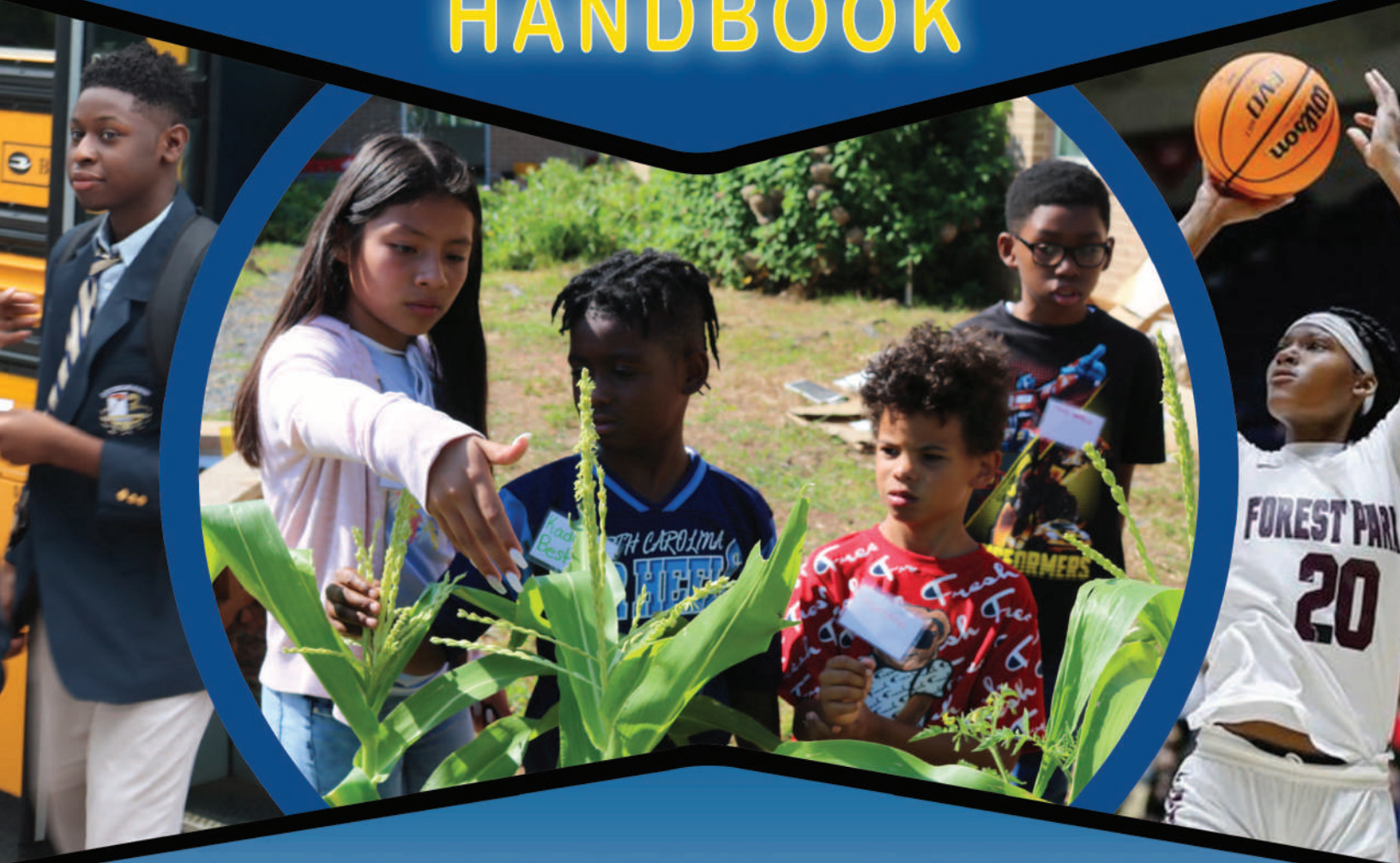




CLAYTON COUNTY PUBLIC SCHOOLS

"COMMITTED TO HIGH PERFORMANCE"

# STUDENT HANDBOOK



# 2020-2021



# CLAYTON COUNTY PUBLIC SCHOOLS

## VISION STATEMENT

The vision of Clayton County Public Schools is to be a district of high performance preparing ALL students to live and compete successfully in a global society.

## MISSION STATEMENT

The mission of Clayton County Public Schools is to empower students to achieve academic and personal goals.

**You can help keep CCPS safe by talking to school staff, parents, guardians, and other trusted adults.**

## GEORGIA HELPLINES - Anonymous & Toll Free

**Call 1-877-SAYSTOP to Weapons, Violence, Gangs, Abuse & Bullying**

### Crisis Resources

	<p>A free 24/7 helpline providing mental health crisis assistance and access to mental health resources throughout the state of Georgia</p>	<p>1-800-715-4225 or mygcal.com</p>
	<p>For emergencies in which law enforcement may be called, ask for a Crisis Intervention Team (CIT) officer</p>	<p>Dial 9-1-1</p>
	<p>Reach a trained counselor by text message. Youth and teens are especially welcome.</p>	<p>Text 'GA' to 741-741.</p>
	<p>Suicide Prevention Lifeline</p>	<p>1-800-273-TALK or 1-800-SUICIDE</p>





# Clayton County Public Schools

## Office of the Superintendent

1058 Fifth Avenue • Jonesboro, Georgia 30236 • (770) 473-2700

MORCEASE J. BEASLEY  
Superintendent/CEO of Schools

Greetings Students and Parents,

Welcome to the 2020-2021 School Year. I would predict that this school year will also be one to remember. As we continue to deal with a global pandemic due to the spread of COVID-19, we find ourselves in a global situation we have only imagined in movies. We certainly never thought we would be here last year this time. Our new reality involves extended school closures, social distancing, and virtual learning for all as our nation and world shelter in place. As we begin this school year, we find ourselves developing reopening models that will allow us to have school regardless of the pandemic.

Clayton County Public Schools is working to redesign as we ensure all students have access and resources to participate in virtual learning called Extending Learning Beyond The Classroom. Our Board of Education has approved the securing of chromebooks for students. Our partners are helping us ensure students have access to WiFi to use the chromebooks. Most importantly, we have identified reopening models that include face-to-face, virtual learning, and a blend of face-to-face and virtual learning. Our models have been developed to afford us the flexibility needed to implement social distancing and to pivot between models as the pandemic situation changes for the better or worse. Indeed, we must remain in the mindset of readiness and flexibility as we focus on the safety of our students, employees, and community.

As we begin school, all students and parents are encouraged to review the policies and information located in the student handbook. Being informed is one of the best ways to be prepared for any situation in life. Please work with your teachers, counselors, assistant principals, principals, and other staff members, including maintenance and school nutrition workers, as they work with students and parents to create a safe and positive learning environment. Given the pandemic, now is the time for all of us to work together to ensure a safe school environment. We must continue to prioritize that we are a "Community." Let us continue to build positive relationships that value, love, and support one another. Now is the time if there has ever been a time. If we do this, there will be no issue or concern that we cannot work together to address and resolve.

Have a great school year. Please continue to stay connected and remain informed as we navigate this pandemic and its impact as a united community working to redesign our school district to achieve a culture of high performance. It is my earnest desire that all of you will have a safe, productive, positive, and successful school year.

Sincerely,

Dr. Morcease J. Beasley  
Superintendent/CEO of Schools

# FOREWORD

This 2020-2021 Parent and Student Handbook contains information for parents, guardians, and students of Clayton County Public Schools. We urge parents and guardians to read and discuss this handbook with their children. It is not possible for this handbook to address all issues that might arise during the school year. Parents, guardians, and students should understand that local school administrators will use their professional judgment based on board policy and administrative rules to make decisions in specific situations not covered in this handbook.

The Clayton County Public Schools Vision is to continue as a district of high performance preparing ALL students to live and compete successfully in a global economy. The district realizes that a vision of this magnitude requires smart and focused work, high expectations for all, and a strong partnership between school and community. The journey to realizing our vision is deeply rooted in the Clayton County Public Schools Strategic Improvement Plan that is the direct result of the work of multiple stakeholder groups. This document is the roadmap to systemic improvement in the district. It supports the comprehensive local education agency improvement plan and its addendum that are required by the state and federal governments under the Elementary and Secondary Education Act (formerly No Child Left Behind legislation). The Clayton County Public Schools Strategic Improvement Plan is located at [http://www.clayton.k12.ga.us/about/plans\\_and\\_reports](http://www.clayton.k12.ga.us/about/plans_and_reports).

In addition, Clayton County Public Schools seeks to increase student learning by improving student behavior and discipline. Social Emotional Learning (SEL) provides tools to support the whole student. SEL is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Each school has high expectations that students will behave in a way that facilitates learning for themselves and others. Students are expected to respect school employees and each other, adhere to policies adopted by the Board, and follow school rules.

Teachers are expected to maintain order and discipline in the classroom and address minor infractions to maintain a positive learning environment. The teacher will make every attempt to communicate (via phone calls, notes, e-mails, conferences, etc.) with parents, guardians, and students regarding behavioral concerns within the classroom. The goal is to resolve any behavioral concern early and at the lowest possible level of intervention. When offenses are repetitious or of a serious nature, the student is referred to an administrator (Principal or Assistant Principal).

Clayton County Public Schools		
	English	If you require assistance with this document in a language other than English, please call 770-473-3232 or email <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> . Thank you!
Arabic	العربية	أو الإرسال على 770-473-3232 إذا كنت بحاجة للمساعدة للحصول على هذا المستند بلغة أخرى غير الإنجليزية، يرجى الاتصال على <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> الإلكتروني. شكراً لله!
Cambodian/Khmer	ខ្មែរ/កម្ពុជា	ប្រសិនបើអ្នកត្រូវការជំនួយជាមួយឯកសារនេះជាភាសាដទៃទៀតពីភាសាអង់គ្លេស សូមទូរស័ព្ទទៅលេខ 770-473-3232 ឬផ្ញើអ៊ីមែលទៅ <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> ។ សូមអរគុណ!
Chinese	中文	若您在阅读这份文件时需要英语以外其他语言协助，请致电770-473-3232或电邮至 <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> ，谢谢!
French	Français	Si vous avez besoin d'aide pour ce document dans une autre langue que l'anglais, veuillez appeler le 770-473-3232 ou envoyer un e-mail à <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> . Merci !
Haitian Creole	Kreyòl Ayisyen	Si w bezwen èd ak dokiman sa a nan yon lang ki pa anglè, rele 770-473-3232 oswa voye yon imèl nan <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> . Mèsi!
Gujarati	ગુજરાતી	જો તમને આ દસ્તાવેજ સમજાવવાની અન્ય ભાષામાં આ જરૂરિયાત હોય તો, કૃપા કરી આઈ કોલ કરો 770-473-3232 અથવા આઈ ઈમેલ કરો <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> . આભાર!
Lao	ພາສາລາວ	ຖ້າທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນພາສາອື່ນໃນພາສາອັງກິດ, ກະລຸນາໂທ 770-473-3232 ຫຼື ຊົ່ງອີເມວ <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> . ອໍຂອບໃຈ!
Spanish	Español	Si necesita asistencia con este documento en un idioma diferente al inglés, comuníquese al 770-473-3232 o por correo electrónico a <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> . ¡Gracias!
Urdu	اردو	یہ 770-473-3232 اگر آپ کو انگریزی کے علاوہ کسی اور زبان میں اس دستاویز کے لئے مدد کی ضرورت ہو تو۔ براہ مہربانی براہ عمل کریں۔ آپ کا شکریہ! <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> کال کریں یا
Vietnamese	Tiếng Việt	Nếu quý vị cần hỗ trợ với tài liệu này bằng một ngôn ngữ khác ngoài tiếng Anh, vui lòng gọi 770-473-3232 hoặc gửi email đến <a href="mailto:interpreter@clayton.k12.ga.us">interpreter@clayton.k12.ga.us</a> . Xin cảm ơn!

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## ANNUAL NOTICE OF NONDISCRIMINATION

The Clayton County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Legal Compliance Officer  
 Attn: Latasha Lowe  
 Fifth Avenue  
 Jonesboro, GA 30236  
 Email: [latasha.lowe@clayton.k12.ga.us](mailto:latasha.lowe@clayton.k12.ga.us)  
 770-473-2700

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481

# PERMISSION FOR STUDENT INTERVIEWS AND MEDIA RELATIONS

On occasion, the Clayton County Schools District (the District) may permit various media outlets to interview, record, or photograph District students. The District may also interview students to highlight or promote District and school programs. A student may be asked by the media outlet or the District to provide some personal information such as the student's full name, parents' names, or opinions on various topics. I understand that publication would result in the public release of such personally identifiable information. This publication may be by means and entities outside the control of District and is information that would otherwise be protected from District release by the Family Educational Rights and Privacy Act (FERPA). By signing below, I consent to the release of this personally identifiable information in connection with my child's participation in media relations or interviews. Once it is collected, this information can be publicly accessed by individuals on or off campus by way of newspapers, television, radio, websites, and other media.

By signing below, I grant permission to the District and to anyone properly authorized by the District to interview, photograph, audio-record, and videotape my student during regular school hours on school grounds and at student activities for these purposes. I understand and acknowledge that participation in media relations or interviews is voluntary and by its very nature may possess the actual or potential risk of physical and emotional injury or illness to my child or any individual who participates. I am aware there is no District insurance coverage for medical treatment for personal injuries, emotional distress, or property damage which may arise out of student participation or publications released in association therewith. I understand, acknowledge, and agree that the District shall not be liable for any injury (emotional or physical) suffered by my child that is associated with participating in media relations or interviews according to this form.

I understand that the District makes every effort to ensure the experience is positive, yet the District may have limited control over what information is received and how it is used. Students may certainly refuse to answer any question that makes them uncomfortable or may refuse to participate at all. The student's instructional time will not be unduly disrupted for these purposes. School personnel are available to provide support to the student before, during, and after this process.

I hereby release, discharge, indemnify, and agree to hold harmless the Clayton County Public Schools District, Members of the Clayton County Public Schools Board of Education (past, present, and future officers), attorneys, agents, employees, predecessors and successors in interest, and assigns, hereinafter District releases from all liability arising out of or in connection with my child's participation. For the purpose of this release, liability means all claims, demands, losses, causes of action, suits, or judgments of any kind that my student or parents, guardians, heirs, executors, administrators, and assigns have or may have against the District releases because of student's personal, physical, or emotional injury, accident, illness or death, publicity, release of personally identifiable information, or because of any loss of or damage to property or reputation that occurs to the student or his or her property during participation or as a result of its publication due to acts of passive or active negligence by District releases other than actions involving fraud or actual malice.

I acknowledge that I may revoke this release at any time during the school year by mailing or delivering a written notice to my student's principal.

## PERMISSION FOR STUDENT INTERVIEWS AND MEDIA RELATIONS

\_\_\_\_\_  
Name of Student (Please Print)

\_\_\_\_\_  
Signature of Student  
**Required for students 18 years of age**

\_\_\_\_\_  
Date of Student Signature

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date of Parent/Guardian Signature (s)

# ACCEPTABLE USE OF CLAYTON COUNTY PUBLIC SCHOOLS' DIGITAL RESOURCES

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Name of Student

---

School

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Homeroom Teacher

I acknowledge as the signee of this document that the privilege to responsibly use Clayton County Public Schools' (CCPS) internal network (connection to the Internet and Wi-fi) and its other digital resources is extended to me. I am responsible for good behavior and character online in the same manner expected in school buildings. Should problems or questions arise, I agree to seek help. If I become aware of any abuses, I agree to contact an appropriate faculty or staff member. I understand that I may be subject to disciplinary action if I do not abide by these guidelines and consequences may include temporary or permanent revocation of my privileges to use CCPS digital resources. I further agree to abide by any additional rules and regulations governing the use of digital resources put forth by CCPS including those outlined in the Student Code of Conduct.

## Digital Resources

These policies exist to promote the positive, responsible, and ethical use of digital resources by students to enhance their learning experience. Digital resources include but are not limited to computers, laptops, tablets, MP3 players, e-Readers, student response systems, cameras, interactive panels, installed instructional software, web-hosted instructional applications, CCPS district Internet access, and CCPS district Wi-Fi. Responsible and acceptable use is defined by the following guidelines.

## Student Accounts

Students of CCPS are assigned their own unique accounts to log into the CCPS Portal and access various instructional applications. Students are responsible for maintaining and managing their account. Students should **never** share their credentials with others. School network account usernames and passwords are confidential information of the user and must not be shared with others. It is a violation for students to give passwords to another student for any reason. It is a violation to use another student's credentials for any reason. **Students are responsible for the content accessed, uploaded, downloaded, posted, shared, and transmitted on any device through their account.** While accounts are assigned to students, the accounts are the property of CCPS. All network traffic is traceable. See "Digital Citizenship" section for information on protecting student account information. The CCPS Portal is a self-service portal. Students are responsible for claiming and managing their account. Students are responsible for resetting their own passwords.

## Network Resources (Internet, Wi-Fi)

Information gathered via the Internet shall be related to educational purposes for enhancing the teaching program and student achievement, provide support for instructional and curricular goals, and assist students in the attainment of skills necessary to continue their development as lifelong learners in a technologically advanced world. **Information accessed, shared, posted, maintained, and stored is to be for educational purposes only.** Furthermore, users of the CCPS network do not have an expectation of privacy and CCPS will and without prior notice monitor and review network traffic. Users of the CCPS network will not access or transmit in any way content that would be considered damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, unlawful, or harassing.

## Extending Learning Beyond the Classroom (ELBC)

*Students must adhere to the following when using CCPS devices and the CCPS network at all times.*



## Device Care and Responsibility

ELBC devices provided by Clayton County Public Schools are for academic purposes only. Students should take great care when using these devices and never cause deliberate damage. Students are responsible for any device assigned to them by teachers or other school personnel. Abuses or accidental damages to CCPS devices should be reported to teachers or school personnel immediately. Students found damaging school provided devices may lose access to them permanently. Additionally, parents or guardians are financially responsible for damages if students lose, deface, or otherwise destroy CCPS devices through willful intent or neglect.

### ALWAYS

- Respect and uphold copyright laws (**See Digital Citizenship**).
- Care for devices as if you paid for them.
- Always use appropriate academic language. Always inform the teacher or other school authority of any inappropriate behavior observed.
- Use extreme care when using touch screen devices. Access only sites based on the directives of the teacher or other school personnel. All others are prohibited.
- Return devices to the proper storage area when not in use (classroom carts).
- Understand that communication and transmission of information is trackable and traceable to the user.
- Use devices for district or educational purposes only. The devices are CCPS property and are subject to inspection at any time and without prior notice. All users will comply as requested.
- Charge ELBC devices at home. A fully charged Chromebook will last throughout the school day.
- Leave the ELBC charger at home.
- Only log into your ELBC device.

### NEVER

- Never use inappropriate, obscene, profane, threatening, or disrespectful language on CCPS network resources or devices.
- Never publish content without approval by appropriate school personnel.
- Never participate on message boards or in chat rooms without teacher supervision or direction.
- Never deliberately access inappropriate content. All traffic is monitored.
- Never access social media sites without appropriate approval.
- Cyberbullying is strictly prohibited.
- Never access CCPS network, data, or devices without proper authorization.
- Never eat or drink while using CCPS devices.
- Do not needlessly touch the screen or monitor.
- Do not access shareware. This is prohibited.
- Never attempt to bypass security and content filters.
- Never download or install software without approval from the Department of Technology.
- Never alter or deface the asset tags or identifying stickers in any way. Never affix anything to the devices.
- Never attempt to remove or change the physical structure of the computer or case. This includes keys, screen cover, and plastic casing.
- Students should never use another student's ELBC device.

## Digital Citizenship

Digital citizenship is the norm for appropriate, responsible technology use. CCPS expects students to conduct themselves responsibly and develop safe practices when using digital resources at school AND at home. Important elements of digital citizenship include but are not limited to the following guidelines:

**A digital footprint is permanent.** Think before you hit send or post. Once content is posted, it can never be permanently deleted. Anyone who views it can download or save it. Inappropriate posts may prevent you from acquiring a job or attending the college of your choice. Never post pictures or texts that you may later regret.

**Be respectful in all electronic communications.** Everything you post can be traced back to you. Never use digital resources to project anger to anyone. This type of behavior, while using CCPS digital resources, may result in the revocation of access to these resources.



## **Communicating with strangers online is dangerous.**

**Never give out personal information online (your name, address, contact information, social security number, etc.). Never agree to meet someone you have met online. Always tell a parent, guardian, or teacher if anyone ever makes you feel uncomfortable online.**

**Copyright infringement is unethical and illegal.** Infringement occurs when an individual reproduces a work that is protected by copyright without permission from the creator. If you are unsure whether use of material is permitted, request permission from the copyright owner or seek guidance from school personnel. Never copy or paste from the Internet without properly citing the source.

**Users should always protect their accounts.** Never share your CCPS account information with friends. Never try to use another student's account information. Never leave a computer logged in with your account information. Never write down your account information where others may see it. **You are responsible for the content accessed or transmitted using your account information.**

The CCPS Instructional Technology team has developed electronic tutorials in which all students are expected to participate. These tutorials can be accessed on the district's website. Parents are encouraged to view the tutorials and have discussions with students about conduct in a digital environment—early and often. Additionally, students will have opportunities to utilize the tutorials at school.

## **Infinite Campus Parent Portal Guide**

Clayton County Public Schools understands that parental access to information is a critical link in guiding and supporting students. The Infinite Campus Parent Portal is designed to help you stay up-to-date with your child's assignments, activities, and academic progress. In this secure site, information about your child is just a click away. You can view assignment details, track attendance, and print report cards. Teachers, counselors, and staff publish information as it is available providing parents immediate access to student performance. You can log onto the Infinite Campus Parent Portal to view your child's information from anywhere Internet access is available.

Schools post announcements, important notices, and meetings onto the portal allowing busy families to schedule, plan, and stay informed.

## **How it Works**

The Campus Parent Portal is designed specifically for parents. The portal utilizes enhanced features including a responsive design optimized for use on computers, mobile devices, and tablets. Upon registration, your account will remain active while your child maintains enrollment within the district.

## **Access to the Infinite Campus Portal**

Instructions for acquiring your username and password login credentials are provided on the CCPS website:

<https://www.clayton.k12.ga.us/>

Select: Parents, Infinite Campus Overview, and then Log on to Infinite Campus for Parents to access the portal.

**Parent Portal direct access:** <https://sis.clayton.k12.ga.us/campus/portal/clayton.jsp>

## **Security Features**

The Infinite Campus Portal incorporates the highest level of security. Parents and guardians can see only information related to the students they are authorized to view. Parents and guardians have access only to the links provided. This access is dependent upon the information provided to the school during registration about parent and guardian rights, living arrangements, etc. provided to the school during registration. By default, the system will automatically end any user session that has been dormant for sixty minutes. Five unsuccessful login attempts will disable the portal account. To access the portal again, parents must contact the school to have the account reactivated. Additional security settings include an access log that monitors successful logins.

## Account Access Procedures

The first time you attempt to access the Parent Portal, you must retrieve your Activation Key to create a username and password. The Activation Key is only needed the first time you access the portal to create your username and password.

1. From the Portal Login page, select the “Click Here” link next to the text, if you do not have an Activation Key. This option is only used when a username and password are created. Enter the requested information and select the Activate Your Parent Portal Account. Now, to create your username and password.
2. The Activation Screen will display. This is where you enter the Activation Key you received in the previous step.

For more information about the Infinite Campus Parent Portal, please view the guide at [https://www.clayton.k12.ga.us/parents/infinite\\_campus\\_overview/](https://www.clayton.k12.ga.us/parents/infinite_campus_overview/)

## ACCEPTABLE USE OF CCPS DIGITAL RESOURCES

**Student** - I understand and will abide by the terms and conditions for using the digital resources in Clayton County Public Schools. I understand that any violation of the terms of these policies is unethical and may result in disciplinary action against me including revocation of CCPS digital resources and privileges and may also constitute a criminal offense.

\_\_\_\_\_  
**Name of Student (Print)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

### Parent/Guardian

I hereby release, discharge, indemnify, and agree to hold harmless CCPS, members of the CCPS Board of Education (past, present and future officers), attorneys, agents, employees, predecessors, and successors in interest, and release from any and all liability arising out of or in connection with the use of CCPS technology resources. I will instruct my child regarding the rules of use of the resources contained in this document.

I understand that CCPS is compliant with rules and policies in place to protect my child including the Children’s Internet Protection Act (CIPA). Our schools are required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained within inappropriate sites is blocked. However, it is impossible for CCPS to restrict access to all materials deemed as questionable, and I will not hold the school system responsible for such materials accessed using CCPS technology resources. I also agree to report any inappropriate use of the system to the Department of Technology.

As the parent or guardian of this student, I have read the policies and regulations in this document. I acknowledge that my child may have access to all the digital resources (including the Internet) available through CCPS.

\_\_\_\_\_  
**Name of Parent/Guardian**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parent and student rights under FERPA are described below:

1. Every parent and eligible students have the right to inspect and review the student's education records within forty-five days of the date the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records for inspection. The principal will arrange for access and notify the parent or eligible student of the time and place the records may be inspected.
2. Every parent and eligible students have the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Clayton County Public Schools to amend a record they believe is inaccurate or misleading. The parents or student should notify the school principal in writing, clearly identify the part of the record for which modification is requested, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise the parent or student of the right to a hearing regarding the request for amendment. **Additional information regarding the hearing procedures can be found in Policy JR, Student Records, at [www.clayton.k12.ga.us](http://www.clayton.k12.ga.us).**
3. Every parent and eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, support staff member, health or medical staff, or law enforcement unit personnel. School officials include the Board of Education, District approved volunteers, a person or company under the direct control of the District with respect to the use and maintenance of education records and contracted with the District, or anyone performing a service or function for which the District would otherwise employ such as an attorney, auditor, medical consultant, therapist, or insurance adjuster. Also included are parents and students serving on an official committee (such as a disciplinary or grievance) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district or school in which a student seeks to enroll.
4. Every parent and eligible students have the right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202-8520.
5. The District may disclose appropriately *designated directory* information without written consent unless you have advised the District otherwise per District procedures. Directory information is generally not considered harmful or an invasion of privacy if released. Directory information includes a student's name, address, email address, phone number(s), date and place of birth, grade level, dates of attendance, most recent school attended, awards received, photographs and image, participation in school activities and sports, weight and height of members of athletic teams, degrees, or similar information. The District may include identifying information in a playbill, school and District websites, annual yearbook, honor roll or recognition lists, graduation programs, sports event publications such as a football game programs, District classrooms, television stations (Channel 24), social media sites, and blogs for the purposes of recognizing student achievement and informing the community about school or events.
6. **Parents and guardians of students under 18 years of age or a student 18 years of age or older objecting to the release of this information should submit the objection in writing and notify the school principal no later than ten calendar days after the first day of school or within ten calendar days of the student's enrollment. A sample request is displayed below:**

_____ (date)
Dear _____: (principal's name)
I object to the release of the directory information for:
_____ (student's name)
Under the Family Education Rights and Privacy Act (FERPA).
Sincerely,
_____ (Parent/Guardian/Student 18 and over signature)

# **PARENT RIGHT TO KNOW TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

Clayton County Public School System receives Title I and Title II funds for federal programs that are part of the compliance requirements of the Every Student Succeeds Act. You may request information about the professional qualifications of your student's teachers and paraprofessionals. Clayton County Public Schools is happy to provide this information and will do so as quickly as possible. At any time, you may request the following information:

- State qualifications and licensing criteria for the grade levels and subject areas in which a teacher provides instruction
- Emergency or provisional status through which state qualifications or licensing criteria have been waived for a teacher Credentials regarding teacher qualifications in a specific field of discipline

You may also ask if your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The staff at your child's school is committed to helping your child develop the academic knowledge and critical thinking required to succeed in school and beyond. That commitment includes making sure that all our teachers and paraprofessionals are highly skilled.

If you wish to request information concerning the qualification of your child's teachers or paraprofessionals, please contact the principal by phone or e-mail.



# **MARK YOUR CALENDARS**

## **PARENT ACADEMIES**

**OCTOBER 10, 2020 - LITERACY & NUMERACY**

**DECEMBER 5, 2020 - SCIENCE & SOCIAL STUDIES**

**MARCH 20, 2021 - GEORGIA MILESTONES ASSESSMENT**

**APRIL 24, 2021 - CULMINATING ACADEMY EVENT**



## **THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTICE**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, the collection and use of information for marketing purposes, and certain physical exams. This includes the right to consent before students are required to submit a survey that concerns one or more of the following areas of “protected information survey” if the survey is funded in whole or in part by a program of the US Department of Education (ED).

1. Political affiliations or beliefs of the student or student’s parent
2. Mental or psychological problems of the student or student’s family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

Parents have the opportunity to opt students out of the following activities:

1. Any other protected information survey, regardless of funding
2. Any nonemergency, invasive physical exam, or screening required as a condition of attendance administered by the school or its agent and not necessary to protect the immediate health and safety of a student except for hearing, vision, scoliosis screenings, physical exams, or screening permitted and required under State law
3. Activities involving the collection, disclosures, or use of personal information obtained from students for marketing, to sell, or to otherwise distribute the information to others.

Parents may inspect upon request and before the administration may use the following materials:

1. Protected information surveys of students
2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
3. Instructional material used as part of the educational curriculum

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

After requesting parental input, Clayton County Public Schools developed and adopted policies regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Clayton County Public Schools will directly notify parents of these policies annually at the start of each school year and after any significant changes.

The District will also notify directly, such as through US Mail or email, the parents of students who are scheduled to participate in specific activities or surveys and provide an opportunity for the parent to opt the student out of participation of the specific activity or survey. Clayton County Public Schools will notify parents at the beginning of the school year if the District has identified or approximates surveys at that time. For surveys and activities scheduled after the school year begins, parents are provided reasonable notification of the planned activities and surveys and are provided an opportunity to opt their child out of such activities and surveys. Parents are also provided an opportunity to review any pertinent surveys.

**Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-8520.**

### **LANGUAGE SERVICES**

Clayton County Public Schools offers interpretation services at no cost to parents. Parents can request services from school officials or call the International Center at 770-473-3232 to request an interpreter for a meeting or conference. Translation services are also provided to schools and departments to enhance communication.

### **SIGN LANGUAGE INTERPRETERS**

Clayton County Public Schools offers sign language interpreters at no cost to parents. Parents can request services from school officials at the Department of Exceptional Students at 770-473-2700 or locate the form online

**[http://www.clayton.k12.ga.us/UserFiles/Servers/Server\\_54431/File/Departments/Teaching%20and%20Learning/Special%20Education/FY2015SignLanguageInterpreterForm.pdf](http://www.clayton.k12.ga.us/UserFiles/Servers/Server_54431/File/Departments/Teaching%20and%20Learning/Special%20Education/FY2015SignLanguageInterpreterForm.pdf)**

## **GUIDANCE REGARDING COVID-19**

NOW, THEREFORE, in accordance with O.C.G.A. §§ 31-2A-4(4) and 31-12-4, Chapter 511-9- 1 of the Rules of the Georgia Department of Public Health (“Department”), and Governor Kemp’s Executive Orders.

### **ISOLATION**

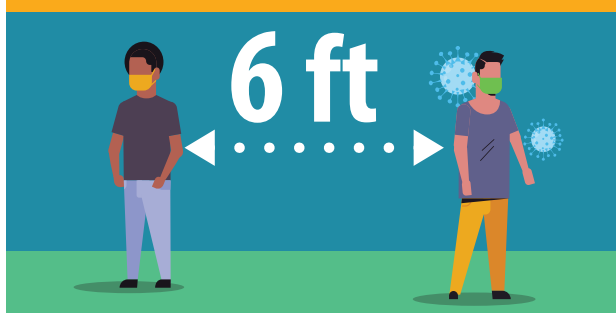
1. Persons with Known COVID-19. Upon notification by a healthcare provider, public health official, or clinical laboratory of a positive laboratory-confirmed test for COVID-19, the person testing positive for COVID-19 shall immediately isolate himself or herself at home or another location approved by the Department.
2. Persons with Suspected COVID-19. Upon notification by a healthcare provider or public health official that COVID-19 infection is diagnosed or suspected based on symptoms, the person with suspected COVID-19 infection shall immediately isolate himself or herself at home or another location approved by the Department. The CDC recognizes the following symptoms of COVID-19 infection: fever (a measured temperature over 100.4 degrees Fahrenheit or a feeling of feverishness), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
3. Each isolated person shall avoid unnecessary physical contact with any and all persons and shall comply fully with the Isolation Protocol attached to this Order, which may be updated from time to time based on CDC guidance.
4. Each isolated person shall remain in isolation until such time as he or she no longer presents a risk of infection to the public, as determined by the Isolation Protocol then in effect. As of the date of cited Administrative Order, the Isolation Protocol requires an isolated person to remain in isolation until either:
  - the person’s fever has been gone for at least seventy-two (72) hours, without taking fever-reducing medication, and
  - the person’s other symptoms have shown progressive improvement, and
  - at least ten (10) days have elapsed from the date of symptoms
  - or a person who was placed under home isolation due to a laboratory-confirmed positive test result, but who has experienced no symptoms of COVID-19, until at least ten (10) days have elapsed since the date of the person’s first positive diagnostic test.
5. Isolated persons should monitor their symptoms and seek prompt medical attention if worsening symptoms develop, as instructed in the Isolation Protocol. An exception to the requirement for isolation applies in the event of an emergency, such as a fire or natural disaster, or if the person’s health condition worsens and he or she requires treatment in a healthcare facility.
6. Each isolated person shall, to the extent practicable, provide notification of the isolated person’s COVID-19 status to those persons with whom the isolated person has been in close contact (within six (6) feet for fifteen (15) minutes or more) beginning two (2) days before symptoms began or, for isolated persons who have experienced no symptoms of COVID-19, beginning two (2) days before the test was completed. Symptoms of COVID-19 may include fever (a measured temperature above 100.4 degrees Fahrenheit or a feeling of feverishness), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. At the request of state or local public health personnel, the isolated person shall provide a list of the locations visited by the isolated person during the time frame that he or she may have been able to transmit the disease.

### **QUARANTINE**

7. Persons with COVID-19 Exposure Likely to Result in Infection. Upon notification by a healthcare provider, public health official, or isolated person of exposure to COVID-19 based on close contact (within six (6) feet for fifteen (15) minutes or more) with a person who must be isolated as provided herein, the person so exposed shall immediately quarantine himself or herself at home or another location approved by the Department.
8. Each quarantined person shall remain at home or in the approved quarantine location for a period of fourteen (14) days from the person’s last known exposure to COVID-19. An exception to the requirement for quarantine applies in the event of an emergency, such as a fire or natural disaster, or if the person requires treatment in a healthcare facility. Health care providers, emergency medical services workers, first responders, and other critical infrastructure workers may continue to work, in consultation with their workplace occupational health program and if Page 4 of 4 necessary to ensure adequate staffing, so long as they are asymptomatic, don masks while on duty, and comply with all other quarantine requirements for the duration of the fourteen (14) day period.
9. During the period of quarantine, the quarantined person shall take his or her temperature twice per day and monitor any symptoms of respiratory illness. If at any time the quarantined person experiences symptoms of COVID-19, including cough, shortness of breath or difficulty breathing, fever (a measured temperature over 100.4 degrees Fahrenheit or a feeling of feverishness), chills, muscle pain, sore throat, or new loss of taste or smell, the quarantined person shall be considered a person with suspected COVID-19 and shall follow the requirements for isolation set forth above.

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet  
(about 2 arms' length)  
from other people.



Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.



When in public, wear a  
cloth face covering over  
your nose and mouth.



Do not touch your  
eyes, nose, and mouth.



Clean and disinfect  
frequently touched  
objects and surfaces.



Stay home when you are sick,  
except to get medical care.



Wash your hands often with soap  
and water for at least 20 seconds.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

316917-A May 13, 2020 11:00 AM

# Clayton County Public Schools

## 2020-2021 Student Non-School Days & Extended Learning Beyond the Classroom

### Legend

- Non-School Day
- First Day/Last Day
- ELCB Day  
Extended Learning  
Beyond the Classroom

### Non-School Days

- Sept. 7: Labor Day
- Sept. 21-25: Fall Break
- Nov. 23-27: Thanksgiving Break
- Dec. 21-Jan. 4: Semester Break
- Jan. 18: ML King Day
- Feb. 15-16: Winter Break
- Apr. 5-9: Spring Break

### ELBC Days\*

- Sept. 11
- Oct. 9
- Oct. 23
- Nov. 13
- Jan. 29
- Feb. 26
- Mar. 26

### July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### September 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### February 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### March 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

### April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### June 2021

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

\* **Extended Learning Beyond the Classroom:** Students will engage in instruction virtually; Professional Development for instructional staff



# NEW STUDENT ADMISSIONS AND WITHDRAWALS

## Clayton County Public Schools Online New Student Registration & Enrollment Process

Clayton County Public Schools began utilizing Online Registration (OLR) beginning with the 2020-2021 school year. The OLR process affords parents, guardians, and caregivers new to the district with the opportunity to register student(s) for attendance at Clayton County Public School twenty-four hours a day, seven days a week. Online Registration (OLR) is Internet based and easily accessible on any handheld device or computer.

### Requirements for Online Registration.

To effectively access the OLR, the following items are necessary:

1. Internet Access
2. A valid email address
3. A computer with a processor speed of 500Mhz or better (MAC or PC)
4. Adobe Reader™—this is a free document reader available for download on the web at <https://get.adobe.com>

### How do I set up a new email account?

Internet Search Engine	Links to Establish an Email Account
Google	Creat Google Email Account
Yahoo	Create Yahoool Email Account
MS Outlook	Create MS Outlook Email Account

**Clayton County Public Schools follows all enrollment and withdrawal requirements of State Board Rule 160-5-1.28 and all applicable state and federal authority.**

### Requirements for Enrollment

#### Authority to Enroll

Under the provisions stated in O.C.G.A. §20-2-690.1, a parent, guardian, grandparent, or other person having control or charge of any child has the authority to enroll a student who meets the age eligibility requirements; if the student's parent or legal guardian (or the student in the case of an emancipated minor) is a resident of the school district and provides proof of residence in accordance with regulations developed by the Superintendent; however, the student may be enrolled on a provisional basis for 30 days while awaiting such proof per State Department of Education rules.

A person enrolling the student acting under the authority of a power of attorney executed by a parent or guardian serving in the military will be required to show proof of a duly executed power of attorney. The enrolling person is not required to obtain legal guardianship.

A grandparent or other adult with notarized power of attorney properly executed by a parent in accordance with O.C.G.A. §19-9-120 through 129 may enroll a child if a hardship prevents the parent from doing so. The school system shall enroll a student, otherwise eligible to attend its schools, and allow such grandparents or other adult to act on behalf of their child without requiring court proceedings to obtain legal guardianship.

Pursuant to the Caregiver Educational Consent Act, O.C.G.A. §20-1-14, et seq., a kinship caregiver meeting district residency requirement may enroll a student with a properly executed Kinship Caregiver's Affidavit, meeting the requirements of O.C.G.A. §20-1-18.

A Kinship Caregiver (as defined by O.C.G.A. § 20-1-15) may enroll student with proper documentation if the student resides with the enrolling person full-time upon the parents or legal guardians and one of the following conditions apply:

Losing or abdicating the ability to care for such child; or inability to ensure the child will attend school for reasons, including, but not limited to

- A parent or legal custodian is unable to provide care due to the death of a parent or legal custodian;
- A serious illness or terminal illness of a parent or legal custodian;
- The physical or mental condition of the parents or legal custodians such that proper care and supervision of the child cannot be provided
- Incarceration of a parent or legal custodian;
- The inability to locate the parents or legal custodians;
- The loss or uninhabitability of the child's home as the result of a natural disaster
- A period of active military duty of the parents or legal custodians exceeding 24 months.

The person enrolling the student must be in control or charge of the student (standing in loco parentis – 7 days a week and 24 hours a day) if the person is not the parent or legal guardian of the student. Students are not allowed to enroll in schools because of athletics or the desire to attend a particular school in the district.

### **Age Eligibility**

Other than students specifically exempted by rule or by law, the following individuals are eligible for enrollment:

Students who have attained the age of five by September 1, 2020, unless they attain the age of 22 on or before September 1, 2020 or they have received a high school diploma or the equivalent as prescribed in **O.C.G.A. §20-2-150**. Students that have dropped out of school for one quarter or more are eligible to enroll in the appropriate general education programs unless they attain the age of 20 by September 1, 2020

Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia, students who were legally enrolled in a public kindergarten or first grade accredited by a state or regional association or the equivalent thereof provided that the kindergartener is five years old by December 31, 2020 or the first grader is six-years-old by that date.

Students receiving special education services through the age of 21 **unless they have received a regular high school diploma**.

### **Evidence of Date of Birth**

Other than students specifically exempted by State Board rule or by State or Federal law, before admitting any student to a school in the school system, the Superintendent or designee shall accept evidence in the order set forth below that verifies the student's date of birth:

- A certified copy of a birth certificate, certified hospital issued birth record or birth certificate;
- A military ID;
- A valid driver's license;
- A passport;
- An adoption record;
- A religious record signed by an authorized religious official;
- An official school transcript; or
- If no evidence such as the above can be produced, an affidavit of age sworn to by the parent or guardian accompanied by a certificate of age signed by a licensed practicing physician, which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

Upon presentation of evidence noted above, a photocopy of the document(s) shall be placed in the student's record and the document that is presented shall be returned to the parent or guardian.

A student will be identified in the local student information system (SIS) and in the Georgia Statewide Student Information System (GSSIS) by the student's legal name as it appears on the documentation submitted for age verification as cited above or in a court order changing the student's name.

Once a student has successfully enrolled in any publicly-funded Georgia school by providing evidence as cited above and is recorded in the Georgia Testing Identifier application (**see SBOE Rule 160-5-1-07**), further proof of age is deemed unnecessary

The parent or guardian must provide the following documentation for enrollment:

A copy of the enrolling student's Social Security number or sign a form stating the individual does not wish to provide the social security number, pursuant to **O.C.G.A. § 20-2-150**. No student shall be denied enrollment for failing to provide a Social Security number or declining to apply for a Social Security number.

A certificate in accordance with the provisions of **O.C.G.A. § 20-2-771**, concerning the immunization of students, which includes an exception for religious grounds.

A certificate in accordance with the provisions of **O.C.G.A. § 20-2-770**, concerning nutritional screening and eye, ear, and dental examination of students.

Pursuant to **O.C.G.A. § 20-2-670**, a transferring student applying for admission to a grade higher than the sixth grade shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

A student transferring from a Local Education Agency to another within the state of Georgia shall meet the criteria for continuation of gifted services established by the Local Board of Education of the receiving school system. There is no mandated reciprocity between states unless the student is a dependent of military personnel.

Proof of residence shall be required unless the student is homeless and the McKinney-Vento Homeless Assistance Act applies.

Pursuant to the McKinney-Vento Act, a homeless child shall be enrolled immediately even in the absence of any appropriate documentation. Upon determination that a child is homeless, the child can remain in the school where the student was enrolled when the homelessness began. Alternatively, the child may enroll in the school zone where the student currently resides. The employee or other designated individual responsible for the care of homeless students shall assist the homeless student in acquiring records necessary for enrollment.

Proof of residence for students who do not meet the McKinney Vento Act criteria can be shown by providing two or more of the following items:

- a. Homeownership title in the name of the parent, guardian, or enrolling person for the location of the legal residence;
- b. A home purchase agreement current within the past year;
- c. A residential property tax statement or bill for current within the past year in the name of the parent, guardian, or enrolling person for the location of the legal residence;
- d. A homeowner's insurance policy, warranty, or quit claim deed current within the past year in the name of the parent, guardian, or enrolling person for the location of the legal residence;
- e. A lease or rental agreement current within the past year that include the name, address, and/or telephone number of the lessor;
- f. A monthly utility statement that is current within the last 45 days (gas, telephone, power, water, and sewer) which evidences the location of the legal residence;
- g. Current within the last 45 days paycheck stub in the name of the parent, guardian, or enrolling person for the location of the legal residence;
- h. Current within the past year Medicaid card in the name of the parent, guardian, or enrolling person for the location of the legal residence.

In the event none of the above documentation is available or the documentation submitted is insufficient in the opinion of the school system to verify a legal residence within the attendance zone, the principal or designee may require the parent or guardian claiming residency to complete a sworn and notarized statement of legal residence by the enrolling person and the residence owner or leasing agent that is valid for 60 days until the residency documents can be obtained.

### **Attendance Zones**

Students must attend school in the attendance zone where their parents or legal guardians reside. Students may not attend other schools in the system except when granted approval through the student transfer process.

## **Verification of Residency**

Beginning the 2020-2021 school year, the parents of returning students will be required to verify their household demographic information in Infinite Campus through the parent portal. Students and a parent, guardian, or caregiver are expected to be full-time Clayton County residents while enrolled in Clayton County Public Schools. When parents, guardians, or caregivers have shared physical custody, residence will be determined based upon the residence in which the student primarily resides (at least 51% of the time). The District may request custody documents when needed to provide verification. A school system representative may visit the address provided by the parent, guardian, or caregiver to verify residency or confirm residency with a leasing agent. Students who are fraudulently enrolled will be withdrawn from school. Parents are subject to prosecution for providing false information on a legal document (**O.C.G.A §16-10-71**) if the school system representative verifies that the parent, guardian, or caregiver was untruthful on residency documents.

## **Georgia High School Athletic Association Eligibility**

Please view the Student and Eligibility information on the following website: <https://www.ghsa.net/>.

## **Provisional Enrollment**

Other than students specifically exempted by rule or by law, a student shall be enrolled on a provisional basis and allowed to attend a school for thirty calendar days while awaiting evidence of age, residence, or other local requirements. The provisional enrollment period may be extended for extenuating circumstances at the discretion of the Superintendent or designee.

If evidence is not provided within this period, the Superintendent or designee shall mark the student withdrawn at the end of the thirtieth day.

**The registering parent or guardian will be considered noncompliant and subject to all penalties as prescribed in O.C.G.A. § 20-2-690.1.**

**The Superintendent shall report violations to all appropriate authorities for adjudication.**

The Superintendent or designee shall notify the registering parent or guardian at least 10 calendar days prior to the withdrawal of the student. Refer to **O.C.G.A. § 20-2-150** concerning compulsory attendance of students prior to their seventh birthday.

### **The following circumstances do not apply to provisional enrollment.**

Students preregistering for school are not eligible for provisional enrollment until the beginning of the attendance period of the school term for which the student is enrolling. The provisions of **O.C.G.A. § 20-2-670** regarding the transfer of disciplinary actions or felony convictions for students in grade 7 and above shall take precedence over any provisional enrollment.

The school system is not responsible for making determinations regarding immigration and visa status. The school system will accept non-immigrant, foreign students on visas and immigrants/non-visa holders who meet age and residency requirements without inquiring about the legal status, in accordance with federal or state law and State Board Rule.

Clayton County Public Schools will follow the procedures below when withdrawing students from school, pursuant to **Georgia State Board of Education Rule 160-5-1-28** :

### **Student Withdrawal by Enrolling Adult**

The student should be withdrawn by the person who enrolled the student in school. The parent or guardian may provide written permission for another person to withdraw the student from school, and the school will verify the information.

### **Withdrawal without Parent or Guardian Permission**

Clayton County Public Schools reserves the right to withdraw a student without parent permission who is not receiving instructional services from the school system through hospital homebound instruction under the following circumstances:

Clayton County Public Schools will withdraw students who accumulate ten (10) or more consecutive days of unexcused absences from school. Before withdrawing a student according to these criteria, the Principal will proceed with the following actions:

- Provide interventions for student conduct and absences in accordance with local procedures
- Notify the parents or guardians of the intent to withdraw the student
- Contact the school social worker and submit a social work referral
- Meet with the Department of Exceptional Students to review the student's records for Special Education services
- Withdraw the student from school on the last day the student attended school Permit the student to re-enroll in school



Clayton County Public Schools will withdraw students who have been documented as enrolled in another public or private school setting including those being served by the Department of Juvenile Justice while in a Department of Juvenile Justice facility.

Clayton County Public Schools will withdraw students who reside in the attendance zone of a school other than the one they are attending after proper notice and verification by the School Social Worker or other designated school personnel.

Clayton County Public Schools will withdraw students who are not physically present on the first day of school but were expected based on prior year enrollment. Students can re-enroll upon their return to school.

### **Eighteen-Year-Old Students**

Clayton County Public Schools will permit eighteen-year-old students to withdraw themselves from school; however, the school will contact the student's parent or guardian.

### **Voluntary Withdrawal from School**

Clayton County Public Schools will permit an unemancipated student between the ages of 16 and 18 years of age to withdraw from school after the procedures below have been followed:

The student's parent or guardian must complete and sign the Voluntary School Withdrawal Form as acknowledgement of their student's withdrawal from school.

A meeting will take place within 72 hours after receiving the written notification of the student's intent to withdraw from school. The student and his or her parents or guardians are provided with alternatives to dropping out of school and the consequences of being a high school dropout.

### **Children of Military Families**

Georgia has adopted the Interstate Compact on Educational Opportunity for Military Children (**O.C.G.A. § 20-17-1**, et. seq). The Compact impacts issues such as records, enrollment, attendance, placement, eligibility, and graduation.

1. Unofficial or "hand-carried" education records — In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records by a school in the receiving state, the school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records.
2. Official education records and transcripts — Simultaneous with the enrollment and conditional placement of the student, the school in the receiving state shall request the student's official education record from the school in the sending state. Upon receipt of this request, the school in the sending state will process and furnish the official education records to the school in the receiving state within ten days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.
3. Immunizations — Schools shall give 30 days from the date of enrollment or within such time as is reasonably determined under the rules promulgated by the Interstate Commission for students to obtain any immunization required by the receiving state. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.
4. Kindergarten and first grade entrance age — Students shall be allowed to continue their enrollment at grade level in the receiving state commensurate with their grade level, including kindergarten, from a local education agency in the sending state at the time of transition, regardless of age. A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving state, regardless of age. A student transferring after the start of the school year in the receiving state shall enter the school in the receiving state on their validated level from an accredited school in the sending state.

## **Placement and Attendance**

When the student transfers before or during the school year, the receiving state school shall initially honor placement of the student in educational courses based on the student's enrollment in the sending state school or educational assessments conducted at the school in the sending state if the courses are offered. Course placement includes, but is not limited to honors, International Baccalaureate, Advanced Placement, vocational, technical, and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses is paramount when considering placement. This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course.

The receiving state school shall initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation or placement in like programs in the sending state. Such programs include but are not limited to gifted and talented programs and English as a Second Language (ESL). This does not preclude the school in the receiving state from performing subsequent evaluations to ensure appropriate placement of the student.

## **Eligibility for Enrollment**

Special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

The School District will not charge local tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.

A transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent may continue to attend the school in which he or she was enrolled while residing with the custodial parent.

## **Eligibility for Extracurricular Activities**

The District will facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified (See Georgia High School Association, or GHSA, rules for more information about qualifications).

## **Graduation and Senior Year Transfer**

Should a military student transferring at the beginning or during his or her senior year be ineligible to graduate from the School District after all alternatives have been considered, the sending local education agency and the School District shall ensure the receipt of a diploma from the sending local education agency if the student meets the graduation requirements of the sending local education agency. If the sending state in question is not a member of the Interstate Compact, the School District shall use best efforts to facilitate the on-time graduation of the student in accordance with **O.C.G.A. § 20-17-2**.



# ACADEMICS

## Academic Integrity

Students are expected to submit work for evaluation that has been completed solely by that student, unless group assignments have been so designated. Academic integrity is expected at all times. If a student is found cheating on a graded assignment, the student will not receive credit for that assignment and may face disciplinary action. The following actions are violations of academic integrity:

- Using unauthorized materials in a test situation
- Receiving unauthorized information on a test
- Knowingly giving information from a test situation to another student
- Sharing definite answers to questions to someone who has not taken the test
- Turning in work for credit that is not the student's own
- Plagiarizing
- Using electronic devices to provide answers during testing

## CLAYTON COUNTY PUBLIC SCHOOLS INSTRUCTIONAL DELIVERY MODELS

CCPS Four **Instructional Models** for Reopening the 2020 - 2021 School Year

The purpose of the following is to describe the four instructional models that the district will consider to support students' safety, learning needs, and families' concern regarding resumption of traditional face-to-face instruction. Each model is described in detail, along with its perceived benefits and important considerations. The goal is to use this insight to inform stakeholders of the various options, think critically about the implications of each model, and ultimately use various insights to select the model that is most appropriate for our school district.

Instructional Model Options (IMO)	Instructional Model Description	Use of COVID-19 Benchmarking Data (Cases Per 100,000: 14-Day Moving Avg.)
<b>Traditional Face-to-Face [IMO-A: Low Risk]:</b> All Elementary, Middle, and High School Students Return to a Regular, Face-to-Face Schedule at School	Students will return to a traditional face-to-face model with social distancing and ongoing disinfecting expectations in place	No cases / Low Spread - 1 to 5 cases per 100,000 Clayton County residents
<b>Virtual [IMO-B: High Risk]:</b> All Elementary, Middle, and High School Students Engage in All Virtual Learning at Home	All students and teachers will remain at home to engage in teaching and learning. All noninstructional positions will be repurposed to provide an additional layer of support	Substantial Spread: Greater than 100 cases per 100,000 Clayton County residents
<b>Blended (Virtual &amp; Face-to-Face) [IMO-C: Moderate Risk]:</b> All Elementary, Middle, and High School Students Engage Face-to-Face at School and Virtual Learning at Home - A-Day (Mon./Wed.); B-Day (Tues./Thurs.) and Friday (at-Home Virtual Learning Day)	All students will participate in a blended model, alternating between face-to-face and virtual learning with all Fridays being at-home virtual learning for students. On Fridays, staff will continue to report to school face-to-face	Minimal/Moderate Spread: 6-100 cases per 100,000 Clayton County residents
<b>Virtual Learning Academy (VLA) [IMO-D: Parent Preference]:</b> Full-Time Enrollment in At-Home Virtual Learning for at least one full semester	The VLA is for students who are enrolled in the Clayton County Public Schools' full-time at-home virtual learning program for one full semester. <i>VLA will be offered along with Options A or C</i>	Enrollment is based on district criteria and readiness checklist, parent preference, and available seats

## Diploma Requirements

- Students in all Clayton County Public High Schools will follow the guidelines established by the Georgia State Board of Education Rule 160-4-2-.48 IHF(6) according to the year in which they enrolled into the ninth grade.
- Students who enroll from another state must meet the State Board of Education (SBOE) and the district graduation requirements
- Students who have met graduation requirements, as established by the Georgia Department of Education, shall receive a high school diploma. [See Clayton County Public Schools Administrative Rule IHF (6)-R(1) and Clayton County Public Schools Board Policy IHF (6).]

## Alternate Diploma

The Every Student Succeeds Act (ESSA) received approval to amend the graduation rule in November 2019. The amendment relates to a State-Defined Alternate Diploma option for students with significant cognitive disabilities assessed using an alternate assessment (GAA 2.0). These students currently receive a Regular Diploma (and count in the graduation rate), but US Ed has informed us this is not a practice with which they agree. The US Ed will allow Alternate Diploma graduates to count in the graduation rate.

An Alternate Diploma is the document awarded to students with the most significant cognitive disabilities who were assessed using the alternate assessment aligned to alternate academic achievement standards. While this diploma is standards based and aligned with the state requirements for the regular high school diploma, it is not a regular high school diploma. Therefore, an alternate diploma does not terminate Free and Appropriate Public Education (FAPE) for students with an Individualized Education Program (IEP).

The Alternate Diploma option will be available for students who enter ninth grade during the 2020-2021 School Year and beyond. Students with the most significant cognitive disabilities who were in high school prior to the 2020-2021 school year who take the GAA and complete other requirements will still receive the regular diploma; however, students who will take GAA and enter high school in 2020-21 will receive an alternate diploma upon graduation or reaching twenty-two years (22) of age.

## Exam Exemptions

### High School

Clayton County Public Schools permits the following exam exemptions in the first semester (**Term 2-winter**) and second semester (**Term 4-spring**) for high school grade levels following the guidelines below:

1. Students passing a course that does not require an End of Course (EOC) test shall have the option of exempting a class final examination.
2. Students with no office referral in the class and have a passing average shall have the option of exempting a class final examination.
3. Students who earned an average grade of “A” for the first semester (**Term 2-winter**) or second semester (**Term 4 - spring**) in the class shall have the option of exempting a class final examination.
4. Students with perfect attendance for the year and a passing average in the class shall have the option of exempting a class examination.

Number of exemptions allowed by grade level: <b>(Yearlong Courses)</b>	Number of exemptions allowed by grade level: <b>(Semester-long Courses)</b>
9th grade - 2 exam exemptions 10th grade - 3 exam exemptions 11th grade - 4 exam exemptions 12th grade - all exams may be exempted	9th grade - 1 exam exemptions 10th grade - 1 exam exemptions 11th grade - 2 exam exemptions 12th grade - all exams may be exempted

In addition, seniors who have not met obligations are not allowed to exempt any final exams and may not participate in graduation activities. Obligations include but are not limited to lost or damaged laptop, textbooks, calculators, library materials, unpaid fees, and uniforms not returned.

## Definitions and Explanations

Consideration for exam exemption shall be on a class-by-class basis. The definition of perfect attendance in a class is defined as the following:

- **No Absences**
- **No late check-in**
- **No early check-out**

There are no exceptions granted for any reason, no matter how critically important the reason for absenteeism. A first-semester (**Term 2-winter**) or second-semester (**Term 4 – spring**) senior who meets the criteria for exemption but chooses to take the semester examination is worthy of commendation. If that student’s examination grade increases the final grade, the examination shall be counted. If, however, that student’s examination grade lowers the final average, the examination grade shall not be counted.

## **Responsibility for Textbooks and Instructional Materials**

The full responsibility for textbooks and instructional materials, which are loaned by the school to students, rests with the students and their parents and guardians. Consequently, students and parents shall be made aware of the Board policy and regulations during the first week of school. New students and their parents and guardians shall be introduced to the policy at the time the students enroll.

Each student shall return all issued textbooks and nonconsumable instructional materials at the time the student withdraws from the school, at the end of all classes that do not continue, or at the end of the school year. Books the District has identified as consumable are exempt and belong to the student who should take the books when transferring to another CCPS school. Students who lose, destroy, or otherwise damage textbooks shall be required to reimburse Clayton County Public Schools for the replacement value of the items or purchase a replacement copy of the book with the same ISBN and in the same condition at issue.

### **Textbooks and Instructional Materials**

Unless it has been designated as consumable, textbooks and other instructional materials are the property of Clayton County Public Schools. Textbooks are provided for the use of students who are enrolled in district schools and centers and are expected to be returned in the condition in which they were issued less reasonable wear and tear. Students who lose or damage instructional materials including but not limited to books, DVDs, or other instructional materials will be charged the replacement cost of the lost or damaged item.

Items that are designated as consumable are also provided for use by students but do not have to be returned at the time of withdrawal or at the end of the year. Students are issued one set of texts and are expected to retain these instructional resources throughout the school year. **Students transferring from one CCPS school to another are expected to bring their instructional materials with them to their new school.**

Students may write their names on the inside cover of the textbooks in the designated area only; otherwise, books must not be written in. Students are responsible for textbooks that are not returned or that have been damaged. Students will not be denied access to textbooks; however, they are expected to make their best effort to pay for or replace missing or damaged books. All fines should be paid no later than the last instructional day of the school year.

Students are required to pay the replacement cost for lost or damaged textbooks and instructional materials. (A \$5.00 fee will be assessed for the intentional unauthorized removal of a barcode. Students are to be instructed to report problems with barcodes not adhering to book covers immediately upon identifying the problem.) The replacement cost of books and materials is available in the district's Textbook Management application.

