during any one 12 month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition. Both spouses are authorized to take leave for twelve (12) weeks to care for a spouse or child with a serious health condition.

An eligible employee is eligible to take up to 26 weeks of military caregiver leave during a "single 12-month period." The "single 12-month period" begins on the date the employee first takes military caregiver leave and ends 12 months after that date, regardless of the method used to determine the leave entitlement period for other FMLA reasons.



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If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 26 weeks during the “single 12-month period” described above for military caregiver leave or a combination of military caregiver leave and leave taken for other FMLA reasons.

The District will require that any accrued paid leave (sick, personal, vacation, or any other paid leave) be substituted for all or a part of the otherwise unpaid FMLA leave under the terms and conditions of the District’s normal leave policies. Because leave pursuant to an employee’s disability benefit plan or workers’ compensation absence is not unpaid, the provision for substitution of accrued paid leave is not applicable in such cases.

### D. INTERMITTENT OR REDUCED LEAVE

An employee may take leave on an intermittent or reduced leave schedule where it is medically necessary due to the serious health condition of a covered family member, the employee, or the serious injury or illness of a covered servicemember, or when necessary because of a qualifying exigency. The District will require a certification, in the form designated by the District, to document the necessity of such intermittent leave or reduced schedule leave.

### E. NOTIFICATION OF LEAVE

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the Director of Human Resources. If such advance notice is not possible, the employee must give notice as soon as practicable, which means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case. If an employee does not provide at least 30 days notice of foreseeable leave, he or she must explain why such notice was not practicable if so requested by the District. When the need for leave is not foreseeable, an employee must provide notice as soon as practicable, which generally should be according to the District’s usual and customary leave requirements. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the approval of the health care provider, so that any corresponding leave will not disrupt unduly the operations of the District.

Employees must provide sufficient information for the District to reasonably determine whether the FMLA may apply to the leave request. When an employee seeks leave due to an FMLA-qualifying reason for which the District has previously provided FMLA leave, the employee must specifically reference either the previous qualifying reason for leave or the need for FMLA leave.

### F. BENEFITS AND RETURN TO WORK

Employees will be eligible to maintain health care benefits provided by the school district while on FMLA leave. The District will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave.

The District may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired, unless the employee did not



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return due to a serious health condition of the employee or the employee's spouse, parent or child, or a serious injury or illness of a covered servicemember or other circumstances beyond the employee's control. The District may require certification from the health care provider that a serious health condition of the employee or family member, or the covered servicemember's serious injury or illness, prevented the employee from returning to work.

With the exception of paid vacation, personal, sick, or any other paid leave required to be substituted for unpaid leave under Section C above, the employee's absence during leave will not alter benefits which the employee accrued before taking leave. Any accrued benefits will not be lost during the leave.

Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, the District may deny reinstatement under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the District's operation, as determined by the District.

### G. REQUIRED CERTIFICATION

The District requires that a request for leave due to a serious health condition of an employee or an employee's family member or a serious injury or illness of a covered servicemember be supported by certification by the appropriate health care provider of the eligible employee or family member on a form to be provided by the District. This certification for a serious health condition must include (1) the name, address, telephone and fax numbers of the healthcare provider and type of practice/specialization; (2) the approximate date on which the serious health condition commenced, and its probable duration; (3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested; (4) if the purpose of the leave is to care for a family member, a statement that the employee is needed to care for the family member and an estimate of the frequency and duration of the leave required for such care; (5) if the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his/her essential job functions, the nature of other work restrictions, and the likely duration of such inability; and (6) if intermittent or reduced schedule leave is requested, information sufficient to establish the medical necessity for the same and an estimate of the dates and duration of treatments and any periods of recovery. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the District in accordance with the FMLA regulations.

The District, at its own expense, may obtain the opinion of a second health care provider of the District's choice, if the District should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, the District may, at its own expense, obtain a third opinion from a health care provider upon which the District and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the District and the employee.



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Upon an employee's return to work after leave for the employee's own serious health condition, the District may require the employee to obtain certification from his/her health care provider that the employee is able to resume work.

The District may require that a first request for leave because of a qualifying exigency arising from covered active duty or a call to active duty be supported by a copy of the covered servicemember's active duty orders or other documentation issued by the military. A certification form requesting the required information to support a request for exigency leave will be provided by the District upon request.

The District may require an employee on FMLA leave to report periodically to his/her principal or supervisor on the employee's status and intent to return to work.

### H. SPECIAL PROVISIONS

When an instructional employee seeks intermittent leave or leave on a reduced schedule in connection with a family or personal serious health condition or to care for a covered servicemember that would constitute at least 20% of the total number of working days during which the leave would extend, the District may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If an instructional employee begins leave more than five weeks before the end of a semester, the District may require the employee to continue taking leave until the end of the semester if

- (a) the leave will last at least three weeks; and
- (b) the employee would return to work during the three-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the District may require the employee to continue taking leave until the end of the semester if

- (a) the leave will last more than two weeks; and
- (b) the employee would return to work during the two-week period before the end of the term.

If an instructional employee begins leave for a purpose other than the employee's own serious health condition during the three-week period before the end of a semester, and the leave will last more than five working days, the District may require the employee to continue taking leave until the end of the semester.

### VACATION (244 DAY CLASSIFIED STAFF ONLY)

244 day personnel shall earn paid annual vacation at the rate of .833 days for each full month employed (10 days annually). After ten full years of cumulative twelve month a year employment with the board



## City Schools of Decatur Pro Tempore Regulations

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of education, and beginning with the eleventh year, a twelve-month employee shall earn one additional day per year until the maximum of 15 days have been earned. Vacation shall be earned for each full month completed during the fiscal year, beginning on July 1 and ending on June 30 annually. Vacation days may be accumulated up to and not exceeding 20 days.

An employee whose employment with the school system is terminated, whether voluntarily or involuntarily for cause, shall be paid for the vacation leave that the employee accrued up to the maximum 20 days at that employee's then current daily rate of pay.

For 244 day employees a maximum of the ten consecutive days, not including weekend days, shall be approved for any combination of vacation, paid holidays, and personal leave.

### MISCELLANEOUS

Leave without pay may be granted to an employee who has exhausted sick leave and FMLA leave when special circumstances exist. Leave under this section will be subject to approval by the superintendent.



## City Schools of Decatur Pro Tempore Regulations

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### GBE: Professional Personnel Assignment

The Board of Education of the City of Decatur believes that the employment and/or assignment of certified and non-certified personnel within the school system of persons who are related in certain degrees by blood or marriage to administrators or the superintendent could have a potentially adverse effect on the orderly administration of the school system.

In the event that the superintendent wishes to recommend to the Board of Education the employment of a member of the immediate family of the superintendent or of any administrator in the school system, the Board shall, prior to employment of the immediate family member of the administrator or superintendent, take a public, recorded vote on such employment as a separate matter from any other personnel matter.

The Superintendent has the authority to assign and reassign personnel employed by the Board of Education. No assignment shall be made in which an employee directly supervises or evaluates the performance of a member of his or her immediate family. Exceptions may be made only for assignments made prior to the adoption of this policy.

For purposes of this policy, administrator is defined as superintendent, associate superintendent, assistant superintendent, director, principal or assistant principal.

For purposes of this policy, immediate family is defined as father, mother, father-in-law, mother-in-law, grandparent, brother, sister, child, or spouse of the employee, or any relative living in the residence of the employee.



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GBI: Professional Personnel Evaluation

Evaluation/Teaching and Related Professional Personnel

All personnel employed by the board of education, including the superintendent, shall have their performance evaluated annually by appropriately trained evaluators. All such performance evaluations shall be part of the personnel files and shall be confidential.





## City Schools of Decatur Pro Tempore Regulations

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GBKA: Professional Personnel Lay-Off

Reduction in Force

A primary function of the board of education is to employ personnel and manage resources. Consequently, it shall be the prerogative of the board to abolish job positions, to reduce the length of the work year and salary of certificated or non-certificated personnel (hereinafter "to downgrade") and/or to reduce the number of employees when seeking to cope effectively with program changes or financial exigency.

### **Reasons for Reduction in Force (hereinafter "RIF")**

The Board shall consider a reduction in the professional work force to include the abolition of job positions, the downgrading of an employee's position, and/or the reduction of the number of employees, as a response to the following:

1. A decrease in student enrollment which would necessitate a decrease in personnel or a discontinuation of programs;
2. A change in state or local curriculum, personnel, or financial practices which would necessitate a change in or elimination of programs or services provided by the school system;
3. A loss of funds due to a reduction in state funds, local funds, or other funds that make necessary a reduction in spending;
4. A lack of funding for programs, personnel, or services provided by the school system;
5. Any reasonable reorganization plan to achieve a more efficient school system.

### **Applicability of Policy**

This RIF policy shall apply to all personnel employed by the board of education. Nothing in this policy, however, shall be construed to extend to professional personnel any expectation of re-employment or due process rights greater than are available to the specific employees under the Fair Dismissal Law of Georgia; nor is this policy to be construed to mandate the promotion of an employee to a position of higher rank, authority, or compensation, even though the employee who is to be terminated may be qualified or certified for a higher position.

### **RIF Procedure**

When the superintendent determines that the application of this reduction in force policy is necessary, it shall be his or her primary responsibility to prepare for presentation to the board of education a plan for reduction in force (RIF) in the affected program area(s).



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In making recommendations for termination or downgrading of employee positions, the superintendent may consider any position or employee of the board of education.

Factors to be considered by the superintendent in devising a RIF plan shall include, first and foremost, the professional expertise, effectiveness, and overall job performance of individual employees. Only where demonstrated competence and expertise are equal among employees shall other factors such as tenure status, level of certification, and length of continuous service with the board be considered in order to make recommendations for the termination or downgrading of an employee's position.

In order to develop a RIF plan, the superintendent may consult with any and all school system personnel who might have information which would enable the superintendent to rank employees according to overall job performance. When the superintendent has completed a comparative assessment of employees, he/she shall prepare and present a plan for reduction in force for board approval and action.

### **Notice and Hearing Procedures**

If the board acts on the recommendation of the superintendent to terminate an employee under contract or to downgrade an employee's position, the superintendent shall notify the affected employee in a manner consistent with the provisions of Georgia's Fair Dismissal Law and he or she shall have whatever rights the Fair Dismissal Act provides for such employee.



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GBL: Professional Personnel Tenure

### **Termination and Non-Renewal/Certified Personnel**

Termination, suspension, and non-renewal of employment for certified employees who are certificated by the Professional Standards Commission, but not including administrators or paraprofessionals, shall be handled in accordance with the provisions of the Georgia Fair Dismissal Act, O.C.G.A. § 20-2-940, and O.C.G.A. § 20-2-942, both as amended from time to time. Any administrator who acquired any rights under O.C.G.A. § 20-2-942 prior to April 7, 1995, shall be treated in accordance with O.C.G.A. § 20-2-942.



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### GBN: Professional Personnel Termination

Any certificated employee may be legally dismissed at any time during the contractual period for incompetence; insubordination; willful neglect of duties; immorality; inciting, encouraging, or counseling students to violate any valid state law, municipal ordinance, or policy or rule of the local board of education; for reduction in staff due to loss of students or cancellation of programs; for failure to secure and maintain necessary educational training; and for any other good and sufficient cause.



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GBO: Professional Personnel Resignation

A contract of employment between the board of education and a certificated employee shall not be terminated by the employee without the consent of the board of education. In the event that a certificated employee terminates his or her contract, whether by formal written notice or by willful failure to report to work, the administration will report the breach of contract to the Professional Standards Commission.



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GBP: Professional Personnel Reemployment

### Certification and Reemployment

Professional certification is the responsibility of each individual teacher. Each teacher shall hold a current, appropriate, state-issued certificate in his or her field in accordance with applicable state law, rules, regulations, or guidelines. It is the responsibility of each teacher to immediately inform his or her supervisor and the Human Resources Department if the teacher is unable to obtain or maintain the required state certification or if he or she is or becomes the subject of a Professional Standards Commission investigation. Failure to maintain required certification shall be grounds for termination of employment.

The board of education is committed to highly effective teachers. Certification is one measure toward that commitment.



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### GBRA: Professional Personnel Health Examinations

All employees must be physically and psychologically capable of performing their duties as outlined in their respective job descriptions and in a manner consistent with the mission of the school system. In the event that an employee's fitness for duty is in question due to obvious physical or psychological impairment, the employee may be placed on administrative leave by the superintendent or designee, pending an evaluation of his/her physical or psychological fitness for duty. Determination of fitness for duty shall be made by a licensed physician, psychiatrist, or psychologist to be selected by the board. The superintendent shall make a final determination on the employee's continued employment status based on the findings of the fitness for duty evaluation, his/her conduct, the circumstances giving rise to the evaluation, and other factors as deemed appropriate.

An employee shall notify his/her supervisor in writing of any condition, physical or mental, that could reasonably be expected to impair his/her ability to perform the essential job functions of his/her position. In the event that the superintendent determines that reasonable accommodation is appropriate, based on such notification, a fitness for duty evaluation, and/or other factors authorized by law or board policy, such an accommodation shall be made. This policy shall be interpreted, modified, and implemented consistent with the requirements of the American with Disabilities Act, the Family Medical Leave Act, other applicable law, and board policy.



## City Schools of Decatur Pro Tempore Regulations

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### GBRB: Professional Personnel Time Schedules

The calendar and work schedule for each professional position classified by the board of education shall be available to ensure that every person understands and accepts, as a condition of employment, the daily schedule and the calendar period.

The calendar and work schedule for each type of position within the school system shall be available in the Human Resources Department to ensure that each employee understands and accepts, as a condition of employment, the annual and daily calendar applicable to that employee's position. All personnel employed for a period of twelve months shall have an annual work calendar that commences on July 1 and ends on June 30 of each year.

Principals will inform teachers of their work day hours during which they are required to be on duty. Employees, including but not limited to teachers, may be assigned additional duties requiring daily and annual schedules exceeding the schedules for regular assignments. Such assignments may include athletic coaching, instruction in extracurricular activities, on-the-job training, counseling, parent-teacher conferences, and any other additional activities that are essential to the school program. Schedules may be prepared by principals or other administrators. A substitute teacher shall have an assignment equivalent to the regular assignment of the teacher for whom the substitute has been retained.





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GCI: Classified Personnel Evaluation

All personnel employed by the board of education shall have their performance evaluated annually by appropriately trained evaluators. All such performance evaluations shall be part of the personnel files and shall be confidential.



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GCN: Classified Personnel Separation

Separation/Non-Certified

All non-certified personnel, including, but not limited to, administrators and paraprofessionals, are employed at the will of the board of education and are "at-will" employees. No property right or expectation of continued employment is created or granted to non-certified personnel as defined herein. The board of education hereby delegates to the superintendent the authority to discipline, suspend, or terminate non-certified employees as defined herein. If a non-certified employee, as defined herein, is terminated, said employee shall forfeit all accrued vacation or annual leave upon termination.



## City Schools of Decatur Pro Tempore Regulations

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### Policy GCRA(1): Drug Screening of Bus Drivers

The Board of Education is dedicated to providing safe and efficient transportation for students transported on school buses. The Board recognizes that safe student transportation depends on unimpaired judgment, physical dexterity, reflex action and unimpaired senses of sight and hearing, of employees in safety-sensitive functions. The goal of the Board is to provide employees and students with an environment which promotes health and safety. Operating a school bus requires a commercial driver's license (CDL) and is considered a safety-sensitive function.

School bus drivers shall be subject to random drug and alcohol testing as set forth in applicable law, rules and regulations. The rules and regulations of the State Board of Education regarding testing and re-testing for illegal drugs shall be adhered to. The Superintendent shall adopt rules for the random testing for the presence of illegal drugs and alcohol, which rules shall be in compliance with the requirements of state law.

A school bus driver found to have used an illegal drug shall be terminated from his or her employment. A school bus driver found to have any measurable alcohol in his or her system during the school day shall be subject to disciplinary action at the discretion of the Board of Education at the recommendation of the Superintendent.

A school bus driver who refuses to provide bodily fluid when requested to do so pursuant to this policy shall be terminated from employment.

Bus Drivers must inform their immediate supervisor of any therapeutic drug use as soon as use of the drug commences, whether by prescription or "over the counter", and must provide a statement from their treating health care provider that the driver's use of the drug is a medical necessity and that the substance does not adversely affect the driver's ability to operate a vehicle.



## City Schools of Decatur Pro Tempore Regulations

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### GCRD: Classified Personnel Overtime Pay

The board of education authorizes overtime pay only in accordance with administrative regulations established by the superintendent. Overtime is defined as time worked over 40 hours in any established work week. Work week is defined as a continuous period of 168 hours. For purposes of this policy, 40 hours are hours that are actually worked by the employee engaged in activities that are primarily for the benefit of the employer. Generally, the need for overtime falls into two categories: planned overtime and emergency overtime, both of which require the approval of the superintendent or his/her designee prior to undertaking such overtime. At any time an employee believes that it is necessary to work more than 40 hours in a work week, the employee must submit a written overtime request to his or her immediate supervisor, who, in his or her discretion, will seek the approval of the superintendent for said overtime. No overtime work will be performed without the prior approval of the superintendent or his/her designee. Overtime shall be approved only where it is evident that overtime hours are needed for the operation of the school system.

An employee, such as a professional or executive employee, who qualifies as an exempt employee under the Fair Labor Standards Act ("FLSA") for purposes of overtime pay shall not be entitled to earn overtime pay no matter how many hours he or she works in a given work week. An employee who qualifies as a non-exempt employee under FLSA shall be paid overtime for hours worked over 40 in a given work week either: 1) at an hourly rate of 1.5 times his or her regular hourly pay for hours worked over 40 hours, or 2) compensatory time at a rate of 1.5 hours for each hour of overtime worked over 40 hours.

Employees are prohibited from accepting more than one position with the board of education if the second job will cause an employee to work more than 40 hours per work week for both positions unless any supplements provided equal the overtime pay required by the FLSA.



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### IA: Instructional Program Philosophy

The board of education believes that families should have access to the policies and procedures that govern the matriculation of students from grade to grade.

In that light, all rules for curriculum, assessment, instruction, and the matriculation of students shall be included in the Pupil Progression Plan. The plan shall be reviewed and submitted to the board of education for approval on an annual basis. The content of many instructional policies (found in section I in the board policy manual) will be found in the Pupil Progression Plan. These respective policies will retain a place in the policy manual but will refer readers to the Pupil Progression Plan.



## City Schools of Decatur Pro Tempore Regulations

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### IBB: Charter Schools

The board of education supports student success and school choice by authorizing charter schools that provide innovative, high quality learning opportunities for students who reside in the City of Decatur. It is the board's intent that by authorizing high quality charter schools, the district can learn from innovative and unique programs that advance student achievement.

A representative from an existing school with the school district, a private individual, a private organization, or a state or local public entity may submit to the board of education a written petition to establish a charter school in accordance with the requirements set forth in the State Board of Education Rule 160-4-9-.05 and its accompanying guidelines, as amended from time to time. Home study programs or schools, sectarian schools, religious schools, private for profit schools, existing private schools, or private educational institutions not established, operated or governed by the State of Georgia are prohibited by law from submitting charter petitions.

A charter petitioner shall contact the Superintendent or designee for a complete copy of information regarding the submission of charter petitions for approval in accordance with the timelines established in the chart below. Failure to submit a letter of intent shall not preclude an applicant from submitting a petition provided the applicant requests and receives a waiver for the letter of intent from both the board of education and the State Department of Education.

Type of Charter Petition	Letter of Intent to Local Board	Petition Due Date to Local Board	Local Board Action
Start Ups	January 1	February 1	No later than May 1
Conversions	April 1	May 1	No later than August 1
Renewals	April 1	May 1	No later than August 1

Pursuant to O.C.G.A. § 20-2-2064, the board of education shall by a majority vote approve or deny a petition no later than ninety (90) days after its submission unless the petitioner consents to extend that period.

In determining whether to approve a charter petition or renew an existing charter, the board will consider the detailed petition and will also consider whether the petitioner has met all of the requirements of the requirements of the applicable statutes and state board rules and guidelines.

If the board of education denies a charter petition, it shall within sixty (60) days provide to the charter petitioner and to the State Board of Education a written explanation setting forth its reasons for denial and a list of deficiencies in the petition. If the reason for denial includes that approval is not in the public interest, such explanation shall include a detailed explanation as to why. A denial does not prevent a petitioner from resubmitting a revised petition that addresses the deficiencies cited in the denial.



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If the board of education approves a charter petition, it shall be the responsibility of the petitioner to provide a copy of the petition to the State Board of Education within thirty (30) days of approval by the board of education.

If the charter petitioner intends to contract or has contracted for the services of another entity to manage the school or any of its operations, this information shall be included in the charter petition, including a copy of the contract. The charter petitioner may not through any contract abrogate its responsibility as a charter holder or otherwise limit its obligation to be subject to the management and control of the board.

For each locally approved petition that has been approved by the State Board, the board and the petitioner will execute a charter under which the charter school shall operate. The charter will include, but not be limited to, all of the petition requirements as stated in this policy and applicable laws, rules, and guidelines.

The board may request termination of a charter as set forth in O.C.G.A. 20-20-2068 as amended from time to time, and other applicable laws, rules and guidelines.

The superintendent is authorized to develop procedures to implement this policy.



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### ICFA: Curriculum Guides and Course Outlines

Each teacher shall follow for each grade and/or subject the curriculum standards prepared by the Georgia Department of Education and locally-developed standards. Curriculum guides shall be developed based on curriculum standards and shall serve as a framework from which a teacher may develop units of study, individual lesson plans, and approaches to instruction in order to serve a student's particular needs at a particular time.

The development of curriculum guides shall involve teachers and staff who will be using these materials, and the board of education shall adopt all curriculum guides and revisions. The board of education shall adopt a program of study (Policy IHF) for high school students.





## City Schools of Decatur Pro Tempore Regulations

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IDBA: Sex Education

Sex/AIDS Education

Instruction in the area of sex education shall be part of the regular curriculum in grades K-12 and shall be included within the framework of existing subject areas. Subject matter and instructional materials shall be age-appropriate and consistent with provisions of state law and rules of the Georgia Board of Education.

Instruction in the area of AIDS education shall be part of the health curriculum in grades 4-12. Subject matter and instructional materials shall be age-appropriate and consistent with provisions of state law and rules of the Georgia Board of Education.

At the beginning of each school year, parents/guardians shall be given information concerning the instruction that will be provided and the procedures available for reviewing instructional materials. If desired, a parent/guardian may make a written request to the principal to have his/her child excused from instruction in the areas of sex education and/or AIDS education.

The board of education shall appoint a committee to review periodically sex education and AIDS education instructional materials and to make recommendations concerning age and/or grade level use for consideration by the board. The committee shall be primarily composed of non-teaching parents who have children enrolled in the school system. Additional membership shall include professional educators, health professionals, community representatives, and both a male and a female student currently enrolled in eleventh or twelfth grade at the high school.



## City Schools of Decatur Pro Tempore Regulations

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### IDDC: Homebound Instruction Programs

The board of education recognizes its responsibility to provide instruction to those students enrolled in an education program who have a medically-diagnosed condition that restricts them to a hospital or their home for a period of time that will significantly interfere with their education.

### Requirements

HHB (Hospital Homebound) services are not intended to supplant regular school services and are by design temporary. The following requirements apply:

1. The student must anticipate being absent from school for a minimum of ten consecutive or intermittent school days due to a medical or psychiatric condition;
2. The student's inability to attend school for medical or psychiatric reasons must be certified by the licensed physician or licensed psychiatrist who is currently treating the student for the diagnosis presented;
3. Receipt of a medical referral form stating that the student will be absent a minimum of ten consecutive school days due to the relating documented medical condition or equivalent on a modified calendar;
4. The student must be able to participate in and benefit from an instructional program;
5. The student can receive instruction without endangering the health and safety of the instructor or other students with whom the instructor may come in contact;
6. A signature of a physician licensed by the appropriate state agency or board.

Students with absences due to psychiatric/emotional disorders, as defined in the latest edition of the Diagnostic and Statistical Manual (DSM), may be eligible for hospital/homebound instruction.

The school system may consider a student ineligible for hospital/homebound instructional services if absence is due to communicable disease, except as specified in Rule 160-1-3-.03 (Communicable Disease) or pregnancy not requiring abnormal restriction of activities as prescribed by a licensed physician.

A student with a chronic health condition receiving intermittent HHB service must be anticipated to be absent for at least three consecutive school days for each occurrence before he or she will be eligible for HHB services. Redocumentation of chronic or recurring conditions shall not be required after each absence. However, at a minimum, an annual medical referral and update must be submitted to the school system.

Instruction shall be provided by a certified teacher. Students eligible for services under the Individual with Disabilities Education Act shall be served by appropriately certified personnel. The IEP Committee



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shall convene to review the IEP for any necessary changes and to recommend hospital/homebound instruction.

In addition to the hospital/homebound teacher, an individual 21 years or older shall be present during each entire home instructional period, except where instruction is provided through telecommunication devices.

Each school shall count present the student receiving hospital/homebound educational services if such instruction is provided three hours per week, excluding travel time.

In the event that a student is hospitalized under the appropriate hospital/homebound criteria in a facility outside the school system attendance area, the school system shall be responsible for the student's academic instruction. The superintendent or designee shall be authorized to make arrangements or contract for hospital-based instruction with the hospital directly, with the school system in which the hospital is located, or with appropriately certified teachers in the geographic area. After discharge of the student, hospital/homebound instruction may continue according to need.



## City Schools of Decatur Pro Tempore Regulations

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Policy IDE(3): Competitive Interscholastic Activities, Grades 6-12

### Grades 9-12

The board of education endorses and adopts the requirements set forth in the guidelines of the Georgia High School Association (GHSA), including any amendments thereto, for determining the eligibility of students in grades 9-12 to participate in competitive interscholastic activities. The board directs the superintendent to maintain and distribute the current GHSA guidelines to all schools in the system that sponsor competitive interscholastic activities and to ensure compliance with those guidelines.

Each principal is responsible for properly supervising and regulating competitive activities in his or her school. The principal may delegate responsibility for supervising one or more student activities and clubs to a member or members of his or her professional staff, provided such individuals act under the principal's direction.

To be eligible for participation, a student must be enrolled fulltime in the school that sponsors the competitive activity.

### Grades 6-8

The board of education is responsible for regulating competitive interscholastic activities in grades 6-8 and therefore adopts the requirements set forth in State Board Rule 160-5-1-.19 (Grades 6-8: Competitive Interscholastic Athletics) as to student eligibility, physical examinations, time restrictions, seasonal practice, special provisions, and appeals.

The superintendent is directed to ensure that each school principal properly supervises and regulates competitive activities in his or her school and that all staff members adhere to the requirements set forth in this policy. Each principal of a school covered by this policy shall maintain documentation of adherence to the requirements of this policy.



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### IDFA: Gender Equity in Sports

City Schools of Decatur shall not discriminate on the basis of gender in its athletic programs.

The superintendent shall designate a sports equity coordinator and contacts to handle inquiries and/or complaints related to gender equity in athletic programs according to procedures established in the complaint procedure related to gender equity in sports. Any such inquiry and/or complaint shall be referred to the appropriate equity coordinator/contact.

In accordance with the Georgia Equity in Sports Acts, the schools shall make all reasonable efforts to provide equal athletic opportunities for members of both genders. In addition, the schools shall not participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

The board of education shall conduct an ongoing assessment of its athletic programs to determine the availability of equal opportunities for members of both genders. If equal athletic opportunities are not available, the school system shall conduct an athletic interest survey to determine student interest in various sports.

The school system shall annually notify all students of the name, office address, and office telephone number of the sports equity coordinator. Such notification shall be included in student handbooks, and each school shall post in a conspicuous location a notice of nondiscrimination in sports based on gender.



## City Schools of Decatur Pro Tempore Regulations

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### IEDA: Unstructured Break Time

The board encourages the scheduling of unstructured break time for students in kindergarten through grade five. The school principals are authorized to determine the length (not less than 20 minutes a day), frequency, timing, and location of breaks at each grade level.

In determining the schedule for unstructured break time for students, the principals shall consult with appropriate instructional personnel at the school and system level, as appropriate, to ensure that break time does not interfere with and provides support for academic learning. The principal shall also issue directions concerning the responsibility for supervision of students so that break time will be a safe experience. Safety of students is a priority at all times. The principal has the authority to monitor unstructured break time and make adjustments should individual student safety or school safety be of concern.



## City Schools of Decatur Pro Tempore Regulations

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### IF: Instructional Resources

#### Animals in Schools

Animals shall not be allowed in schools except for specific educational purposes.

If animals are necessary for a specific educational purpose, permission must be obtained from the principal before any animal can be brought into a school or on school grounds.

Any animal approved to be brought to school must be appropriately caged and/or controlled. Exceptional care and caution must be exercised to ensure that the animal not pose a threat to students, parents, visitors or employees.

Animals shall not be transported on a school bus.

Only teachers and students specifically designated by teachers may handle the animals.

If animals must be kept in the classroom on days when schools are not in session, arrangement must be made for their care.

#### Service Animal Defined

(a) Service animals must perform a task directly related to a qualified individual's disability, be under control of the handler, and be housebroken. See 28 CFR § 35.136.

(b) Federal regulations implementing the Americans with Disabilities Act define a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by this service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition."

(c) Animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote general emotional well-being are not service animals. To be considered a service animal, the animal must perform tasks directly related to the person's disability.

#### Service Animals for Visitors



## City Schools of Decatur Pro Tempore Regulations

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Service Animals, such as a guide dog, that may be utilized by school visitors are permitted. In addition visitor who are certified to train service animals are permitted to be accompanied by one animal at a time. However service animals must be appropriately restrained so that they do not pose a threat to others.

### Service Animals for Students:

(1) The School Board and District recognize that students may be accompanied at school by a service animal when allowed by law and this policy. A student's service animal cannot be brought onto school property without prior knowledge and approval by the school and/or district administration. The student's need for and use of the service animal must be documented in a 504 plan or IEP including the specific task that the animal performs. A service animal is the personal property of the student and/or parents. The district school board does not assume responsibility for training, daily care, or healthcare of service animals.

(2) Service Animal Standards of Behavior: The service animal must not in any way interfere with the educational process of any student and must not pose a health or safety threat to any student, personnel, or other persons. If the standards for behavior are not met, the service animal will be excluded or removed from the school setting. The behavioral expectations for the service animal and standards by which the request to use the service animal on school premises will be evaluated are as follows:

(a) Public appropriateness. The animal: 1. must be clean, well groomed, and without an objectively offensive odor; and 2. does not urinate or defecate in inappropriate locations.

(b) Behavior. The animal: 1. does not solicit attention, visit, or annoy any member of the general public; 2. does not disrupt the normal course of business; 3. does not vocalize unnecessarily (i.e., barking, growling, or whining); 4. shows no aggression toward people or other animals; and 5. neither solicits nor steals food or other items from the public.

(c) Training. The animal: 1. is specifically trained to perform more than one task to mitigate aspects of the student's disability; 2. works calmly and quietly on harness, leash, or other tether; 3. is able to perform its tasks in public; 4. must be able to lie quietly beside the handler without blocking aisles, doorways, etc.; 5. is trained to urinate and defecate on command; and 6. stays within twenty-four inches (24") of its handler at all times unless the nature of a trained task requires it to be working at a greater distance.

(4) Required Documentation: The following documentation must be required prior to a service animal being allowed at school or other Board property:





## City Schools of Decatur Pro Tempore Regulations

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(a) Current IEP or Section 504 Plan; (b) Current satisfactory health certificate or report of examination from a veterinarian; (c) Current certification as a service animal.

(6) Transportation of the Service Animal: In some cases, as identified on the student's IEP or Section 504 Plan, there may be a need for a student with a disability and their accompanying service animal to access school district transportation. In these cases, the Service Animal Transportation Procedures must be followed.

(d) Cessation of Transportation

1. Situations that would cause cessation of transportation of the service animal include: a. The service animal's behavior poses a direct threat to the health or safety of others; b. The service animal urinates or defecates on the bus; or c. The service animal does not remain in the designated area.

2. If transportation is suspended due to any of the above reasons, transportation may be reinstated after additional training or medical issues are resolved.

3. Parents should be informed of these consequences prior to the first day of transportation.

4. Although transportation may be suspended for the service animal, the school district maintains the responsibility for transporting the student.

Americans with Disabilities Act Section 413.08, F.S. 28 C.F.R. 35.104



## City Schools of Decatur Pro Tempore Regulations

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IFBD: Media Centers

Media Programs

### I. Definitions

A. Information access skills - student competencies related to posing questions, locating and retrieving data, and solving information problems; these are stated as objectives in content areas of the state-required curriculum.

B. Instructional equipment - machinery used in the instructional program to access or display information. These items retain original shape and appearance with use, are non-expendable, perform a mechanical or technical function, and normally have a life expectancy beyond two years.

C. Instructional media - books, magazines, newspapers, tape and disc recordings, transparencies, filmstrips, films, videotapes, instructional television programs, other electronic formats, and other materials that are used to deliver instruction.

D. Instructional resources - instructional media and equipment.

E. Media center - location in the school where instructional resources are organized by a certified media specialist who offers services to support instruction and to develop student skills in using instructional media and equipment.

F. Media committee - a group composed of at least one representative each of administrative, instructional and certified media personnel; student, community, and parent groups; and, when appropriate, vocational educators and technology coordinators who collectively advise on media program operation and improvement.

G. Media services - plans, strategies, and activities provided through the media specialist and media center that facilitate information retrieval and use of instructional media and equipment to support instruction.

H. Unified media programs - inclusion in the media center of print and nonprint resources and in the media program of services, personnel and facilities necessary to maximize their use.

### II. Requirements

A. A media committee shall be established at each school and at the system level to plan, implement, and evaluate the total media program.