Payments must be made in cash or via Money Order made payable to the school. Families who cannot afford to reimburse schools for lost or damaged textbooks should reach out to the school's official textbook contact who will discuss the options.

### **Lost or Damaged Textbooks**

Teachers shall notify Department and Grade Level Chairs and parents and guardians upon first knowledge that a textbook is lost or damaged. Once a textbook has been deemed lost or damaged, the school will do the following.

1. Send notice of the loss to the parent or guardian by the student immediately upon becoming aware of the loss.
2. Send notice of the loss to parent or guardian by phone or email and US mail within twenty-four hours of the initial notification.
3. Send the second notice of the loss to the parent or guardian by regular mail two weeks after the date of the first mailed notification.
4. Phone parents or guardians if there has been no response within 30 days of the initial notification.

During the last thirty days of the school year, parents or legal guardians should be contacted by phone or email within twenty-four hours of sending the initial notification home by student. All subsequent notifications will occur within one week of each other in accordance with the instruction outlined above.

Schools will ensure losses are recorded and fines are assessed in the district's Textbook Management application. If a student fails to pay for lost textbooks, teachers are not to issue new books to them; however, the student is permitted to use books in the classroom and they may be given the information necessary to obtain textbook material from the Internet for home access.



## Georgia Milestones Assessment System

The Georgia Milestones Assessment System (Georgia Milestones) is a comprehensive summative assessment program spanning grades three through high school. Georgia Milestones measures how well students have learned the material and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. Students in grades 3 through 8 take an end-of-grade assessment in English Language Arts and mathematics while students in grades 5 and 8 are also assessed in science and social studies. High school students take an end-of-course assessment for each of the courses designated by the State Board of Education. (Legislation has been proposed to minimize testing; therefore, this could change for School Year 2020-2021.)

### The Georgia Milestone Assessment System includes the following parameters:

- open-ended (constructed-response) items in language arts and mathematics (all grades and courses)
- a writing component (in response to passages read by students) at every grade level and course within the language arts assessment
- norm-referenced items in all content areas and courses to complement the criterion-referenced information and to provide a national comparison
- technology-enhanced items including multiple part/multiple answer, graphing, drag and drop; and online administration considered the primary mode of administration and paper-pencil as back-up for those students with disabilities identified through the IEP or IAP process that do not allow them to access a computer or device

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Georgia-Milestones-Assessment-System.aspx>

## Georgia Standards of Excellence (GSE)

The Georgia Standards of Excellence were designed to ensure all students progress to the college and career-ready level by the end of high school. They align to the Common Core Standards that were developed by and for states in a voluntary effort led by the National Governors Association (NGA) and the Council of Chief State School Officers (CCSSO). Furthermore, they represent a significant advance in standards for Mathematics and English Language Arts. These standards are grounded in evidence concerning high school graduates' readiness for college and careers and build on the finest state and international standards. GSE also provide a clear and focused progression of learning from kindergarten to high school graduation that gives teachers, administrators, parents, and students the information necessary for success. Essentially, standards matter. When standards are set at the college and career-ready levels, a clear bar is established and conveys shared expectations across the system. The expectation is students are prepared for college and careers by the end of high school. Ideally, high expectations drive the entire system between states, districts, and classrooms towards excellence and increase positive outcomes and opportunities for all students! More information can be found at <https://www.georgiastandards.org/Pages/default.aspx>

## Grade Reports

Grade reports are issued every nine weeks and progress reports are issued every four and one-half weeks. We encourage parents and guardians to schedule a conference whenever these reports contain information explaining academic deficiencies and areas for growth. Parents and guardians should contact their child's teacher if there are any questions concerning grades recorded or information contained on the child's report card. Parents may monitor their child's grades on the Infinite Campus Parent Portal at <https://sis.clayton.k12.ga.us/campus/portal/clayton.jsp>.

## Make Up Work Policy

All students are provided an opportunity to make up missed assignments, regardless of the reason for the absences. **It is the student's and parents' responsibility to make arrangements and/or complete all work within three school days of the student's return to school. Students will present the make up work to the teacher for grading.** Grading for the make up work should be shared with the student within a reasonable period of time, i.e. 3-5 days. It is the parent and student's responsibility to initiate the make up work for missed assignments, tests, and class work. Students must assume responsibility for obtaining the required information and making necessary arrangements with the teacher. Parents should assist their child with requests for make up work, missed assignments, and tests.

Students may arrange times with the teacher for making up work for the mutual convenience of student and teacher. Make up of tests and quizzes should be done before or after school except as otherwise arranged by the teacher. Teachers may assign different work or a different test than that originally assigned to other students. It is critical that parents remain involved in this process to ensure academic success for the student. Long-term assignments with preset dates are due on the assigned dates regardless of a student's previous absence.

## Gifted

In compliance with Georgia Department of Education Rule 160-4-2-.38 (IDDD), evaluation data results for all students referred are gathered in four areas: Mental Ability, Achievement, Creativity, and Motivation. Additional follow-up evaluation in any given area may be requested by eligibility teams based on special circumstances and specific individual needs. Gifted identification procedures begin as early as kindergarten and continue through grade 12. To identify all students in need of instructional modifications and/or special services, a comprehensive Talent Search is conducted annually and includes the following: Automatic Referrals, Structured Observations, and Individual Referrals. Parents and guardians with questions concerning the gifted eligibility process should contact the school's gifted lead teacher.

**Any gifted eligibility that was suspended due to the COVID-19 pandemic will resume after students return to school sites. Parents will be notified by the Gifted Lead Teacher of next steps with this process. All of eligibility testing will resume following school-wide Talent Searches in October.**

## Dual Enrollment

Effective Summer term 2020 (FY2021), eligible high school students, enrolled in 10th, 11th and 12th grades, may receive Dual Enrollment funding for eligible core courses in English, math, science, social sciences and world (foreign) languages, or Career, Technical and Agricultural Education (CTAE) career pathway courses at eligible participating postsecondary institutions—up to the 30 semester or 45 quarter hours program Funding Cap. A student must be a 10th, 11th or 12th grade student at an eligible High School, subject to the limitations set forth in these program regulations.

- Students in the 11th or 12th grade may enroll in any approved Dual Enrollment courses at an eligible participating postsecondary institution (USG, TCSG, or private).
- Students in the 10th grade may enroll in approved Career, Technical and Agricultural Education (CTAE) courses at a participating TCSG institution only.
- Students in the 10th grade with a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, taken prior to the term of enrollment and in the GSFC Dual Enrollment system, may enroll in any approved Dual Enrollment courses at a TCSG, USG, or private eligible participating postsecondary institution.
- Students who were 9th graders during the 2019-2020 school year and participated in Dual Enrollment funding Program during the 2019-2020 (FY 2020) year may enroll as 10th graders in any approved Dual Enrollment courses at an eligible participating postsecondary institution (USG, TCSG, or private) for the 2020-2021 year.

All Dual Enrollment students must maintain Satisfactory Academic Progress (SAP) as defined and certified by the student's Eligible Postsecondary Institution.

Dual Enrollment is an excellent option for students who wish to earn a high school diploma and college credit at the same time. For more information, please see your high school counselor or contact the Coordinator of Guidance and Counseling at (678) 817-3124.

## ELBC and Virtual Learning

- The standard grading weights will apply for at home virtual learning.
- Teachers may assign an Incomplete in Infinite Campus for an assignment that has not been submitted. An **Incomplete (I)** does not impact a student's current average. However, the (I) must be replaced with a numeric grade by mid-term or end of the grading term.
  - \* For instance, if an (I) is assigned prior to progress reports, it must be replaced with a numeric grade before grades are posted for progress reports. If an (I) is assigned after progress reports but prior to the report cards, the (I) must be reconciled into a numeric grade prior to posting grades for the report card.
  - \* Once a student receives an (I), parents shall be notified that the student has an Incomplete and provided with an explanation of how the student can resolve the (I) by completing the necessary assignment by the specified deadline.

## Administrative Regulation - Grading Systems Code: IHA-R (1) Grading Procedures for Schools

Principals shall communicate and monitor the implementation of the district's grade reporting procedures. Communication logs must be maintained by teachers and submitted or be accessible to the principals every 4.5 weeks to ensure parents have received advanced notification of student academic achievement. All documentation must be entered into the Student Information System contact log. In addition to maintaining communication logs, teachers are required to notify parents and guardians via a phone conference or face-to-face meeting prior to assigning final report card grades that are less than 70.

## Parent Notification

Teachers shall contact parents once a student’s grade falls below 75. Teachers shall hold individual conferences in person or by telephone with parents and legal guardians to discuss a plan for student remediation. The teacher will provide students with additional opportunities to demonstrate mastery of the content.

## Accuracy of Grade Reporting

Teachers are required to accurately maintain student performance grades and attendance. Student grades must be entered weekly in the district’s gradebook program. Teachers should have documented evidence of notifying parents or guardians if a student’s progress report and/or report card grade will be less than 70.

Elementary and Middle School Grade Weights				High School Courses Grade			
Elementary		Middle		High School Courses <i>with</i> an End of Course (EOC) Exam		High School Courses <i>without</i> an End of Course (EOC) Exam	
Classwork	50%	Classwork	45%	Classwork	25%	Classwork	25%
Tests/ Quizzes	30%	Tests/ Quizzes	30%	Tests/Quizzes	30%	Tests/Quizzes	30%
Projects	15%	Projects	15%	Projects	10%	Projects	10%
Homework	5%	Homework	10%	Homework	15%	Homework	15%
				EOC Exam	20%	Final Exam	20%

**Important: Grading Expectations may be revised to accommodate increased use of virtual learning due to COVID-19.**

Alternative grade weights may be approved by the Superintendent or designee for performance-oriented classes, which include fine arts, career and technical agricultural education, world languages, and lab-based courses.

Classwork, tests, quizzes, projects, and homework must be rigorous and standards-based as well as give opportunities for students to demonstrate progress toward content mastery. Standards-based activities are included in classwork and assessments. Homework is an opportunity for extended practice and application of the content standards. Homework must be assigned at least once a week. Expectations for grading must be clearly communicated to students and parents.

## Cheating and Plagiarism

Cheating and plagiarism are very serious academic offenses. Principals will establish procedures for addressing these offenses. Any student who plagiarizes or cheats on an assignment or test should be referred to the principal, assistant principal, or principal designee along with the supporting evidence.

## Incomplete (I)

An “I” refers to failure to take the required End-of-Course (EOC) test or incomplete work in non-EOC courses as a result of extended illness or some circumstance that warrants an extension of time. Incomplete grades due to a missing required EOC must be resolved by the last day of the next school semester; however, the principal has the discretion to extend the deadline based upon individual circumstances.

## Grade Reporting

Progress reports are issued every four and a half weeks within each nine week grading period. Report cards are issued every nine weeks at the elementary and middle school levels. Report cards are issued every eighteen weeks at the high school level. Report card grades will include both letter and numeric grades for all K-12 students.

## Report Card Grades Charts

### *Report Card Grades for Grades K-2*

Letter Grade	Definition	Grade Range Based on Graded Assignments	Description
E	Excellent	90-100	Exceeding content expectations
S	Satisfactory	80-89	Meeting content expectations
NI	Needs Improvement	70-79	Inadequate progress towards meeting content expectations
U	Unsatisfactory	69 and below	Did not meet content expectations
NC	No Credit		Enrolled 10 days or less
I	Incomplete		Work requirements not completed

### *Report Card Grades for Grades 3-5*

Letter Grade	Definition	Grade Range Based on Graded Assignments	Description
A	Excellent	90-100	Exceeding content expectations
B	Good	80-89	Meeting content expectations
C	Progressing	71-79	Working towards meeting content expectations
D	Poor	70	Inadequate progress towards meeting content expectations
F	Failing	69 and below	Did not meet content expectations
NC	No Credit		Enrolled 10 days or less
I	Incomplete		Work requirements not completed

**Report Card Grades for Grades 6-12 Numeric grades are assigned for all subjects.**

Letter Grade	Definition	Grade Range Based on Graded Assignments	Description
A	Excellent	90-100	Exceeding content expectations
B	Good	80-89	Meeting content expectations
C	Progressing	71-79	Working towards meeting content expectations
D	Poor	70	Inadequate progress towards meeting content expectations
F	Failing	69 and below	Did not meet content expectations
NC	No Credit		Enrolled 10 days or less
I	Incomplete		Work requirements not completed

**Dual Enrollment Grades for Grades 9-12 Numeric grades are assigned for all subjects**

A	Excellent	95
B	Good	85
C	Progressing	75
D	Poor	70
F	Failing	65

**Senior Exit Portfolio**

The CCPS Senior Exit Portfolio is a requirement for all 12th grade students taking the 12th grade British Literature and Composition Course. Throughout the senior year, students will collect assignments, performance tasks, writings, assessments, and college and career preparation documents to complete their CCPS Senior Exit Portfolio. The CCPS Senior Portfolio integrates tasks that require knowledge gained from English, Social Studies, Science, Math, and Career Technical Agricultural Education (CTAE) courses. Teachers are required to facilitate adherence to the periodic due dates to ensure that students meet the final requirement of a portfolio that represents their best work and learning experiences. Teachers will use a digital resource to assist students in the management and maintenance of the portfolio throughout the year. The CCPS Senior Exit Portfolio comprises the following: Biography, Personal Goals, College or Career Package, Education Philosophy, and Independent Study. At the end of the school year, students are required to deliver a formal presentation of the portfolio using presentation type software.

**IMPORTANT REMINDER!**

**Grades earned in ALL core courses are calculated for HOPE and Zell Miller Scholarships.**

**State and local requirements may not include all course requirements for admission to some colleges or universities; therefore, it is recommended that students contact specific institutions for their course requirements or recommendations.**



**HIGH SCHOOL GRADUATION REQUIREMENTS  
CLASS OF 2021**

<b>AREAS OF STUDY</b>	<b>REQUIREMENTS</b>		
<b>English/Language Arts</b> <b><u>4 Units</u></b>	<ul style="list-style-type: none"> <li>● 9<sup>th</sup> Lit/Composition (1 Unit)</li> <li>● World Lit/Composition (1 Unit).</li> <li>● American Lit/Composition (1 Unit)</li>   <li>● 12<sup>th</sup> Literature OR any AP, or Postsecondary Option English (1 Unit)</li> </ul>		
<b>Mathematics</b> <b><u>4 Units</u></b>	<ul style="list-style-type: none"> <li>● GSE Algebra or Accelerated GSE Algebra/Geometry A (1 Unit)</li> <li>● GSE Geometry or Accelerated GSE Geometry B/ Algebra II</li> <li>● Algebra II (1 Unit)</li> <li>● Pre- Calculus or Accelerated Pre-Calculus (1 Unit)</li> <li>● Or Additional core units from approved Georgia DOE list of GPS/AP/designated courses (1 Unit)</li> </ul> <p>Please contact your counselor for your individual graduation plan that includes the required sequence of math courses to meet graduation requirements.</p>		
<b>Science</b> <b><u>4 Units</u></b>	<p>Biology (1 Unit) Physical Science or Physics (1 Unit) and two additional science courses from approved Georgia DOE list of GSE/AP designated courses and/or approved CTAE courses for science credit. (2 Units)</p>		
<b>Social Studies</b> <b><u>3 Units</u></b>	<ul style="list-style-type: none"> <li>● World History (1 Unit)</li> <li>● US History (1 Unit)</li> <li>● Government (.5 Unit)</li> <li>● Economics (.5 Unit)</li> </ul>		
<b>Health/Physical Education</b> <b><u>1 Unit</u></b>	<ul style="list-style-type: none"> <li>● Personal Fitness (.5 Unit)</li> <li>● Health (.5 Unit)</li> <li>Or</li> <li>● (3) units of JROTC may be used to meet the requirement)</li> </ul>		
<b>CTAE and/or World Language and/or Fine Arts</b> <b><u>3 Units</u></b>	<p>Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must complete two units of the same World Language. (3 Units)</p>		
<b>Elective</b> <b><u>4 Units</u></b>	<p>State requires 4 additional electives. (4 Units)</p>		
<b>TOTAL REQUIRED</b>	<b>23 Units</b>		
<b>PROMOTION &amp; RETENTION</b>	<b>Grade 9 to 10 5 Units</b>	<b>Grade 10 to 11 11 Units</b>	<b>Grade 11 to 12 17 Units</b>

## **Student Safety, Science and STEM Guidelines**

Science and STEM courses are hands-on laboratory classes. Students will participate in many laboratory activities, which require the use of potentially hazardous materials and equipment. A positive attitude toward safety is imperative. Students should not fear experiments using reagents or equipment, but instead respect them for the potential hazards associated with them.

Safety in the science/STEM classrooms is the highest priority for students, teachers, and parents. Students have a responsibility to follow all safety instructions presented by the teacher and to abide by classroom and laboratory rules of conduct. The older the student, the greater the responsibility for contributing to the safe facilitation of classroom activities. Students should conduct themselves in such a manner as to reduce the probability of accidents or incidents. In addition, students should implement and understand the following guidelines before working in any laboratory setting:

- Obey all safety rules and regulations.
- Sign Safety Rules and Regulations Acknowledgement form.
- Know the location and use of all safety equipment in the laboratory.
- Clean the work area immediately after use.
- Obey good housekeeping practices.
- Report all accidents and injuries.

Every student and parent or guardian must acknowledge receipt of the Student Science Safety Rules and Regulations. Students and parents or guardians must also acknowledge that failure to follow the science laboratory rules and regulations for Clayton County Public schools will subject the student to possible disciplinary action. In addition, it is the expectation that parents or guardians are aware of the measures taken to make the science and STEM laboratories safe and will instruct the student to uphold the agreement to follow the rules and procedures in the laboratory. Please note, teachers may have additional rules and regulations to ensure student safety during specific lab experiences and students are required to adhere to those expectations.

## **Student Science Safety Rules and Regulations**

- Know the location of safety and first aid equipment.
- Wear safety goggles whenever you use heat, chemicals, solutions, glassware, or other dangerous materials.
- Do not touch materials or equipment until instructed to do so by your teacher.
- Do not engage in horseplay or other acts of carelessness.
- Dispose of waste properly
- Do not put matches in the sink
- Put broken glassware in proper containers
- Never eat, drink, or chew gum in the laboratory.
- Never drink from the laboratory glassware.
- Notify the teacher when you observe hazardous conditions in the classroom
- Examine equipment for malfunction, cracks, or other defects before beginning.
- Report all accidents to your teacher immediately.
- Know the possible hazards of a lab experiment before conducting it.
- Never reach over a flame or a heat source. Keep hair and clothing away from flames.
- Use flammable chemicals only after ensuring that there are no flames anywhere in the lab.
- Perform only authorized and approved experiments.
- Follow instructions both verbal and written from your teacher.
- If you do not understand a procedure, ask your teacher to explain.
- Prepare for an experiment by reading the directions before coming to the lab.
- Set up equipment away from table edges to avoid dropping it on the floor.
- Read all labels twice before using.
- Never return reagents to the stock bottle.
- Never mix chemicals together unless the instructions indicate for you to do so.
- Never taste chemicals.
- Always add acid to water when diluting acids.
- Always clean your lab equipment and workspace after you finish a lab experiment or activity.
- Wash hands after spills and at the end of each laboratory period.

## Safe Science at Home (science fair, virtual learning, home projects)

To ensure that science experiments at home are safe and positive learning experiences, students and parents should read, discuss, and agree to the science safety rules and procedures agreement for science at home (i.e. science fair, virtual learning, home projects).

- Do not do labs alone. Never do a lab without an adult physically present.
- Students over 18 who live alone should schedule a video call with someone who can be “with” them while they are working.
- Experiments should not be performed in the presence of young children.
- If you have pets, make sure they can’t interrupt your experiment.
- Read and understand the lab procedure before beginning. Do not deviate from or do anything that is not part of the approved experimental procedure.
- Follow all instructions given by your instructor or adult supervisor.
- Treat all chemicals with the respect they deserve. Know the hazards before you handle the material.
- Only perform experiments described in the manual or by the instructor.
- Be properly prepared to do the experiment. Read the written procedures in advance and understand what you are going to do. Lack of familiarity wastes your time and is a major cause of injury. Know the hazards before you do the experiment. Discuss any concerns you have with your instructor prior to doing the experiment.
- Protect your work surface against any materials which could stain or damage countertops or furniture. All experiments should be performed on surfaces that can be easily cleaned or wiped up.
- Before beginning any lab, make sure anyone in the area is wearing appropriate protective equipment.
- Wear leather shoes that cover the entire foot. No sandals or canvas shoes. Clothing should not be loose and floppy, especially in the sleeves. Some new fabrics are highly flammable and should not be worn. Arms and legs should be covered.
- Tie back long hair and loose clothing.
- Have all of your materials and your lab manual within arm’s reach PRIOR to starting so you are not moving around your home more than necessary.
- Learn the locations and operation of emergency equipment. This might include any fire extinguisher, fire blanket, sinks (for eye and hand wash), and first aid supplies. Know what to do in case of emergency.
- Act in a responsible manner at all times. No horseplay should occur in the experimentation area.
- Never taste, eat or drink a chemical. Check odors only if instructed to do so, by gently wafting some of the vapor towards your nose with your hand.
- Be sure your work area is well-ventilated and free of clutter, with plenty of room to work.
- Do not perform any experiments near open flames, unless instructed to do so.
- Turn off your heat source whenever you are not using it. Never let it operate unattended.
- Read the warning labels very carefully. Read them 3 times: before you pick it up, when you pick it up, and just before you use it. Many mistakes, some dangerous mistakes, result from mixing the wrong chemicals. Review SDSs if they are available.
- Smoking, eating, drinking, and storing food in the experimental work area are forbidden.
- Report all accidents, injuries, and close calls to both your instructor and adult supervisor immediately.
- Dispose of chemicals properly. Nothing goes down the drain. Containers should be available for waste chemicals. Broken glass goes in special puncture resistant receptacles.
- Never return unused reagents to the reagent bottle. Be careful to take only what you actually need. Do not contaminate the reagents.
- If you can clean up a spill without injuring yourself or anyone else, and it is not an emergency and not likely to become an emergency, clean it up. Otherwise, evacuate and let trained personnel clean it up.
- If the experiment deals with something to which you are allergic, consult with both your instructor and adult supervisor.
- Never take chemicals, supplies, or equipment home without the knowledge and consent of the instructor.
- If chemicals splash on your skin or body, wash off immediately and for 15 minutes. Remove contaminated clothing immediately. Notify both your instructor and adult supervisor.
- Treat burns immediately by putting the burned area under cold water for at least 15 minutes.
- Always clean your experiment area when you are finished. Put away all equipment and reagents.
- Wash your hands at the end of each work session.
- Science kits and all contents should be stored so that small children or pets can’t reach them.
- If you have any questions or confusion around the experiment or the procedures, DO NOT proceed until you seek clarification from your instructor.

## Student Athletics

Clayton County Public Schools supports and encourages student athletics. The value of athletics in schools is significant and cannot be overlooked. Student athletic participation is a privilege and not a right, and a student may not be allowed to participate for reasons such as a failure to meet academic and/or behavior standards. It has a profound impact on individuals, schools, and communities. Athletics is powerful because it can bridge gaps, bring people who otherwise might not interact together, and provide opportunities not available elsewhere. The personal traits one develops as a student athlete are teamwork, perseverance, responsibility, physical endurance, commitment, time management, and personal and emotional health.

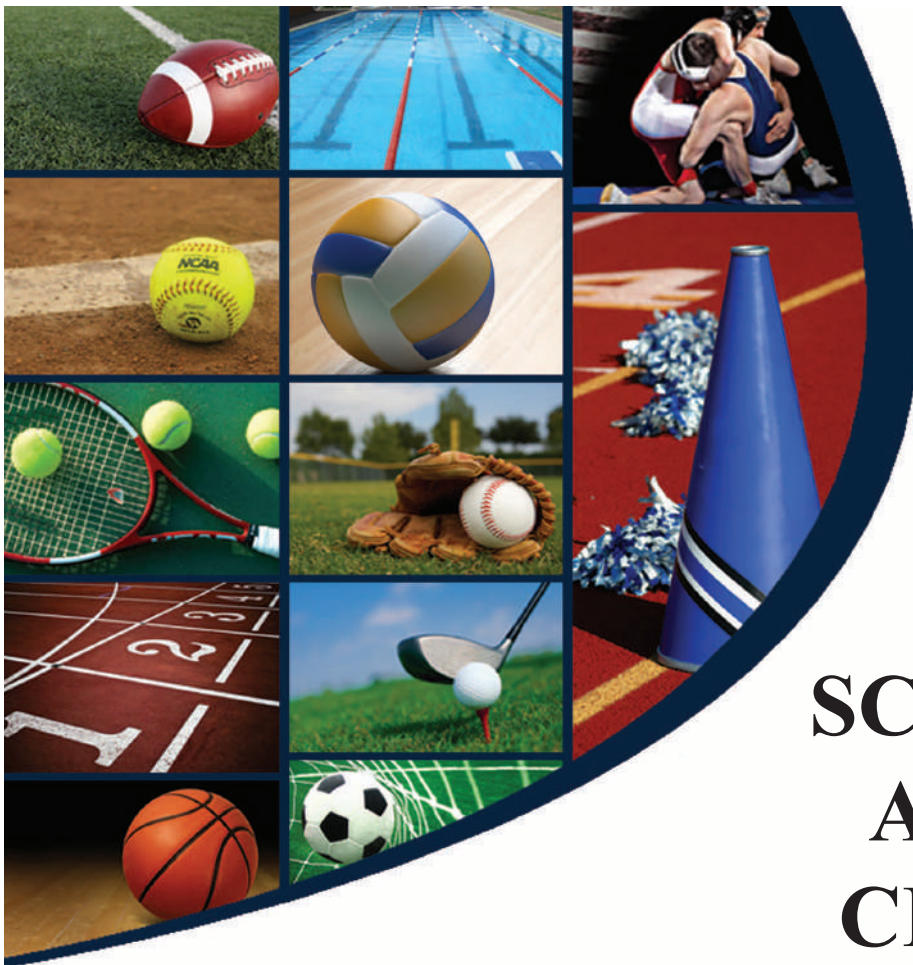
### **Prior to any activity and participation in athletics students must meet these requirements:**

- Completion of a physical exam
- Insurance waiver with policy information
- Concussion-awareness form
- Sudden Cardiac Arrest form

### **Please note the following information regarding physicals:**

1. Athletes with physicals valid through the end of this school year are given exception through July 2020. At that time a new physical for 2020-2021 must be on file prior to participation.
2. Any athlete whose physical expired prior to the end to the end of the school year must have a current physical on file prior to participation.
3. Any student new to CCPS and a school site must have a current physical on file prior to participation. If the student is a transfer and brings a physical with them, it must meet the criteria listed above.

With the occurrence of COVID-19 guidelines have been developed for the protection of all athletes, coaches, athletic training and medical personnel, and affiliated support staff in accordance with the Governor's Office, Center for Disease Control and Prevention (CDC), and Georgia High School Association (GHSA) guidelines/policies. These will be available at each school site.



# SCHOLASTICS ATHLETICS CHARACTER



# CLAYTON COUNTY PUBLIC SCHOOLS CODE OF CONDUCT

Clayton County Public Schools is committed to ensuring schools are safe, secure, and orderly environments where teaching and learning are a priority. The entire school community must work together and model mutual respect. The school community includes students, teachers, administrators, parents, guardians, counselors, social workers, psychologists, safety and security personnel, custodial, transportation, and food service staff.

The Multi-Tiered System of Supports for Behavior is a framework comprised of intervention practices and organizational systems for establishing the social culture, learning and teaching environment, and individual behavior supports needed to achieve academic and social success for all students

(<http://www.gadoe.org/curriculum-instruction-andAssessment/curriculum-and-instruction/Pages/Response-to-intervention.aspx>).

The Code of Conduct promotes positive student behavior and an atmosphere of respect and dignity by assisting students as they strive to become productive, responsible citizens in a global society.

All members of the school community including students, teachers, administrators, parents, guardians, counselors, social workers, psychologists, safety and security personnel, custodial staff, bus staff, and food service staff must acknowledge and understand the code of conduct to which all students are expected to adhere and the consequences of noncompliance.

The Clayton County Public Schools Code of Conduct provides a description of conduct that meets the expectation of behavior for students. It includes guidance for supporting students who misbehave as well as guidance for disciplinary and intervention measures utilized by schools. The Student Code of Conduct applies to all students in Clayton County Public Schools.

## **Authority of the Principal**

The principal, as the designated leader of the school, is responsible for its orderly operation. In this capacity, the principal has the discretion to use professional judgment to determine the most appropriate course of action regarding discipline violations or illegal activities not explicitly covered by prescribed dispositions in the Clayton County Public Schools' Code of Conduct. Additionally, the principal reserves the right to allow a student to participate in school-related activities during the day such as testing while serving an out-of-school suspension. Permission must be granted in writing by the school's administration; otherwise, the student's presence on campus may be considered trespassing.

Principals have the final authority to make disciplinary judgment regarding in-School Suspension (ISS) and short term (10 days or less) Out-of-School Suspension (OSS). For short-term out-of-school suspension, an informal school level review of discipline may be conducted by a school administrator. Recommendations for out-of-school suspensions or expulsions which exceed 10 days require a request for Tribunal.

## **Progressive Discipline (O.C.G.A. § 20-2-735)**

Clayton County Public Schools expects parents, guardians, teachers, and school personnel will work together to improve and enhance student behavior and academic performance. Each school's staff members will communicate concerns about student behavior and actions in response to said behavior that detract from the learning environment. Clayton County Public Schools will employ behavior support processes designed to consider services that may be available through the school, district, other public entities, or community organizations that may help the student address behavioral issues. These may include, but are not limited to, the Student Support Teams (SST) and the Response to intervention (RTI) process. Through this Code of Conduct, the District implements a progressive discipline process designed to create the following expectations:

- The degree of discipline is proportionate to the severity of the behavior.
- The previous discipline history of the student and other relevant factors are taken into consideration.
- All due process procedures required by federal and state law are followed.