B. Administrative procedures shall be developed for:

1. Selecting materials locally,
2. Handling requests for reconsideration of materials,



## City Schools of Decatur Pro Tempore Regulations

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3. Considering gifts of instructional resources,
  4. Using non-school owned materials,
  5. Keeping resources organized and updated,
  6. Reimbursing for lost and damaged instructional resources,
  7. Complying with copyright law,
  8. Identifying education specifications for constructing and renovating media centers.
- C. The superintendent shall appoint a system media contact person to serve as liaison with state, regional and community agencies; between systems; from system level to schools and among schools.
- D. The system media committee shall:
1. Recommend long-range and short-range goals, budget priorities and operation, and utilization and accessibility procedures for the media program.
  2. Develop a multi-year system media plan that shall be based on the extent of need reflected in school media plans, on budget and service priorities of the system, and annual evaluation results for the system.
  3. Develop and recommend procedures for:
    - a. Operation of system and school media committees,
    - b. Selection of instructional resources locally,
    - c. Handling of requests for reconsideration of materials,
    - d. Consideration of gifts of instructional resources,
    - e. Use of non-school owned materials,
    - f. Organization and updating of collections,
    - g. Compliance with copyright law,
    - h. Identification of education specifications for constructing and renovating media centers.
- E. Each school shall have a media center staffed by media personnel in accordance with Georgia Board of Education requirements and shall develop processes to implement system media policy and procedures. The following shall be included in school media program implementation:



## City Schools of Decatur Pro Tempore Regulations

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1. A plan for flexibly scheduled media center access for students and teachers in groups or as individuals simultaneously throughout each instructional day. Accessibility shall refer to the facility, staff, and resources and shall be based on instructional need.
  2. A media committee that makes recommendations and decisions related to planning, operation, evaluation, and improvement of the media program. This committee shall annually evaluate media services and develop a multi-year media plan for budget and service priorities.
  3. Cooperative planning by media specialist and teachers to ensure use of media center resources and services which support ongoing classroom instruction.
  4. Procedures that hold students and school personnel accountable for instructional resources provided through the media center.
  5. Procedures for complying with current copyright law and for appointing one individual to provide current copyright information to staff, to maintain proof of copyright clearance, and to recommend compliance procedures.
  6. Quality instructional media that are provided through a unified media program and that are available in sufficient quantity and diversity to support state required and locally adopted curricula and varying instructional strategies and learning styles to contribute to the attainment of educational goals/objectives.
  7. Organization and management of all school-owned instructional resources through the media program.
  8. Use of community resources necessary to provide effective support to instruction.
- F. Each school shall provide students with opportunities to develop information access skills.
1. The media specialist shall have the shared responsibility for planning with the teacher to link information resources and opportunities for students to apply these skills during instruction.
  2. The media specialist shall have the responsibility for providing opportunities for instructional personnel to acquire, develop, and improve their own information access skills and those of their students.
  3. The classroom teacher shall have the primary responsibility for planning, instructing and evaluating all units of study in which students and the media specialist are involved.
- G. This policy shall be reviewed annually and made available to school personnel.
- H. The policy shall be filed at least once every three years and after each revision to the department.



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### IFBGE: Internet Safety

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 system, which supports the mission, goals, and objectives of the school system.

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 Twenty First 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 for all computers with access to the school network. The filtering software and this Internet Safety policy is 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.



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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 user names 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.

Administrative based 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 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.



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

All students and parents must read and sign an appropriate use agreement based on the Internet Safety and Acceptable Use policies 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.

### BRING YOUR OWN LEARNING DEVICE

The Board of Education recognizes that technology is ubiquitous and plays a vital role in the education of students. The Board of Education provides access to telecommunications and technology resources, including but not limited to the Internet, as a means to provide resources and tools for research, communication, and innovation for City Schools of Decatur students and staff. To enhance learning, the Board of Education authorizes the establishment of a Bring Your Own Learning Device (“BYLD”) initiative. Students may bring their own technology to campuses that are participating in the BYLD initiative. The Superintendent is authorized to establish a program for the BYLD initiative designating participating classrooms and establishing the terms of use for the BYLD initiative.

BYLD technology use is subject to the Internet Safety policy of the Board of Education and is subject to the terms of the Acceptable Use Agreement that students are required to execute annually. The Board of Education desires to enhance the learning experience of students but also desires to impress upon students their role in learning and practicing internet safety measures; therefore, students participating in the BYLD program will be required to execute a BYLD agreement. The Board of Education has a strong desire for every student in a participating classroom to have the opportunity to benefit from BYLD and the Superintendent is authorized to undertake measures to address equitable access to BYLD for all students.



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### IFCB: Field Trips and Excursions

A well-planned, carefully executed field trip can be valuable as a means of reinforcing instructional objectives and enriching the overall educational experience. To that end, the board of education supports field trips for instructional and extracurricular purposes subject to the conditions outlined herein.

This policy applies to all school sanctioned field trips, regardless of the mode of transportation or the time, including walking trips, to include those sponsored by a school or by parent groups for, or on behalf of, a school or students.

The superintendent shall develop appropriate procedures to implement the policy outlined herein.





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### IG: Guidance Program

#### Student Services

The board of education recognizes the importance of balanced educational programs and services designed to provide academic and occupational preparation of all the district's children and youth. Student services shall assist educators in identifying potential student problems so that students may better profit from the instructional program. The board of education will provide an adequate program of student services to meet the guidance, counseling, testing, social services, psychological, and career development needs of their pupils.

The superintendent will implement a plan for a program designed to encourage and support adequate student services at both the elementary and secondary level. The program will incorporate the requirement of regular attendance of children and youth in City Schools of Decatur.

#### Counseling and Guidance Services

The counseling program shall provide counseling and guidance services in accordance with Georgia Department of Education policies, ASCA national professional standards, and National Career Development Guidelines by certified school counselors in each of the schools and the alternative school programs in the school system. Some components of the counseling program may be provided by, or in collaboration with, other staff members and/or qualified consultants.

Information will be provided annually to parents/guardians and community stakeholders regarding access to counseling services, academic advisement, and upcoming events pertinent to the counseling program.

The counseling program shall be responsible for, but not limited to, ensuring that the following are provided through developmentally appropriate activities:

Counselors will provide information to students annually on how to access appropriate counseling services in a timely manner.

Counselors will provide social-emotional counseling in individual and small group settings and respond, as needed, in a timely manner to situations requiring crisis counseling.

Counselors will provide or support programs in their schools that address the K-12 QCC objectives listed under Guidance Standards and Mental Health Standards from the Georgia Department of Education.

Counselors will provide or support programs in their schools to address academic advisement, character education, prevention of bullying and sexual harassment, violence prevention, and conflict resolution.

Counselors will provide opportunities to develop cultural diversity awareness, acceptance, and appreciation to students through individual counseling, small group counseling, and/or classroom guidance activities.



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Career awareness and/or career skill development will be addressed at every grade level.

Appropriate transition activities will be planned to prepare and inform students and parents regarding successful transition from elementary school to middle school, middle school to high school, and high school to a wide variety of post-secondary options.



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### IHB: Homework

Homework is an integral part of the instructional program for all students. It should be an extension of the class goals and objectives and designed to reinforce skills taught or to provide opportunities for application of class learning. Teachers of academic subjects are expected to assign homework on most school nights and are required to give feedback to students on all homework assignments.



## City Schools of Decatur Pro Tempore Regulations

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IHE: Promotion and Retention

All rules for curriculum, assessment, instruction, and the matriculation of students shall be included in the Pupil Progression Plan. The plan shall be reviewed and submitted to the board of education for approval on an annual basis.



## City Schools of Decatur Pro Tempore Regulations

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IHF: Graduation Requirements

### **Purpose**

This policy specifies the high school programs of study that shall be offered by the City Schools of Decatur Board of Education and lists specific courses that meet core, required, or elective credits for students.

### **Definitions**

1. Carnegie unit - one unit of credit awarded for a minimum of 135 clock hours of instruction.
2. Carnegie unit, summer school - one unit of credit awarded for a minimum of 120 clock hours of instruction.
3. Core course - one of the courses in the areas of English, mathematics, science, social studies, or foreign language required for graduation by the state of Georgia and/or the local school system.
4. Early admission - a program in which a high school student enrolls as a fulltime postsecondary student and pursues a postsecondary degree in lieu of a high school diploma.
5. Elective course - a course that a student may select beyond the core requirements to fulfill the Carnegie unit requirements for graduation.
6. Joint enrollment - an arrangement between a local board of education and a regionally accredited postsecondary institution wherein a student earns Carnegie units of credit that count toward high school graduation requirements and post-secondary credit hours; these classes may or may not be at the high school.
7. Postsecondary Option - a joint enrollment program between public schools and public post-secondary institutions wherein a student enrolls in post-secondary classes and earns Carnegie units of credit that count toward high school graduation requirements and postsecondary credit hours.
8. Directed Study - A student may earn directed study elective credit with the approval of the directed study coordinator, the supervising teacher, and the administrative team.
9. Special Education Courses - A student is staffed into special education programs by means of recommendations, test results, parental consent, and placement procedures.  
  
Special education programs include the following: Behavior Disorders; Intellectually Disabled; Specific Learning Disabilities; Speech/Hearing Disorders; Vocational Rehabilitation Services.
10. Programs of study - courses needed to complete requirements for the Technology/Career Preparatory Endorsement (T/CP) and/or the College Preparatory Endorsement (CP).



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11. Technology/Career Preparatory Endorsement (T/CP) Program - a specified program of study completion of which is signified by a seal of endorsement on the diploma.
12. College Preparatory Endorsement (CP) Program - a specified program of study completion of which is signified by a seal of endorsement on the diploma.
13. Required course - a specific course that each student in a program of study shall pass to graduate from high school.
14. Seal of endorsement - a seal/stamp approved by the Georgia Department of Education and affixed to high school diplomas by local school system staff for students who have satisfied specified requirements.
15. Secondary School Credentials - documents awarded to students at the completion of the high school experience:
  16. High School Diploma Credential - document awarded to students certifying that they have satisfied attendance requirements, Carnegie unit requirements, and the state assessment requirements as referenced in Georgia Board of Education Rule 160-3-1-07 (Testing Programs - Student Assessment). After satisfying the educational requirements for the Technology/Career Preparatory and/or College Preparatory Endorsements, seals shall be affixed to the diploma and/or transcript.
  17. High School Certificate of Attendance - document awarded to students who have not met state assessment requirements referenced in Georgia Board of Education Rule 160-3-1-.07 (Testing Programs - Student Assessment) but have met all requirements for attendance and Carnegie units.
  18. Special Education Diploma - document awarded to students with disabilities assigned to a special program who have met the objectives of their Individual Education Plan but have not met the state assessment requirements referenced in Georgia Board of Education Rule 160-3-1-.07 (Testing Programs - Student Assessment).

### Graduation Requirements

A student shall meet the graduation requirements in effect at the time of enrollment in the ninth grade regardless of changes in requirements affecting subsequent classes.

City Schools of Decatur Board of Education shall require that students who enroll from another state meet the graduation requirements for the graduating class they enter and the state assessment requirements determined by Georgia Board of Education rules.

Attendance requirements of City Schools of Decatur shall be consistent with state compulsory attendance laws, City Schools of Decatur Board of Education Policy JB, and regulations governing student attendance.



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Students shall meet state assessment requirements as referenced in Georgia Rule 160-3-1-.07 (Testing Programs - Student Assessment) to be eligible for a diploma. A student who has no means of written communication due to severe physical disability shall not be required to take the writing portion of the state assessment requirement as specified in Georgia Board of Education rules.

The high school shall make available to all students the programs of study for the required High School Diploma and the College Preparatory and Technology/Career Preparatory Seals of Endorsement.

A course shall count only once for satisfying any Carnegie unit requirement for graduation. The same course cannot be used to satisfy a Carnegie unit requirement in more than one core area of study. See the following charts.

For students entering the 9th Grade prior to the 2004-2005 school year:

### **Required/Core/Elective Credit**

Carnegie unit credit for graduation shall be awarded only for courses that include concepts and skills based on the Quality Core Curriculum (QCC) and Georgia Performance Standards (GPS).

Carnegie unit credit for core courses shall be awarded only for courses that include concepts and skills based on the QCC or GPS for grades 9-12. Core courses taken as part of an individualized education plan shall receive core Carnegie unit credit.

Either elective course credit or no course credit shall be awarded for remedial courses in which instruction is based on QCC or GPS for grades K-8.

Core area courses successfully completed may not be repeated. If a scheduling error causes such repetition, elective credit only will be granted.

### **Areas of Study (Course Offerings)**

Courses offered in the high school that shall earn Carnegie unit credit in English, language arts, mathematics, science, social studies, health/physical education, foreign languages, music, visual arts, drama, special education, and technology/career education are listed in Appendix A of Rule 160-4-2-.06.

### **Required Procedures for Awarding Carnegie Units of Credit**

A Carnegie unit of credit for graduation shall be awarded only to students in grades 9-12 for successful completion of courses of study based on the required hours of instruction provided during the regular school year or in summer school.

Carnegie units of credit for graduation shall be awarded to high school students participating in joint enrollment or postsecondary options (Rule 160-4-2-.34).

Schools shall accept student course credit earned in an accredited public or private school. These schools shall have been accredited at the time the credit was earned. Specific courses shall be



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determined to meet core curriculum requirements by evaluating course content. This evaluation shall be done by a school administrator or counselor. Information about course content may be obtained from students, parents, and/or former schools. Credit will be granted when, in the judgment of the evaluator, the course substantially meets the requirements.

Equivalency credit will be shown on the student's transcript. A maximum of eight Carnegie credits may be transferred from other schools for each school year completed.

Schools shall not substitute courses and exempt students from the required secondary minimum core curriculum in the college preparatory and technology/career preparatory programs unless the student transferred from an accredited secondary school or the courses presented for credit meet criteria identified in these procedures.

The board of education authorizes the high school principal to grant Carnegie unit credit for learning that has occurred outside the 9-12 classroom on a student-by-student basis. A decision to award or exempt Carnegie unit credit in lieu of class enrollment shall be based on advisement by the high school administration, faculty, and/or counseling staff. Such advisement shall include evaluation of the student's transcript for course equivalency and/or a proficiency test and/or actual classroom performance to determine mastered prerequisite skills. Equivalency credit shall be shown on the transcript.

REF; O.C.G.A. S20-2-131; 20-2-140; 20-2-142; 20-2-150(a); 20-2-151(b); 20-2-154(a); 20-163; 29-2280; 20-2-281(b); Georgia Public School Standard I 3.4.

This policy is effective for students enrolling in the ninth grade for the first time in 2007-2008.

This policy specifies the high school programs of study that shall be offered by the City Schools of Decatur Board of Education and lists specific courses that meet core, required, or elective credits for students.

College Preparatory Diploma	Units	Technology/Career Preparation Diploma	Units
English/Language Arts including 1 unit American Literature	4	English/Language Arts including 1 unit American Literature	4
Mathematics including 1 unit Algebra I 1 unit Algebra II 1 unit Geometry or more advanced courses	4	Mathematics including 1 unit Algebra I	4
Science including 1 unit biological science	4	Science including 1 unit biological science	4





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2 units physical sciences		2 units physical sciences	
Social Studies including 1 unit Citizenship 1 unit World History 1 unit US History 1 unit Economics	4	Social Studies including 1 unit Citizenship 1 unit World History 1 unit US History 1 unit Economics	4
Health/Physical Education	1	Health/Physical Education	1
Specified elective: Fine Arts, or Computer Technology, or Technology/Career Education, or JROTC	1	Specified elective: Fine Arts, or Computer Technology, or Technology/Career Education	1
Foreign Language Two must be in the same language	2	Foreign Language	0
Technology/Career Education	0	Technology/Career Education Three of the four must be in the same concentration area	4
Senior Project	0	Senior Project	0
<b>Required Units</b>	<b>21</b>	<b>Required Units</b>	<b>23</b>
<b>Elective Units</b>	<b>5</b>	<b>Elective Units</b>	<b>3</b>
<b>Total Units</b>	<b>26*</b>	<b>Total Units</b>	<b>26*</b>

\*Graduating with distinction requires a 3.5 weighted GPA and at least 28 units.

Both a College Preparation seal and Technology/Career Preparation seal is bestowed upon students who fulfill requirements for both diplomas.

### Local Authorities and Responsibilities

The City Schools of Decatur Board of Education shall provide instructional, support, and delivery services. These services shall include, but are not limited, to the following:

1. All secondary students will receive career and academic advisement from advisors, homeroom teachers, counselors, or other designees at least twice monthly to ensure that they follow a program that will enable them to meet graduation requirements and prepare for adult career interests. At least one annual session wherein students receive career and academic advisement will be documented with a dated record signed by the student, parents, and advisor. The advisement record for grades 9-12 will be filed in the student's guidance folder. The school will provide a continuous guidance component beginning with the ninth grade with the following purposes:

- Familiarize students with graduation requirements.



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- Help students identify the relationship of individual career objectives to the high school program of study they plan to follow.
- Provide annual advisement sessions to report student progress and to offer alternatives for meeting graduation requirements and career objectives.

2. Record keeping and reporting services that document student progress toward graduation and include information for the school, parents, and students.

3. Diagnostic and ongoing evaluation services that measure individual student progress in meeting competency expectations for graduation.

4. Instructional programs, curriculum and course guides, and remedial opportunities to assist each student in meeting graduation requirements.

5. Appropriate curriculum and assessment procedures for students who have been identified as having disabilities which prevent them from meeting the prescribed competency performance requirements.

REF; O.C.G.A. S20-2-131; 20-2-140; 20-2-142; 20-2-150(a); 20-2-151(b); 20-2-154(a); 20-163; 29-2280; 20-2-281(b); Georgia Public School Standard I 3.4.

### **Other Requirements and Recommendations**

The College Preparatory Diploma with Distinction (CP+) shall be issued with successful completion of the curriculum for the College Preparatory Seal of Endorsement an academic cumulative average of 3.5. The College Preparatory Diploma with Distinction requires a total of 31 units.

Students who complete the College Preparatory Seal of Endorsement may also receive the Technology/Career Preparatory Seal of Endorsement with at least four technology/career units earned, three of which must be concentrated in one of the following areas: Business Marketing and Information Management, Health Occupations, Family and Consumer Science, JROTC, Trade and Industrial, School to Career

Remedial courses count as elective credit only.

Attendance requirements and graduation assessment requirements must also be met.

### **Other Requirements and Recommendations**

The Technology/Career Preparatory Diploma with Distinction (T/CP+) shall be issued with successful completion of the curriculum for the Technology/Career Preparatory Endorsement, and an academic



## City Schools of Decatur Pro Tempore Regulations

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cumulative average of 3.5. The Technology/Career Preparatory Diploma with Distinction requires a total of 31 units.

Remedial courses count as elective credit only.

Attendance requirements and graduation assessment requirements must also be met.

Amended: 12/87, 12/90, 3/93, 11/94, 8/97, 10/00, 10/04, 6/05, 6/07, 6/08

### Policy IHF-2

In support of student success, the City Schools of Decatur Board of Education shall offer programs of study that permit students to earn unit credit in grades 9 through 12 leading to graduation with a diploma that prepares students for postsecondary education and careers. To participate in any graduation exercises or ceremonies, Decatur High School seniors must meet all of the requirements specified below for a regular education diploma, a high school certificate, or a special education diploma. Students enrolled in programs for exceptional children whose Individualized Education Programs (IEPs) indicate that they are unable to meet these requirements shall be allowed to participate in graduation exercises and ceremonies.

### Course Requirements

#### Units required for

Ninth-graders entering in 2008-2009

Required courses in italics

English/Language Arts

4 Units

1 unit Ninth Grade Literature/Composition

1 unit American Literature/Composition

2 units English/Language Arts Core,

including AP/IB courses



## City Schools of Decatur Pro Tempore Regulations

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### Mathematics

4 units

1 unit Mathematics 1 or equivalent

1 unit Mathematics 2 or equivalent

1 unit Mathematics 3 or equivalent

1 additional unit Mathematics Core,  
including AP/IB courses

\*See requirements for students with  
disabilities below

### Science

4 units

1 unit Physical Science or Freshman Physics or Physics 1

1 unit Chemistry 1,

1 unit Biology 1,

1 unit Science Core, including AP/IB

### Courses

### Social Studies

4 Units

4 units of Social Studies to include .5 Government, 1 World History, 1 US History, .5 Economics

### World Language

2 units

2 units of the same modern language or of

Latin

Career, Technical and Agricultural Education or Fine Arts

3 units



## City Schools of Decatur Pro Tempore Regulations

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Any approved courses in these areas

Physical Education and Health

1 unit

½ unit Personal Fitness

½ unit Health

Senior Project

Electives

3 units

Total number of required units 25

\*Students with disabilities who take and pass Mathematics 1 in conjunction with a mathematics support class and Mathematics 2 in conjunction with a mathematics support class upon determination through the Individualized Education Plan process may meet diploma requirements by completing Mathematics 3 or its equivalent for a total of 3 mathematics credits. Completion of 3 units of mathematics may not meet mathematics admission requirements for entrance into a University System of Georgia institution or other postsecondary institution without additional coursework.

Units required for

Ninth-graders entering in 2009-2010

Required courses in italics

English/Language Arts

4 Units

1 unit Ninth Grade Literature/Composition

1 unit American Literature/Composition

2 units English/Language Arts Core,

including AP/IB courses

Mathematics

4 units



## City Schools of Decatur Pro Tempore Regulations

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1 unit Mathematics 1 or equivalent

1 unit Mathematics 2 or equivalent

1 unit Mathematics 3 or equivalent

1 additional unit Mathematics Core,  
including AP/IB courses

\*See requirements for students with  
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4 units

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Career, Technical and Agricultural Education or Fine Arts

3 units

Any approved courses in these areas

Physical Education and Health



## City Schools of Decatur Pro Tempore Regulations

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1 unit

½ unit Personal Fitness

½ unit Health

Senior Project

Electives

2 units

Total number of required units 24

### The Diploma with Distinction Designation

The high school diploma with distinction program of study will be provided for students as herein set forth. Students must complete:

2007-2008: 28 credits

2008-2009: 27 credits

2009-2010: 26 credits

For the diploma with distinction program, students must maintain a grade point average of 3.5 on the weighted scale.

### Additional Requirements and Stipulations

1. Students who enroll in the ninth grade in the 2008-09 term and beyond shall:

meet attendance requirements, (compulsory attendance for students ages 7-16 for 180 days each school year except when legally excused),

earn unit credit in grades 9 through 12 as specified in Item 10 below, and

pass all required state assessments.

2. Units for graduation shall be awarded only for courses approved by the Georgia Board of Education for grades 9 through 12. The Individualized Education Program (IEP) shall specify whether core courses taken as a part of an IEP shall receive core unit credit.



## City Schools of Decatur Pro Tempore Regulations

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3. The same course shall not be used to satisfy more than one unit requirement toward graduation.
  
4. Courses that earn unit credit are listed in state rule 160-4-2-.20, List of State-Funded K-8 Subjects and 9-12 Courses for Students Entering Ninth Grade in 2008.
  
5. A unit of credit shall be awarded to students for the following minimum clock hours of instruction:  
Regular school year, traditional schedule: 150 clock hours.  
Regular school year, block schedule: 135 clock hours.  
Summer school session: 120 clock hours.
  
6. Unit credit shall be awarded to students participating in dual enrollment programs based on the requirements in state rule 160-4-2-.34 Dual and Joint Enrollment Programs.
  
7. Unit credit shall be awarded to students who pass courses in the Georgia Virtual School based on the requirements of state rule 160-8-1-.01. Online courses delivered by other providers must meet regional standards of accreditation, align with the state curriculum standards and meet the minimum clock hour requirements listed above.
  
8. A student must earn a grade of 70 or higher to receive credit for a course toward fulfilling graduation requirements.
  
9. Students shall meet the graduation requirements in effect at the time of their enrollment in the 9th grade, regardless of changes in requirements affecting subsequent classes.
  
10. Students transferring from private schools, home study programs, or other states or countries shall meet the graduation requirements that apply to the cohort of students in the grade in which they enroll. The transcripts of transfer students for whom it is not possible to meet the Decatur City Schools graduation requirement by the end of the senior year shall be evaluated on a case-by-case basis.





## City Schools of Decatur Pro Tempore Regulations

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11. Students who officially withdraw from school and re-enroll in school at a later date shall be subject to the following requirements:

Students returning to school after having been withdrawn from school for one academic year or more must meet the graduation requirements that apply to the cohort of students in the grade in which they re-enroll. However, if students have transferred from school to school but have been consistently enrolled, the original graduation criteria apply.

12. Students shall be promoted at the end of second semester or summer session of each year. Students shall not be promoted midyear. With the approval of the principal, a student may be moved from 11th to 12th grade at the end of 1st semester if the student can graduate during the same academic year.

13. Students shall take the state graduation assessment beginning in the 11th grade. Students shall have at least five opportunities to take the test before the end of the 12th grade year, and they may continue to take the test as many times as necessary after completing curricular requirements for graduation in an effort to earn a diploma.

14. Test accommodations for students with disabilities shall be provided as required in State Rule 160-3-1-.07 Testing Programs – Student Assessment.

15. The following secondary school credentials shall be awarded:

High School Diploma - the document awarded to students who meet all attendance requirements, unit requirements and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment.

High School Certificate - the document awarded to students who meet attendance requirements and have earned 27 units but do not complete all other criteria for a diploma.

Special Education Diploma - the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school diploma but who have completed their

Individualized Education Programs (IEP).



## City Schools of Decatur Pro Tempore Regulations

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16. Decatur High School will provide a continuous guidance component beginning in 8th grade to familiarize students with graduation requirements and identify career objectives. All secondary students will receive career and academic advisement from advisors, homeroom teachers, counselors, or other designees at least twice monthly to ensure that they follow a program that will enable them to meet graduation requirements and prepare for adult career interests.

At least one career and academic advisement session will be documented annually with a dated record signed by the student, parent, and advisor. The advisement record for grades 9 through 12 will be filed in the student's guidance folder.

17. Progress made by secondary students toward completion of high school graduation requirements shall be documented and reported to students and parents on a regular basis in the form of a progress report. The transcript shall serve as the official record. Paper transcripts are official only when embossed with the school's seal.

18. Interventions and support for acceleration and enhancement shall be available to assist students in meeting requirements for graduation.

19. Students are prohibited from substituting and exempting courses in the required minimum curriculum with exceptions listed below.

### Exceptions

#### Graduation for Students with Significant Cognitive Disabilities

Appropriate curriculum and assessment shall be provided for students with disabilities. Students with significant cognitive disabilities may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:

completed an integrated curriculum based on the QCC and/or GPS that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self determination, independent living and personal care to equal a minimum of 23 units of instruction, and

participated in the Georgia Alternative Assessment (GAA) during middle school and high school and earned a proficient score on the high school GAA test, and



## City Schools of Decatur Pro Tempore Regulations

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reached the 22nd birthday or has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than Decatur City Schools.

### World Language (Other than English)

1. Students whose native language is not English receive an exemption from the requirement by demonstrating proficiency in the native language pursuant to state rule 160-4-2-.48. Students who receive exemptions from this requirement shall substitute core courses for the two required modern language units.

2. Students with documented educational plans, to include a plan developed through the Student Support Team (SST) process, a 504 Plan and an Individualized Education Plan (IEP), upon determination through this process, may meet diploma requirements without completing two years of a World Language. Completing two years of a language other than English is an admissions requirement for entrance into a University System of Georgia four-year college or university and should be considered by the SST, 504 or IEP team as this determination is considered.

### Unit Credit in Middle School

Transcripts may reflect the completion of courses offered in the middle school grades that meet the following criteria:

The course must meet all 9 through 12 state curriculum standards.

The transcript record for the course must include an End of Course Test (EOCT) score as prescribed if an EOCT is required by the Georgia Department of Education.

The student must earn a grade of 70 or better.

However, units earned in middle schools shall not be counted toward the total required units for graduation. The unit(s) earned in middle school shall be posted on the high school transcript and shall be counted as elective units, but grades for these courses shall not be used to calculate grade-point averages for purposes of class rank or HOPE scholarship eligibility.

Students who transfer from another school system which allows 8th grade credits to count toward graduation may use the credit to exempt specific course requirements if the principal or designee determines the Decatur City Schools graduation requirements may not be met without inclusion of these units.



## City Schools of Decatur Pro Tempore Regulations

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### Definitions

**Core Courses** - courses identified as “c” or “r” in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9 through 12 Courses.

**Elective Courses** – any courses identified as “e” in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9 through 12 Courses that a student may select beyond the core requirements to fulfill the unit requirements for graduation.

**Required Courses** - specific courses identified as “r” in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9 through 12 Courses that each student in a program of study shall pass to graduate from high school.

**Secondary School Credential** - a document awarded to students at the completion of the high school experience.

**High School Diploma** - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment.

**High School Certificate** - the document awarded to students who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in Rule 160-3-1-07 Testing Programs–Student Assessment, but who have earned 27 units.

**Special Education Diploma** - the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school diploma but who have completed their Individualized Education Programs (IEP).

**Students with Significant Cognitive Disabilities** – students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the Georgia Alternate Assessment (GAA).

**Unit** – one unit of credit awarded for a minimum of 150 clock hours of instruction (traditional schedule), 135 hours of instruction (approved block schedule), 120 clock hours of instruction (summer school).

Policy IHF3 (Adopted: 6/10)



## City Schools of Decatur Pro Tempore Regulations

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In support of student success, the City Schools of Decatur Board of Education shall offer programs of study that permit students to earn unit credit in grades 9 through 12 leading to graduation with a diploma that prepares students for postsecondary education and careers. To participate in any graduation exercises or ceremonies, Decatur High School seniors must meet all of the requirements specified below for a regular education diploma, a high school certificate, or a special education diploma. Students enrolled in programs for exceptional children whose Individualized Education Programs (IEPs) indicate that they are unable to meet these requirements shall be allowed to participate in graduation exercises and ceremonies.

### Course Requirements

Units required for

Ninth-graders entering in 2010-2011 and beyond

Required courses in italics

English/Language Arts

4 Units

1 unit Ninth Grade Literature/Composition

1 unit American Literature/Composition

2 units English/Language Arts Core,

including AP/IB courses

Mathematics

4 units

1 unit Mathematics 1 or equivalent

1 unit Mathematics 2 or equivalent

1 unit Mathematics 3 or equivalent

1 additional unit Mathematics Core,

including AP/IB courses

\*See requirements for students with disabilities below



## City Schools of Decatur Pro Tempore Regulations

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### Science

4 units

1 unit Physical Science or Freshman Physics or Physics 1

1 unit Chemistry 1,

1 unit Biology 1,

1 unit Science Core, including AP/IB

### Courses

#### Social Studies

4 Units

4 units of Social Studies to include .5 Government, 1 World History, 1 US History, .5 Economics

#### World Language

2 units

2 units of the same modern language or of

Latin

Career, Technical and Agricultural Education or Fine Arts

3 units

Any approved courses in these areas

#### Physical Education and Health

1 unit

½ unit Personal Fitness

½ unit Health

#### Senior Project

#### Electives

3 units

Total number of required units 25



## City Schools of Decatur Pro Tempore Regulations

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\*Students with disabilities who take and pass Mathematics 1 in conjunction with a mathematics support class and Mathematics 2 in conjunction with a mathematics support class upon determination through the Individualized Education Plan process may meet diploma requirements by completing Mathematics 3 or its equivalent for a total of 3 mathematics credits. Completion of 3 units of mathematics may not meet mathematics admission requirements for entrance into a University System of Georgia institution or other postsecondary institution without additional coursework.

### The Diploma with Distinction Designation

The high school diploma with distinction program of study will be provided for students as herein set forth. Students must complete:

2010-2011: 27 credits

For the diploma with distinction program, students must maintain a grade point average of 3.5 on the weighted scale.

### Additional Requirements and Stipulations

1. Students who enroll in the ninth grade in the 2008-09 term and beyond shall:

meet attendance requirements, (compulsory attendance for students ages 7-16 for 180 days each school year except when legally excused),

earn unit credit in grades 9 through 12 as specified in Item 10 below, and

pass all required state assessments.

2. Units for graduation shall be awarded only for courses approved by the Georgia Board of Education for grades 9 through 12. The Individualized Education Program (IEP) shall specify whether core courses taken as a part of an IEP shall receive core unit credit.

3. The same course shall not be used to satisfy more than one unit requirement toward graduation.



## City Schools of Decatur Pro Tempore Regulations

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4. Courses that earn unit credit are listed in state rule 160-4-2-.20, List of State-Funded K-8 Subjects and 9-12 Courses for Students Entering Ninth Grade in 2008.

5. A unit of credit shall be awarded to students for the following minimum clock hours of instruction:

Regular school year, traditional schedule: 150 clock hours.

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6. Unit credit shall be awarded to students participating in dual enrollment programs based on the requirements in state rule 160-4-2-.34 Dual and Joint Enrollment Programs.

7. Unit credit shall be awarded to students who pass courses in the Georgia Virtual School based on the requirements of state rule 160-8-1-.01. Online courses delivered by other providers must meet regional standards of accreditation, align with the state curriculum standards and meet the minimum clock hour requirements listed above.

8. A student must earn a grade of 70 or higher to receive credit for a course toward fulfilling graduation requirements.

9. Students shall meet the graduation requirements in effect at the time of their enrollment in the 9th grade, regardless of changes in requirements affecting subsequent classes.

10. Students transferring from private schools, home study programs, or other states or countries shall meet the graduation requirements that apply to the cohort of students in the grade in which they enroll. The transcripts of transfer students for whom it is not possible to meet the Decatur City Schools graduation requirement by the end of the senior year shall be evaluated on a case-by-case basis.

11. Students who officially withdraw from school and re-enroll in school at a later date shall be subject to the following requirements:





## City Schools of Decatur Pro Tempore Regulations

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Students returning to school after having been withdrawn from school for one academic year or more must meet the graduation requirements that apply to the cohort of students in the grade in which they re-enroll. However, if students have transferred from school to school but have been consistently enrolled, the original graduation criteria apply.

12. Students shall be promoted at the end of second semester or summer session of each year. Students shall not be promoted midyear. With the approval of the principal, a student may be moved from 11th to 12th grade at the end of 1st semester if the student can graduate during the same academic year.

13. Students shall take the state graduation assessment beginning in the 11th grade. Students shall have at least five opportunities to take the test before the end of the 12th grade year, and they may continue to take the test as many times as necessary after completing curricular requirements for graduation in an effort to earn a diploma.

14. Test accommodations for students with disabilities shall be provided as required in State Rule 160-3-1-.07 Testing Programs – Student Assessment.

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## City Schools of Decatur Pro Tempore Regulations

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designees at least twice monthly to ensure that they follow a program that will enable them to meet graduation requirements and prepare for adult career interests.

At least one career and academic advisement session will be documented annually with a dated record signed by the student, parent, and advisor. The advisement record for grades 9 through 12 will be filed in the student's guidance folder.

17. Progress made by secondary students toward completion of high school graduation requirements shall be documented and reported to students and parents on a regular basis in the form of a progress report. The transcript shall serve as the official record. Paper transcripts are official only when embossed with the school's seal.

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completed an integrated curriculum based on the QCC and/or GPS that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self determination, independent living and personal care to equal a minimum of 23 units of instruction, and

participated in the Georgia Alternative Assessment (GAA) during middle school and high school and earned a proficient score on the high school GAA test, and

reached the 22nd birthday or has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than Decatur City Schools.