Progressive discipline utilizes interventions to address inappropriate behavior with the goal of teaching appropriate social behavior. Interventions increase in intensity to address behavior that escalates. Progressive discipline seeks concurrent accountability and behavioral change.

The goal is the prevention of a recurrence of negative behavior by assisting students to learn from their mistakes. Progressive discipline supports students engaged in inappropriate behavior. The students are guided to do the following:

- Understand the harm that the behavior has caused and the reason the behavior is unacceptable,
- Understand decisions they could have made differently given a specific scenario,
- Take responsibility for their actions,
- Accept the opportunity to learn appropriate social strategies and skills for future use,
- Understand the progression of stern consequences should the behavior reoccur.



Every practical effort is made to correct student behavior through interventions and school-based resources. School staff take into consideration issues that may impact the student behavior and respond in a manner that is supportive of the student. The disciplinary process emphasizes prevention and effective intervention, prevents disruption to students' education, and promotes the development of a positive school climate and culture.

One way to assist schools with understanding the causes of a student's behavior is by completing a Functional Behavior Assessment (FBA). This process allows the teacher, parent or guardian, and student to work together to identify the cause of negative behavior in the school environment. A Behavior Intervention Plan (BIP) is developed if necessary after the FBA has been completed. The BIP provides specific approaches to address the student's behavior.

### **Disciplinary Consequences Determination**

School administration must consult the Code of Conduct and adhere to the provisions when making a discipline determination. The following considerations are considered when administering appropriate consequences:

- The student's age and maturity
- The student's disciplinary history (to include any prior behavior incidents, the number of incidents, and the disciplinary actions and interventions implemented for each)
- The nature, severity, and scope of the behavior
- The circumstances in which the behavior occurred
- The frequency and duration of the behavior
- The number of persons involved in the misconduct
- The student's Individualized Education Program (IEP), Behavioral Intervention Plan (BIP), Behavior Contract, and/or 504 Individual Accommodation Plan (IAP), if applicable.

### **Discipline of Students in Pre-Kindergarten through Third Grade**

Students in pre-kindergarten through third grade may not be assigned out of school suspension or expelled for more than five days in a school year without receiving the Multi Tiered System of Supports (O.C.G.A. § 20-2-742).

(a) As used in this Code section, the term:

- (1) "Multi-tiered system of supports" or "MTSS" means a systemic, continuous-improvement framework in which data based problem solving and decision making is practiced across all levels of the educational system for supporting students at multiple levels of intervention.
- (2) "Public preschool through third grade" means a public preschool, a Pre-K program in a public school administered pursuant to Code Section 20-1A-4, and kindergarten through third grade in a public school.
- (3) "Response to intervention" or "RTI" means a framework of identifying and addressing the academic and behavioral needs of students through a tiered system.
- (4) "Weapon" shall include dangerous weapons, firearms, and hazardous objects as defined in Code Section 20-2-751.

- (b) No student in public preschool through third grade shall be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports, such as response to intervention, unless such student possessed a weapon, illegal drugs, or other dangerous instrument or such student's behavior endangers the physical safety of other students or school personnel. If such student is receiving or has received a multi-tiered system of supports, the school shall be deemed to have met the requirements of this Code section. The school or program shall comply with all federal laws and requirements regarding obtaining parental consent during any advanced tier within the system of supports prior to certain screenings or evaluations.
- (c) In addition to the requirements in subsection (b) of this Code section, prior to assigning any student in preschool through third grade to out-of-school suspension for more than five consecutive or cumulative days during a school year, if such student has an Individualized Education Program (IEP) pursuant to the federal Individuals with Disabilities Education Act or a plan under Section 504 of the federal Rehabilitation Act of 1973, the school or program shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of such Individualized Education Program or Section 504 plan.

## **Parents as Partners**

Parents are an essential part of the implementation of Multi-Tiered System of Supports for Behavior. Parents are encouraged to use positive behavioral expectations like those that the school teaches. Students, parents and guardians, and school personnel all have a role in making schools safe and must cooperate with one another to achieve this goal. School staff will keep parents informed of their child's behavior and enlist parents as partners in addressing areas of concern. Outreach to parents and guardians can include but is not limited to phone calls and written communication. Parents, guardians and school staff should exhibit, as role models, the behaviors we desire students to emulate. As active and involved partners in promoting a safe and supportive school environment, parents and guardians must be familiar with the Clayton County Public Schools Code of Conduct. Educators are responsible for informing parents and guardians about their child's behavior in addition to nurturing the skills students need to succeed in school and society. Parents are encouraged to discuss with their child's teacher and other school staff issues that may affect student behavior and strategies that might be effective in working with the student. Consultation and communication between the school and the home are critical. Conferences attended by the principal or principal's designee, a guidance counselor, parents and guardians, teachers, and other members of the Circle of Support are an effective means of encouraging parental input and should be held with students when appropriate. Parents who want to discuss interventions or strategies in response to student behavior should contact the child's principal, school counselor, school social worker, school psychologist, or school behavior intervention specialist.

## **Parent Notification**

School officials are responsible for sharing discipline information with students, parents, and staff. In the event a student engages in inappropriate behavior, the principal or principal's designee will report the behavior and potential consequences to the student's parent or guardian. Students who commit violations of criminal law may be subject to the consequences of this behavioral code and referred to the Clayton County Public Schools Police.

## **Expectations of the Teacher**

Teachers are expected to maintain order and discipline in the classroom and to deal with minor infractions. Teachers are to make appropriate referrals for assistance with developing interventions for a student's academic and behavioral challenges. When offenses are repetitious or of a severe nature, the violator is referred to the administrator's office. Teachers have the authority to remove students from classrooms per Georgia law and district procedures. Any teacher observing misbehavior on the part of any student at school or at a school-related function is asked to correct the situation immediately.

## **Expectations of the Student**

Students learn best when teachers provide instruction in an orderly environment. Violence is not tolerated at school or at any school sponsored function. This includes extracurricular activities—an important part of the educational process. The following are expectations for students to preserve the academic process:

- No individual or situation will be permitted to interfere with the learning environment in the classroom.
- There will be no class, club, or other organized parties (or picnics) at any time during school hours unless specifically approved by the principal.

## **Expectations of Parents and Guardians**

The overarching philosophy of Clayton County Public Schools is that discipline helps to shape behavior that will result in the student's ability to excel academically. The academic process rests heavily on how well parents and guardians, school administrators, and teachers work together to provide a safety net and boundaries that produce academic success.

## **Integration of Restorative Practices with MTSS and PBIS**

Clayton County Public Schools promotes the use of disciplinary responses that assign the appropriate consequences to student behaviors, while providing opportunities for students to restore or repair the *damage* caused by their inappropriate actions.

Restorative justice is a philosophy based on a set of principles that guide the response to conflict and harm. These principles encourage the following outcomes:

- **Accountability** - Restorative justice strategies hold students accountable to those they have harmed and enable perpetrators to repair the harm caused to the extent possible.
- **Community Safety** - Restorative justice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.
- **Competency Development** - Restorative justice seeks to increase the social skills of those who have harmed others, address underlying factors that promote delinquent behavior and build on strengths in each young person.
- The Balanced And Restorative Justice (BARJ) model is a concept developed, in part, by the US Department of Justice Office of Juvenile Justice.

Collectively, the MTSS and PBIS frameworks in addition to BARJ practices replace punitive, exclusionary, and isolationist discipline policies such as detention, suspension, and expulsion whenever possible. These alternatives to out-of-school suspension systematically foster the improvement of a school's climate. Restorative Practices: Fostering Healthy Relationships & Promoting Positive Discipline in Schools. A Guide for Educators, March 2014.

Examples of Restorative Practices include, but are not limited to the following applications:

Classroom Circles	Compensation	Victim and Offender Mediation
Family Group Conferencing	Teen Court	Acceptable Behavior contracts
Sentencing Circle	Community Reparation	Restitution
Victim Support & Witness Service	Rehabilitation	

The disciplinary procedures outlined in this behavior code exist as required by law, state authority, and board policy. It is the responsibility of the student to read the code and of parents or guardians to discuss the behavior code with students and to inform students of the consequences and potential criminal penalties of violating this code. This includes underage sexual conduct and crimes for which a minor can be tried as an adult (**O.C.G.A. § 20-2-735**). As required by the General Assembly, the School District encourages parents to inform their students of the implications of this conduct.

### Disruptive Students

The Superintendent of Clayton County Schools fully supports the authority of principals and teachers in Clayton County Schools under **O.C.G.A. § 20-2-738**, including establishing and disseminating procedures. Teachers may remove students who repeatedly or substantially interfere with the teacher's ability to communicate effectively in the class or inhibit classmates' ability to learn, where the student's behavior is in violation of the student code of conduct, provided that the teacher has previously filed a report pursuant to **O.C.G.A. § 20-2-737** (as described below) or determines that such behavior of the student poses an immediate threat to the safety of classmates or the teacher.

Any teacher, who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the classroom or with the students' ability to learn, is required to file a report to the principal's office. The report shall be filed with the principal or principal's designee within one school day of the most recent occurrence of such behavior, shall describe the student's behavior, and shall not exceed one page in length. The principal or designee shall send a copy of the report to parents within one school day of receiving it and the report shall include information on how the parents may contact the principal or designee. The principal or designee shall also provide written notification of disciplinary action taken to both the parent and the teacher within one school day (**O.C.G.A. § 20-2-737**).

### Alternative Schools

The Clayton County School District retains the authority to assign disruptive students or students who frequently or severely violate the student discipline code to an alternative educational program (AEP). Students may be placed in the AEP by a Tribunal. The AEP is available for students in grades six through twelve.

A student who is assigned to the AEP as a result of a tribunal decision or waiver may be allowed to return to the home school upon meeting the following AEP exit criteria:

- Must pass five (5) out of six (6), or six (6) out of seven (7) classes which must include Behavior Support or Social Skills class
- Must complete at least seventy percent (70%) of the work with a seventy percent (70%) or higher grade
- Must have a ninety percent (90%) attendance
- Must have no more than two (2) discipline referrals per Grading Period for high school students, and no more than four (4) discipline referrals per Grading Period for middle school students
- Must have completed the time assigned by the Tribunal/Waiver unless the student qualifies for an early release from the AEP; the final decision is subject to the approval of the Assistant Superintendent.

A student must meet the following criteria to be eligible for **early exit** from the AEP:

- Pass **all** classes with a minimum grade of 70%, including a Behavior Support/Social Skills Class, at the end of a 9-week grading period at a minimum. The 9-week grades must be earned while the student is assigned to the Alternative School or Alternative Virtual Academy (AVA).
- Have perfect attendance (no tardies and no absences)
- Have received zero discipline referrals during the period assigned to the AVA
- Upon meeting the noted three criteria, the student and parent (if student is under 18 years of age) **must attend and participate in the Review Conference** at the Alternative School prior to eligibility for early exit from the AVA. If the student and parent fail to attend the Review Conference, the meeting will be cancelled and the **student will no longer be eligible for early exit**. The student will be required to meet **ALL** the criteria for **regular exit** from the Alternative School, including the length of time assigned at the Alternative School prior to returning to the home school. All early exits are subject to approval by the Assistant Superintendent.

**Students assigned to the Alternative School due to the following offenses are NOT eligible for early exit:**

- Possession of weapon or firearm (loaded or unloaded) while on school property or participating in *Extending Learning Beyond the Classroom*.
- Possession with intent to buy, sell, or distribute illegal drugs
- Possession, use, or under the influence of illegal drugs
- Physical violence against School Personnel without harm
- Physical violence against School Personnel which causes harm

### **Reports to Law Enforcement**

Students who commit violations of criminal law may be subject to the consequences of this behavior code and referred to local law enforcement authorities. The District will, to the extent permitted by law, cooperate with law enforcement and other investigating agencies in the interest of the welfare of all citizens.

### **Interrogations and Searches**

The principal or designee of each school in the District is authorized to conduct reasonable interviews of students in order to properly investigate and address student misconduct. Students who are suspected of misconduct or of violating the Student Code of Conduct may be questioned by school staff. Students who may have witnessed misconduct on the part of other students, faculty, or staff may be asked to provide oral or written statements regarding the investigated event. Principals or designees may interview students without prior notice or permission of parents or guardians.

As permitted by applicable authority, the principal or designee of each school in the District may conduct reasonable inspection of students' school lockers, articles carried upon their persons, and vehicles in order to properly investigate and address student misconduct. Searches based on reasonable suspicion may proceed without hindrance or delay, and they should be conducted as directed by school administration. Searches will be based on a reasonable suspicion of the presence of harmful or prohibited items. Lockers, desks, classrooms, and storage areas are the property of the District. Students shall not consider these areas to be private.

### **Chronic Disciplinary Problem Students**

- Chronic Disciplinary Problem Student refers to a student who exhibits a pattern of behavioral characteristics that interrupts the education of classmates and is likely to recur.
- After a student has been identified as a chronic disciplinary problem student, the principal will notify the student's parent or guardian by telephone call and certified mail, statutory overnight delivery with return receipt requested, or first-class mail of the disciplinary problems. The parent or guardian will also receive an invitation to observe the student in a classroom situation.
- At least one parent or guardian will be invited to attend a conference to devise a disciplinary and behavioral correction plan. The principal or designee and the parent or guardian are expected to be present at the conference.
- The principal may also invite other appropriate staff members if advisable to do so. If the parent or guardian fails to attend the conference, it will be the responsibility of the school personnel to devise a disciplinary and behavioral correction plan for the student. Copies of that plan will be provided to both the parent and the student.
- Before any chronic disciplinary problem student is permitted to return from an expulsion or suspension, the school to which the student is to be readmitted shall request by telephone call and certified mail, statutory overnight delivery with return receipt requested, or first-class mail that at least one parent or guardian schedule and attend conference with the principal or designee to devise a new or revised disciplinary and behavioral correction plan. Failure of the parent or guardian to attend shall not preclude the student from being readmitted to the school. A teacher, counselor, or other person may attend the conference at the discretion of the principal. The principal shall ensure that a notation of the conference is placed in the student's permanent file (**O.C.G.A. § 20-2-766**).

Students in pre-k through third grade may not be assigned out of school suspension or expelled for more than five days without receiving the Multi-Tiered System of Supports (**O.C.G.A. § 20-2-742**).

### **Intervention and Progressive Discipline**

The District expects that parents, guardians, teachers, and school administrators will work together to improve and enhance student behavior and academic performance and communicate concerns about, and actions in response to, student behavior that detracts from the learning environment. The District will employ behavior support processes designed to consider, as appropriate in light of the severity of the behavioral problem, support services that may be available through the school, District, other public entities, or community organizations that may help the student address behavioral problems. These may include, but are not limited to, Student Support Teams and the Response to Intervention process. Through this behavior code, the District employees a progressive discipline process designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student and other relevant factors will be taken into account; and that all due process procedures required by federal and state law will be followed.

The overarching philosophy of Clayton County Public Schools is that discipline helps to shape behavior that will result in the student's ability to excel academically. The academic process rests heavily on how well parents, guardians, school administrators, and teachers work together to provide a safety net and boundaries that produce academic success.



## **Restraint and Seclusion**

Clayton County Public Schools recognizes the need for a safe and orderly learning environment and uses proactive, positive approaches and strategies in managing inappropriate student behavior. The district adheres to the Georgia Department of Education's State Board Rule (160-5-1-.35) regarding seclusion and restraint for all students. The State Rule prohibits the use of seclusion, chemical, mechanical, and prone restraint.

Physical restraint is allowed in situations in which students' behavior presents an imminent danger to themselves or others and does not respond to less intensive de-escalation techniques. Physical restraint is removed as soon as the student is no longer a danger to self or others.

The district utilizes the MindSet Safety Communication and Management system to support the management of student behavior. This system involves the use of de-escalation communication intervention strategies to diffuse tense situations. The MindSet system also includes physical restraint procedures and interventions when students' behaviors present an immediate and/or imminent danger to self or others. Select staff members at each school are trained in MindSet procedures, protocols, and techniques.

## **Clayton County Public Schools Student Code of Conduct and Discipline Levels**

### **Level 1 Classroom Interventions and Support**

- This level is appropriate when supports and interventions are implemented, but the behavior continues to negatively influence the learning of the student or others.
- Parent conference
- Referral to School Counselor
- Referral to School Social Worker
- Referral to Community Resource Class (e.g. Alternatives to OSS)
- Restorative Practices

### **Level 2 Intensive Interventions and Support**

- This level is appropriate when supports and interventions are implemented, but the behavior continues to negatively influence the learning of the student or others.
- Parent conference
- Referral to School Counselor
- Referral to School Social Worker
- Referral to Community Resource Class (e.g. Alternatives to OSS)
- Restorative Practice
- In-School Suspension (ISS) 1-5 days and access to virtual learning or extending learning beyond the classroom to the extent possible.
- Out-of-School Suspension (OSS) 1-5 days and access to virtual learning or extending learning beyond the classroom to the extent possible.

### **Level 3 Short Term Suspension**

- This level is appropriate given the seriousness of the offense and the impact on the school or when documented interventions (in levels 1 and 2) have been implemented, but the behavior escalates.
- Referral to School Counselor
- Referral to School Social Worker
- Referral to Community Resource Class (e.g. Alternatives to OSS)
- Restorative Practice
- In-School Suspension (ISS) 1-5 days and access to virtual learning or extending learning beyond the classroom to the extent possible
- In-School Suspension (ISS) 5-10 days and access to virtual learning or extending learning beyond the classroom to the extent possible
- Out-of-School Suspension (OSS) 1-10 days and access to virtual learning or extending learning beyond the classroom to the extent possible

**Any violation of the O.C.G.A criminal code will be referred to the Clayton County Public Schools Police.**

### **Level 4 Referral for Tribunal (long-term suspension, expulsion, or assignment in an Alternative School)**

This level is appropriate when behavior violates state-mandated offenses that require long-term suspension, expulsion, or assignment to an Alternative School. It is also appropriate when certain offenses are violated three or more times within a current school year, violated within the student's indicated discipline history, or interventions are in place yet the behavior escalates. Students assigned long-term suspension or temporary expulsion will be granted access to virtual learning or extending learning beyond the classroom to the extent possible.



## **Enrollment of Students**

Pursuant to **O.C.G.A. § 20-2-751.2**, a student from a public school district in this state, a private school in this state, or a public school outside of this state who attempts to enroll or who is enrolled in any Clayton County School during the time in which that student is subject to a disciplinary order of suspension, order of expulsion, or has been permanently expelled from school may be refused admission or withdrawn from Clayton County Schools for any duration remaining in that other School District's or school's disciplinary order upon receiving a certified copy of such order if the offense which led to such suspension or expulsion in the other School District or school was an offense for which suspension or expulsion could be imposed in Clayton County Schools. The final decision will be based upon the approval of the Superintendent or designee. A student with a disability who is under a preexisting permanent expulsion order from another school district will be offered modified FAPE services through the Department of Exceptional Students pursuant to 34 C.F.R. § 300.530.1. even if such discipline order is upheld.

School administrators should notify all teachers and other school personnel of any student assigned to them who has been convicted of or has been adjudicated to have committed an offense which is a designated felony under **O.C.G.A. § 15-11-62**. Such teachers and other certified professional personnel as the administrator deems appropriate may review information in the student's file. Such information shall be kept confidential. The school's multidisciplinary team, the **Circle of Support**, will devise a behavior support plan or behavior correction action plan for the student.

## **Unsafe School Statement**

Major disciplinary offenses including, but not limited to drug and weapons offenses, can lead to school designation as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16.

## **Driver's License**

In addition to penalties specified in this Code of Conduct for attendance and selected conduct, students seventeen (17) years of age and younger may find eligibility for a Georgia instructional learner's permit or driver's license impacted by school attendance or conduct. Students applying for an instructional permit or driver's license must obtain a letter from their school certifying that none of the following provisions apply to them at the time the letter is generated or for the preceding year. Schools are required to report any child fourteen (14) years of age or older conforming to the following provisions:

- Has dropped out of school without graduating and has remained out of school for ten (10) consecutive days;
- Has more than ten (10) school days of unexcused absences in the current academic year or 10 or more school days of unexcused absences in the previous academic year; or
- Has been found in violation by a hearing officer, panel, or tribunal, or received a change in placement for committing one of the following offenses; or has waived the right to a hearing and pleaded guilty to one of the following offenses:
  - \* Threatening, striking, or causing bodily harm to a teacher or other school personnel;
  - \* Possession or sale of drugs or alcohol on school property or at a school sponsored event;
  - \* Possession or use of a weapon (as defined in O.C.G.A. § 16-11-127.1) on school property or at a school sponsored event.
  - \* Any sexual offense prohibited under Chapter 6 of Title 16 of the Georgia Code; causing substantial or visible bodily harm to or seriously disfiguring another person, including another student.

## **Allegations of Inappropriate Behavior**

The School System adheres to the requirements found in **O.C.G.A. § 20-2-751.7** and the Professional Standards Commission's state mandated process for students to follow reporting instances of alleged inappropriate sexual behavior by a school employee. (See Policy JCD, Sexual Harassment) Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual abuse, sexual misconduct, or other inappropriate behavior by a teacher, administrator, or other school system employee is urged to make an oral report of the act to any teacher, counselor, or administrator at the school.

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

Any school principal or principal's designee receiving a report of abuse as defined in **O.C.G.A. § 19-7-5**, or any other behavior required to be reported under this law, shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been victimized. The report should be made by telephone and followed by a written report, if requested, to a child welfare agency providing protective services as designated by the Department of Human Resources. If a student has allegedly been abused or subjected to inappropriate behavior by a school employee, a report of such allegation will also be made as soon as practical by the principal or principal's designee to the Superintendent's designee.

## **Mandatory Reporting of Student Offenses**

Any school employee who has reasonable cause to believe that a student at that school has committed one of the following listed acts on school property or at any school function shall immediately report the act and the name of the student to the principal or the principal's designee:

- **Code Section 16-5-21**, relating to aggravated assault if a firearm is involved;
- **Code Section 16-5-24**, relating to aggravated battery;
- **Chapter 6 of Title 16**, relating to sexual offenses;
- **Code Section 16-11-127**, relating to carrying a weapon or long gun in an unauthorized location;
- **Code Section 16-11-127.1**, relating to carrying weapons at school functions or on school property or within school safety zones;
- **Code Section 16-11-132**, relating to the illegal possession of a handgun by a person under 18 years of age;
- **Code Section 16-13-30**, relating to possession and other activities regarding marijuana and controlled substances.

The principal or designee who receives a report who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate school system superintendent and to the appropriate police authority and district attorney.

## **Student Organizations**

The names of student clubs and organizations, the mission or purpose of such clubs or organizations, the names of the club's or organization's contacts or faculty advisors, and a description of past or planned activities will be available in student handbooks, school-provided information and on the website for each school. This information is updated periodically throughout the year.

## **Students with Disabilities or 504 Students**

Nothing in this Rule shall be interpreted to infringe on any right provided to students by the federal Individuals with Disabilities Act, Section 504 of the federal Rehabilitation Act, or the federal Americans with Disabilities Act. When discipline is proposed to be administered to a student who has been identified as disabled or who is receiving special education services from the District, the District will follow all applicable state and federal authority.

## **Jurisdictions and Definitions**

The following code provisions apply to offenses that students commit while on school property, engaging in virtual classes or extending learning beyond the classroom, attending a school-sponsored event, or using school technology resources.

## **Alternative Educational Program (AEP)**

An educational environment provides for the educational and behavioral needs of students who have been removed from the regular school programs due to the discipline orders of other districts, disruptive behavior or violations of the behavior code. Please note the definitions that follow.

- A. Detention** ( After School and Saturday Detention) - Restriction of students to the school site at times outside of regular school hours. School principals have the authority to require students to remain after school. Teachers have the authority to detain a student after school; however, teachers should advise the principal and notify parents or guardians. In the case of students whose immediate detention would pose transportation problems, twenty-four hours notice may be given before the detention takes place.
- B. Disciplinary Tribunal** - A disciplinary hearing to determine the guilt or innocence of a student accused of violating this behavior code when the opportunity for a student disciplinary hearing is required by law or authority. See Administrative Rule JCEB, Suspension and Hearing Procedures. If the student is determined to be guilty of the alleged offense, the Tribunal will determine the consequences for the student in accordance with the Code of Conduct.
- C. Expulsion** - Suspension or expulsion of a student from school beyond the current school semester.
- D. Felony** - A crime punishable for more than 12 months, by imprisonment for life, or by death.
- E. In-School Suspension (ISS)** - Restriction of students to a specified location in the school so as to remove them from participation in regularly scheduled school activities.
- F. School Sponsored Events** - events that are sponsored by a public school and that occur away from the property of a public school over which the public school has direct control or authority (160-4-8-.16)
- G. Long-Term Suspension** - the suspension of a student from school for more than ten (10) school days, but not beyond the current school semester.
- H. Permanent Expulsion** - expulsion from all School District schools for the remainder of the student's eligibility to attend school pursuant to Georgia law. Students so expelled will not be allowed to enroll in the School District's Alternative Education Program (AEP).

- I. **School Property** includes but is not limited to the following locations:
  - The land and improvements which constitute the school
  - Any other property or building including school bus stops (wherever located) and where any school function or activity is conducted (including virtual classes or extending learning beyond the classroom) by the School District
  - Any bus or other vehicle used in connection with school functions and activities including but not limited to school buses, buses leased by the School District, and privately-owned vehicles used for transportation to and from school activities
  - Personal belongings, automobiles, or other vehicles located on school property
  - En route to and from school (prior to imposing discipline regarding these incidents, schools should consult with the Department of Student Discipline’s Tribunal Office).
- J. **School Technology Resources** include but are not limited to the following items:
  - Electronic media systems such as computers, electronic networks, messaging; Web site publishing and the associated hardware and software programs used for purposes such as, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.
- K. **Short-Term Suspension** - the suspension of a student from school for ten (10) school days or less
- L. **Truant** - refers to any child subject to compulsory attendance who during the school calendar year has missed more than ten (10) days of school due to unexcused absences according to **O.C.G.A § 15-11-381**. School days missed because of an out of school suspension shall not count as unexcused day for determining student truancy.
- M. **Valid Written Excuse Documentation** - A written explanation provided to the school within three days of a student’s absence, signed by the student’s parent or guardian; or, other documentation supporting the reason for the student’s absence.

## Student Offenses

The Student Code of Conduct applies to ALL students in all learning environments, including the traditional face-to-face learning environment, virtual classes, and extending learning beyond the classroom. The decision to charge a student for violation of this Code of Conduct will be made by the administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct they are to contact the Department of Student Discipline’s Tribunal Office. A student shall not violate any of the following rules of the School District.

### 1. Academic Dishonesty Offenses

Plagiarism or cheating on assignments, tests, major exams, projects, or statewide assessments is prohibited. If the Georgia Department of Education or Clayton County Public Schools determines that a student did use or intended to use a device to share, retain, or access information, the student’s test will be invalidated. An invalidated test means the student will not earn a score on the exam.

**Consequences:** Levels 1- 4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

### 2. Alcohol Offenses

Possession, use, or under the influence of alcohol: Possession, consumption, transmitting, storing, or under the influence of alcoholic beverages or related products (non-alcoholic beers, wine coolers, and near beer). Legal intoxication is not required for violation of this code.

Possession of a substance reported to be alcohol: False representation or identification of a substance to be alcohol  
**Consequences:** Levels 1- 4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

### 3. Attendance Offenses

All consequences should follow the Clayton County Comprehensive Attendance and Truancy Protocol. Any student who is subject to compulsory education requirements and is deemed truant as defined in this policy is subject to progressive disciplinary consequences. At a minimum, students and their parents or guardians shall be required to meet with school administrators or other designated personnel to develop and implement an attendance improvement plan. Parking privileges may be revoked for attendance violations. Parents, guardians, or other persons who have control of a child enrolled in the School District must comply with District and local school guidelines and submit valid, written excuses for student absences. Any child subject to compulsory attendance during the school calendar year who has missed more than ten days of school due to unexcused absences according to **O.C.G.A 15-11-381** is considered truant. Possible consequences may also include disposition for unruly children.

Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of **O.C.G.A. § 20-2-690.1**, which states the following: Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's School District notifies the parent, guardian, or other person who has control or charge of a child with five unexcused days of absence for a school shall constitute a separate offense. Schools shall notify parents when a student accumulates five (5) unexcused absences.

Skipping class or required activity: failure to attend class or activity or being tardy without a valid excuse

Leaving campus without permission: leaving school grounds during the course of the regularly scheduled school day without permission of a parent and school principal or designee.

**Consequences:** Level 1

Referral to the Assistant Superintendent for other placement options as needed. Referral to the Clayton County Juvenile Court or Clayton County Collaborative Child Study Team (QUADCst) according to Clayton County Attendance Protocol.

#### **4. Bullying and Cyberbullying Offenses O.C.G.A. § 20-2-751.4**

##### **“Bullying”**

Per OCGA 20-2-751.4. As used in this Code section, the term "bullying" means an act that is:

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (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
  - (D) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system.

##### **“Cyberbullying” means:**

The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. For purposes of this Code section, electronic communication includes but is not limited to any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

**Consequences:** Levels 1-4

Upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials for a student in grades six through 12 who has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.



## 5. Bus Offenses

The Clayton County Board of Education expects students to conduct themselves in an exemplary manner on the school bus or any mode of transportation used to transport students to and from any Clayton County Public Schools owned properties or to and from extra-curricular, interscholastic activities, or other school-related activities. Students shall follow all student behavior policies and regulations while on school provided transportation, including but not limited to, the prohibitions on physical violence, bullying, assault, battery, disrespectful conduct, or other unruly behavior. In the event a student's bus privileges are suspended, it shall be the responsibility of the parent or guardian or the student to provide transportation to and from school and to and from extra-curricular and interscholastic activities. If a student has been found to have engaged in battery, acts of physical violence, bullying or physical threats on the school bus—in addition to other consequences—the student's parent or guardian shall be required to meet with the principal or designee to execute a bus behavior contract or student may be removed from bus services.