## City Schools of Decatur Pro Tempore Regulations

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### World Language (Other than English)

1. Students whose native language is not English receive an exemption from the requirement by demonstrating proficiency in the native language pursuant to state rule 160-4-2-.48. Students who receive exemptions from this requirement shall substitute core courses for the two required modern language units.

2. Students with documented educational plans, to include a plan developed through the Student Support Team (SST) process, a 504 Plan and an Individualized Education Plan (IEP), upon determination through this process, may meet diploma requirements without completing two years of a World Language. Completing two years of a language other than English is an admissions requirement for entrance into a University System of Georgia four-year college or university and should be considered by the SST, 504 or IEP team as this determination is considered.

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Transcripts may reflect the completion of courses offered in the middle school grades that meet the following criteria:

The course must meet all 9 through 12 state curriculum standards.

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The student must earn a grade of 70 or better.

However, units earned in middle schools shall not be counted toward the total required units for graduation. The unit(s) earned in middle school shall be posted on the high school transcript and shall be counted as elective units, but grades for these courses shall not be used to calculate grade-point averages for purposes of class rank or HOPE scholarship eligibility.

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## City Schools of Decatur Pro Tempore Regulations

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### Definitions

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**Students with Significant Cognitive Disabilities** – students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the Georgia Alternate Assessment (GAA).

**Unit** – one unit of credit awarded for a minimum of 150 clock hours of instruction (traditional schedule), 135 hours of instruction (approved block schedule), 120 clock hours of instruction (summer school).



## City Schools of Decatur Pro Tempore Regulations

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### II: Testing Programs

The board of education recognizes the relationship between curriculum, instruction, and assessment. Along with other related data, assessment results at the student, classroom, school, and district levels will be analyzed and used to inform instructional practice and evaluate program effectiveness. The results of state-mandated assessments for individual students will be used to adhere to state promotion and diploma requirements. In addition, the utilization of data will have implications for determining professional learning needs of teachers and instructional leaders. Assessment results will be disaggregated and further analyzed for individual students and subgroups of students to determine student instructional needs.

The school system will administer the required state-wide assessment program required in the accountability provision of Georgia law. The board of education may include additional testing in its schedule of standardized tests to be administered to students. Any necessary contract for those additional tests shall provide for reporting in a timely manner.

Individual student assessment results will be reported in a timely manner to students and their parents or guardians. District and school-level assessment results will be reported to the community through the media and other district and school-level summative reports and forums.

All students, including those whose Individualized Education Program (IEP) or Section 504 Individual Accommodation Plan (IAP), and/or Limited English Proficiency Testing Participation Committee Plan indicates a need for standard or non-standard accommodations, will participate in the state mandated and district-wide testing programs or a Georgia alternate assessment as appropriate. All standard or non-standard accommodations will adhere to the guidelines found in State Board of Education testing rule 160-3-1-.07 and in the most recent edition of the Georgia Department of Education's Student Assessment Handbook.

All rules for curriculum, assessment, instruction, and the matriculation of students shall be included in the Pupil Progression Plan. This plan shall be reviewed and submitted to the board of education for approval on an annual basis. Included in the annual plan shall be a testing calendar.



## City Schools of Decatur Pro Tempore Regulations

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IKD: School Ceremonies and Observances

Students in City Schools of Decatur shall be afforded the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America.

Student participating in the recitation of the Pledge will be expected to stand, face the flag, and recite the Pledge in unison.

All students shall be encouraged to stand; however, students not participating in the recitation of the Pledge may (a) stand and refrain from reciting the Pledge; or (b) remain seated.

A copy of this policy is available for each teacher in City Schools of Decatur.

### Moment of Silence

In compliance with Georgia law, at the opening of school every school day in each classroom,

the teacher in charge shall conduct a brief period of quiet reflection for not more than 60 seconds with the participation of all students. This moment of quiet reflection is not intended to be a religious service or exercise but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

Teachers and administrators shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of silent prayer. Students and/or staff may not under any circumstances use the moment of quiet reflection to audibly pray, singly or in unison.



## City Schools of Decatur Pro Tempore Regulations

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JB: Student Attendance

Attendance

Georgia law requires that all children between their sixth and sixteenth birthdays be enrolled in and attend school regularly. A student may enter an elementary school if he/she becomes five years of age by twelve midnight, September 1. However, a student shall not be required to enter school before his/her sixth birthday.

The superintendent shall develop and implement an attendance/truancy protocol in compliance with §O.C.G.A. 20-2-690.1 and §O.C.G.A. 20-2-690.2. In order to implement this protocol, all schools shall use the following guidelines:

A. Truant - A student is subject to the compulsory attendance laws when during the year he/she has more than five 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. 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. Repeated or habitual tardiness is undesirable and disruptive to instruction; therefore, teachers or principals will take corrective action.

C. Excused Absence - A student who is absent from school for an entire day or for one or more class periods shall bring a signed note from his/her parent/guardian or medical documentation (i.e. doctor's excuse, dental excuse, discharge papers, etc.) explaining the reason(s) for the absence. A student shall be counted present if in attendance at least one half of the required instructional time designated for each grade level. The principal or his/her designee shall determine whether or not the absences will be excused or unexcused on the basis of the state board rule indicating that absences from school may be excused for the following reasons:

1. Personal illness or attendance in school endangers a student's health or the health of others. Appropriate documentation is required upon return to school for the purpose of validating that the absence is excused.



## City Schools of Decatur Pro Tempore Regulations

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2. A serious illness or death in a student's immediate family necessitates absence from school. In the event of a serious illness in a student's immediate family, appropriate medical documentation regarding the family member will be required upon return to school for the purpose of validating that the absence is an excused absence.

3. A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandates absence from school.

4. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Nothing in this Code section shall be construed to require a local school system to revise any policies relating to maximum number of excused and unexcused absences for any purposes. ( §O.C.G.A. 20-2-692.1)

5. Observation of religious holidays necessitates absence from school.

6. Conditions render attendance impossible or hazardous to student health or safety as determined by local school system.

7. Local boards of education may allow a period not to exceed one day to register to vote or to vote in public election.

8. Students are counted present at school when they are serving as pages of the Georgia General Assembly.

D. Unexcused Absence - A student is absent from school for no acceptable reason (unlawful).





## City Schools of Decatur Pro Tempore Regulations

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1. Parental neglect
2. Illegal employment
3. Truancy

An absence shall be designated unexcused if it cannot be validated according to state guidelines within 3 school days of the student's return to school.

E. Withdrawal - A student transfers to another school or class. Schools are authorized to withdraw a student who:

1. Has ten consecutive days of unexcused absences;
2. Is not subject to compulsory school attendance; and
3. If a sixteen or seventeen year old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available, pursuant to O.C.G.A. § 20-2-690.1(e).

Prior to any withdrawal, the parent/guardian shall be notified in writing. The parent/guardian may request that the student be re-enrolled.



## City Schools of Decatur Pro Tempore Regulations

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F. Skipping - A student is absent from school/class and/or an approved school activity without administrative approval. (See Student Code of Conduct)

G. Early Checkouts - A student leaves the building for a specific reason prior to the designated school dismissal time. Early Checkouts require an explanatory note from the parent or medical documentation.

H. Grading

Absences shall not penalize student grades if the following conditions are met:

1. Absences are justified and validated for excusable reasons;
2. Make-up work for excused absences was completed satisfactorily; and
3. A grade average of passing or above has been earned in the course work.

When unexcused absences exceed twenty days during the school year at the elementary or middle school level, the student may be retained. Such decisions may be appealed to the superintendent or his/her designee.

When unexcused absences exceed ten days in a semester for one class at the high school level, the student shall be ineligible to take the final exam for that particular class.

If a high school student is absent when a final exam is given, he/she must present a doctor's excuse in order to make up the exam. The exam must be made up by the last day of the semester for students.



## **City Schools of Decatur Pro Tempore Regulations**

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When a school issues report cards each nine weeks, a student must be on roll fifteen days during the reporting period in order to receive academic grades. When a school issues report cards each semester, a student must be on roll thirty days during the reporting period in order to receive academic grades.

If a student enters a school during a reporting period and does not meet the attendance requirement as stated in the previous paragraph, a report card may be issued if the sending school can verify the student's attendance and academic performance prior to enrolling in this school system.



## City Schools of Decatur Pro Tempore Regulations

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### JBC: School Admissions

A student who meets age eligibility requirements as set forth in state law is eligible to enroll in a school in the City Schools of Decatur if:

- (1) The student is a minor as defined by Georgia law and the student's parent, legal custodian or legal guardian resides within the city limits of the City of Decatur;
- (2) The student is an adult or is legally emancipated under Georgia law and the student resides within the City of Decatur;
- (3) The student's parent, legal custodian or legal guardian is a full time employee of the City Schools of Decatur and has been approved for courtesy tuition;
- (4) A child who is in the physical or legal custody of the Department of Juvenile Justice or the Department of Human Resources or in a placement operated by the Department of Human Resources, or in a facility or placement paid for by the Department of Juvenile Justice or the Department of Human Resources or any of its divisions and who is physically present within the the city limits of the City of Decatur; or
- (5) The student qualifies for enrollment under the requirements of the McKinney Vento Homeless Assistance Act as outlined below under Homeless section.
- (6) The student's parent, legal custodian or legal guardian provides documents that clearly establish the student's eligibility to attend school regarding age, immunization or other health screenings required by state law, except as may be provided in the McKinney Vento Homeless Assistance Act.

The Superintendent shall be authorized to implement enrollment procedures concerning these requirements and submission of the student's academic transcript and disciplinary record. Any adult who seeks to enroll a student and is not the student's parent shall be required to provide proof of legal custody or guardianship, in the form of a certified copy of the applicable court order.



## City Schools of Decatur Pro Tempore Regulations

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To classify as a resident student, a student shall be required to reside with his/her parent, legal custodian or legal guardian within the city limits of the City of Decatur. For purposes of this policy, a resident is defined as an individual who is legally domiciled within the city limits of the City of Decatur and who, on any given school day, is likely to be at their stated address when not at work or school. Where custody of a child is shared by two or more persons, that person who has the majority of time in physical custody shall be the parent or legal custodian whose residency shall be used for determining domicile and enrollment. A person who owns property in the City of Decatur, but does not reside in the city, is not considered a resident for purposes of enrollment. Proof of residency is required when a student initially enrolls in a school and whenever a change of residence occurs. The superintendent shall be authorized to designate documents or other evidence that constitute acceptable proof of residency as part of the enrollment procedures consistent with this policy. A School District employee may visit the address given at the time of enrollment or at anytime thereafter to verify residency. The property address given must be the actual location where the student and parent, legal custodian or legal guardian are legally domiciled.

All requirements for school admission mandated by the State Board of Education shall be followed for admission to City Schools of Decatur. In addition, residency checks are performed at each matriculation point (kindergarten, grades 4, 6, and 9) and as may be necessary.

Students who are unlawfully enrolled shall be withdrawn from school. The parent, legal custodian or legal guardian shall be charged tuition for the period of time that a student is unlawfully enrolled in the City Schools of Decatur, together with all court and legal expenses incurred by the Board of Education in collecting school tuition. The providing of false information under oath may constitute a crime and may lead to appropriate legal action being taken by the School District.

### Homeless Students

In compliance with the McKinney-Vento Act, the following shall be considered in terms of enrollment and records of homeless students

A. The school selected in accordance with this paragraph shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency, or other documentation.



## City Schools of Decatur Pro Tempore Regulations

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B. The enrolling school shall immediately contact the school last attended by the child or youth to obtain relevant academic and other records.

C. If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to a local educational agency liaison who shall assist in obtaining necessary immunizations, or immunization or medical records.

Records – Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained

A. so that the records are available, in a timely fashion, when a child or youth enters a new school or school district; and

B. in a manner consistent with the Family Educational Rights and Privacy Act.

### Non Resident Tuition Students

A student who lives outside the city limits of the City of Decatur but wishes to attend the City Schools of Decatur shall be a tuition student.

The superintendent, acting on behalf of the local school board, shall decide upon the admission and/or continuation of any tuition student. Other than those students specified in state law, the local school board reserves the right to deny admission for enrollment or continuation of enrollment for any tuition student.

Students whose parent, legal custodian or legal guardian is not a bona fide resident of the City of Decatur may attend a school in the City of Decatur under the following conditions:



## City Schools of Decatur Pro Tempore Regulations

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(1) Said student is in good standing with the school previously attended, having demonstrated consistently good attendance, satisfactory discipline, and the readiness/qualifications for the grade/program in which he/she is seeking enrollment. A student who has withdrawn from previously attended school to avoid any form of disciplinary action may not enroll in the City Schools of Decatur. A student withdrawing for poor attendance or unsatisfactory academic performance may not enroll in City Schools of Decatur.

(2) The local school board reserves the right to establish enrollment limits in all grades, classes, and/or programs.

(3) The admission of the said student will not require the City Schools of Decatur to hire additional staff or contract for any additional services.

A tuition application shall be completed annually. The cost of tuition is set annually by the local school board. The superintendent or superintendent's designee will determine available space. After available space is determined, he/she will assign tuition students to schools. Among nonresident students, enrollment priority shall be given to currently enrolled nonresident students in good standing if their applications are approved for the following year.

### Courtesy Tuition for Children of Employees

The child of a fulltime employee shall be eligible for courtesy tuition and enrollment in the City Schools of Decatur. In accordance with O.C.G.A. §20-2-293 (b), a student shall be allowed to attend and be enrolled in the school in which a parent or guardian of such student is a fulltime teacher, professional, or other employee, notwithstanding the fact that such school is not located in the local unit of administration in which such student resides.

A tuition application must be completed annually for each student requesting courtesy tuition and enrollment. To receive consideration for courtesy tuition and enrollment, the student, unless specified by state law, must be in good standing with the City Schools of Decatur if he or she has previously been



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enrolled in this system or in the school system from which the employee/parent seeks to transfer the student.

Acceptance or rejection of an application shall lie within the sole discretion of the City Schools of Decatur for courtesy tuition students who do not attend the school at which their parent or legal guardian is employed. Information included in the consideration of an application may include, but is not limited to, attendance records, progress reports and disciplinary records maintained by the City Schools of Decatur or by the school system from which the employee/parent seeks to transfer the child.

Transportation for nonresident and courtesy tuition students will be the responsibility of the parent, legal custodian or legal guardian.

Nonresident and courtesy tuition students who do not attend the school where their parent or legal guardian is employed may be removed from the City Schools of Decatur for any of the following reasons:

- (1) Unacceptable behavior;
- (2) Unacceptable attendance;
- (3) Lack of effort and/or poor academic performance;
- (4) Attempting to use City Schools of Decatur transportation to get student to or from school;
- (5) Falsification and/or misrepresentation of information during application process;
- (6) The admission (or continued enrollment) of the student would require the City Schools of Decatur to hire additional staff or contract for any additional services; and





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(7) Other good and sufficient cause.



## **City Schools of Decatur Pro Tempore Regulations**

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### Policy JBC(1): Homeless Students

It is the intent of the Board that homeless students and unaccompanied youth shall have access to the educational services that they need in order to meet the same challenging academic standards to which all students are held and that they shall be enrolled in the City Schools of Decatur and shall receive all school system services to which they are entitled in accordance with the McKinney-Vento Homeless Assistance Act and applicable state and local laws, rules, policies and procedures. The Superintendent shall adopt an administrative rule implementing this policy.



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### Policy JBC(4): Awarding Units and Transferring Credit

Students entering the City Schools of Decatur from non-public or non-accredited educational institutions usually have attended either a non-accredited private school, non-accredited public school, or a home study program. The following guidelines shall be used in determining the appropriate grade level placement of such students in the City Schools of Decatur. This policy also explains how previous credit and grades for such transfer students may be determined, as well as how to handle students enrolling from accredited situations. This policy applies to the acceptance or rejection of credit from foreign schools where records cannot be attained or verified.

### Regionally Accredited Public or Private Schools

Any elementary or middle school student requesting admission into the City Schools of Decatur from a regionally accredited public school or private school, as defined in State Rule 160-5-1-.15, will be accepted with grade placement according to age and/or grade level at the former school. Any high school student requesting admission into the City Schools of Decatur from a regionally accredited public school or private school will transfer credits as recorded on the transcript from the issuing school. The letter grade for such transfer courses will be converted to a numerical grade using the City Schools of Decatur's conversion formula unless the previous system utilized a numerical grading system the same as the City Schools of Decatur. Transfer elective course titles, when necessary, will be changed to broad categorical titles such as physical education, business education, and career/technical education. High school students who transfer from accredited schools must also pass all of the accountability assessments required by the State of Georgia and City Schools of Decatur Board of Education graduation requirements before a diploma will be issued.

### Non-Accredited Public and Private Elementary and Middle Schools

Any student requesting admission into the City Schools of Decatur from a non-accredited public school or private school will be accepted with grade placement on a temporary or probationary basis according to age and grade level at the former school. Grade placement will be determined in accordance with student performance and standardized or instructional placement testing as deemed necessary by school personnel.

### Home Study Programs and Non-Accredited Situations



## City Schools of Decatur Pro Tempore Regulations

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### A. Elementary and Middle School

Any student requesting admission into an elementary or middle school in the City Schools of Decatur from a home study program must have met the requirements as specified in Georgia Code 20-2-690 during the operation of the home study program.

Students enrolling from an out of state home study program shall present home study program verification documents and standardized test scores.

The home study program student and students from any other non-accredited situations shall be evaluated for placement based on the following criteria:

1. State and local Board of Education policy requirements relating to entrance into Kindergarten or first grade and grade promotion guidelines.
2. Chronological age based on a certifiable document.
3. Review of performance on nationally normed standardized tests and instructional placement tests in reading, language arts, mathematics, social studies, and science.
4. Physical size, social and emotional maturity levels of the student.