### Bus Violations:

- All body parts shall always remain inside the bus
- Nothing shall be thrown into, out of, inside, or at the bus
- Students shall not make unnecessary noise and always remain seated unless directed by the driver
- Students are required to remain quiet at all railroad crossings
- Emergency doors and windows are used only at the direction of the driver
- Students shall not board or disembark a bus at at bus stop other than that assigned for their residence without submitting a written request from a parent or guardian to the principal or designee for approval
- Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, audible radios, tape or compact disc players without headphones, mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the school bus or interfere with the school bus communication equipment. **OCGA § 20-2-751.5**

**Consequences:** Levels 1- 4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

## 6. Communication Device Offenses (Unauthorized Possession and Use)

The visible possession or use of communication devices is prohibited during school hours, within the school building, or on a school bus, except as permitted by school administration for instructional purposes. All devices must be OFF during the school day or while on school buses.

**Consequences:** Levels 1- 4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented

## 7. Chronic Discipline Offenses

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics that interferes with the learning process of students around him or her and which are likely to recur after a student has been identified as a chronic disciplinary problem student.

If the parent or guardian fails to attend the conference concerning such student, it will be the responsibility of the school personnel attending to create a disciplinary and behavioral correction plan for the student and provide copies of that plan to both the parent and the student.

**Consequences:** Level 4 Depending on the criteria listed and the approval by Student Services, Office of Tribunals.

The principal will notify the student's parent or guardian of the disciplinary problems by telephone call and by either certified mail or statutory overnight delivery with return receipt requested. Parents or guardians shall be invited to observe the student in a classroom situation. At least one parent or guardian will be invited to attend a conference to devise a disciplinary and behavioral correction plan. The principal or designee and the parent or guardian are expected to be present at the conference. The principal may also invite other appropriate staff members if advisable to do so.



## 8. Disrespectful Behavior Offenses

Insubordination: failure to comply with reasonable directions or commands of authorized school personnel or designees. Examples of insubordination are listed below:

- Refusal to identify one's self: refusal to identify oneself upon request of any school district employee or designee
  - Dress code violation: repeat violations of the school or district dress code
  - Failure to attend detention or ISS: failure to attend detention or In-School Suspension
  - Verbal altercation: engagement in a verbal dispute with any person.
  - Profanity directed toward school personnel, official, staff, or other persons: use of any profane, vulgar, obscene, or ethnically offensive language (written or oral) or gestures toward school personnel or officials
  - Profanity directed toward a student: use of any type of profane, vulgar, obscene, or ethnically offensive language (written or oral) or gestures toward a student
  - Inappropriate Display of Affection
  - Possession or distribution of obscene or offensive materials: possession, display, or distribution of profane, vulgar, pornographic, obscene, or ethnically offensive materials (includes communication via electronic devices)
  - Failure to follow established health or safety rules while on school property, or participating in a virtual class or extending learning beyond the classroom.
  - False reports or accusations: knowingly and willfully making reports or statements (written or verbal) falsely accusing others of wrong actions, falsifying school records, or forging signatures. Also, falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. **OCGA § 20-2-751.5 (A)(17)**
- Consequences:** Levels 1- 4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented

## 9. Disruptive Behavior Offenses

- On campus without permission: students shall not be on campus of a school in which they are not enrolled or from which they are currently suspended or expelled.
- In a restricted area without permission: students may not be present in an unauthorized area of school property.
- Restricting others use of school facilities or activities: students shall not occupy or block (or attempt to occupy or block) the entrance or exit of any school building, gymnasium, school grounds, properties or part thereof with the intent to deprive others of its use

**Consequences:** Levels 1-3

## 10. Drug Offenses

Illegal drugs include narcotics, hallucinogens, amphetamines, barbiturates, marijuana, stimulants, prescription medication (not prescribed to the student) or any other substance listed under the Georgia Controlled Substances Act. Legal intoxication is not required for violation of this code. Over-the-counter medications include (but are not limited to) nicotine replacement therapies, nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like.

- Possession with intent to buy, sell, or distribute illegal drugs: possession with intent to buy, sell, or distribute illegal drugs or distribute a substance falsely identified as such, or that is believed by the purchaser or seller to be an illegal drug
- Possession, use, or under the influence of illegal drugs: possession, consumption, transmitting, storing, or under any degree of influence of illegal drugs
- Possession of drug related paraphernalia: possession, transportation, storage, buying, selling, or otherwise distributing any drug related paraphernalia
- Under the influence of inhalants or other substances: students shall not sniff or be under the influence of inhalants and other substances such as alcohol or drugs
- Possession of Prescription or over-the-counter medication (OTC): possession of over-the-counter medication (and prescription medication prescribed for the student that does not comply with school and District rules) while on school property. This includes possession with the attempt to buy, sell, or distribute, or the attempt thereof. **Consequences:** Levels 1-4 Depending on the evidence.

### **11. False Emergency Offenses**

- knowingly make or cause a false call to emergency services to be made
- to knowingly cause a fire alarm to be activated under false pretenses

**Consequences :** Levels 1- 4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented

### **12. Gambling**

Gambling is defined as participation in any type of gambling activity as defined by state law or that involves wagering or betting of services, money, or other item

**Consequences:** Levels 1-3

### **13. Gang Related Offenses**

A "gang" is defined as any group or association of three or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on or off school campuses or school property. An identified gang which encourages, solicits, promotes, urges, counsels, furthers advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity.

- a. Identifying one's self as a gang member: identification as a gang member by display of tattoos, wearing or possessing gang related clothing, or paraphernalia, holding himself/herself as a gang member or the tagging or defacing of property with gang related symbols.
- b. Solicitation of gang members: Recruitment or solicitation of membership in any gang or gang related organization.
- c. Participation in other gang related activity

**Consequences:** Levels 1- 4 Depending on the severity of the incident and evidence.

### **14. Harassment Offenses**

Harassment may be intentional, substantial, and unreasonable verbal, physical, or written conduct that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity, or a physical characteristic.

**Consequences** Levels 1- 4 Depending on the severity of the incident and evidence.

### **15. Off Campus Offenses**

These offenses do not take place on school property and meet the following criteria:

- Punishable as a felony or would be punishable as a felony if committed by an adult; AND
- Conduct which makes the student's continued presence at school either a potential danger to persons or property at the school; OR
- Disruptive to the educational process.(**O.C.G.A. 20.2.751**)

**Consequences** Levels 1-4 Depending on the criteria above and the approval by Student Services, Office of Student Discipline

### **16. Other Offenses**

Other Behaviors that are not specifically addressed in this code of conduct: acts or participation in any activity that is illegal or subversive to the good order and discipline of the school.

**Consequences** Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

### **17. Parties to an Offense**

Party to an offense: behavior to encourage, counsel, promote, assist, cause, advise, procure, or abet any student(s) to violate any section of this code of conduct. This includes inciting others to physical violence.

**Consequences:** Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

## 18. Physical Offenses

- Possession or use of Harmful Substance: possession or use of any device, chemical, irritant, or substance in a manner inconsistent with its intended or prescribed use or in a manner designed to cause harm, shock, physical irritation, or allergic reaction
- Horseplay and Wrestling: engagement in rough or boisterous activities
- Fighting: a physical confrontation between two or more students that involves mutual participation.
- Battery of a Student or other Person who is not a school employee: making intentional physical contact or behaving in such a way as to cause physical injury to another person.

**Consequences :** Levels 1-4 (for items 18a, 18b, 18c and 18d) Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

### **Physical Violence Against School Personnel without Harm**

In accordance with **O.C.G.A. 20-2-751.6.**, any student alleged to have committed an act of physical violence (defined as intentionally making physical contact of an insulting or provoking nature with school personnel) shall be suspended pending the hearing by the disciplinary hearing officer, panel, or tribunal. If found guilty, the decision of the disciplinary hearing officer, panel, or tribunal shall include a recommendation as to whether the student may return to public school and, if return is recommended, a recommended time for the student's return to public school.

### **Physical Violence Against School Personnel which Causes Harm**

In accordance with **O.C.G.A. 20-2-751.6.**, any student alleged to have committed an act of physical violence which causes harm (defined as intentionally making physical contact which causes physical harm to school personnel, unless such physical contacts or harm was in defense of himself/herself) shall be suspended pending the hearing by the disciplinary hearing officer, panel, or tribunal. If found guilty by the disciplinary hearing officer, panel, or tribunal, the student shall be expelled from the public school system. The expulsion shall be for the remainder of the student's eligibility to attend public school pursuant to **O.C.G.A. § 20-2-150.** However,

- The local school board at its discretion may permit the student to attend an alternative education program for the period of the student's expulsion.
- If the student who commits an act of physical violence is in kindergarten through grade eight, then the local school board at its discretion and on the recommendation of the disciplinary hearing officer, panel, or tribunal may permit such a student to re-enroll in the regular public school program for grades nine through twelve.
- If the local school board does not operate an alternative education program for students in kindergarten through grade six, the local school board at its discretion may permit a student in kindergarten through grade six who has committed an act of physical violence to re-enroll in the public school system.
- In addition, a referral to Juvenile court will be made by the appropriate School Social Worker.

**Consequences:** Levels 3 and 4 (for items 18e and 18f)

## 19. Property Related Offenses (O.C.G.A § 20-2-751.5; O.C.G.A. § 160-8-41 )

- Destruction/Vandalism/Theft to Private Property/Robbery/Burglary: acts or attempts to mark, deface, damage, vandalize, or steal private property (including setting or attempting to set a fire to property).
- Destruction/Vandalism/Theft to School Property/Robbery/Burglary: acts or attempts to mark, deface, damage, vandalize, or steal school property (including setting or attempting to set a fire to property)
- Possession of Stolen Property: possession of private or school property on school grounds.
- Robbery with the use of a weapon: taking or attempting to take, anything of value that is owned by another person or student or the school, under confrontational circumstances by force or threat of force or violence or by putting the person in fear. Weapons include but are not limited to guns, knives, clubs, razor blades, etc.

**Consequences:** Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

## 20. Virtual Learning and Extended Learning Beyond the Classroom Offenses

Students shall not engage in any speech or conduct in a virtual learning or extending learning beyond the classroom which materially and substantially impacts the teaching and learning process, is disruptive to the educational process, or endangers the health, safety, reputation, property or well-being of other students, teachers, or other employees of the School District.

**Consequences :** Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history,

and prior interventions implemented.

## 21. School Disruptions

- **Minor Localized Disruption:** an act or acts that cause disorder in a localized area (such as hallway, restroom, classroom). Behavior that interrupts any school activity or function

**Consequences:** Levels 1-3.

- **Major School Disruption:** an act or acts that cause substantial disruption of learning opportunities or reckless conduct that threatens the safety of others (including school evacuations, lock-downs, riots, sit-downs, picketing, and disruptions that cause interruptions in the school's function).

**Consequences:** Levels 1- 4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

## 22. Sexual Offenses

- Consensual participation in any form of Sexual Activity
- Sexting: the sending or receiving of sexually explicit messages or pictures.
- Indecent exposure: behavior that includes exposing one's intimate body parts (as defined in this section) in public.
- Sexual Harassment: verbal, written, visual, or physical conduct of a sexual nature. Behavior which includes, but is not limited to, unwelcome sexual advances or gestures; requests for sexual favors; sexually offensive slurs; electronic messages such as email, text messages; sexually offensive drawings or posters directed toward another person regardless of a pattern of harassing behavior or a single significant incident.
- Sexual Battery: intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. "Intimate parts" include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female (**O.C.G.A. 16-6-22.1**).
- Sexual Molestation: any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes forcing another person to make physical contact with the student's intimate body parts.

**Consequences:** Levels 1- 4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

## 23. Technology Offenses

- Unauthorized access or attempted access to school technology: acts or attempts to purposely seek security flaws to gain access to school technology resources.
- Altering or attempted altering of school technology: acts or attempts to disrupt the school technology resources by destroying, altering, or otherwise modifying technology (including Hacking).
- Unauthorized soliciting using school technology: acts or attempts to solicit business, advertise, or engage in any other selling activities in support of nonschool related fundraising or private business enterprises.
- Compromising of school technology: acts or attempts to engage in any activity that monopolizes, wastes, or compromises school technology resources.
- Copying of programs, software, or other technology: copying of computer programs, software, or other technology provided by the School District for personal use (includes downloading unauthorized files).
- Inappropriate display of material using school technology: use of school technology resources to distribute or display material that does not serve an instructional or educational purpose or is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic, threatening; advocates illegal, dangerous, or violent acts; is knowingly false, reckless, or defamatory to others; is otherwise harmful to minors as defined by the Children's
- Internet Protection Act.

**Consequences:** Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

## 24. Threatening Behavior Offenses (Assault)

A Threat Assessment is required for all instances of threatening behavior.

### **Terroristic Threat**

Communication (verbal or written) of a serious expression to harm or use of violence against a group of individuals or school property.

### **Student or Nonschool Employee**

Verbal Assault/Threatening Another Student or Nonschool employee: communication of a verbal, written, or gesture intended to place a student or other person in fear of bodily harm.

### **Physically Threatening Another Student or Nonschool Employee**

behavior (or attempt) to commit physical harm or injury to the person of another; a physical act which places another in reasonable apprehension of immediately receiving a physical injury, or behavior which could reasonably cause physical injury to any person

### **School Personnel or School Official**

Verbal Assault/Threatening School Personnel or School official: communication of verbal, written, or gesture intended to place any school employee or school official in fear of bodily harm. In accordance with **O.C.G.A. § 20-2-753.**, local boards of education shall appoint a disciplinary hearing officer, panel, or tribunal of school officials to hold a disciplinary hearing following any instance of an alleged assault or battery by a student upon any teacher or other school official or employee if such teacher, other school official, or employee so requests.

### **Physically Threatening School Personnel or School Official**

Behavior (or attempt) to commit physical harm or injury to any school employee or school official; an act which places another in reasonable apprehension of immediately receiving a physical injury, or behavior which could reasonably cause physical injury to any person. In accordance with **O.C.G.A. § 20-2-753.**, local boards of education shall appoint a disciplinary hearing officer, panel, or tribunal of school officials to hold a disciplinary hearing following any instance of an alleged assault or battery by a student upon any teacher or other school official or employee if such teacher, other school official, or employee so requests.

**Consequences:** Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

## 25. Tobacco Offenses

Possession of tobacco, tobacco related products, or tobacco related substitutes: possession, use, or distribution of tobacco, tobacco products, or tobacco substitutes (includes hookahs, or look-alikes).

**Consequences:** Levels 1-3 and a referral to the ASPIRE Program. (A Smoking Prevention Interactive Experience) at <http://www.mdanderson.org/aspire>. **The ASPIRE Program is for middle and high school students only.**

## 26. Vaping, Juuling, and Electronic Smoking Devices

A student shall not possess or use vapes, Juuls, electronic cigarettes (e-cigs), vape pens, advanced personal vaporizers and related products while on school property. **Consequences:**

- **First or Second Offense** in a school year – **Levels 1-2** and a referral to the web-based **ASPIRE** Program (A Smoking Prevention Interactive Experience) at <http://www.mdanderson.org/aspire>. The ASPIRE Program is for middle and high school students only. A Certificate of Completion may be printed and presented to the referring administrator .
- **Third offense** in a school year – **Levels 1-3** and a referral to the Awareness, Collaboration, Education and Support Model (**ACES**) to address the use of nicotine/other substances.
- **Fourth offense and above** in a school year: **Level 4** and a Referral to the Awareness, Collaboration, Education and Support Model (**ACES**) to address the use of nicotine and other substances.



## 27. Weapons, Firearms, and Hazardous Objects

A student shall not possess, handle, transmit, or cause to be transmitted, use or threaten to use; sell, attempt to sell, or conspire to sell a weapon (concealed or open to view) while on school property. All weapons shall be confiscated and given to law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the Superintendent or designated school official in conjunction with law enforcement.

- Possession of a dangerous weapon or firearm (loaded or unloaded): firearms include a handgun, rifle, shotgun, or other weapon that will or can be converted to expel a projectile by the action of an explosive or electrical charge. A dangerous weapon is any weapon commonly known as a rocket launcher, bazooka, or recoilless rifle that fires explosive or nonexplosive rockets designed to injure, kill, destroy heavy armor—or any similar weapon used for such purposes.

This term shall also include any weapon commonly known as a mortar, which fires high explosives from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or any similar weapon used for such purposes. This term shall also include any weapon commonly known as a hand grenade or similar weapon that is designed to explode and injure personnel.

In accordance with **O.C.G.A. § 20-2-751.1.**, Consequences require a ten (10) day out-of-School Suspension and a request for Tribunal (with a recommendation of expulsion for a minimum of one calendar year). The local board of education, superintendent, administrator, hearing officer, tribunal, or panel has the authority to modify the expulsion requirements on a case-by-case basis. \*The hearing officer, tribunal, panel, superintendent or board of education shall be authorized to place a student determined to have brought a weapon to school in an alternative educational setting. **Consequences:** Levels 3 and 4.

- Possession of a Hazardous object, pellet, BB gun, antique firearm or other felony weapon: a hazardous object refers to any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles (made from metal, thermoplastic, wood or similar material), blackjack, bat, club, or other bludgeon-type weapon, flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (also known as nun-chukka, nun-chuck, nun-chaku), shuriken or fighting chain, or disc (any configuration) having at least two points or pointed blades that is designed to be thrown or propelled (also known as a throwing star or oriental dart), or any instrument of the like kind, nonlethal air gun, stun gun or taser. \*The hearing officer, tribunal, panel, superintendent or board of education shall be authorized to place a student determined to have brought a weapon to school in an alternative educational setting. **Consequences:** Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.
- Possession of a non-felony weapon or look-a-like weapon: any knife or instrument having a blade of less than two inches, any look-alike firearm, mace, pepper gas or like substances (mere possession of pepper gas or like substance is not a violation of this code of conduct unless the administration determines that the student brought it to school with the intent to harm another); any firearm muffler, silencer, chains, ice picks, plastic disposable razor, slingshot, or any tool or instrument that can reasonably be used as a weapon or is intended to be used as a weapon. **Consequences:** Levels 1-3
- Possession of a dangerous instrument: a dangerous instrument is any item that is thrown, used as a projectile, used to penetrate or cause bruises or contusions to skin or other body parts of a person (i.e. pencil, chair, stapler).  
**Consequences:** Levels 1-3
- Possession of explosives and ammunition: this includes smoke bombs, fireworks, bullets, and other similar items. This does not include firecrackers. **Consequences:** Levels 1-3 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.
- Possession of lighting matches, firecrackers, poppers, or cigarette lighters. **Consequences:** Levels 1-2
- Possession or use of instruments such as syringes and needles. **Consequences:** Levels 1-3

## 28. Out of School Suspension Reduction Programs and Community Resource Classes

Clayton County Public Schools provides Out-of-School Suspension (OSS) Reduction programs and Community Resource classes designed to increase student attendance, introduce behavior and conflict management skills, and provide opportunities for parental involvement. These programs give administrators alternatives to OSS when determining the consequences for behaviors that may normally result in an OSS. Parents may request and consideration given for the following programs:

- **School Conflict Workshop** - one night - 1½-hour educational program on conflict resolution for grades 6-12.
- **Project Handle It Before Prison (HIP) Your Life, Your Decision** - One night - 2-hour presentation for grades 6-12 sponsored by Clayton County Juvenile Court. Presenters include staff from an Atlanta correctional facility, the Sheriff's Department and an inmate from a correctional facility.
- **Safe Dates** - Two nights - 2-hour sessions which provide information for students on healthy relationships versus abusive relationships for grades 6-12.
- **Theft Workshop** - One day- 8-hour Saturday sessions on theft, shoplifting, resolving conflicts and life skills for grades 6-12 sponsored by Clayton County Juvenile Court.
- **Personal Space** - One day - 8- hour Saturday sessions on sexual battery, sexual assault, affray, vandalism, battery, obstruction of a Police Officer, misconduct, and life skills that may be applied in other settings for grades 6-12 sponsored by Clayton County Juvenile Court. This workshop will discuss the laws, consequences, decision making, and includes real-life scenarios and exercises that help our scholars learn how to resolve issues and collaboratively work through responses and solutions.
- **ASPIRE Program - (A Smoking Prevention Interactive Experience)** - One day- 3-hour web-based program designed to motivate teens to be tobacco free by offering videos, animations, and interactive activities; testimonies from peers, doctors, smokers and non-smokers; information on short and long term health consequences of tobacco and nicotine use; content on new and emerging products (e-cigs, hookah, synthetic marijuana); tips and resources to avoid the temptation to smoke or to stop smoking. This program is sponsored by the University of Texas MD Anderson Cancer Center and is for grades 6-12.

These OSS Reduction Programs and community resource classes (with the exception of the ASPIRE Program) require the student and a parent or guardian to attend and complete the assigned program instead of the child receiving and serving an out-of-school suspension. Thus, the referred students may remain in school pending the completion of the assigned OSS Reduction Program. If the program is not completed, the student is required to serve the out-of-school suspension originally assigned.



# STUDENT DISCIPLINE

## Discipline

Clayton County Public Schools is authorized by Georgia law to utilize a disciplinary hearing officer or a tribunal panel of school officials to hear any case alleging an assault, battery, or act of physical violence against a teacher, school bus driver, school officials, or school employee. Except in a finding of self-defense, punishment as provided by Georgia law shall include the following:

- (1) expulsion for the remainder of the student's eligibility to attend public school for any intentional physical act which causes physical harm to an employee
- (2) expulsion, long-term suspension, or short-term suspension for intentionally making physical contact of an insulting or provoking nature with a school employee ( **O.C.G.A. § 20-2-751.6** ). This offense also requires mandatory notification to law enforcement.

**Bullying** is prohibited by the Clayton County Board of Education and by Georgia law. In accordance with Georgia law, **O.C.G.A. § 20-2-751.4** (2), upon a determination by the Disciplinary Tribunal that a student in grades 6-12 committed the offense of bullying for the third time in a school year, such student shall be assigned to the alternative education program.

A meeting of the parent or guardian and appropriate school officials is held to develop a school bus behavior contract when determined a student engaged in bullying or is found to have engaged in physical assault or battery of another person on the school bus ( **O.C.G.A. § 20-2-751.5** ).

According to **O.C.G.A. § 20-2-1180**, it is illegal for any person to remain on the premises or within the school safety zone without a legitimate reason. It is illegal, according to **O.C.G.A. § 20-2-1182**, for any parent, guardian, or person other than a student at the school (if reminded that minor children are present) to continue to insult or abuse any public-school teacher, administrator, or public-school bus driver in the presence and within audible range of a student while on school grounds.

Students are to notify an administrator or staff member when illegal items are found in the school building or on the school campus. Students are advised not to pick up or handle illegal items.

The District will afford due process as required by state and federal laws (including appropriate hearings and reviews) to all students and shall be initiated at the school level.

**School Safety Zone** as defined by **O.C.G.A. 16-11-127.1** includes any real property or building owned or leased by any public or private elementary school, secondary school, or local board of education and used for elementary or secondary education.

In accordance with Clayton County Board of Education Policy GAN and JCD, the use of tobacco in any form is prohibited anywhere on school property or at school events. Students in violation of this policy are subject to disciplinary action.

## Student Safety - Bullying and Cyberbullying

Clayton County Public Schools believes that all students have the right to a safe and healthy school environment. All schools within the District promote mutual respect, tolerance, and acceptance among students, staff, volunteers, and visitors. Behavior that infringes on or negatively affects the safety of students will not be tolerated. No student shall be bullied, harassed, or intimidated by another student through words or actions.

Bullying and cyberbullying, as defined in Georgia law **O.C.G.A. § 20-2-751.4**, of a student by another student is strictly prohibited. Such prohibition is included in the Student Code of Conduct for all schools within the school system.

## Reports of Bullying and Harassment

1. Students, parents, staff, volunteers, and visitors who suspect a student is bullying or harassing others should report the incident to the teacher, school administrator, or the school counselor immediately.
2. The reported incident of Bullying or Harassment is documented by school personnel on the first part of the Harassment & Bullying Allegation Information form and submitted to an administrator. This form can be found on Infinite Campus (IC) portal.
3. The administrator completes the second part of the Harassment & Bullying Allegation Information form and notifies parents or guardians of both the alleged perpetrator and victim of the alleged incident using the Bullying Parent Notification Letter .
4. The administrator must complete an investigation of the alleged incident within ten school days from the date the alleged incident was reported to determine if the bullying or harassment was founded or unfounded.
5. The administrator will notify parents or guardians of both the perpetrator and the victim of the outcome of the investigation via the Bullying Parent Outcome Letter .

If a school's investigation reveals that bullying created a hostile environment for students receiving services under Section 504 or Title II and was based on the student's disability, race, color, national origin, sex, religion, or sexual orientation (the conduct was sufficiently serious as to interfere with or limit a student's ability to participate in or benefit from services, activities, or opportunities offered by a school) the school must take prompt and effective steps reasonably calculated to end the bullying, eliminate the hostile environment, prevent it from recurring, and remedy its effects.

For the student with a disability and receiving Individuals with Disability Education Act Free Appropriate Public Education (IDEA FAPE) services or Section 504 FAPE services, a school's investigation will determine whether that student's receipt of appropriate services was affected by the bullying.



# ATTENDANCE

As per the State's Every Student Succeeds Act (ESSA), student attendance (ES, MS, HS) is measured by the percentage of all students absent less than 10% of days enrolled. Research supports that students who miss school are at risk for falling behind.

Clayton County Public Schools is committed to working cooperatively with parents and students to improve daily and on-time attendance. For a student to be marked present for a full school day, a student must attend one half or more of the school day. The student is marked absent if the requirements for a full school day are not met. According to The District enforces attendance requirements in alignment with the **Georgia State Board of Education Rule 160-5-1-.10 (JB)**, "Local boards of education shall adopt policies and procedures excusing students under the following circumstances as a minimum."

**Student Attendance for Extended Learning Beyond the Classroom (ELBC), will adhere to the Georgia Department of Education guidelines and state laws governing attendance.**

During Extending Learning Beyond the Classroom (ELBC) and virtual, attendance begins the first day of school and may be measured by a combination of indicators that demonstrate adequate participation. This may include, students checking-in via a school-specific process, students' completion rates for assignments and assessments, and the frequency and timeliness of communication with the teacher/staff. When determining the completion rate for Students With Disabilities, English Language Learners, Students with a 504 plan and a Student Support Team Plan (SST), it is important to ensure that accommodations and all outlined services are implemented. If a student's work completion rates are not on track or he or she fails to communicate on a regular basis with the teacher, he or she will fall in an Alarm status, which means a meeting must be held with the family right away to get the student back on track.

Students are encouraged to:

- Participate in every course each day;
- Log in and work in courses each day;
- Complete and submit course assignments as indicated in accordance with due dates;
- Communicate with the teacher(s) and staff as needed via ELBC Classes; telephone conversations, email correspondence, etc.
- Check email at least once daily and respond to any teacher or staff inquiries within 24 hours.

***Failure to adhere to this guidance could count as an absence for the student***

To support student engagement and progress, the following steps will be taken:

- After 2 days of student inactivity, the teacher will initiate a virtual check-in with the parent to communicate the concern and expectation regarding student participation in the course on a daily basis and academic progress in alignment with the course-pacing guide/syllabus;
- If the teacher makes contact with the parent/student, the issue is resolved;
- If the teacher fails to make contact and the student accumulates up to three incidences of inactivity, the Principal's designee will call the other contact persons/numbers in Infinite Campus in addition to sending a message via the parent portal
- If no contact is made with the parent or student and the student does not actively participate in the course, the Principal's designee will escalate the concern to the School Counselor, who will call the parent and complete a Social Worker referral to access needs and develop an action plan to address the concerns.
- After 5 days, if there is not a response from the parent, and/or the student does not actively participate in the course, the student will be referred to the Social Work Team for a wellness check/home visit.



### ***Course inactivity could count as an absence.***

Absences will be coded in accordance with Georgia Department of Education guidelines. Georgia State Board of Education delineates excused absences for the following reasons:

- Personal illness or attendance in school endangers a student's health or the health of others
- A serious illness or death in student's immediate family necessitating absence from school
- A court order or an order by a governmental agency including preinduction physical examination for service in the armed forces mandating absence from school
- Observation of religious holidays
- Serving as a page for the Georgia General Assembly (Students will be marked present.)
- Local boards of education may allow a period not to exceed one day for registering to vote or voting in a public election
- Conditions rendering attendance impossible or hazardous to student health or safety
- Up to five school days when a parent is called to duty or on leave from a combat zone or a combat support posting
- 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
- Students in foster care who attend court proceedings related to their foster care (Students will be marked present.)
- Up to two days per school year for a student who successfully participates in the Student Teen Election Participant program or college visits. (The student will be marked present.) Students are not permitted to leave school without parental permission. Students shall not encourage, urge, or counsel other students to violate this rule.

### **Absences and After-school Activities**

As a rule, students absent from school are not allowed to participate in after-school activities such as athletic contests and club meetings. On rare occasions, there are extenuating circumstances in which a teacher, parent, or guardian may appeal to the principal to make an exception to the rule. The final decision in each case is left to the discretion of the principal.

### **Absence Notification**

Parents and guardians are required to notify the school by phone when their child is absent. The absence is recorded as excused with a written notification from the parent or guardian explaining the reasons for the absence if received by designated school personnel within three school days of the student's return. A doctor's note is also accepted. Emails and text messages are not acceptable as official notice. The absence must comply with the reasons listed in the discussed absence section. The note must be signed and dated by a parent or guardian. A doctor's note is required if there are excessive absences (three or more consecutive days). If a parent or guardian has provided ten (10) or more days of written excuses, a doctor's note is required for subsequent absences. This level of absences sets in place a set of procedures that address the reasons for the student's absences which may ultimately impact the student's academic achievement.

The school staff makes a conscious effort to notify parents and guardians when a child is absent from school. However, this is not possible if the school does not have updated phone numbers. If your child has an appointment, please check the student in as soon as possible to get the most benefit from the academic day.

SCHOOL RESPONSIBILITIES	PARENT RESPONSIBILITIES	STUDENT RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• School personnel will call parents or guardians utilizing the phone numbers listed in the district's student information system when a student is absent from school.</li> <li>• Teachers will input attendance at the middle and high schools every period, every day.</li> <li>• Schools will keep on file telephone numbers where parents or guardians can be reached.</li> <li>• Parents and guardians are asked to furnish the school with an alternate person if the school is unable to reach them.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the school and your child(ren) by discussing with them the importance of daily and on-time attendance and the effect it has on the educational process. Communicate with the school regularly to monitor the progress of your child</li> <li>• Provide current and accurate phone numbers to prevent lack of communication between you and your child's school.</li> <li>• Inform your child of the time the school day begins and ends.</li> <li>• Be aware of state law (Georgia codes) for attendance and understand the penalties and consequences for absences and tardies.</li> <li>• Understand and adhere to CCPS attendance procedures.</li> <li>• Call the school and inform staff your child is absent. Plan for make-up work, missed tests and quizzes at the time of the call.</li> <li>• Provide notes or a doctor's excuses with date and reason for absence within three days of your child's return to school.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of state law (Georgia Codes) for attendance and understand the penalties/consequences for absences and tardies.</li> <li>• Understand and adhere to CCPS attendance and procedures.</li> <li>• Bring the note or doctor's excuses provided by your parent to the designated person at the school within three days of your return to school.</li> <li>• Be aware of the time school begins and ends.</li> <li>• Attend all classes.</li> <li>• Be on time for all classes.</li> <li>• Complete all make-up work, homework and missed tests.</li> <li>• Request assistance with questions concerning make-up work, homework, and missed tests.</li> </ul>

Parents, if your phone number or address changes during the school year, please notify the school immediately. Ensuring the school has up-to-date contact information is imperative for immediate contact in the event of an emergency.

### Attendance

Students ten years of age (10) or older by September 1, shall sign a statement indicating receipt of the letter that states the possible consequences and penalties related to absenteeism.

<b>Attendance Protocol Chart for Elementary, Middle and High School</b>	
<b>By September 1 of each school year or 30 days after enrollment of student (Students under 16 years of age)</b>	A parent notification is issued explaining attendance expectation and possible penalties and consequences of unexcused absences. The form requires the signature of a parent or guardian (and any student ten-years-old or older by September 1 of each school year).
<b>Five (5) Excused or Unexcused Absences</b>	A notification is sent to parents or guardians indicating the importance of school attendance. The Principal's designated attendance personnel and the school social worker will collaborate weekly to review data. School personnel will ensure that notifications are generated and processed according to procedures. The 5 Day Letter is generated School level Intervention Student Attendance Committee (SAC) meetings. The purpose of the meetings is to identify and implement strategies to deter continued absenteeism.
<b>Ten (10) or more Unexcused Absences</b>	Principal's designated attendance personnel will send a notification letter to the parent or guardian that details the possible impact and consequences of excessive absenteeism. The High Performance Risk Reduction Standing Order is issued. Referral to School Social Worker Parent Contact (via School Social Worker)
<b>11-15 Unexcused Absences 16 or more days</b>	The school system shall refer the student and family to the Clayton County Juvenile Court if parents or guardians are noncompliant with attendance interventions or attendance does not improve after the student has accumulated ten unexcused absences according to <b>O.C.G.A. §15-11-381</b> . A child who attains 17 unexcused absences or fails to cooperate in accordance with the standing order issued shall have a Child In Need of Services (CHINS) petition filed. If the conduct is solely the responsibility of the parent a protective order may be sought rather than the filing of a CHINS petition. Continued chronic absenteeism could result in retention or course failure.

Under Georgia's Compulsory Attendance law (**O.C.G.A. §§ 20-2-150, 20-2-690.1**), every parent, guardian, or other person residing in the state of Georgia is required to enroll and send children in their care between the ages of six (6) and sixteen (16) to a public, private, or home school unless the child is specifically exempt. Children should attend 176 days per year, unless lawfully excused for the full session or sessions of the school in which the child is enrolled. Children enrolled for twenty (20) days or more in the public schools of Georgia before their seventh birthday are subject to the provisions of the Compulsory Attendance Law.

### **Attendance Procedures for Unexcused Absences**

In compliance with state law, the Chief Judge of the Superior Court has established a Student Attendance Protocol Committee in Clayton County to ensure coordination and cooperation among officials, agencies, and programs reducing the number of unexcused absences and increasing the percentage of students present to take state mandated tests. Three positions on the committee are held by school system employees: the Superintendent, a certificated school employee, and a certificated school social worker. One position is reserved for one local school board member. To meet the requirements of state law, Clayton County Public Schools collaborates with the Student Attendance Protocol Committee to develop attendance procedures implemented at each school. The following chart summarizes the responsibilities related to compulsory school attendance laws.

### **Attendance Responsibilities**

Absenteeism is an obstacle to student success. Clayton County Public Schools recognizes that significant improvement in attendance can only occur when stakeholders work collaboratively to promote student achievement. A part of that collaboration requires an understanding of responsibilities that the school, student, and parent are accountable for promoting daily and on-time attendance.

### **Tardiness**

A student is tardy (late) when arrival to school occurs after the morning bell has rung or the student enters class after the bell has rung for class to begin. An excused tardy is determined by the same criteria used for an excused absence (see definitions of an excused absence).

### **Compulsory School Attendance**

State law requires that every child who has celebrated the sixth birthday but not yet celebrated the 16th birthday must be enrolled in school **O.C.G.A. § 20- 2-690.1** (a). Per **O.C.G.A. § 20-2-150** (c), all children enrolled for 20 days or more before their seventh birthday are subject to the Code Sections **§ 20-2-690** through **§ 20-2-702** and the rules and regulations of the Georgia State Board of Education relating to compulsory school attendance.

A parent, guardian, or other person residing in the State of Georgia who has control or charge of a student who is enrolled in public school is responsible for ensuring that the student attends school under **O.C.G.A. § 20-2-690.1** (b). Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who violates this Code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community services, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense. **O.C.G.A. § 20-2-690.1**(b) also states that it is the responsibility of the student's parent or guardian to see that the student maintains regular attendance for a full session of school in accordance with the law.

Any student shall have the right to request and receive, within three business days from the date of such request, a letter from the school administrator indicating that the student is enrolled full-time and has an attendance record in good standing for the current academic year.

# DRESS AND GROOMING

A safe learning environment is the first requirement of a good school. Young people who are safe and secure learn easier and are apt to display the essentials of good citizenship; thus, they become better students. Many parents, teachers, and school officials recognize uniform dress as one positive and creative way to increase student achievement and increase school safety. The adoption of the Uniform Dress Code can improve discipline and enhance the learning environment. The potential benefits of uniform dress include the following attributes:

- Helping parents and students resist peer pressure
- Helping students concentrate on schoolwork
- Helping school officials recognize intruders within a school

As a result, the district implements a uniform dress for all elementary and middle school students according to **Board Policy JCDB-R (1)**. This initiative has proven successful for elementary, middle, and high school students. The following information on uniform dress is provided to assist parents and students with shopping choices for the school year.

## Uniform Dress Code for Elementary and Middle School Students

### Tops and Shirts

Tops should have either a polo style collar or button-down collar

Shirts should be tucked inside pants, shorts, or skirts

Colors for tops may be school colors or white Shirts should cover the waistline

### Pants, shorts, and skirts

Bottoms should be khaki style or professional in khaki, blue, or black

### Other Items

- Belts are required, no sagging of pants
- Jeans are not included in uniform dress
- Flip-flops, shower shoes, skate shoes, and house slippers are not permitted
- Headgear of any kind is not allowed. (Exceptions are considered for headwear or scarves worn as a part of a student's religious practice or documented medical reasons)
- Skinny pants, tights, or leggings that substitute as pants are not acceptable
- Pants must be completely fastened, belted, or buttoned without tears
- Pants shall be worn so that the waistband is worn at the waist and not below
- Shorts and skirts may not be shorter than three inches above the knee

### Designs, Emblems and Lettering

- Any design, emblem or lettering which refers to or promotes drugs, alcohol, profanity, immodesty or racial, ethnic or sexual discrimination is not allowed.
- Graphics, pictures, or writing on clothing is not permitted except as part of an insignia and shall be no larger than 4 inches by 4 inches

### Dress Up and Professional Dress Days

School principals have the discretion to allow students to "Dress Up" or wear "Professional Dress" on designated days. Principals will provide notice of those days. **Students who do not participate on these designated days must adhere to the Uniform Dress Code.**

### Dress Down Days

School principals have the discretion to allow students to "Dress Down" on designated days. Dress Down days may be administered as a reward based on school-wide behavior. Principals will provide notice to students and parents of those days. **Students who do not participate on these designated days must adhere to the Uniform Dress Code. Dress Down clothing must meet criteria for acceptable school clothing and comply with all school rules and regulations.**

### Outer Garments

The Uniform Dress Code does not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to weather conditions or other legitimate reasons and shall be the appropriate size for the student, not be overly baggy, or violate any provisions of this protocol.

- Long overcoats or sweaters that can conceal contraband will be removed immediately upon arrival at the school or school function.
- Students with disabilities may be granted a reasonable accommodation. Such requests shall be produced in writing and submitted to the principal for approval.

*The principal is authorized to grant exemptions to the standard dress code for religious reasons, disabilities, debilitating conditions, or extraordinary circumstances. Students granted an exemption must dress in the appropriate manner approved by the principal.*



## **Uniform Dress Code Protocol**

All students are expected to dress appropriately for school. Students and their parents and guardians have the primary responsibility for adherence to the Clayton County Board policies and procedures. Teachers and all other school personnel will reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. School personnel are responsible for maintaining proper and appropriate conditions conducive to learning. Should the student arrive at school out of uniform, the student is expected to change into said uniform. Failure to do so is treated as insubordination. Any student who refuses to do so is subject to discipline including study hall and detention.

Students who violate the Uniform Dress Code will face disciplinary action involving one of the following:

- Parent Contact (by school administrator or designee)
- Verbal warning and correction of dress code violation
- Modification of clothing

## **Dress Code and Grooming for High School Students**

**High School students are not required to wear a school assigned uniform for the 2020-2021 School Year unless required by a specific program, discipline or academy. However, students must dress appropriately and adhere to the policy described below.**

### **Appropriate Sizes**

Students shall wear clothing of appropriate size. Parents are expected to buy proper sized clothing. The size of shirts and pants shall be appropriate to the student's body size and shall not be unduly oversized or undersized. Skinny pants, tights, or leggings that substitute as pants are not acceptable. Tights and leggings must be worn under a skirt that meets the length requirement (no more than 3 inches above the knee) of the dress code.

### **Unacceptable Attire**

Students are not allowed to wear clothing, jewelry (including body piercing jewelry and "grills"), buttons, haircuts, tattoos, or other attire with markings that are offensive, suggestive, disruptive, or indecent. Examples of unacceptable attire are listed below.

- Clothing associated with gangs (including bandanas of any color)
- Clothing encouraging the use of tobacco, drugs, alcohol, or violence
- Clothing associated with discrimination based on age, color, handicap, national origin, sexual orientation, marital status, race, religion, or sex
- Clothing exposing the upper chest cleavage, torso, buttocks, upper thighs including see-through garments, mini-skirts, mini-dresses, halters, backless dresses, tube tops and tank tops without over shirts, spaghetti strap garments without over shirts, crop tops, bare midriff outfits, or shirts tied at the midriff. All skirts and shorts must meet the required length (no more than 3 inches above the knee).
- Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable
- Ill-fitted garments include, but are not limited to garments that are too small or too large, transparent, mesh, or see-through. Skin tight clothing is not allowed. Clothing must be completely buckled, belted, buttoned, or fastened
- Cut or frayed clothing with holes or patched holes is not allowed (no holes above the knee)
- Skinny pants, tights, leggings, jeggings or yoga pants that substitute as pants are not allowed
- Clothing not properly fastened or with tears
- Sleeveless shirts are not allowed
- Towels, washcloths, or handkerchiefs are not to be carried to school or used except for use during physical education class
- Clothing or outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights, hosiery, sleepwear and pajamas
- Clothing or footwear (flip flops, slides, house shoes, bedroom slippers) that is construed by the principal or designee as hazardous or dangerous to the health of the students or others
- Hats, headgear (wave caps, bonnets, hoodies, bandanas, and shower caps), or any head covering is not allowed except when approved by the principal—exceptions will be considered in the case of headwear or scarves worn as a part of a student's religious practice or for documented medical reasons

### **Unacceptable Shorts**

Athletic shorts including spandex-style "bicycle" shorts, cut-off jeans, frayed jeans or pants, cut-off sweatpants, short-shorts, running shorts, and see-through boxer-type shorts are not permitted.



# CLAYTON COUNTY PUBLIC SCHOOLS MAGNET PROGRAMS

Every student in a CCPS magnet program is required to meet specific academic and behavior guidelines. Many magnet programs have individual dress code requirements. Please visit your school's website for more information. Upon entering the program, parents and students sign a commitment form acknowledging the following guidelines that must be maintained to remain in the program. **Please visit the Magnet Program websites for information regarding academic requirements.**

## Elementary Schools

Kay R. Pace School of the Arts

Kilpatrick Elementary School Spanish Dual Language Magnet Program

Lake Ridge Elementary School French Dual Language Magnet Program

Mount Zion Primary School Spanish Dual Language Magnet Program Unidos Dual Language School (Spanish)

## Conduct

- Adherence to the Student Code of Conduct as outlined in the Clayton County Public Schools Parent and Student Handbook is mandatory
- Five (5) or more Level 1 infraction referrals result in probation for the remainder of the school year.
- Level 2-4 infractions result in dismissal from the magnet program.

A student is placed on probation if conduct requirements are not met. Should a student violate any offense listed above while on probation for another offense, dismissal from the program will occur. If the student repeats the same offense for which said student is placed on probation, dismissal occurs based on the following criteria.

- Five (5) unexcused absences or tardiness on ten (10) occasions following probation for attendance reasons
- One (1) discipline referral reported to the administrative staff following probation for conduct reasons

**If there is another office referral for behavior or grade of NI or U for conduct on the progress report or report card, the student will be dismissed from the program immediately and must return to the appropriate zoned school. Please visit the Magnet Programs website for information regarding academic requirements.**

## Middle Schools

Elite Scholars Academy (Middle School)

M.D. Roberts Middle School Fine Arts Magnet Program

Morrow Middle Spanish Dual Language Magnet Program Rex Mill Middle School STEM Program

## Conduct

- Students must abide by the Student Code of Conduct as outlined in the Clayton County Public Schools Parent and Student Handbook.
- Three (3) or more Level 1 infraction referrals can result in probation for the remainder of the school year.
- Level 2-4 infractions can result in immediate dismissal from the program.

## Attendance

Per CCPS's attendance policy, students are expected to attend school daily unless there is a specific excusable event or illness requiring absence. Failure to meet the expectations will result in probation for the remainder of the school year. The parent must provide an excuse for all subsequent tardiness to school or classes or absences per Georgia State Board Rule 160-5-1-.10, JB. A student's failure to meet attendance criteria results in dismissal from the program. It is imperative that students are present and on time to school each day. More than eight incidents of absences, tardies, or a combination thereof may result in removal from the program.

**Should a student violate the magnet policies documented here, on official websites, or elsewhere while on probation for another offense that student shall be dismissed from the program. If a student is dismissed from a magnet program during the school year, the student is withdrawn and returned to the school for which that student is zoned.**

## High Schools

Charles R. Drew High School Medical Sciences Magnet Program

Elite Scholars Academy (High School)

Jonesboro High School Political Leadership Magnet Program

Lovejoy High School Mathematics and Computer Science Magnet Program

M.E. Stilwell School of the Arts

Morrow High School Mathematics, Science, and Technology Magnet Program

Mundy's Mill High School Film Academy North Clayton High School

## Conduct

- Students are expected to adhere to the Student Code of Conduct as outlined in the Clayton County Public Schools Parent and Student Handbook.
- Three (3) or more Level 1 infraction referrals will result in probation for the remainder of the school year.
- Level 2-4 infractions will result in immediate dismissal from the program.

## Attendance

Failure to meet attendance expectations will result in the probation for the remainder of the school year. The parent or eligible student 18 years or older is required to provide an excuse for all subsequent tardies or absences per **Georgia State Board Rule JB** and **O.C.G.A 160-5-1-10**. Students who fail to meet this expectation are dismissed from the program.

**Should a student violate any of the magnet policies listed above, on official school websites, or elsewhere while on probation for another offense that student shall be dismissed from the program. If a student is dismissed during the academic year, the student shall be withdrawn from the magnet program and returned to the school for which the student is zoned.**

Magnet probation is a period where students are identified as at risk of not completing the program. Students are closely monitored and provided additional support as needed. Once a student is placed on probation for conduct reasons, the following procedures are followed:

- An administrator meets with the student to discuss program requirements and answer student questions (when school is in session).
- The student is provided a copy of the probationary letter, a copy of the letter is placed in the student's file, and the original letter is mailed to the parent or guardian.
- Administrators, counselors, and teachers will notify parents or guardians throughout the probationary period if there are identified concerns regarding the student's progress
- The administrator will review the academic and attendance data on each student on probation to determine current standing at the end of the grading period. Parents will be notified of the student's status (cleared or dismissed).
- If a student is dismissed from the magnet program during the school year, the student is shall be withdrawn and returned to the home school of attendance.



# STUDENT SAFETY

## CLAYTON COUNTY SCHOOL POLICE CORE VALUES

### Loyalty

We value the department and the services we provide

We value our employees and their contributions as the strength of the organization in order to build a trusting and enjoyable work environment

### Integrity

We value the accountability and personal responsibility for the actions of our employees

We value the need to be transparent.

### Fairness

We value protecting and preserving the rights of those that we will protect and serve

We value treating all people with courtesy, respect, dignity, and compassion

### Excellence

We value our commitment to effectiveness and efficiency

We value our commitment to excellence in our personal performance and professionalism

We value our commitment to supporting a learning environment where everyone experiences security, care, dignity, and respect is essential

## STUDENT SAFETY

- Parking lots are off limits for students during school hours unless they have written permission from an administrator.
- Students are not allowed to sell items in school, during school hours, or for any organization outside of school
- State law dictates that any student determined to have brought a firearm or dangerous weapon to school will be recommended for expulsion from the Clayton County Public Schools System. The minimum expulsion shall be for a period of one calendar year **(O.C.G.A. §20-2-751.1)**.
- It is punishable up to a felony for any person to carry, possess, or have under such person's control while at a school building, school function, on school property, in a school safety zone, or on a bus or other mode of transportation furnished by the school any weapon or explosive compound. This includes, but is not limited to, any pistol, revolver, knives, razors, spring stick, nun-chucks, other bludgeon weapons or fighting chains, etc., or like weapons of any kind including stun guns and laser guns. Any non-licensed holder violating this law, upon conviction, shall be punished by a fine of not more than \$10,000, by imprisonment (for not less than two years, not more than 10 years), or both **(O.C.G.A. §16-11-127.1)**.
- Sexual harassment or discrimination based on gender is a violation of federal law and is prohibited in the Clayton County Public Schools System. Any student who has a discrimination or harassment complaint should contact a counselor or a school administrator.
- Any person transmitting a false public alarm (bomb threat) within an educational facility shall be punished by imprisonment for not less than one year or more than five years, by a fine of not more than \$100,000, or both **(O.C.G.A. §16-10-28)**.
- Any person remaining in or on any school safety zone when such person does not have a legitimate cause or need to be present and fails to check in at the designated location shall be guilty of a misdemeanor of a high and aggravated nature **(O.C.G.A. § 20-2-1180)**.
- Any person that knowingly, intentionally, or recklessly disrupts or interferes with the operation of any public school, public school bus, or public school bus stop shall be guilty of a misdemeanor of a high and aggravated nature **(O.C.G.A. § 20-2-1181)**.

## SCHOOL RESOURCE OFFICERS

Certified law enforcement officers serve as School Resource Officers in CCPS middle and high schools. The presence of law enforcement within the school community provides a consistent approach to community public safety. Through the school-based community-policing model, officers are involved in proactive areas of crisis planning, school planning, areas of prevention, intervention, and enforcement. School Resource Officers effectively protect and serve the school community. They contribute to the safe-schools team by ensuring a safe and secure campus, educating students about law-related topics, as well as mentoring students as informal counselors and role models.

School Resource Officers are not disciplinarians. Therefore, they are not used as a substitute for an administrator in the daily administration of students discipline or looked upon in the place of administrative discipline. The School Resource Officers' roles are focused on protecting the physical safety of the school and preventing criminal conduct.

The Clayton County Public Schools Police Department use Body Worn Cameras (BWC) to record video and audio documentation of police interactions. Officers should use body worn cameras in the lawful performance of his or her official duties to observe, photograph, videotape, or record the activities of persons that occur in their presence. The Body Worn Cameras capture full motion video, still photos, and high-quality audio documents. **All images and sounds recorded by the BWC are the exclusive property of Clayton County Public Schools Police Department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited**

## SEARCH AND SEIZURE

Clayton County Public Schools may use metal detectors, sniffing dogs, or other detection devices such as wands, etc., to ensure school safety. Routine unannounced searches of cars on school property, school buses, lockers, school computers, and student desks are conducted by school officials. Students and parents are hereby notified that a student has no expectation of privacy in these locations, including student vehicles, if the student chooses to exercise the privilege of parking on campus. Unauthorized items and items that threaten the safety of self and others will be seized and the appropriate disciplinary action will be taken.

## SCHOOL VISITOR POLICY

*\*As necessitated in times of widespread transmission of infectious disease (including COVID-19), it may be necessary to restrict visitor access on school grounds to mitigate infection risk to students and staff. Authority to restrict access by non-students and employees to school grounds is vested within the discretion of the principal or designee.*

- All visitors must sign in electronically or manually in the main office, and they should have a valid reason for being on campus.
- All visitors must wear a visitor pass at all times and return it as they exit the building.
- All visitors should be escorted to their destinations.
- Any employee that is not assigned to the school is considered a visitor and will adhere to the Visitor Policy.
- Visitation will be limited by the administration based on need and pre-authorized for visiting purposes.
- Visitors are not allowed access to other locations within a school without authorization

**School Personnel will use the following SQUID procedures to address visitors.**

**Stop** anyone that does not have a visitor pass.

**Question** visitors about passes and ask if guests have signed in.

**Identify** individuals and question the purpose of the visit.

**Direct** visitors to the front desk if not signed in. If guests have signed in, ask them to display the visitor's pass and escort them to their destination. If the visitor does not respond to these directives, call for assistance.

## If You See Something, Say Something

The nationwide *If You See Something, Say Something*<sup>TM</sup> public awareness campaign is a simple and effective program to increase reports of suspicious activity to proper local law enforcement. This includes (but is not limited to) bullying, suspicious or unusual activity, and unsafe or harmful behavior. Any of these incidents can be large or small, yet the impact they can have is huge. For example, if you hear threatening comments from a student, suspect bullying behavior, see a suspicious person around campus, observe someone acting out of character, or find a package or vehicle that seems out of place, **please say something to a law enforcement, administrators, or school staff.**

## iWatch Clayton County Public Schools

iWatch Clayton County Public Schools is a mobile crime watch app that students and their parents or guardians can use to report suspicious criminal activity. It's a proactive, hands-on partnership with the Clayton County Schools Police Department. There are four ways to report activities:

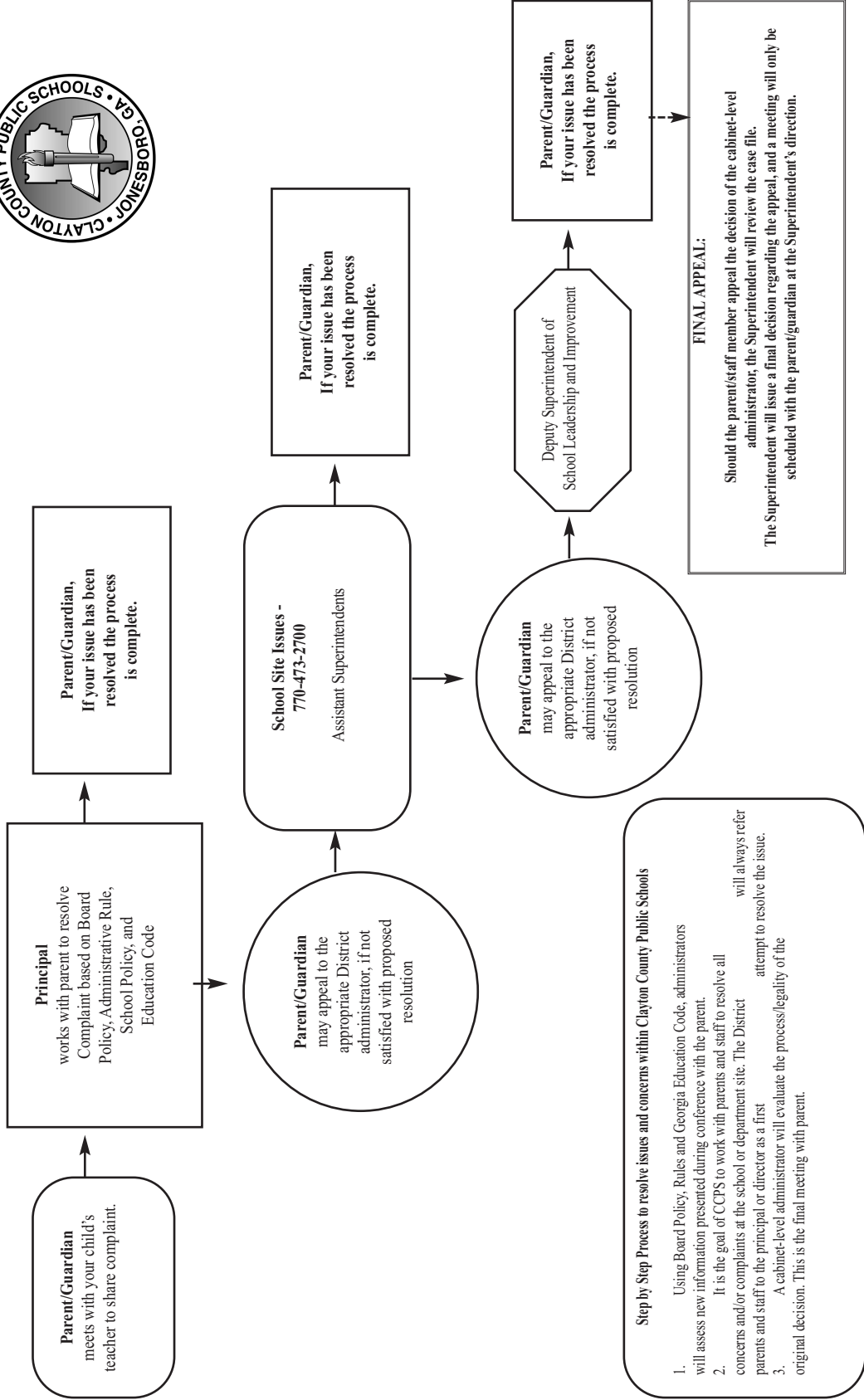
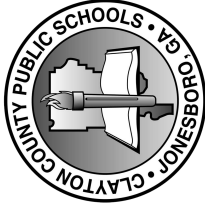
**Report online at [iWatchClaytonCountyPublicSchools.com](https://www.claytoncountyschools.com/iwatch)**

Text a tip to 1-404-800-7427

Use the iWatch app on your device

Call 1-404-800-7427

# Clayton County Public Schools - Complaint Resolution Process



**Step by Step Process to resolve issues and concerns within Clayton County Public Schools**

- Using Board Policy, Rules and Georgia Education Code, administrators will assess new information presented during conference with the parent.
- It is the goal of CCPS to work with parents and staff to resolve all concerns and/or complaints at the school or department site. The District will always refer parents and staff to the principal or director as a first attempt to resolve the issue.
- A cabinet-level administrator will evaluate the process/legality of the original decision. This is the final meeting with parent.



# STUDENT SUPPORT SERVICES

## THE CIRCLE OF SUPPORT

### *A model of collaboration, cohesion, coherence and student advocacy*

The Circle of Support (COS) consists of school, district, and community personnel collaborating to determine why students experience academic and behavioral challenges. This team problem-solves and provides evidence-based strategies targeted toward high performance guided by identified needs of students. The COS adheres to student advocacy by providing students facing obstacles and parents or guardians support and resources for academic success.

The COS is comprised of teams from the Division of Support Services, federal programs, and the school. The district leadership serves as a model for the school-based team. The COS is driven by the district, individual school data, classroom, and referrals by staff, students, or parents and guardians.

### **School Counselors and Student Self-Advocacy**

The American School Counselors Association's (ASCA) Mindsets & Behaviors are centered on three domains—academic, career, and social and emotional. These domains rely on students building foundations of self-determination and self-advocacy. Learn how you can transform this aspiration and potential into a reality. School Counselors assist students with Health and Wellness through the following practices:

- Help students develop social and emotional competencies
- Enable students to demonstrate readiness to drive their own futures
- Provide opportunities to learn outside of traditional classroom settings
- Empower students' agency and ownership of their education

Clayton County Public Schools provide a variety of resources that are available at every school within the district to help address student behavioral problems. The school discipline process includes appropriate consideration of support processes to help students resolve such problems. These resources include (but are not limited to) Student Support Teams (SST), school counselors, chronic disciplinary student plans, classroom management, and behavior management strategies.

### **Campus Kids**

After school services are provided in the elementary schools and select middle schools. The programs operate 2:30 p.m. to 6:30 p.m. on school days. The programs are supported financially by assessing parents a registration fee and weekly tuition fees for students participating in the program. Students remain at their respective schools for after school services.

### **ChildTec**

ChildTec is a Dropout Prevention Program within Clayton County Public Schools. This program is a collaborative effort between CCPS and the Department of Family and Children Services designed to prevent teen parents from dropping out of high school. ChildTec accomplishes this by providing childcare for the teen parent's infant or toddler during the school day. The ChildTec Dropout Prevention Program fosters a holistic developmental environment for infants and toddlers. Consequently, increased school attendance deters the teen parent from dropping out of high school. For more information, contact your school counselor.