After reviewing the above criteria, the principal of the local school shall place the student in the appropriate grade level. Any student enrolling without the required documentation and records (as identified in the Pupil Progression Plan in the Home Study Program Section) shall be placed based on chronological age until the principal of the school assesses student performance for appropriate placement.



## City Schools of Decatur Pro Tempore Regulations

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### B. High School

Any student requesting admission into Decatur High School from a home study program must have his/her parent or guardian provide proof at the time of registration to the principal that all eight requirements for operating a home study program specified in Georgia Code 20-2-690 have been met (see above). Subject and grade transfer must meet the district's requirement for instructional contact hours for the regular academic year. After instructional hours are verified by the principal's designee, City Schools of Decatur personnel will test to determine grades and credit transferred from the student's home study program or non-accredited situation. The student will be tentatively scheduled in classes, pending verification, as indicated by records furnished to the school by the parent or guardian.

The maximum number of units accepted from non-accredited institutions and home study program is ten (10), two (2) per area tested. No more than seven (7) units or eight (8) from a block schedule can be applied for or awarded from any non-accredited situation in any single academic year. Home study credit may not be applied for or awarded for summer school work. School district personnel will administer standardized and/or instructional placement tests in the areas of language arts, science, social studies, mathematics, and foreign language. Georgia Department of Education policy requires that a student transferring from a home study program or non-accredited institution and requesting credit must take and pass the State's Standardized Tests.

Non-academic course credit may be accepted from a non-accredited institution or home school, provided the student passes a performance test, a portfolio review, and/or interview by school district personnel. Testing for academic and non-academic course credit will be content specific and will include, but not be limited to course objectives as defined by the State of Georgia's official curriculum and standards.

If the student passes the required tests to determine the acceptance of credit, the school will also accept the grades listed on the records provided by the parent or guardian for those specific courses tested.

Students who have been enrolled in a home study program or other non-accredited situation must pass all accountability assessments required by the State of Georgia and City Schools of Decatur Board of Education graduation requirements before a diploma will be issued.



## City Schools of Decatur Pro Tempore Regulations

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A student who has been enrolled in a home study program or any other non-accredited situation shall be informed by the school's counseling office at the time of application to the public school that his/her participation in class is on a credit basis. Auditing of classes is not permitted in the City Schools of Decatur except as determined by State policy related to currently enrolled English Language Learners. A student enrolling in Decatur High School for the first time during a grading period shall be responsible for the content and objectives for the total grading period's work and major grade-bearing activities for the class. Teachers shall be responsible for informing students of their obligation for grade-bearing activities, but teachers shall not be responsible for re-teaching information to students on content that was presented prior to the time of enrollment in school. School district personnel will assess with the student and parents school work done in the non-accredited situation prior to enrollment or re-enrollment.

If a parent or legal guardian disagrees with credit accepted or denied by the school for a student from a non-accredited situation or home school, an appeal may be made to the principal of the school. If still dissatisfied, they may appeal to the Superintendent of schools. The appeal should contain all pertinent information, documentation, transcript, attendance record, and reasons for the appeal. The decision of the Superintendent is final.

### Eligibility for Extracurricular Activities

Eligibility and on-track requirements to participate in extracurricular activities, interscholastic athletics, or any activity covered by local and state policy IDE/IDE-R must be met by students entering or re-entering the City Schools of Decatur from a home study program or any other non-accredited situation or from any accredited situation. To meet the requirements set forth by GHSA (the governing body for Georgia High School Athletics), a student whose records are incomplete or whose official records do not show semester averages and end of the year grades, is ineligible to participate in extracurricular activities for a full semester plus any part thereof if entering the district during a semester or grading period. For high school students from a non-accredited setting, on-track credits must be carefully documented and recorded by the principal's designee.

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## City Schools of Decatur Pro Tempore Regulations

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Policy JBCCA(2): Unsafe School Choice Option

It shall be the policy of the Board of Education to comply with the requirements of State Board Rule 160-4-8-.16 UNSAFE SCHOOL CHOICE OPTION (USCO).

The superintendent and appropriate staff shall develop procedures for approval by the board that comply with the applicable state board rule and are consistent with the state guidelines that include provisions for the following:

1. Notification of the parents/guardians of students enrolled in the school that has been classified as a persistently dangerous school within ten school days of notification to the local school system by the Georgia Department of Education (GDOE).
2. Facilitation of the transfer of students who are victims of violent criminal offenses within ten school days of the commission of the violent criminal offense, and to the extent possible, allow victims to transfer to a school that is making adequate yearly progress and has not been identified as being on school improvement, corrective action, or restructuring. In addition to three grades K-3 schools, the board of education has only one grades 4-5 academy, one middle school, and one high school.
3. The development and submission to the GDOE of a corrective action plan for each school identified by the GDOE as a persistently dangerous school within 20 days after notification to the local school system.



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JBCD: Transfer and Withdrawals

Transfer and Withdrawal

The development of procedures for handling all transfers and withdrawals shall be the responsibility of the superintendent or superintendent's designee.

Transfers within the school system may occur for the following reasons:

1. Administrative transfer

(Ex. maximum class size, retention, mid-year change of address, No Child Left Behind, etc.)

2. Other: written request to superintendent for approval or denial

(Ex. hardship)





## City Schools of Decatur Pro Tempore Regulations

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JCAB: Interviews and Searches of Students

Interrogations

The principal of each school in the school system, or his/her authorized representative, possesses the authority to conduct reasonable interrogations of students in order to investigate and to punish student misconduct.

Nugent v. Shepherd, 318 F. Supp. 314 (1970).

Searches

The school system endeavors to provide a safe and secure environment for all students. Toward that end, the board of education authorizes reasonable searches of students by authorized school officials. A search of a student shall be justified “when there are reasonable grounds 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.” *New Jersey v. T.L.O.*, 469 U.S. 325 (1985). The following constitute reasonable grounds for suspecting that a search will turn up evidence:

1. A school official or other employee observes a student to be in possession of drugs, illegal or stolen property, or other prohibited items.
2. A school official or other employee observes a student acting strangely or in such an unusual manner as to suggest the likelihood of the possession of drugs, illegal or stolen property, or other prohibited items.
3. A reliable source reports to school officials any of the circumstances mentioned above.

Searches shall be conducted in a manner which ensures that students are not arbitrarily stripped of personal privacy. Searches of a student’s person shall be made in private with a witness present.



## City Schools of Decatur Pro Tempore Regulations

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The principal of each school in the school system, or his/her authorized representative, possesses the authority to conduct an inspection or search of students' school lockers, desks or articles carried upon their persons. Such a search shall be based on a reasonable suspicion of the presence of illegal, stolen or other prohibited items. Examples of prohibited items shall include, but are not limited to, water gun, contraband drugs, alcoholic beverage, handgun, razor, other dangerous weapon, other articles prohibited on school premises by law or school policy or rule.

Principals of each school where lockers or desks are issued to students shall ensure that, at the time lockers or desks are made available to students, it is clearly specified in writing that lockers and desks are subject to inspection and search by school officials. Each school shall maintain duplicate keys or records of all locker combinations and avoid any practices which lead students to believe that lockers or desks are under their exclusive control.

In the event a search of a student's person, his/her personal possessions, or his/her locker or desk reveals that the student has violated or is violating the law or is concealing material whose possession is prohibited by federal, state, or local law, local law enforcement authorities shall be notified in order to take appropriate action.

State v. Young, 234 Ga. 488 (1975).



## City Schools of Decatur Pro Tempore Regulations

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### JCAC: Harassment

The board of education prohibits sexual, racial and other harassment of all employees and students at all times and during all occasions while at school, in the work place, or at any school event or activity. Any act of harassment of students or employees by other students or employees based on race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity shall result in prompt and appropriate discipline, including but not limited to termination of offending employees or suspension or expulsion of students guilty of harassment.

Harassment includes, but is not necessarily limited to, conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, or demands which are intimidating or create a hostile environment for a student or employee, as well as physical contact. There may be other speech or conduct which employees or students experience as illegal harassment which should be reported also; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy. The superintendent shall designate equity coordinators to handle inquiries and/or complaints related to this policy.

If a student or employee believes he or she is being subjected to harassment forbidden by this policy, the student or employee should promptly report the offense to the appropriate coordinator designated by the superintendent. If a student or employee reports such harassment to a counselor, principal or other school system employee other than the designated coordinator, that employee shall be responsible for notifying the appropriate coordinator immediately. It will be the duty of the coordinator to interview the complainant and determine the acts which the complainant believes constitute harassment as well as the name or names of the perpetrators and any other relevant facts which will assist in investigating such acts. The coordinator shall investigate the complaint thoroughly by interviewing any individuals who may have knowledge of the allegations or may assist in resolving the complaint. The coordinator may involve other appropriate persons in the investigation as the coordinator may deem necessary. The coordinator shall report the substance of the investigation, conclusions reached and recommendations for corrective action and discipline to the following persons:

1. If both the perpetrator and victim are students, to the principal of the school and the parents of the students;



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2. If the victim is a student and the perpetrator an employee, to the parents of the student, the principal where the student is enrolled, the supervisor of the employee and the personnel director of the school district;

3. If the victim and perpetrator are employees, to the supervisor of the perpetrator and the personnel director of the school system.

The coordinator, to the extent it is reasonably possible, shall protect the confidentiality of students and employees as well, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding considerations. All records generated by the investigation shall be considered as student records protected by FERPA or as part of the personnel records of the employees dealing with performance of the employees.

The coordinator shall report to the complainant and complainant's parents, if complainant is a student, at the conclusion of the investigation the conclusions reached and the recommendations of the coordinator. If the complainant is not satisfied with the manner in which the matter has been resolved, the complainant may appeal to the superintendent, who shall review all circumstances surrounding the allegations, conduct such further investigations as the superintendent believes appropriate and take such additional action or make recommendations as the superintendent determines is warranted. The superintendent shall inform the complainant and his\her parents, if complainant is a student, of the superintendent's determination and, if dissatisfied, the complainant may request the board to review further the substance of the complaint. The board will conduct a review or convene such hearings as the board believes the circumstances warrant and will resolve the matter appropriately.

No reprisal shall occur as a result of reporting unlawful harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

It is the duty of all employees to promptly report harassment forbidden by this policy to the appropriate coordinator. It is also the duty of all supervisors of personnel to instruct their subordinates as to the content of this policy and through appropriate staff development to enlighten employees as to the varied forms or expression of illegal harassment. The principals of all schools in this district shall ensure that students and parents are informed through student handbooks, if appropriate, and verbally that harassment is strictly forbidden, how it is to be reported, and the consequences for violating this policy.



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### JCDAC: Student Drug Use

The board of education is concerned with the well-being of all students in the school system and considers the illegal use of alcohol or dangerous drugs to be wrong and harmful for any student. Such substances shall include, but not be limited to, cocaine, marijuana, LSD, glue, alcohol, barbiturates, and anabolic steroids.

No student shall possess, use, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, other controlled substance, or any alcoholic beverage. No student shall possess, use, or distribute drug paraphernalia or counterfeit drugs or possess, use, distribute, or be under the influence of chemicals or products that may result in a state of exhilaration or euphoria or otherwise alter mood or behavior.

This policy shall apply to all students before, during and after school hours in any school building and on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or to and from school activities; off school property at any school-sponsored or school-approved activity, event, or function; or during any period of time when students are subject to the authority of school personnel.

A student in violation of this policy may be subject to disciplinary sanctions consistent with local, state, and federal law, up to and including expulsion by the board of education and referral for prosecution. A disciplinary sanction may include the completion of an appropriate drug or alcohol abuse assistance or rehabilitation program at the expense of the student or parent/guardian.

This policy shall not apply to the proper possession and use of prescription medication or to the legal possession of any of the above-listed substances in connection with an approved school project.

A copy of this policy shall be made available to each student and his/her parent/guardian, and compliance with the policy is mandatory for every student enrolled in the school system. Information concerning drug and alcohol counseling rehabilitation programs shall be available.



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O.C.G.A. 3-3-21. 1; 3-3-22; 3-3-24; 19-7-6; 20-2-142; 20-2-201(b); Wood v. Strickland, 420 U.S. 308, 95 S. Ct. 992, 43 L. Ed. 2d 214 (1975); New Jersey v. T.L.O.; 469 U.S. 325, n. 8 105 S. Ct. 773, n.8, 83 L. Ed. 2d. 720, n.8 (1985)



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### JCDAE: Weapons

The presence of weapons, including but not limited to dangerous weapons, firearms and hazardous objects, on school property is detrimental to the welfare and safety of students and school personnel and may constitute a violation of Georgia law. All City Schools of Decatur school safety zones are designated as Weapon-Free and Violence-Free School Safety Zones. Weapons (including dangerous weapons, firearms and hazardous objects as defined below) are prohibited in schools, school safety zones and at school-sponsored or school-related functions except as specifically provided in this policy.

### A. DEFINITIONS

Unless otherwise expressly stated, for purposes of this policy, the following terms shall have the definitions set forth in this section.

“Dangerous weapon” shall have the same meaning as set forth in O.C.G.A. § 16-11-121, as amended from time to time. (O.C.G.A. § 16-11-121-rocket launcher, bazooka, recoilless rifle, mortar, hand grenade or similar weapon designed to explode, and as amended)

“Firearm” means a handgun, rifle, shotgun, starter gun or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge.

“Fireworks” shall have the same meaning as set forth in O.C.G.A. § 25-10-1, as amended from time to time.

“Hazardous object” means any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade two or more inches, straight-edge razor, razor blades, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nunchuk, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any nonlethal air gun, and any stun gun or Taser as defined in subsection (a) of O.C.G.A. § 16-11-106. For purposes of this policy, “hazardous object” shall also mean any explosive, incendiary, or poison gas bomb, grenade, rocket, missile, mine or similar device, including fireworks as



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defined in O.C.G.A. § 25-10-1, not including sparklers, which are non-explosive or contain negligible amounts of mixture. Such term shall not include any of these instruments used for classroom work authorized by the teacher.

“School Safety Zone” means in or on any real property or building owned by or leased to any school or postsecondary institution.

### B. FIREARM OR DANGEROUS WEAPON; SUSPENSION

Any student who is determined to have brought a firearm or a dangerous weapon to school, into the school safety zone, or to a school-sponsored or school-related function shall be expelled from school for a period of not less than one calendar year; provided, however that a hearing officer (or other authority presiding over the case such as a tribunal, panel administrator, or superintendent) or board of education shall have the authority to modify such expulsion requirement on a case-by-case basis. The school district may in any event provide educational services to such expelled student in an alternative school setting separate from the regular school setting, where so ordered or permitted by the hearing officer or board of education.

### C. HAZARDOUS OBJECT; SUSPENSION

Any student who is determined to have brought a hazardous object to school, into the school safety zone or a school-sponsored or school-related function shall be suspended from school and referred to a hearing officer for a hearing. The school district may in any event provide educational services to an expelled student in an alternative school setting separate from the regular school setting, where so ordered or permitted by the hearing officer or board of education.

### D. STUDENTS WITH DISABILITIES

(1) For purposes of this section only, “weapon” has the same meaning as the term “dangerous weapon” as set forth in 18 U.S.C. § 930(g), as may be amended from time to time.





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(2) 45-Day Interim Placement. Except as provided in subparagraph D (3) below, any student with a disability cognizable under the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. § 1400 et seq., who is determined to have brought a weapon to school, into the school safety zone, or to a school-sponsored or school related function may be placed in an interim alternative educational setting for not more than 45 days without a manifestation determination, as determined appropriate school personnel. If a parent or guardian requests a due process hearing under IDEA, the student shall nevertheless remain in the alternative educational setting above referred to until the pendency of the expedited proceeding conducted in connection therewith (up to 45 days), unless the parents and duly authorized school system representative agree otherwise.

(3) Students Whose Disability is Unrelated to the Misbehavior. Any student with a disability under IDEA whose behavior is unrelated to the disability shall be subject to the one-year expulsion requirement of this policy the same as a student without such disability, except to the extent that such expulsion is inconsistent with federal or state laws, rules, regulations or guidance requiring that services continue to be provided to the student with a disability.

### E. REPORTING

Students believed to have violated this policy or the law shall be reported by the teacher or other employee to the principal or his designee, and by the latter to the superintendent and then to the appropriate police authority and district attorney.

### F. POSSESSION OF WEAPONS BY NON-STUDENT AS WELL AS STUDENTS

Except as expressly provided by O.C.G.A. § 16-11-127.1 or other applicable Georgia law, possession of a firearm, machine gun, explosive compound other than fireworks, and/or dangerous weapon in or on the school safety zone, by any person, including student and non-students is a crime. O.C.G.A. § 16-11-127.1., and school officials having knowledge of violations of this law shall report same to appropriate law enforcement officials.

### G. SETTING PENALTIES



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In setting penalties for violations of any provision of this policy, the hearing officer and/or board of education shall consider whether there are aggravating or mitigating circumstances and the prior record of the student.

### POSTING

It shall be the duty of principals and other administrators in charge of school facilities to see that notice of this policy, in abbreviated form, is posted in all school buildings under their jurisdiction and may post signs designating the school safety zone as a “Weapon-Free and Violence-Free School Safety Zone.”



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### JCDAG: Bullying

The Board of Education of the City of Decatur believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, volunteers and visitors. Behavior that negatively impacts the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions.