### **Court Related Collaboration**

Clayton County Public Schools in collaboration with Clayton County Juvenile Court and other local agencies offer the following services:

### **Clayton County Collaborative Child Study Team (QUAD CST)**

The Clayton County Collaborative Child Study Team serves as a single point of entry for children exhibiting behaviors that impede learning or do not promote prosocial conduct. A multidisciplinary team of agency representatives meets twice a month to assess the histories of treatment attempts and efforts to reduce the child's inappropriate behavior. Parents and guardians of the children attend the meetings to provide pertinent historical information useful in developing the child's action plan.

### **Finding Alternatives for Safety and Treatment (FAST PANEL)**

The FAST Panel is a multidisciplinary team that meets at the Juvenile Court to staff the cases of all children detained within the previous 48 hours. This unique approach of assessing each child's "individual needs" before the first appearance in court is identified as a national model of early intervention once a child is accused of a delinquent offense. Panel members interview parents or guardians of the children and explore issues that possibly led to the delinquent behavior. The panel then makes a recommendation to the Judicial Officer at the time of the hearing as to whether the child should return to detention pending a further hearing or if the child is released per set guidelines.

### **School Based Probation Program (SBPP)**

The School Based Probation Program was established to intervene with students on probation with Clayton County Juvenile Court. The goal of SBPP is to increase academic performance, reduce discipline referrals, and encourage student attendance to promote student success. The Juvenile Court Probation Officers, in conjunction with the School Social Workers, meet monthly to monitor probationers' (students on probation) grades, attendance, and discipline. Juvenile Court Probation Officers are based at all high schools and assigned to feeder schools. The presence of the Juvenile Court Probation Officers along with the services offered by the School Social Workers address prevention and recidivism.

Ultimately, the collaboration between Clayton County Public Schools and Clayton County Juvenile Court increase student achievement, deter youth from the school to prison pipeline, and accomplish the core message of keeping youth in school, out of court, and on to a positive and healthy future.

### **Department of Exceptional Students**

The Department of Exceptional Students (DES) provides services for students with disabilities and facilitates students' educational progression. The Individualized Education Program (IEP) for students with disabilities specifies educational placement, programs, and supports for students along a continuum of services. The initial evaluation for special education services is administered only with parental consent. After the evaluation, committee members that may include parents or guardians, teachers, counselors, administrators, and school psychologists, will determine the student's eligibility, and if appropriate, placement in the system. The **Individuals with Disabilities Education Act, 34 C.F.R. § 300 et seq. (IDEA)** is the federal law concerning the education of students with disabilities, and requires schools to provide parents of a child with a disability with notice containing a full explanation of the procedural safeguards available under the IDEA and US Department of Education regulations. A copy of this notice is given to parents annually. However, an additional copy is given to the parents under the following conditions:

- Upon initial referral or parent request for evaluation to determine if the student is a student with a disability
- Upon receipt of the first written formal complaint involving the student's school system
- Upon receipt of the first due process complaint involving the student's school system in a school year
- When a decision is made to take a disciplinary action that constitutes a change of placement
- Prior to accessing a student's or parent's public benefits or insurance for the first time
- Upon parent request

**Per [34 C.F.R. § 300.504(a)], a copy of the parental rights are available at**

**<http://www.gadoe.org/Curriculum-Instructionand-Assessment/Special-Education-Services/Pages/Parent-Rights.aspx>**

### **Georgia Special Needs Scholarship**

The Georgia Special Needs Scholarship (GSNS) Program is a school choice program available for special needs students attending Georgia public schools served under an Individualized Education Program (IEP).

To initially qualify for the Georgia Special Needs Scholarship Program a student must meet ALL the following requirements; however, the one-year requirement does not apply if the student's parent is an active duty military service member stationed in Georgia within the previous year.

**Student Eligibility Criteria 1-** A student has a parent or guardian who currently lives in Georgia and has been a resident for at least one calendar year.

**Student Eligibility Criteria 2-** A student was enrolled and completed the previous school year in a Georgia public school in grades K-12.

**Student Eligibility Criteria 3** - A student was reported in attendance at a Georgia public school by a school district(s) during mandatory student counts conducted in October and March of the previous school year.

**Student Eligibility Criteria 4** - A student does not require an Individualized Education Program (IEP) for the entire school year to qualify for the GSNS Program. A student must have received special education services at some point during the previous school year through an IEP. A student must be reported by a school district in the October or March student counts or final student record as a student receiving special education services by the end of the previous school year.

At the end of the academic year, school systems update records for students served by an IEP after the March count to determine the number of special education students. By mid-July, the database for the scholarship calculator is updated to include these students.

If a student meets the eligibility criteria for the GSNS Program, a parent or guardian has the right to request a transfer of the student to one of the following schools:

- Another public school within their district of residence
- Another public-school district outside their district of residence
- One of the three state schools for the blind or deaf
- A private school authorized to participate in the GSNS Program. Funds received through the GSNS Program are only used to pay for tuition and fees at a private school authorized by the State Board of Education to participate in the program.

**Funds cannot be used to pay the costs of out of district tuition, charter schools, or other options available under public school choice.**

**For additional information, please refer to the Georgia Department of Education’s Special Needs Scholarship Program website at**

**<https://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program.aspx>  
or the Clayton County Student Services website.**

### **Child Find**

Clayton County Public Schools regularly engages in activities to identify, evaluate, and provide support to children—ages three to twenty-one—suspected of having disabilities. The district collaborates with Babies Can’t Wait and shares Child Find information through advertisements to identify preschool children with disabilities requiring special education services. Students of school age, from kindergarten through 12th grade, are supported and identified for evaluation through the Student Support Team (SST). This team utilizes data collection, instructional interventions, and analysis of student responses to intervention. Clayton County students educated in private school or homeschool settings may also benefit from Child Find provisions.

### **Free and Appropriate Public Education (FAPE)**

The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 entitle **FAPE** all qualified students with disabilities within the jurisdiction of the school district to receive a free, appropriate public education. **FAPE** A free and appropriate education may include special education, related services, and accommodations that meet the following criteria: provided at the public expense, under public supervision, direction, and without charge; services provided at preschool, elementary, and secondary levels; and meet standards of State Education Agency conforming to the student’s IEP or IAP. FAPE is provided for eligible children three years of age (3) through twenty-one (21). Special Education services continue until the student graduates with a regular high school diploma, or the student reaches the 22nd birthday if the student is still eligible for special education services. In the event the 22nd birthday occurs during the regular school session and all action steps in the transition plan are not complete, the student can remain in school for the remainder of the school year.

### **Related Services in the Virtual Environment**

Clayton County Public Schools is dedicated to meeting the needs of students with disabilities. During times of distance and virtual learning, the district will continue to provide a free appropriate public education (FAPE).

Students with disabilities will continue to receive services and supports outlined in Individualized Education Programs (IEPs), however; these services may necessarily inherent differences from the services as provided in face-to-face interactions in the traditional educational format.

## **School Counseling**

The Clayton County Public Schools (CCPS) counselors adhere to the American School Counselors Association (ASCA) National Model for School Counseling. CCPS counselors develop Comprehensive Site-based School Counseling Programs aligned with the district's mission and vision as well as and their school's improvement plan. These programs promote active student engagement, academic achievement, social and emotional development, and postsecondary career focused options. The Comprehensive Site-based School Counseling Programs are comprehensive in scope, standards-based, preventive in design, and developmental in nature.

CCPS counselors utilize state standards for School Counseling, the ASCA National Standards for School Counseling, and ASCA Mindsets & Behaviors for Student Success K-12 College and Career-Readiness Standards for Every Student. Additionally, CCPS counselors work in collaboration with administrators, teachers, students, parents, and the community to establish a positive and supportive learning environment that fosters academic achievement and student success. By facilitating students' abilities to realize academic potential, achieve optimal personal growth, acquire positive social skills, and establish postsecondary and career goals; school counselors are vital to student growth and progression into positive, productive citizens in a globally competitive economy.

## **Department of Guidance and Counseling & Mentorship**

The Department of Guidance and Counseling & Mentorship is dedicated to helping the whole child succeed through the promotion of student engagement and learning, school readiness, academic achievement, social and emotional development, a positive school culture, and college and career readiness success. This department actively leads the development, implementation, coordination, oversight, and daily operations of the district's systemic and school based culturally competent Comprehensive School Counseling Programs, the Strategic Student Enrollment Management Plan, postsecondary readiness programs and initiatives, and mentorship. Specifically, the Department's core operations are described below:

The District's Elementary, Middle, and High School Counselors are uniquely trained to address all academic, career and social and emotional needs to make a positive impact on student achievement, attendance, and behavior. Implementation of the District's Systemic and School Based Culturally Competent Comprehensive School Counseling Programs. The CCPS Strategic Enrollment Management Plan that encompasses a systemic unified virtual registration, enrollment, and withdrawal process that actively engages schools, parents, and the community to promote school readiness and parent awareness. The CCPS School Mentorship Program to increase the positive relationships students have in their lives, while also having the potential to promote factors that can lead to educational success, such as connectedness to the school environment and peers, improved relationships with teachers and staff, improved feelings of academic competence, and greater access and use of other supports including tutoring, credit tracking, counseling, and postsecondary planning.

The ChildTec Dropout Prevention Program works with teen parents to offer support and facilitate the ability to earn a high school diploma while developing parenting skills that allow the students to nurture their children into healthy and productive citizens. Implementation of postsecondary articulation agreements that are designed to promote increased awareness, cultural sensitivity, and the removal of barriers to allow students access to postsecondary education.

**Please visit the Department of Guidance and Counseling's webpage,**

**<https://www.clayton.k12.ga.us/cms/one.aspx?pagelId=92110>,**

**for valuable information on how to support student academic, social and emotional, and postsecondary success.**

## **Homeless Children and Youth Education Services**

Clayton County Public Schools (CCPS) operates a program for homeless children and youth who are eligible for services under the McKinney-Vento Homeless Assistance Act. This program ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for children and youth to enroll, attend, and succeed in school and preschool programs. In accordance with Board of Education Policy JBC (1) and Administrative Regulation JBC (1) -R (1), Clayton County Public Schools affords homeless children equal access to the same free, appropriate public education—including preschool education—as provided to other students. Homeless students have access to education and other services necessary to meet the academic standards to which all students are held. For assistance, contact your school counselor or school social worker. For additional information regarding rights and accessibility for homeless children and youth, visit our website

**[https://www.clayton.k12.ga.us/departments/student\\_services/homeless\\_education\\_cit](https://www.clayton.k12.ga.us/departments/student_services/homeless_education_cit)**

or contact the Homeless Education Department.



## Department of Student Discipline

The Department of Student Discipline provides support, oversight, and coordination for planning, implementing, and assessing initiatives and practices that promote positive student behavior in addition to safe and orderly environments in which teaching and learning are a priority. The Department's function is carried out through five major programs and entities:

- The District's Student Discipline Plan consists of four processes: Standards of Behavior in the Student Code of Conduct, Progressive Discipline Process, Student Support Process (MTSS), and the Parental Involvement Process.
- Alternatives to Out of School Suspension Programs are designed to decrease time away from instructions, expose students to prosocial behaviors and conflict management skills, and provide parental involvement opportunities.
- The Office of Tribunals processes all Student Disciplinary Tribunal Hearing Requests and facilitates Tribunal hearings in accordance with **O.C.G.A. 20-2-750-et.seq** (Public School Disciplinary Tribunal Act).
- Behavior Intervention Specialists are skilled practitioners who work to improve the learning environment by improving student behavior and discipline. They support students and teachers of students who exhibit behavior difficulties that cannot be managed through normal classroom procedures; work with individuals or groups to facilitate positive and healthy behaviors; and use assessments to gather information to develop appropriate behavior intervention or support plans.
- Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety, improve school climate, and support improved academic outcomes for all students ([www.pbis.org](http://www.pbis.org)).

Visit the Department's webpage at <https://www.clayton.k12.ga.us/cms/one.aspx?pageId=92120> for additional information.

## Hospital Homebound Services (HHB)

Hospital Homebound (HHB) services are designed to provide continuity of education between the school, home, and healthcare facility for students enrolled in CCPS whose medical conditions (physical or psychiatric) prevent them from attending school for a minimum of ten consecutive or intermittent days during the school year. Eligibility for HHB must be certified by the licensed physician or psychiatrist who is currently treating the student for the diagnosis presented. The student's guidance counselor is the first point of contact for HHB referrals and HHB forms. It is the responsibility of the parent or guardian to request HHB services as soon as possible. HHB services are temporary and are not intended to supplant regular school services. While the goal of HHB is to sustain continuity of instruction and to facilitate the student's transition back to school, homebound instruction is not a guarantee that the student will always progress in the academic program.

## Hospital Homebound Eligibility

In compliance with GADOE Hospital Homebound Guidelines, and **State Board Rule 160-4-2-31**, student eligibility for HHB in CCPS is based on the following criteria:

- The student is enrolled in a CCPS prior to the referral for HHB services.
- The parent or guardian must complete and sign the HHB Student Referral and Parental Guidelines concerning HHB policies, procedures, and parental cooperation. The signed Student Referral Form authorizes the release of medical information for educational purposes. In some instances, an Authorization for the Release of Medical Information form may also be required. If the student is designated as an emancipated minor or is 18 years of age or older, that student is eligible to sign the parental agreement concerning HHB policies and procedures, parental cooperation, and release for medical information relating to the request for HHB services.
- The attending physician or psychiatrist must anticipate that the student will be absent for a minimum of ten (10) consecutive school days per year (or the equivalent on a modified calendar) or indicate that the student has a chronic health condition anticipated to result in absence that is at a minimum ten (10) school days per year or five school days per year on a high school block schedule.
- The attending physician or psychiatrist must anticipate that a student with a chronic health condition requesting Intermittent HHB service will be absent for at least three consecutive school days for each occurrence before deemed eligible for HHB services.
- HHB must receive a Medical Certification Form or Medical Certification Form for Students with Psychiatric Diagnoses that has been completed and signed by the licensed physician or psychiatrist currently treating the student for the diagnosis presented. A statement from a treating specialist may also be required. The medical certification form shall contain a statement that includes the following information:
- That the student is anticipated to be absent for a minimum of ten consecutive school days per year due to the documented medical condition or equivalent on a modified calendar (or five consecutive school days on a high school block schedule); or



- That the student with chronic and long-term illnesses will be absent for at least ten school days or equivalent on a modified calendar (or five school days on a high school block schedule) which need not be consecutive; and
- That the student is able to participate in and benefit from an instructional program; and
- That 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; and
- That describes the disabling condition or diagnosis with any medical implications for instructional services.
- The medical referral form for a student with chronic or recurring conditions and long-term illnesses shall be obtained and updated on a schedule defined within the ESP and submitted to HHB. Students with absences due to psychiatric or emotional disorders, as defined in the latest edition of the Diagnostic and Statistical Manual (DSM), are eligible for HHB services for a length of time as determined by the ESP provided that students satisfy the eligibility requirements as set forth in Subsection (2)(a).
- Students with absences due to pregnancy; related medical conditions, services, or treatment; childbirth; and recovery from the same are eligible for virtual HHB instructional support for a length of time as determined by the ESP provided that they satisfy the eligibility requirements as set forth in **Subsection (2)(a)**. [Title IX, 34 C.F.R. § 106.40(b)(4).]
- Students with absences due to a communicable disease, as specified in Rule 160-1-3-.03 Communicable Diseases, are eligible for virtual HHB services for a length of time as determined by the ESP provided that they satisfy the eligibility requirements.

The required HHB forms include the Hospital-Homebound Student Referral and Parental Guidelines and the Medical Certification Form or the Medical Certification Form for Psychiatric Diagnoses. Additional HHB information and HHB forms are available at: [https://www.clayton.k12.ga.us/departments/student\\_services/hospital\\_homebound/documents](https://www.clayton.k12.ga.us/departments/student_services/hospital_homebound/documents)



## Psychological Services

Clayton County Public Schools Psychological Services Department is comprised of twenty-four school psychologists who are District level members of the Circle of Support. The school psychologists support the learning process by teaming with educators, parents, and other mental health professionals to ensure every child learns in a safe, healthy, and supportive environment. School psychologists in Clayton County are knowledgeable of instructional methods to address diversity in the classroom and promote critical thinking and problem solving in all students. School psychologists also conduct comprehensive psychological evaluations that are informative and offer practical, appropriate interventions relevant to the needs of the student. School psychologists also provide the following services:

- Serve as a member of the school-based Circle of Support
- Support the Tier 3 Student Support Team ( SST) and Section 504 Individual Accommodation Plan (IAP) team at every school.
- Support the implementation of Multi-Tiered Systems of Support for academics and behavior at all school sites.
- Coordinate and assist with crisis intervention services.
- Assist with conducting safety assessments for students who threaten to hurt themselves or others.
- Conduct training and assist with curriculum-based measurement as a progress-monitoring tool for all students.
- Provide group and individual counseling to students with academic and behavioral concerns.
- Provide professional learning activities on requested and mandated topics related to Multi-Tiered Systems of Support, Tier 3 Student Support Teams, and Section 504.
- Conduct teacher training on assessment tools to measure student progress

School Psychologists work within a school setting to promote the psychological, cognitive, social, and behavioral health needs of students. They collaborate with educators and other professionals to create positive, healthy, and supportive learning environments that strengthen connections between home and school. School Psychologists develop programs to train school personnel regarding educational and learning strategies; discipline and behavior management; and proactive strategies for working with children who have special needs. Additionally, School Psychologists provide a continuum of services that include consultation with parents, teachers, and administrators; comprehensive psychological assessments; creating prevention and intervention strategies to address group or individual student needs within the classroom; crisis management; and collaboration with stakeholders and community groups to promote healthy development in youth. The Section 504 and Student Support Team process are supported by Psychological Services. A request to consult with the school psychologist can be made at the school or by calling the Psychological Services Department at 770-473-2700. Additional information is available at [https://www.clayton.k12.ga.us/departments/psychological\\_services](https://www.clayton.k12.ga.us/departments/psychological_services)

### **Section 504 Services**

Clayton County Public Schools (CCPS) ensures that individuals with disabilities associated with the district either as students, school staff, or parents are not discriminated against because of a disability. The district abides by the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as well as the revisions in the Americans with Disabilities Act Amendments of 2008 (Amendments Act) effective January 1, 2009. Such amendments impact the meaning of disability in Section 504. The Multi-Tiered Systems of Support (MTSS) framework and the Response-To-Intervention (RTI) process are the mechanisms in Clayton County Public Schools for consideration of Section 504 eligibility. Data-based decisions concerning the student's progress and access to education determine when to consider the appropriateness of a Section 504 referral. The Section 504 process is supported by the Psychological Services Department. However, for specific questions regarding Section 504 for students, contact the school-based 504 designees. The System 504 Contact may be reached at (770) 473-2700.

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

### **504 Child Find Statement**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate, and provide a free and appropriate public education to eligible disabled students. For additional information about the rights of parents of eligible children or for answers to any questions regarding identification, evaluation, and placement into Section 504 programs, please contact the District's Section 504 Contact, Mrs. Cheri-Ann Taylor by phone at (770) 473-2700 or by email at [cheriann.taylor@clayton.k12.ga.us](mailto:cheriann.taylor@clayton.k12.ga.us). The District 504 Office is located at 1058 Fifth Avenue, Jonesboro, Georgia 30236. Find additional information by visiting: [http://www.clayton.k12.ga.us/departments/student\\_services/psychological\\_services/section\\_504/](http://www.clayton.k12.ga.us/departments/student_services/psychological_services/section_504/)

### **Student Support Team (SST)**

The Student Support Team (SST) is a building-level committee consisting of two or more persons whose responsibility is to identify and plan alternative instructional strategies for students experiencing academic, social or behavioral difficulties prior to or in lieu of referral to special education programs. The Student Support Team process utilizes a problem solving approach to explore the nature of the concerns of the student's referred to the process. The problem solving process involves the regular collection of student data and review of student progress. This requires the team to consider all aspects of intervention delivery as well as the factors that impact the success of the intervention.

Requests for service from the Student Support Team may include curriculum modification, learning style assessment, behavior management techniques, achievement evaluation, home-school communication, or study skill assistance. Requests for special education services may also be made. Each building level team is composed of individuals such as administrators, classroom teachers, requesting teachers, special education teachers, counselors, school psychologists, special education resource persons, social workers or central office personnel. Additionally, parental involvement is a critical part of the Student Support Team process. The SST process is supported by Psychological Services. Specific questions concerning the Student Support Team process should be directed to the principal or principal's designee at the assigned school.

## **School Social Work Services**

School Social Work Services are available for students and parents or guardians. School social workers focus on identifying and removing the barriers to student success. School social workers provide assistance when a student experiences difficulty in attending school, obeying school rules, or achieving grade level standards. The School Social Work Department works in conjunction with other support staff, faculty, and community-based organizations to identify needed resources that can support academic success.

Through counseling, crisis intervention, and prevention programs, School Social Workers help students overcome the difficulties in their lives and provide them a greater chance at succeeding in school. School Social Workers are trained to think of innovative solutions to complex problems. Their interventions often make a difference for students at risk for academic failure. A School Social Worker referral is initiated by school personnel, community agency, a student (self-referral), or other adults familiar with the student. Parents or guardians may request services at the school site or by calling the School Social Work Department at (770) 473-2700.

## **School Health Program**

The School Health Program is available to address health and safety needs of students and to provide services or interventions that promote student attendance and academic success. The program provides a Healthcare Technician at the school during regular school hours. A Supervising Healthcare Professional (a Registered Nurse) is available to the Healthcare Technician for consultation and supervision. Clayton County Public Schools follows **O.C.G.A. § 20-2-779** regarding the care of students with diabetes. The School Health Program provides the services listed below:

- Evaluation of sudden illness while in school
- Basic First Aid
- Medication Administration (Medication Authorization required)
- Vision, Hearing, and Scoliosis Screenings
- Health Education
- Referral for illness and injury not suitable for treatment in the school
- Asthma management (Individual Health Plan—Asthma and Medication Authorization required)
- Diabetic management and glucose monitoring (Individual Health Plan—Diabetes and Medication Authorization required)
- Seizure management (Individual Health Plan—Seizures and Medication Authorization required)
- Allergic Reaction management (Individual Health Plan—Allergic Reaction and Medication Authorization required)

## **School Health Program Form**

A School Health Program Form must be completed and signed by the parent or guardian of each child. The healthcare technician or designee must have permission and pertinent health information for the student. Parental consent is required in case treatment must be sought from doctors, hospitals, or outside health professionals. Clayton County Public Schools assumes no financial responsibility for actions taken to preserve and protect the health and well-being of students. It is necessary for each student enrolled to have a current, completed School Health Form on file in the health clinic. If an emergency arises that requires treatment for a student, every effort will be made to contact the parent or guardian immediately. In the event of a life-threatening situation, 911 will be called. Parents are encouraged to update student health records and parent contact information as soon as anything changes.

## **Medication Authorization Form**

The Healthcare Technician, Supervising Healthcare Professional, or designated school personnel is only allowed to dispense medication with a completed Medication Authorization Form (prescribed medications) or Non-Medication Authorization Form (over-the-counter medications).

- Parents are responsible for transporting all medications.
- All medications shall be in a labeled container. Medication sent in an unlabeled container will not be given. NO BAGGIES.
- Prescription medication must be in the original pharmacy labeled container.
- Over-the-counter medication must be in the original sealed manufacturer's container. Student's name must be labeled on the package.
- Expired medication will not be administered. Expired medication must be picked up by the parent or guardian.
- All medications are stored in the clinic in a locked cabinet. Exceptions are asthma medications, epinephrine auto injectors (Epi-Pens), Diastat AcuDial (diazepam rectal gel), and diabetic medications, as authorized. Students allowed to carry medications in school are under the supervision of school personnel provided the student is authorized for self-administration by their physician.

## **Health and Safety Emergency, Illness**

To provide a healthy and safe environment for students, parents and guardians are asked to follow the guidelines below:

- Students should not come to school with a fever of 100.4 degrees Fahrenheit or greater. The student should be fever free for 24 hours without the aid of fever reducing medication before returning to school.
- Students with two (2) or more episodes of vomiting will be excluded from school. The student may return when vomiting has subsided for 24 hours.
- Students with two (2) or more episodes of diarrhea (loose watery stools) will be excluded from school. The student may return once the reason for change in bowel condition has been resolved and no diarrhea is present for 24 hours.
- Parents should respond to an emergency notification in a timely manner. Otherwise, the school will contact the appropriate authority which may include EMS, DFACS, the police, etc..
- School officials such as the teacher, Healthcare Technician, Supervising Healthcare Professional, or counselor should be notified if a student has a chronic medical condition or disability that may require special care or emergency treatment.
- Parents and guardians are required to provide additional documentation (Individualized Health Plan) from a healthcare provider to verify the chronic medical condition and to provide special care instructions.

## **Medical Conditions Requiring Temporary Absence**

There are some contagious diseases that require confirmation of and clearance documentation from your healthcare provider. A statement of examination from either the Clayton County Health Department or a private healthcare provider is required for a student to return to school regarding the illnesses listed below.

- **Conjunctivitis (Pink Eye)** - Students are excluded during an active or acute stage. Students may return to school 24 hours after medication begins.
- **Tinea Corporis and Tinea Capitis (Ringworm)** - Students may attend school while undergoing treatment with lesion covered. Exclusion is recommended from gymnasium activities, swimming pools and any activities likely to lead to the exposure of others until lesions are gone. For Tinea Capitis (Ringworm of the scalp), oral medication is required for treatment.
- **Pediculosis (Head Lice)** – Students are excluded from school until treatment is complete. The parent must present a medicated shampoo or lotion box top or empty bottle with the receipt of purchase for verification of treatment. Chronic cases are referred to DFACS as appropriate. When a case of head lice is identified, head lice checks on students in the same classroom will be conducted as deemed appropriate by school health personnel.
- **Scabies** – Students can return to school 24 hours after adequate treatment begins.
- **Scarlet Fever and Strep** – Students may return to school 24 hours after adequate treatment begins and the student is fever free without the aid of fever reducing medication.

## **Immunization Requirements for School**

Immunizations may be obtained at the Clayton County Health Department or your healthcare provider. Exemption on the basis of religious beliefs may be recognized, subject to the requirements of **OCGA 20-2-771**.

## **Children of Military Families and Out of State Immunizations**

Schools shall give 30 days from the date of enrollment (or within such time as is reasonably determined under the rules promulgated by the Interstate Commission) for students to obtain any immunization required by the receiving state. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.

## **School-Based Health Center at North Clayton High School**

The School-Based Health Center (SBHC) provides on-site care for acute and chronic illnesses of school-aged children. Arrangements exist between the school district and Family Health Centers of Georgia that promote the health and educational success of students. The SBHC staff will provide pediatric care for students while working in a collaborative relationship with the healthcare technician at the school. The objectives of this collaboration are listed below.

- Improved access to health care services
- Prevention and early intervention
- Establishment of a medical home and primary care physician
- Provision of health education to students and parents
- Provision of behavioral health services



# SCHOOL NUTRITION SERVICES

The Clayton County Public Schools Nutrition Program strives to offer nutritious meals to students. Meals served in CCPS meet the nutrient standards set by the United States Department of Agriculture (USDA) for all grade levels. Food items meet high quality standards and are served by caring and committed staff members.

For the duration of the 2020 - 2021 School Year, students will continue receiving breakfast, lunch, and snack meals at NO COST. **Parents do not have to complete the annual free or reduced meal price application for their household; the school district participates in the Community Eligibility Provision Program (CEP).** The current CEP Program cycle will conclude on June 30, 2022.

## Adult Meals

Community Eligibility Provision (CEP) does not provide free meals for adults therefore, adults must pay for their breakfast and lunch meals under the 2020-2021 price scale itemized below.

\$2.00 breakfast

\$3.25 lunch

\$1.75 entrée only

\$0.55 fruit or vegetable only

\$0.50 milk only

## Summer Meals

Summer meals are offered at no cost to students 18 years and younger at select locations across Clayton County in June and July 2021. Locations include recreational centers, libraries, designated summer school sites, churches, etc.. Service restrictions may apply.

## Accommodating Students with Disabilities and Special Dietary Needs

The Healthy Hunger-Free Kids Act requires schools to follow strict meal patterns and dietary specifications. Reasonable modification to meals for students with diagnosed disabilities that restrict diet may be provided as outlined below:

- Clayton County Public schools will make reasonable modifications to meals for students who are unable to eat school meals because of a disability or special dietary need. In order to make meal modifications or substitutions, the school's **Healthcare Technician and Nutrition Manager** must have a *written Medical Statement* on file that is signed by a licensed physician or licensed health care professional authorized to write medical prescriptions under state law.
- The Nutrition Department recommends using the “**Medical Plan of Care for School Nutrition Program (Students with Disabilities and Non-Disabling Special Dietary Needs)**” statement that may be accessed through the CCPS website, School Nutrition Department, Special Dietary Needs Info tab.

The Physician's statement must identify the specific nutritional needs of the student and include the following information:

- The student's name
- The student's disability
- All dairy, peanut, shellfish, or other food allergies
- An explanation of why the disability restricts the student's diet
- The major life activity affected by the disability
- The food(s) to be omitted from the student's diet
- The food, or choice of foods, that must be provided as the substitute

**CCPS does not have peanut or nut free schools.** Since students can bring meals from home, these meals may contain peanuts, other tree nuts, or foods purchased from a facility that processes nuts. As certain schools may have students or staff with severe food allergies (such as nuts), alternative food selections will be available to students. See the nutrition manager at school for individual alternative choices.

Students that are lactose intolerant have an option of lactose free milk as a choice with breakfast, lunch, or snack meals. Menus are designed to accommodate a variety of diets including vegetarian and those restricting pork consumption.