Bullying is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

(1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

(2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

(3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:

(A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

(B) Has the effect of substantially interfering with a student's education;

(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or



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(D) Has the effect of substantially disrupting the orderly operation of the school.

Such behavior includes but is not limited to: Direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate; and social isolation and/or manipulation. This policy prohibiting bullying shall be included in the City Schools of Decatur student Code of Conduct and includes, but is not necessarily limited to, the following:

Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.

Students are expected to immediately report incidents of bullying to the principal or his or her designee.

Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent/guardian of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent/guardian should contact the local superintendent or his or her designee.

The Board prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly and thoroughly investigated. This policy shall apply to students on school grounds, while traveling on a school bus to or from school, at a school bus stop, at a school-sponsored event and during any school-sponsored activity. Any form of electronic bullying (cyberbullying) using school equipment, school networks, e-mail systems or that are committed at school are strictly prohibited.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action as established in the district's Student Code of Conduct shall be taken after each incident of bullying upon a finding of guilt.

School system staff shall also involve other school system professionals such as social



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workers and counselors and shall use other interventions if needed to address the social-emotional, behavioral, and academic needs of students who are the victims of bullying and students who commit the offense of bullying.

Students, parents/guardians and any other person may directly report incidents of bullying to an administrator, teacher, counselor or other staff member using the school system's complaint procedures. The staff member to whom an incident of bullying is reported shall immediately notify the principal of the school of the report of bullying. Reports of bullying can also be made by calling the Georgia Department of Education's 1-877-SAY-STOP (1-877-729-7867) School Safety Hotline.

The procedures for intervening in bullying behavior include, but are not limited to, the following:

All staff, students and parents/guardians will receive a copy of this policy prohibiting bullying at the beginning of the school year as part of the student Code of Conduct.

The schools shall keep reports of bullying and the results of bullying investigations confidential to the fullest extent of the law.

Staff are expected to immediately intervene when they witness a bullying incident or upon receipt of any report of bullying.

Any person who witnesses or experiences bullying is encouraged to report the incident to the school principal or his or her designee immediately.

School staff shall take the following actions when an incident of bullying is reported:

### Investigate

Upon receipt of any report of bullying, the staff member shall immediately notify the principal. The principal or his or her designee shall direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the next school day following the report of bullying. The investigation should include, among other actions as needed, interviewing the alleged perpetrator(s) and victims(s), witnesses, teachers and staff members and reviewing video surveillance if available. School counselors, school social workers and/or other support staff should be utilized for their expertise as determined by the circumstances of the matter and the person directing the investigation. Law Enforcement officials shall be contacted as required by the circumstances of the matter.



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### 2. Notify

At an appropriate time during or after the investigation, parents/guardians of the accused and the victim must be notified of the reported incident. If the incident involves an injury or similar situation, appropriate medical attention should be arranged and the parent/guardian should be notified immediately.

### 3. Discipline

Upon confirming that bullying has occurred, the principal or his or her designee shall charge the accused student with bullying and shall be given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate and as otherwise consistent with this policy and the student Code of Conduct.

Students in grades six through twelve who have been found to have committed the offense of bullying for the third time in a school year shall be assigned to an alternative school through appropriate due process by disciplinary hearing officer, panel or tribunal.

### 4. Follow Up

Follow up is important to the accused and the victim. Staff should implement a method to provide follow up consultation to the victim and the accused. Follow up is an excellent time to remind victim and accuser that retaliation against anyone for reporting an incident of bullying is prohibited.

This policy is intended to communicate the Board's policy prohibiting bullying and to establish certain requirements for the response to bullying. It is not intended to supersede other applicable policies or the student Code of Conduct nor is it intended to limit the exercise of staff's discretion in determining additional appropriate actions or interventions when responding to bullying incidents.



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JE: Guidance Program

### Student Services

The board of education recognizes the importance of balanced educational programs and services designed to provide academic and occupational preparation of all the district's children and youth. Student services shall be to assist educators in identifying potential student problems so that students may better profit from the instructional program. The board of education will provide an adequate program of student services to meet the guidance, counseling, testing, social services, psychological and career development needs of their pupils.

The superintendent will implement a plan for a program designed to encourage and support adequate student services at both the elementary and secondary level. The program will incorporate the requirement of regular attendance of children and youth in the City Schools of Decatur.

### Counseling and Guidance Services

The counseling program shall provide counseling and guidance services in accordance with Georgia Department of Education policies, ASCA national professional standards, and National Career Development Guidelines by certified school counselors in each of the schools and the alternative school programs in the school system. Some components of the counseling program may be provided by, or in collaboration with, other staff members and/or qualified consultants.

Information will be provided annually to parents/guardians and community stakeholders regarding access to counseling services, academic advisement, and upcoming events pertinent to the counseling program.

The counseling program shall be responsible for, but not limited to, ensuring that the following are provided through developmentally appropriate activities:

Counselors will provide information to students annually on how to access appropriate counseling services in a timely manner.



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Counselors will provide social-emotional counseling in individual and small group settings and respond, as needed, in a timely manner to situations requiring crisis counseling.

Counselors will provide or support programs in their schools that address the K-12 QCC objectives listed under Guidance Standards and Mental Health Standards from the GA DOE.

Counselors will provide or support programs in their schools to address academic advisement, character education, prevention of bullying and sexual harassment, violence prevention, and conflict resolution.

Counselors will provide opportunities to develop cultural diversity awareness, acceptance, and appreciation to students through individual counseling, small group counseling, and/or classroom guidance activities.

Career awareness and/or career skill development will be addressed at every grade level.

Appropriate transition activities will be planned to prepare and inform students and parents regarding successful transition from elementary school to middle school, middle school to high school, and high school to a wide variety of post-secondary options.





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JGC: Student Health Services

School Health Program

In order to implement the requirements of O.C.G.A. 20-2-771.2, the board of education establishes a school health nurse program for the school system according to the following guidelines:

The program will be staffed by licensed health care professionals and others whose duties will be set forth in job descriptions approved by the superintendent.

The superintendent shall be responsible for developing any other regulations necessary for the implementation of this program. All regulations shall comply with rules implemented by the State Board of Education, the Department of Human Resources and any other state agency with jurisdiction or authority over any aspect of services provided to students under the above-referenced code.

Subject to approval by the board of education, services to students may be provided through contracts or agreements with public or private health facilities or agencies.

All employees performing services in this program shall be subject to the restrictions set forth in

O.C.G.A. 20-2-773. Specifically, in the school health nurse program none of the following health services shall be provided to public school students: (1) distribution of contraceptives; (2) performance of abortions; (3) referral for abortion; and (4) dispensing of abortifacients.



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JGCC: Infectious Diseases

Definitions

1. Communicable disease – a disease that can be directly or indirectly transmitted from one person to another.
2. HIV infection – an infection in which the human immuno-deficiency virus is present.
3. AIDS – is a condition that is caused by infection with a virus called HIV. HIV damages the immune system and eventually cripples the body's ability to fight disease. People who are infected with HIV are diagnosed as having AIDS if they develop certain serious diseases or conditions such Kaposi's sarcoma (a rare cancer), pneumocystis carinii pneumonia, or HIV dementia.
4. Bloodborne pathogen - a pathogen that can be passed from person to person by the exchange of blood or other bodily fluids. The most common bloodborne pathogens are:

Hepatitis B virus (HBV)

Hepatitis C virus (HCV)

Human Immunodeficiency virus (HIV)

5. Bloodborne infections – infections caused by bloodborne pathogens. The most common bloodborne infections are:

Hepatitis B - An infection that affects the liver and can cause cirrhosis of the liver, liver cancer, or death. Most people overcome infection. Hepatitis B is preventable with the hepatitis B vaccine.



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Hepatitis C - An infection that attacks the liver and can cause chronic liver disease and death. There is no protective vaccine for hepatitis C.

HIV infection – an infection that attacks the immune system, destroying its ability to fight disease. Infected persons may carry the virus for years with no symptoms.

AIDS – the end stage of HIV infection. Persons who are infected with HIV are diagnosed as having AIDS if they develop certain serious diseases or conditions such as Kaposi’s sarcoma (a rare cancer), pneumocystis carinii pneumonia, or HIV dementia.

No student shall be denied access to, nor shall an otherwise qualified individual be denied employment in the educational programs of the City Schools of Decatur solely because he or she is infected with a communicable disease. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion. The determination of degree of risk will be made by the board of education after consultation with the student’s or employee’s physician, a public health official knowledgeable about the disease, and/or the board of education’s consultant physician (if in the judgment of the superintendent it is necessary to consult a private physician).

The board of education provides educational opportunities for its students and employees to become informed concerning transmission of bloodborne pathogens and procedures to reduce the risk of transmitting bloodborne infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary. The educational program shall include instruction as to:

1. the nature of bloodborne infection, including how it is and is not transmitted according to current scientific evidence;
2. school district policies and procedures related to employees and students with bloodborne diseases (such as HIV infection);



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3. resources within the school district and elsewhere for obtaining additional information or assistance;  
and

4. procedures to prevent the spread of all communicable diseases at school.

Handling blood and body fluids shall be in a manner consistent with the Centers for Disease

Control's Universal Precautions for Handling Blood and Body Fluids.

Following the guidelines included in the State Board of Education Rules, the superintendent and school administrators shall follow proper procedures to protect parental rights and to ensure that all instructional materials used in the instructional program receive proper review.

Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

1. The nature of the risk (i.e., how the disease is transmitted);

2. The duration of the risk (i.e., how long the carrier is infectious);



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3. The severity of the risk (i.e., the degree of potential harm to third parties); and

4. The probability that the disease will be transmitted and will cause varying degrees of harm.

Once the student's or employee's medical condition has been determined, the superintendent/designee shall consult with the student's or employee's physician, a public health official knowledgeable about the disease and/or a physician employed by the board of education at the option of the board in order to determine whether reasonable accommodations will allow the student to perform in the classroom or other education setting or the employee to meet the essential functions of his or her job. If an accommodation which does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in the board of education programs or to be employed by the board of education.

In order that the board of education may have time to obtain a reasonable medical judgment concerning the student or employee who is infected with a contagious disease, the superintendent is authorized to remove the infected student or employee from board of

education programs or employment for a period not to exceed ten days during which time the board of education shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others. The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

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Should the superintendent decide that the student or employee should be removed from the normal place of work or regularly assigned classroom, the infected person shall have the right of appeal. A hearing shall be conducted by the board to determine whether said student or employee shall be admitted to the regular work place or classroom, or be reassigned to a special classroom or work place. Said hearing shall be held within 10 school days of the date of the superintendent's decision. The hearing shall be conducted so as to provide full due process rights to the student or employee, with the student or employee having the right to legal counsel at all stages of the proceedings. The board shall make its decision after receiving evidence from representatives of the student, the consultants above described, and any medical or other experts employed by the board.

### Confidentiality

Medical information relating to employees or students shall remain confidential to the fullest extent provided by law.



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JGCD: Medication

For the purposes of this policy, the terms set forth below shall be defined as follows:

Medication - Medicine prescribed by a physician, dentist, podiatrist, physician's assistant, or other individual authorized by Georgia law to prescribe medicine.

Over the counter (OTC) medication – medicine that does not require a prescription to purchase such as Tylenol, Advil, or Benadryl.

Self-administration of prescribed asthma/allergy medication – a student's discretionary use of asthma/allergy medication prescribed for him or her.

The school system has established a school health program as required by O.C.G.A. § 20-2-771.2. To the extent possible, if medication or OTC medication can be given to students at home or after school hours, parents/legal guardians are requested to do so. If medication administration is absolutely necessary during school hours, it shall be done only in accordance with this policy.

1) To the extent possible, the school nurse(s) shall administer medication and OTC medication to students.

2) In the event that a school nurse is not present at a school, the principal of the school shall designate two employees who may administer medication or OTC medication to students.



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3) No medication or OTC medication will be administered to a student by anyone in the school system unless the student's parent/legal guardian has completed and returned a "Request for Administration of Medication Form" and any other necessary forms requested by the school nurse.

4) Personnel who do not hold a nursing license who are designated to assist students with the administration of medication or OTC medication, shall complete in-service training regarding the district medication policy and procedures for administering medication and OTC medication at least once every year. The school nurse shall provide the in-service training.

5) Medication that a parent/legal guardian requests the school system to administer shall be brought to school by the parent/legal guardian in an 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 shall be sent to school in the original 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.

Medications or OTC medications brought in baggies or unmarked containers shall not be given.

6) A student who has asthma or a life-threatening allergy and whose parent/legal guardian has submitted written authorization to the school system authorizing the student to self-administer his or her asthma/allergy medication may possess and use his or her asthma/allergy medication:





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- 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.

Schools will store epi-pens for students who are unable to self-administer because of age or any other reason if the parent provides 1) a licensed physician's statement with administration details; and 2) a written parental release for the school nurse or other school personnel to consult with the physician regarding any questions that may arise concerning the medication and that releases the school district and its employees from civil liability.

School staff can administer an epi-pen, if available, to a student upon an actual or perceived anaphylactic shock (allergic) reaction, regardless of whether the students has a prescription for the medication. Any school employee who in good faith administers or chooses not to administer an epi-pen to a student in such situations is immune from civil liability. School staff will be trained to recognize the symptoms of anaphylactic shock and how to correctly administer epi-pens.

7) Medication logs shall be kept in which the school nurse or other school system employee designated to assist students with the administration of medication will record each dose of medication and/or OTC medication administered to a student.

8) Medication and OTC medications will be kept under strict controls in a secure, locked, clean area and access should be limited to the school nurse or school employees designated by the principal to assist with administering medication or OTC medication to students. Proper temperature conditions applicable to individual prescriptions should be maintained.



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- 9) Whenever necessary, the school system will request in writing that parent/guardian pick up Medication or OTC medication that is discontinued, out of date, or that for any other reason cannot be administered. Out of date or discontinued medication or OTC medication shall be picked up by the parent/legal guardian and shall not be given to a student to bring home.
- 10) Medications and OTC medications that are not picked up by parent/guardian within a reasonable period of time after written notice has been given by the school system will be destroyed. An inventory of destroyed drugs shall be maintained and documented and signed by the school nurse and a witness.
- 11) The parent or guardian of a student with diabetes who seeks diabetes care while at school must submit to the school a diabetes medical management plan which shall be reviewed and implemented by the school. Upon written request of a student's parent/guardian and, if authorized by the student's diabetes medical management plan, a student with diabetes may be permitted to perform blood glucose checks, administer insulin through insulin-delivery system the student uses, treat hypoglycemia and hyperglycemia and otherwise attend to the monitoring and treatment of his/her diabetes in the classroom or any area of the school or school grounds or at any school-related activity and he/she will be permitted to possess on his/her person at all times all necessary supplies and equipment to perform such monitoring and treatment functions.

The superintendent shall develop necessary rules or guidelines for the implementation of this policy. The superintendent may consult with the school nurse or any other health care professional properly licensed and qualified to develop necessary regulations or guidelines. The superintendent's rules or guidelines will include, but not be limited to, procedures to be followed in the event of a medication or OTC medication error, a description of which medications or OTC medications may only be administered by the school nurse or other licensed health care professional, and emergency medication administration procedures.



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### JGF: Student Safety

Every student, teacher, and visitor shall wear industrial-quality eye protection equipment at all times while participating or observing vocational, industrial arts, chemical, physical, or any other course of instruction involving exposure to any of the following:

molten metal or other molten materials;

milling, sawing, turning, shaping, cutting, grinding, or stamping on any solid materials;

heat treatment, tempering, or kiln-firing of any metal or other materials

gas or electric arc welding or other forms of welding process

repair or servicing of any vehicle

caustic or explosive materials

finishing materials and solvents

injurious radiations or other hazard

Under conditions described above, each teacher shall assure implementation of this policy by providing eye protection as necessary to every individual in his/her instructional area.



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### Policy JGF(2): Seclusion or Restraint of Students

The Board of Education wishes to provide a safe educational environment for all students and establishes

the following standards for the administration of physical restraint with regard to enrolled students.

The use of chemical restraint, mechanical restraint, or prone restraint, as defined by Georgia Department of Education Rule 160-5-1-.35, is prohibited within City Schools of Decatur.

The use of seclusion, as defined by Georgia Department of Education Rule 160-5-1-.35, is prohibited within City Schools of Decatur.

- a. Seclusion does not include situations in which a staff member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked room as the student.
  - b. Seclusion does not include “time-out,” defined as a behavioral intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.
  - c. Seclusion does not include in-school suspension, detention, or a student-requested break in a different location in the classroom or in a separate unlocked room.
3. Physical restraint may be utilized only when the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.
- a. Physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when



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teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.

b. Physical restraint shall not be used:

(i) as a form of discipline or punishment, or

(ii) when the student cannot be safely restrained, or

(iii) when the use of the intervention would be contraindicated due to the student's

psychiatric, medical, or physical conditions as described in the student's  
educational records.

c. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself or others or if the student is observed to be in severe distress.

4. Except as otherwise provided in this policy, before any staff member may implement physical restraint, he or she shall have completed an approved training program on the use of physical restraints on students.

a. Approved training programs will address a full continuum of positive behavioral intervention strategies as well as prevention and de-escalation techniques and restraint.

b. Schools and programs shall maintain written or electronic documentation on training provided and the list of participants in each training. Copies of such documentation will be



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made available to the Georgia Department of Education or any member of the public upon request.

- c. If a staff member who has not completed an approved training program has to physically restrain a student to prevent injury to a student or others in an emergency situation when staff members trained in physical restraint are not available, he or she should ask other staff (or students, if no other staff are present), to request assistance from an administrator immediately.
  
- d. Whenever possible, the use of physical restraint on a student shall be monitored by another staff member or administrator. The use of physical restraint shall be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained.
  
- e. Whenever physical restraint is used on a student, the school or program where the restraint was administered shall notify the student's parent or legal guardian in writing within one school day after the use of restraint.
  
- f. This policy does not prohibit a staff member from utilizing time-out, as defined in paragraph (2) above, or any other classroom management technique or approach, including a student's removal from the classroom, that is not specifically addressed in this rule.
  
- g. This policy does not prohibit a staff member from taking appropriate action to diffuse a student fight or altercation.



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- h. Deciding whether the use of physical restraint is necessary to protect students or others from imminent harm or bodily injury, and taking the actions deemed necessary to protect students or others from imminent harm or bodily injury, are actions that involve performance of discretionary, not ministerial, duties.
- i. In some instances in which a student is an immediate danger to himself or herself or others, the school or program must determine when it becomes necessary to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this policy shall be construed to interfere with the duties of law enforcement or emergency medical personnel.
- j. School officials must notify a student's parent or guardian immediately when emergency medical or law enforcement personnel remove a student from a school or program setting.
- k. The superintendent shall review this policy annually and, if the superintendent deems appropriate, shall request that the Board of Education review the policy and shall make recommendations to the Board of Education regarding any revisions to the policy.



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### JGFB: Supervision of Students

The superintendent or designee shall be responsible for establishing written procedures and guidelines, consistent with this policy and in compliance with Georgia High School Association rules and bylaws, for conducting practices for all sports on days when the temperature and humidity are extremely high. Such procedures shall be distributed each year to all players over the signature of the head coach and shall include, but not be limited to:

1. The establishment of a chart which reflects the heat index for various combinations of  
  
temperature and humidity;
2. The scheduling of practice times when the heat index does not exceed the level set by the  
  
school;
3. The termination of practice when the heat index exceeds the level set by the school; and
4. Information concerning the ratio of workout time to time allotted for rest and hydration at  
  
various heat index levels.

A coach who supervises such practices shall exercise good judgment in responding to a student who, at any heat index level, requests an unscheduled rest or hydration break.

Additionally, a scientifically approved instrument that measures the heat index must be utilized at each practice to ensure that the written procedures and guidelines are being followed.





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### JGFG: Student Accidents

Parents/guardians will be asked to sign a medical release form at the beginning of each school year. If a student experiences injury or illness at school, the parent/guardian of student shall be notified as soon as possible. Regardless of whether a medical release form is on file, in the event of illness or injury, medical attention will be provided by the school nurse or emergency medical services as deemed necessary by the school administration.



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### JGFGB: Concussion Management

The board of education believes that youth athletic activities are an important and valuable part of the educational experience of students. The board of education wishes to provide safe youth athletic activity opportunities to the students of the City Schools of Decatur. In furtherance of that goal, the board of education adopts this concussion management and return to play policy.

As used in this policy, the term:

- 1) “Health care provider” means a licensed physician or another licensed individual under the supervision of a licensed physician, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.
  
- (2) “Youth athlete” means a participant in a youth athletic activity who is seven years of age or older and under 19 years of age.
  
- (3) “Youth athletic activity” means an organized athletic activity in which the majority of the participants are youth athletes and are engaging in an organized athletic game or competition against another team, club, or entity or in practice or preparation for an organized game or competition against another team, club, or entity. This term shall not include college or university activities or an activity which is entered into for instructional purposes only, an athletic activity that is incidental to a nonathletic program, youth athletic activities offered through a church or synagogue, or a lesson.

Prior to the beginning of each athletic season of a youth athletic activity, the administration of each school that offers youth athletic activities shall provide an information sheet to all youth athletes’ parents or legal guardians which informs them of the nature and risk of concussions and head injuries.

If a youth athlete participating in a youth athletic activity exhibits symptoms of having a concussion, that athlete shall be removed from the game, competition, tryout, or practice and be evaluated by a health care provider.



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If a youth athlete is deemed by a health care provider to have sustained a concussion, the coach or other designated personnel shall not permit the youth athlete to return to play until the youth athlete receives clearance from a health care provider for a full or graduated return to play.

This policy is not intended to create any liability for, or create a cause of action against the board of education or their officers, employees, volunteers or other designated individuals for any act or omission to act related to the removal or non-removal of a student from an extracurricular athletic activity.

The board of education authorizes the Superintendent to direct the development of administrative regulations and/or guidelines needed to implement this policy.



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JGI: Child Abuse or Neglect

The State of Georgia requires by law that any school administrator, schoolteacher, school guidance counselor, visiting teacher, school social worker, school psychologist or child service organizational personnel as defined below having cause to believe that a child under the age of eighteen has been abused shall report such incidents.

Any other person who has reasonable cause to believe that a child has been abused may report or cause reports to be made.

Abused means subjected to child abuse.

Child means any person under 18 years of age.

Child abuse means:

1. Physical injury or death inflicted upon a child by a parent or caretaker of the child by other than accidental means; provided, however, physical forms of discipline may be used as long as there is no physical injury to the child;
2. Neglect or exploitation of a child by a parent or caretaker of the child;



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3. Sexual assault of a child; or

4. Sexual exploitation of a child.

Sexual exploitation means conduct by a child's parent or caretaker who allows, permits, encourages, or requires that child to engage in prostitution, or sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct.

Teachers, administrators, counselors, social workers, school psychologists, or nurses who recognize signs of child abuse/neglect in the course of employment by a school or similar facility shall notify the person in charge of the facility, or designee who shall report the incidence as outlined in local procedures.

Child service organization personnel means persons employed by or volunteering at the City Schools of Decatur. All child service organization personnel are mandated reporters under the Child Abuse Reporting Statute.

The principal or designee shall make an oral report to the Department of Family and Children's Services (DFACS) immediately by telephone or otherwise, and followed by a report in writing to DFACS within 48 hours.

Such reports shall contain the names and addresses of the child and parents or caretakers, if known, the child's age, the nature and extent of the child's injuries (including any evidence of previous injuries), and



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any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the person(s) who caused them.

Any person or school system participating in the making of the report, or participating in any judicial proceeding resulting therefrom, shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, providing such participation is in good faith.

Any person or official required by O.C.G.A §19-7-5 to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor and may be punished.



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JHCA: Student Clubs

Student Clubs/Organizations

Equal Access

The board of education regards student clubs and organizations as an important part of the education and development of students. This Policy is adopted pursuant to the Equal Access Act, 20 U.S.C.§4071-4074.

As used in this policy:

1. "School" shall mean any grade 6-12 school in the school system.
  
2. "Club" shall mean a group of students who wish to organize and meet for common goals, objectives, or purposes, but does not include competitive activities or events. There are three types of "Clubs." One, curriculum related clubs are sponsored by the school. Two, non-curriculum related clubs which are sponsored by the school. Three, non-curriculum related clubs which are non-sponsored by the school.
  - a. "Sponsored" shall mean a club which is directly under the sponsorship, direction, and control of the school.
  
  - b. "Non-sponsored" shall mean a student-initiated club which is not under the sponsorship, direction, or control of the school as provided in this policy.

The school shall provide equal access and fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

There are three situations in which a club will be considered to be a curriculum-related club:



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1. If the subject matter of the group is actually taught, or will soon be taught, in a regularly offered course.
2. If the subject matter of the group concerns the body of courses as a whole.
3. If participation in the group results in academic credit.

Any student group which does not directly relate to the body of courses offered by the school is a non-curriculum related club.

Sponsored clubs shall be sponsored by a member of the faculty or administration of the school. The school shall not sponsor clubs which advocate particular religious, political, or philosophical beliefs or ideas. Any such club shall be non-sponsored and must engage a school employee to monitor its activities while on the premises. The school and the school system shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored club or its members.

### Equal Access Regulations

The following general guidelines will be observed in approving, establishing, and operating student clubs at schools in the school system:

1. Each new club must complete and submit a request form to the principal or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club, and meeting dates and time. The principal or his designee will respond to the request, accept or reject the application, and designate the club as either a curriculum related sponsored club, a non-curriculum related sponsored club, or a non-curriculum non-sponsored club.
2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled at the school.





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3. Clubs shall be allowed to meet on school premises during non-instructional time when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty for sponsored clubs or for monitoring non-sponsored clubs. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the principal or designee.

4. All clubs must comply with provisions of the school's rules and regulations.

5. No hazing of students shall be permitted.

6. The principal or designee may deny the opportunity of any club to meet on school premises and may deny permission of any non-school person to meet with or speak to a club on school premises when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school or if the meeting or activities in the meeting are or will be in violation of any law or ordinance.

7. The principal or his designee may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially and substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

8. For sponsored clubs, the following additional guidelines will apply:

a. Each sponsored club will have a faculty member appointed as sponsor. The sponsorship shall be approved by the principal or designee.

b. All activities of the club must have prior approval of the sponsor.

c. Club funds shall be subject to deposit, audit, and disbursement in accordance with the regulations of the school district and state law.



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d. The content and placement of club posters or advertisements shall be approved by the club sponsor.

For non-sponsored clubs, the following additional guidelines will apply:

a. The formation of non-sponsored clubs shall be student-initiated.

b. Every club must have a school district employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school, and to assure that order and discipline is maintained. Monitors shall attend the meetings of non-sponsored clubs only in a non-participatory capacity.

c. The school system shall not be identified or associated with the goals, objectives, activities or opinions of any non-sponsored clubs or its members. School facilities may not be used by non-sponsored clubs to raise money. School accounts may not be used for non-sponsored club funds. Club funds are the responsibility of the club. The school name, mascot, etc. may not be used in posters and literature or in any manner which may identify or associate the non-sponsored club with the school or school system.



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JQK: Exchange Students

The board of education may waive tuition for a foreign student representing an appropriately sponsored and properly managed student exchange program. The tuition may be waived for a period not to exceed one school year, and during the school year in which the tuition is waived, the foreign student must reside in a school system attendance area.



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### JS: Student Fees, Fines, and Charges

The board of education shall provide basic instructional materials required to complete each course of study funded for credit by the Georgia Department of Education. Neither tuition nor fees shall be charged for state-funded courses.

Students may be required to supply materials basic to all courses, such as paper, pencils, crayons, and pens. No specific types or brands of material may be required. Any required materials above and beyond these shall be provided by the board of education.

Students may be required to provide clothing appropriate for a particular course. A definition of such clothing may be generic but not specific to color or brand. If a specific uniform in terms of color and/or style is required, the board of education shall furnish it. If no specific uniform is required, other than appropriate dress and/or rubber-soled shoes, the student shall be responsible.

In schools with instrumental music programs, there shall be a basic list of instruments and/or equipment that shall be provided equitably to all students. However, students may rent or purchase their own instruments.

Fees may be charged for extracurricular activities as long as these charges are not made a condition of attendance or credit within the normal day academic program. Examples of legitimate charges include, but are not limited to, the following:

1. gate admission
2. student publications
3. graduation fees (if participation is not required)
4. replacement/repair costs for loss or abuse of school system property



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### 5. activity fees

Students shall be responsible for instructional materials, textbook(s) issued to them, and library materials checked out in their names. If instructional material, library material, or issued textbook(s) is lost or damaged beyond repair, the student shall pay full replacement cost.

If instructional material, library material, or issued textbook(s) is seriously damaged, the fine shall not be less than 50% of the replacement cost unless the principal receives permission to charge less from the assistant superintendent for instruction. For other damage fines shall be calculated according to extent of damage and ensuing repair costs.

Student records shall not be withheld from other schools or school systems for failure to pay fines.



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KBA: Public's Right to Know

Public Information/Web Sites

School and school district Web sites are chief communication tools for informing various stakeholder groups. None of the Web sites hosted by City Schools of Decatur create, nor are they intended to create, a public or limited public forum. Nothing published on these sites shall be interpreted to open school system facilities for indiscriminate use by the general public.

All material published on any Web site hosted by City Schools of Decatur shall serve an educational purpose only. Web pages hosted by City Schools of Decatur shall not be used to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises.

All Web pages hosted by City Schools of Decatur and the material displayed thereon shall be the property of and owned by City Schools of Decatur.



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### KDCA: Solicitations by Staff

Solicitations of funds by staff members or from staff members for any purpose shall not be permitted without the approval of the superintendent or designated administrator.



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### KG: Use of School Facilities

Public or private use of school system facilities including playgrounds, parking areas, buildings, and/or equipment may be permitted if use of such facilities does not interfere with school system operation.

All requests for use of school system facilities shall be made to the superintendent or designee. Authorization for such use shall not be considered as endorsement or approval of the activity, group, or organization using the facilities.

All persons using school system facilities shall hold the local school board free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of school system facilities.





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KHE: Gifts to Schools

The board of education shall reserve the right to accept or deny donations from any source.

Donations may include real or personal property, as well as donations of services. Any donated property shall be under the control of the board of education and be disposed of as the board sees fit unless prior arrangements have been made in a written agreement with the board. The board shall only consider accepting donations that conform to state and federal laws and to policies and procedures of the school system including, but not limited to, any applicable safety standards.

In order to assist the school system in maintaining compliance with the Georgia Equity in Sports Act, any donations made to athletic programs of the school system and accepted by the board must be accompanied by either a valuation of such donation or an accounting of actual costs incurred by the donor regarding the donation.



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KIB: Special Interest Materials Distribution

Student Exercise of Free Speech in Non-Curricular Related Publications

The board is supportive of students' civil rights, including the right of free speech and expression, and encourages the exercise of those rights. All non-curricular related publications, brochures, fliers, notices, or materials in any format or medium must be submitted for approval to the principal or principals of any school or schools where the materials will be distributed no less than 48 hours prior to distribution. The principal(s) shall review the non-curricular materials to determine that the materials will not materially or substantially interfere with the educational activities of or orderly operation of the school system. The principal's review shall be solely for the purpose stated above. All non-curricular related publications, brochures, fliers, notices, or materials shall contain the date that distribution is commenced and shall contain the following disclaimer in an obvious and easy-to-read location: "The aims, policies, and opinions of this organization are not endorsed or sponsored by the Administration or the Board of Education of the City Schools of Decatur."

Upon approval by the principal(s), the non-curricular related materials may be distributed to the members of the non-curricular organization seeking to distribute the materials at its regularly scheduled meetings held on school system premises. Additionally, the approved non-curricular materials may, for a period of seven school days, be placed upon the table, bulletin board, or other area within the school building designated for the distribution of non-curricular related materials. All schools shall designate an area within the school building for the distribution of non-curricular materials. In order to maintain an orderly area as well as to make space for other approved materials, it shall be the responsibility of the person distributing non-curricular related materials to remove any of his or her materials remaining in the designated distribution area after seven school days. The principal may remove any materials remaining in the designated distribution area for more than the allotted seven school days.

This policy contains the exclusive method for the distribution of non-curricular related materials in any school in the school system. Any student who violates this policy may be subject to the disciplinary policies of the school system.

First Amendment

Tinker v. Des Moines Independent Community School Dist., 393 U.S. 503 (1969).



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Shanley v. Northeast Independent School District, 462 F.2d 960 (5th Cir. 1972).



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### KJ: Advertising in the Schools

Commercial advertising in the schools shall be prohibited unless it is directly related to activities that are school-sponsored or is directly related to services offered by the school system to school-age students.

All advertising material, pamphlets, bulletins, or circulars allowed under this policy must be approved by the superintendent or his or her designee prior to distribution or posting.



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### KM: Visitors to School

The board of education recognizes the importance of a safe environment for students and staff. To provide for the health and safety of students and staff; for the protection and efficient use and enjoyment of the school's property and for the responsible management and operation of the school, the following policy is established.

#### Visitors to School

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 or to loiter on school grounds, 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.

#### School Grounds and Playground Areas

The board of education desires school grounds to be utilized as a resource for the community; however, the health and safety of City Schools of Decatur students is of primary importance. The presence of unauthorized visitors on school grounds, including, but not limited to, playground areas, during school hours may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.

Except as provided in Policy IF, companion or domesticated animals (such as dogs, cats, horses, etc.) are not allowed at any time that school is in or out of session in the school, classroom, or on school grounds, including, but not limited to, playground areas. If, despite the prohibition contained herein, a companion or domesticated animal comes upon school grounds, the owner of the companion or domesticated animal shall be responsible for cleaning up after the animal.

Bringing companion or domesticated animals onto school grounds, possessing or using alcohol or illicit drugs on school grounds, dumping trash or other waste, or engaging in any unlawful behavior on school



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grounds at any hour of the day or night, whether school is in or out of session, is prohibited and shall constitute an unauthorized use of school property. The unauthorized use of school property may constitute trespassing and may subject violators to criminal prosecution under the laws of the State of Georgia.



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LEB: Parents Organizations

Parent/Family Engagement

The board of education understands the importance of parent/family engagement in the education of students. Because parents and family members are teachers of their children, they play a vital role in the school system's effort to educate all students. As a result, the board of education supports the efforts of parents, families, and educators to make parent/family engagement in education a priority.



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MFB: Student Teaching and Internships

The board of education recognizes the importance of, supports, and encourages collaboration with surrounding colleges and universities in their teacher training programs.





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MK: Educational Accreditation Agency Relations

The board of education recognizes the importance of all schools and the school system as a whole in maintaining appropriate accreditation and shall require adherence to a regularly scheduled accreditation process.