## Responsibilities of Parents and Guardians of Students Requiring Special Dietary Meals

1. **Notify the Healthcare Technician AND Nutrition Manager** of any food allergy, disability, or special dietary need regarding the student.
2. Provide a medical statement completed by a licensed physician or licensed health care professional authorized to write medical prescriptions under state law that includes all of the elements required of the Physician Statement referenced under **Accommodating Students with Disabilities and Special Dietary Needs**.
3. Maintain a healthy line of communication with the Healthcare Technician, Nutrition Manager, Nutrition Department Program Coordinator, and participate in meetings or discussions regarding the student's meal plan.
4. Notify the Healthcare Technician and Nutrition Manager of any changes relating to the special dietary need or other needs. **A new medical statement is required if the diet changes.**
5. Submit the **new** medical statement when the student requires a change in accommodation for special meals or substitutions.

## Menu and Nutrient Analysis Accessibility

Menus and nutrition information for daily menus are posted on the School Nutrition website and accessed via the Clayton County Public Schools website.

The Nutrition Department menu application (app) may be downloaded to handheld mobile devices, iPhones, android cell phones, tablets, notebooks, and laptops. The app is also embedded in the CCPS district app. Please see the Nutrition website for instructions on how to download the menu app to your device. For additional questions regarding the School Nutrition Program, call (678) 479-0171.

**SCHOOL NUTRITION SERVICES**  
Clayton County Public Schools Schools 2020—2021

**HUNGER**

**AVENGERS II**

"Fueling Student Achievement Through Proper Nutrition"  
Audrey Hamilton, Nutrition Services Director

This institution is an equal opportunity provider.

# SCHOOL TRANSPORTATION INFORMATION

## Bus Procedures for Students

- Report to the assigned bus stop at least five minutes before the regular pickup time and remain at the stop until the bus arrives.
- Board the bus at the assigned stop.
- Stand twelve (12) feet away from the road (shoulder) rather than the traveled part of the roadway while waiting for the bus.
- Do not engage in play or other activities that endanger students or others while waiting beside the road.
- Stay in place. Do not walk alongside the bus as it moves.
- Wait until the bus has stopped and other vehicles approaching or following the bus have stopped before you cross the street. Wait for a signal from the bus driver indicating it is safe to cross; only cross in front of the bus.
- Use the handrail when going up and down the steps.
- Remain seated until the bus comes to a complete stop.
- Exit the bus at the assigned stop in an orderly manner.
- Cross a street approximately 12 feet in front of the bus after the driver signals it is safe to do so.
- Have a written and signed request from a parent to go home with another child or to exit at a different bus stop on a temporary basis for each incident.
- Report any illness or injury sustained on or around the bus immediately to the driver.
- Stay in your seat. Students should always remain seated and face the front of the bus.
- Students should sit on the seat, not on books or bags.
- Keep all belongings in your hands or on your lap.
- Move to your seat quickly and remain seated until the bus has completely stopped at your bus stop.
- Keep hands and feet in front of you, not in the aisles.
- Cooperate with and follow the directions of the bus driver without argument.

## Parents of Special Needs Students

- Complete and return all forms to the driver as soon as possible.
- Contact the child's school of any changes in your home address and phone number.
- Make every effort to have the child ready five (5) minutes before pickup time. If a child is not ready, the driver will wait two (2) minutes, then proceed.
- Arrange for a responsible person to meet the bus. If you are unavailable to receive your child, the driver will provide a form for you to list the name and telephone number of a responsible person to receive your child. The driver is not authorized to leave the child with anyone other than the person so designated or to deliver the child to another address. A child who cannot be delivered on a given day will return to his or her school. If a school official cannot be reached, transportation will contact the Clayton County Public School Police, and the student may be placed in their custody.
- Notify your child's driver or the Transportation Department if your child is absent from school for more than five (5) days. Transportation services will be suspended pending notification. If notified that your child will be absent from school or will not utilize transportation services for a duration exceeding five (5) days, these services can be quickly reinstated.
- Put all medications in the original container or in a marked container in the student's book bag. Medications are not given to the driver. The driver cannot accept or deliver medication.
- Correspond with your child's teacher by written note, telephone, or in person. Bus drivers are not permitted to give oral messages to teachers.



## Parents of Students in Wheelchairs

- Bring all wheelchairs to the Transportation Office at 7860 North McDonough Street in Jonesboro or 6234 Garden Walk Boulevard in Riverdale for inspection to ensure proper securement during transportation. If your child is fitted with a new wheelchair during the new school year, it must be inspected by the Transportation Office or tagged by the student's Physical Therapist (PT). Parents should consider transportation options when ordering a new wheelchair. A lap belt with auto quality latch system (metal buckle, not Velcro or plastic fastener) is preferable.
- Have the student in the wheelchair with all appropriate belts fastened and ready to go when the bus arrives.
- Notify the driver if your child has additional equipment for transport such as walkers, crutches, oxygen, or other orthopedic devices. These items must be secured on the bus during transportation. Failure of prior notification may result in an interruption of transportation services. If your child's wheelchair is equipped with a removable tray, it must be removed and secured during transportation.
- Keep your child's wheelchair in good repair. If a wheelchair is damaged or in need of repair, it may not be transported until repairs are made.
- Keep brakes in working order and tires inflated.
- Arrange to transport your child's wheelchair home if the student checks out of school early.

## Meeting the Bus

It is the parent's or guardian's responsibility to ensure that the student is at the designated pickup area before the bus arrives. However, if there are questions or concerns, please contact the local school or the Transportation Department at (770) 473-2835. Parents are encouraged to take precautions to ensure children arrive and depart safely to and from bus stops. Please update the school immediately with any address changes.

It is mandatory that all children in Pre-K, Kindergarten, and first grade are met at the bus stop by an authorized person (parent, guardian, neighbor, older sibling, etc.) unless explicitly stated in writing that such supervision is not necessary. Any exception to this mandate must be submitted via a notarized Release Form. Please see the school principal for the designated form.

## Security Intervention - Disruption of Public School Bus

A video camera is used on all buses to monitor student behavior. Under state law, **OCGA §20-2-1181** it is unlawful for any person to knowingly, intentionally, or recklessly interfere with the operation of a public school bus. A person convicted under this law shall be guilty of a misdemeanor of a high and aggravated nature.

## Vandalism

Do not scratch, cut, or write on seats, walls, floors, or otherwise deface the bus or any part thereof. Any student responsible for vandalism is expected to pay for all damages related to the incident before permission is granted to ride the bus again. However, this shall not interfere with transportation as provided for Special Education students or Section 504 per federal requirements. The Clayton County Public Schools Police Department shall be notified of violations that disrupt or interfere in school bus operations.



# GENERAL INFORMATION

## **Asbestos Notification**

The Federal Asbestos Hazard Emergency Response Act (AHERA) allows an exclusion from the required inspection for asbestos-containing building material (ACBM) for new school buildings built after October 12, 1988, where an architect or project engineer responsible for the construction of the new school building or an accredited AHERA inspector signs a statement that no ACBM was specified as a building material in any construction document for the building, or to the best of the architect, engineer or inspector's knowledge, no ACBM was used as a building material in the building. The LEA shall submit a copy of the signed statement to the state and shall include the statement in the management plan for that school. This statement is submitted to the state, and a copy is on file in the school's management plan, which is in the school's administrative office and available for public inspection upon reasonable notice.

## **English to Speakers of Other Languages Program (ESOL)**

During the past decade, Clayton County Public Schools became increasingly diverse and multicultural. Many students enter the school system from other countries or speak another language at home and may need additional English language assistance to succeed in school. The ESOL program is designed to meet the needs of English learners (ELs). Students are screened for English language assistance and if they qualify for services, can receive additional instruction provided by ESOL teachers. These teachers are qualified to work with the diverse student population of ELs. ESOL teachers provide instruction, participate in conferences, and assist school officials with various issues related to ELs.

## **Middle and High School Extracurricular Activities**

Opportunities for exploring, developing, and widening students' range of interests and helping students develop leadership and poise are offered through extracurricular activities. Participation in these activities enables students to learn how to plan and work with others. Students are encouraged to participate in at least one extracurricular activity. Many clubs and athletic groups throughout the district have a minimum grade point average requirement for joining and maintaining membership. The Georgia High School Association "No pass No participate" policy requires students to pass classes that carry at least 2.5 units towards graduation the previous semester and be on track academically to participate in interscholastic competitive events or activities. All first-time ninth graders may participate in interscholastic competitive events; however, students must earn 2.5 units counting toward graduation to maintain eligibility. For eligibility purposes, all make-up work must be completed within ten calendar days following the conclusion of the semester. Questions concerning "No pass No participate" should be directed to administrators. Participation in extracurricular activities mandates students are counted present for the school day. If school is in session, suspended students assigned to ISS or OSS are not allowed to participate in any activities or function during the school day until they return to their regular classes in good standing.

## **Student Organizations**

The names of student clubs and organizations, the mission or purpose of such organizations, school contacts and faculty advisors, and a description of club activities is available on official school websites. This information is updated periodically throughout the year.

- Fire Drills and Severe Weather Warnings
- All rooms are evacuated when there is an announcement or a continuous, intermittent ringing of the fire alarm.
- A predetermined route is posted in each classroom, and students should move orderly, quickly, and directly to the designated areas. Each group is to assemble so that the teacher can check roll. Any student in a restroom or outside the assigned classroom should report immediately to a teacher for accountability purposes. A bell will sound at such time students should return to the classroom.

## **School Schedules**

The elementary school day begins at 7:45 a.m. and ends at 2:15 p.m. The high school day begins at 8:20 a.m. and ends at 3:15 p.m. The middle school day begins at 8:45 a.m. and ends at 3:45 p.m.

## **Student Checkout Procedures**

Picture identification is required for all student checkouts to maintain a safe and orderly environment for all students, parents, and staff. Elementary school students shall not be allowed to checkout after 1:45 p.m. on regular school days and 12:45 p.m. on Early Dismissal Days. Middle school students shall not be allowed to checkout after 3:30 p.m. on regular school days and 2:30 p.m. on Early Dismissal Days. High school students shall not be allowed to checkout after 2:40 p.m. on regular school days and 1:40 p.m. on Early Dismissal Days.



## **Insurance**

The school system does not carry insurance on students. This is the responsibility of parents and guardians. All students who wish to participate in the school's athletic program must maintain insurance through an independent party.

## **Lockers**

Lockers are provided for students. The locker is school property, and as such, students do not have an expectation of privacy for items stored in lockers that may be inspected by school officials at any time and without notice. Students cannot put personal locks on school lockers. The use of a locker is revoked if the privilege is abused. Lockers cannot be shared. All items found in the locker are the sole responsibility of the student renting the locker.

## **Moment of Silence (Reflection)**

In compliance with Georgia law **O.C.G.A. § 20-2-1050** and **O.C.G.A. § 20-2-1051**, all students will observe a brief period of silence at the opening of each school day.

## **Obligations**

In accordance with **Code Section § 20-2-1013**, "All instructional materials and content, computer hardware, software, and technical equipment necessary to support such digital materials and content purchased by local units of administration with state Quality Basic Education Program funds or any other means of acquisition may remain the property of the local unit purchasing or acquiring them. Assistive technology devices that are acquired may remain the property of the student; however, this shall not be construed to violate any contracts or copyright laws. Each local unit of administration shall establish such policies as it deems necessary for the care and protection of its instructional materials and content, computer hardware, software, and technical equipment necessary to support such materials and content and library books and media materials as a condition to receiving all or part of the state contributed Quality Basic Education Program funds allotted to the local unit. Such policies include the following sanctions against a pupil who fails or refuses to pay for any lost or damaged instructional materials and content; computer hardware, software, and technical equipment necessary to support such materials and content; library book; or media material at the replacement cost:

- Refusal to issue, make available any additional instructional materials and content, any computer hardware, software, technical equipment necessary to support such materials and content, library books, or any media materials until restitution is made will result in the withholding of all grades, diplomas, or certificates of progress until restitution is made, or
- Withholding of all grade cards, diplomas, or certificates of progress until restitution is made.

No local unit of administration shall require any pupil or parent to purchase any instructional materials and content; computer hardware, software, and technical equipment necessary to support such materials and content; library book; or media material except in cases where the pupil damages, loses, or defaces such item either through willful intent or neglect.

All student debt obligations must be cleared before the end of the semester in which the debts were incurred. Obligations may include lost or damaged textbooks, computers, technological devices, calculators, or library materials, unpaid fees, and uniforms not returned. Students will not be issued a replacement textbook for a lost book until the obligation has been cleared. A student may be issued a textbook to use in the classroom until the lost textbook is paid for. Students who owe obligations will not receive grade reports of any kind until all obligations have been cleared through the main office. In addition, seniors who have not met obligations are not allowed to exempt any final exams and participate in graduation activities.



## High School On Campus Parking

The operation and parking of a vehicle on the high school campus is a privilege granted by the school. All students are expected to observe all traffic and parking regulations. The school reserves the right to suspend and revoke the campus parking privileges of any student in violation of parking rules and regulations or has an outstanding debt obligation with the school.

- Parking decals must be displayed.
- Parking privileges may be suspended for students who arrive late, leave campus without permission, or operate vehicles unsafely.
- The parking fee of \$40 per year is paid at the beginning of the first semester.
- One day parking permits are available in the Main Office at a cost of \$3 per day. These parking permits are required for any students parking on campus, yet they have not purchased a yearly parking permit.
- Students must park in designated areas.
- Students are not allowed to park in the spaces provided for faculty or bus loading areas.
- Students cannot remain seated in their cars after arriving at school nor are they allowed to return to their cars during the day without written permission from an administrator.
- Students are required to sign a release form that authorizes a search of their cars. Students parking on campus do not have an expectation of privacy for vehicles.
- As soon as a student checks out of school or school is dismissed, said student must leave campus immediately. Loitering in the parking areas is not permitted.
- The parking lot should clear within 10 minutes of the dismissal bell. All students must leave campus immediately unless they are involved in a school- sponsored activity or waiting on transportation.
- High school administrators and school resource officers reserve the right to search any student's vehicle parked in the parking lot for any reasonable cause.

## Personal Property on Campus

Students are warned and advised not to bring valuables and expensive personal belongings to school. Dressing rooms, lockers, parking lots, and classrooms are not always the safest places to leave valuables. It is best to take extra precautions rather than become a victim of a loss or theft. It is advisable for students to use a permanent marker to label items such as jackets, tennis shoes, book bags, and other personal belongings. **Students should not leave personal items unattended. The school is not responsible or liable for missing or lost personal items.**

## Pledge of Allegiance

During the morning announcements, the opportunity is provided for students and teachers to recite the Pledge of Allegiance. Although reciting the pledge is a way of expressing patriotism and support of those rights guaranteed by our democracy, individuals who have religious convictions or other objections to reciting the pledge may refrain from doing so. The homeroom teacher should be notified in advance. Otherwise, individuals are expected to stand and participate in the pledge. Students are not disciplined for nonparticipation.

## School Closings

In case of inclement weather and possible Clayton County Public Schools closure, the public is instructed to check the CCPS website at [www.clayton.k12.ga.us](http://www.clayton.k12.ga.us), the school district mobile app, WSB Channel 2 News, or WSB-AM (750) radio for official announcements concerning school system closure. All official announcements are made via these media platforms.

## School Council

The A+ Education Reform Act established School Councils in Georgia to “bring communities and schools closer together in a spirit of cooperation to solve difficult education problems, improve academic achievement, provide support for teachers and administrators, and bring parents into the school-based decision.” The School Council provides advice, recommendations, and assistance to principals and the local board of education. **O.C.G. A. § 20-2-86** requires the following criteria:

A parent must serve as the chairperson of the school council. The School Council shall consist of a minimum of seven council members who serve two-year terms. These members shall include the principal, two certified teachers (elected by teachers), two business persons (parents or guardians may serve as these members if specified in the council bylaws), and parents or guardians. Parents and guardians must make up a majority of the council membership. At a minimum, four meetings are held annually. The meetings and records are subject to the Open Meetings Act. Contact your principal for information on school councils.

## **Selective Service Registration**

Federal law requires that each male register for the Selective Service within 30 days of his 18th birthday. Registration forms and additional information regarding the Selective Service Registration are available at any US Post Office. The AFJROTC will assist with online registration for Selective Service during the school year.

## **Detention Hall**

Teachers may assign students to a teacher detention hall for minor classroom infractions or class tardies. Students assigned to the detention hall are given a written detention hall notice that gives the student and parent or guardian a minimum of 24 hours notice of the detention. Students failing to serve a detention may receive additional detention or be referred to an administrator for further discipline.

## **Telephone and Messages**

School telephones are for official use only. Students are asked to refrain from using the telephone. Emergency messages, as determined by school staff, are given to the student before the end of the school day.

## **Volunteers**

Clayton County Public Schools value and support individual volunteers. The District requires background checks on any volunteers including parents who meeting the following criteria:

- the volunteer will have personal contact with students
- the volunteer will have a regular and ongoing assignment at the school
- the volunteer will be off campus with students, including field trips
- the volunteer will serve as a mentor to a student or students
- the volunteer will serve as a coach, activity director, or sponsor

**Any volunteer who has a reasonable cause to believe that suspected child abuse has occurred (including neglect) shall report that abuse to the principal or designee and the volunteer will abide by O.C.G.A. § 19-7-5.**

## **Voter Registration**

Teachers from each high school are deputized to register students to vote at 17 ½ years of age in preparation for voting when the student attains 18 years of age. Students are strongly encouraged to vote. April is Voter Registration Month. However, students are registered throughout the year.

## **Work Permits**

A work permit is authorized by the school's main office. The work permit, a certified copy of the student's birth certificate, and Social Security card must be submitted to the main office when all paperwork is completed by both the student and employer. These documents are required before a permit is granted. Employment certificates for minors under the age of 18 and over 12 years of age are obtained from one of the office assistants in the main office. All sections of this form must be completed in detail after the student has obtained employment.



# GLOSSARY

**Accelerated Instruction:** instruction designed to enable a student who has not achieved grade level standards to meet those standards in the shortest amount of time

**Active Duty:** the full-time duty status in the active uniformed services of the United States of America, including members of the National Guard and Reserve on active duty orders, pursuant to 10 U.S.C. Sections 1209 and 1211

**Advanced Placement (AP):** college-level courses offered by trained high school teachers in the regular high school setting

**Alternative Educational Program (AEP):** an educational environment that provides for the educational and behavioral needs of students removed from the regular school programs due to the discipline orders of CCPS or another school district or disruptive behavior or violations of the Behavior Code. The AEP may also serve a student who is eligible to remain in his or her regular classroom but is more likely to succeed in a nontraditional setting

**American College Test (ACT):** college entrance examination which assesses high school student educational development and the ability to complete college level work

**Attend:** a student is physically present in the educational programs for which he or she is enrolled

**Automated External Defibrillator (AED):** a portable automatic device used to restore normal heart rhythm to patients in cardiac arrest

**Behavior Correction Plan (BCAP):** a plan for students who need supplemental tier 2 support to improve behavior

**Behavior Intervention Plan (BIP):** a plan to support the student to facilitate a positive change in behavior.

**Bullying:** Bullying is defined in **O.C.G.A. § 20-2-751.4** as follows: (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; 24** (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 (D) Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, at school related functions or activities, as well as 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.

The term also applies to acts of cyberbullying which occur by electronic communication, regardless if such electronic act originated on school property or with school equipment, if the electronic communication

- (1) Is directed specifically at students or school personnel;
- (2) Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; **AND**
- (3) Creates a reasonable fear of harm to the student's or school personnel's person or property or has a high likelihood of succeeding in that purpose.

**Children of Military Families:** children enrolled in grades K-12 who reside in the household of an active duty military member

**Chronic Disciplinary Problem Student:** a student who exhibits a pattern of behavioral characteristics that interfere with the learning process of students around him or her and is likely to recur.

**Circle of Support:** The Circle of Support (COS) consists of a team of school, district, and community support personnel who collaborate to uncover the underlying reasons why students might experience academic and behavioral challenges; and problem solves based on identified needs by providing evidence-based strategies targeted toward high performance

**Connections:** a series of nine-week classes offered at the middle school level (i.e. art, computers, family and consumer science, physical education, health, etc.)

**COVID-19:** a disease caused by a new strain of coronavirus. ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease. Formerly, this disease was referred to as the 2019 novel coronavirus or 2019-nCoV.

**Detention:** Disciplinary action consisting of the assignment of students to a certain area of the school outside of the regular school hours (before school, after school, on a non-school day) for two consecutive days or the equivalent hours. School principals have the authority to require students to remain for detention. Teachers have the authority to detain a student after school; however, they should advise the principal and notify the parents. In the case when immediate detention would pose transportation issues for the student, a twenty-four hour notice may be given before the detention is served

**Differentiated Instruction:** instructional strategies designed to meet the individual student’s learning needs

**Directory Information:** student’s name, address, telephone number, date and place of birth, participation in clubs and sports, awards, dates of attendance, photographs, etc.

**Disciplinary Tribunal:** A disciplinary hearing to determine the guilt or innocence of a student accused of violating the Code of Conduct when the opportunity for a student disciplinary hearing is required by law or State Board authority. See Administrative Rule JCEB, Hearing Procedure. If the student is determined to be guilty of the alleged offense, the Tribunal will determine the consequences for the student in accordance with the Code of Conduct

**Early Intervention Program (EIP):** program designed to serve students who are at risk of not reaching or maintaining academic grade level by providing additional instructional resources

**Education for Homeless Children and Youth: Subtitle B of the Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)** requires each state to ensure that a child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youth. **In accordance with the Act and State Board rule 160-5-1-.28 (JBC),** the term “Homeless Child and Youth” is defined as children who are

- a. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason
- b. Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations
- c. Living in emergency or transitional shelters
- d. Abandoned in hospitals
- e. Moreover, the following children are included in the definition: children who have a primary nighttime residence that is public, or a private place not designated for or ordinarily used as a regular sleeping accommodation for human beings, children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children who qualify as homeless because they are living in circumstances described above.

**Emancipated Minor:** an individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation or pursuant to a petition filed by the minor with the juvenile court as provided in **O.C.G.A. §15-11-720 et. seq.** Emancipation by operation of law occurs when a minor is validly married or as otherwise prescribed by law. Emancipation by petition is granted by a judge in juvenile court after the judge determines emancipation is the best interest of the minor.

**English to Speakers of Other Languages (ESOL):** program designed to meet the needs of English learners at the school level by receiving language assistance from ESOL teachers in various instructional settings

**Enroll:** the registration of a student by a parent, guardian, kinship caregiver, or other person having control or charge of a child (or the student in the case of an emancipated minor) providing the school system with appropriate documentation. Once enrolled, the child is eligible to attend the assigned school.

**Expulsion:** suspension of a student beyond the current quarter or semester

**Extracurricular Activities:** school sponsored activities which occur outside of regular school hours

**Family Educational Rights and Privacy Act (FERPA):** federal law that gives specific rights to parents and guardians regarding the educational records of their child **20 USC §1232g**.

**Free Appropriate Public Education (FAPE):** educational right of students with disabilities under federal laws Section 504 and IDEA. FAPE under IDEA is defined as education and related services provided at public expense, under public supervision and direction, and without charge; meeting the standards of the State educational agency; including an appropriate preschool, elementary school, or secondary school education in the State involved; and provided in conformity with the individualized education program.

**Functional Behavioral Assessment (FBA):** a problem-solving process for addressing student problem behavior. The process relies on the use of a variety of techniques and strategies to identify the purposes of specific behavior and to help school teams select interventions to directly address the problem behavior.

**Georgia Alternate Assessment (GAA):** an alternative achievement standard that sets an expectation of performance that differs in complexity from a grade-level achievement standard and is aligned to state academic content standards

**Georgia Department of Education (GADOE):** the state agency charged with the fiscal and administrative management of certain aspects of K-12 public education, including the implementation of federal and state mandates subject to supervision and oversight by the State Board of Education

**Georgia Kindergarten Inventory of Developing Skills (GKIDS):** a year-long performance-based assessment to provide teachers with information about the level of instructional support needed by individual students entering kindergarten and first grade

**Georgia Milestones Assessment System (Georgia Milestones):** A comprehensive summative state assessment program spanning grades three through high school that measures how well students have acquired the knowledge and skills outlined in the state-adopted content standards in English Language Arts, mathematics, science, and social studies

**Georgia Special Needs Scholarship:** law providing that parents of students who receive special education may choose to transfer their child to another public school or private school in Georgia.

**Gifted instruction:** differentiated instruction provided to students who meet the Georgia Department of Education criteria for the classification of a gifted learner

**Governor's Office of Student Achievement (GOSA):** the state agency mandated by **O.C.G.A. 20-14-26** to create a uniform performance-based accountability system for K-12 public schools that incorporated both state and federal mandates, including student and school performance standards, and to audit and inspect or cause to be audited and inspected K-12 public schools, and LEA's for the purpose of verification, research, analysis, and reporting of for other purposes related to the performance of its powers and duties

**Grandparent:** the parent or step-parent of a minor child's father or mother. This definition remains the same upon death or termination of parental rights of the birth parent.

**Harassment:** Any unwelcome or unwanted conduct that includes but is not limited to threats; physical assault; verbal abuse such as name-calling, racial or other epithets, slurs; graphic or written statements; and other physically threatening, harmful or humiliating conduct, including non-verbal conduct and gestures. Harassment is covered by federal civil rights laws when it concerns conduct that is based on a protected status such as race, national origin, sex, disability or religion.

**Individuals with Disabilities Education Act (IDEA):** federal law governing services to children with disabilities. IDEA governs how states and public agencies provide early intervention, special education, and related services to students with disabilities.



**Individualized Education Plan (IEP):** an individualized educational plan designed collaboratively with educators and parents/guardians of a child with a disability including statements of present levels of academic achievement and functional performance, measurable annual goals, special education and related services, accommodations and alternative assessments.

**“In Loco Parentis”:** to assume the duties and responsibilities of a parent without a formal legal process.

**In-School Suspension (ISS):** Restriction of students to a specified location in the school to remove them from participation in regularly scheduled school activities

**Instructional Team:** committee established by the school principal or designee to make placement decisions concerning a student who does not meet expectation on the Criterion Referenced Competency Test of the Clayton County Public Schools’ promotion criteria

**Intervention:** process of assessment and planning employed to remediate or prevent a social, educational, or developmental problems

**Kinship caregiver:** a grandparent, great-grandparent, aunt, uncle, great aunt, great uncle, cousin, sibling, or fictive kin who has assumed responsibility for raising a child in an informal, noncustodial, or guardianship capacity upon the parents or legal custodians of such child losing or abdicating the ability to care for such child; being unable to ensure that the child will attend school for reasons, including, but not limited to a parent or legal custodian being unable to provide care due to the death of a parent or legal custodian; serious illness or terminal illness of a parent or legal custodian; physical or mental condition of the parents or legal custodians such that proper care and supervision of the child cannot be provided; incarceration of a parent or legal custodian; inability to locate the parents or legal custodians; loss or uninhabitability of the child's home as the result of a natural disaster; or period of active military duty of the parents or legal custodians exceeding 24 months.

**Local Education Authority (LEA):** the public authority legally constituted by the state as an administrative agency to provide control of and direction for kindergarten through Grade 12 public education institutions. (Clayton County Public Schools)

**Long-Term Suspension:** the out-of-school suspension of a student from school for more than ten (10) consecutive school days, but not beyond the current school quarter or semester

**Move On When Ready Dual Enrollment Program:** provides opportunities for high school students to take college level courses and earn concurrent credit toward a high school diploma and college degree

**Multi-Tiered Systems of Support (MTSS):** the framework supported by Response to Intervention (RTI).

**No Pass/No Participate:** a Georgia High School Athletic Association policy that requires students to pass **classes that carry at least 2.5 units towards graduation** the previous semester and to be academically on track in order to participate in interscholastic competitive events or activities

**Official Code of Georgia (O.C.G.A.):** State Law

**Other Person:** an adult at least 18 years of age or an emancipated minor at least sixteen years of age residing within the boundaries of the school district who is not the parent or guardian of a child or children but stands in loco parentis.

**Out of School Suspension (OSS):** suspension for a period of time resulting in absence from school

**Perfect Attendance:** is defined as no absences, no late check-in, and no early check out. Perfect attendance not only promotes the student's academic progress in school, but also establishes a pattern for good work attendance as an adult.

**Permanent Expulsion:** means expulsion from all School District schools for the remainder of the student’s eligibility to attend school pursuant to Georgia law. Students permanently expelled are not allowed to enroll in the School District’s Alternative Education Program (AEP).

**Prevention:** a hindrance, process or behavior

**Promotion:** the assignment of a student to a higher-grade level based on the student's achievement of established criteria in the current grade

**Remediation:** opportunities provided throughout the year for additional academic assistance

**Residency:** the place where the student lives with a parent, guardian, or other person. The student must occupy a dwelling located within the school system. Proof of residence in the school district is required when a student enrolls and whenever a change of residence occurs unless the student is homeless. Individuals not legally admitted into the country are not denied a free public education on this basis.

**Response to Intervention (RTI):** a problem-solving approach that examines effective instruction and intervention. This includes increasing levels of intensity, progress monitoring, and data-based decisions

**Restorative Practices:** a philosophy based on a set of principles that guide the response to conflict and harm. Restorative justice practices emphasize values of empathy, respect, honesty, acceptance, responsibility, and accountability. Restorative justice also provides ways to effectively address behavior and other complex school issues by offering a supportive environment that can improve learning and safety by preventing future harm.

**Retention:** the re-assignment of a student to the current grade level for the next school year

**Scholastic Achievement Test (SAT):** a standardized test widely used for college admissions criteria

**School Council:** elected parents and teachers along with the school principal who serve in an advisory capacity at the local school level

**School Property:** includes, but is not limited to:

- The land and improvements which constitute the school.
- Any other property and building, including school bus stops wherever located, where any school function or activity is conducted.
- Any bus or other vehicle used in connection with school functions and activities, including school buses, buses leased by the School District, and privately-owned vehicles used for transportation to and from school activities.
- Personal belongings, automobiles, or other vehicles which are located on school property.
- En route to and from school (prior to imposing discipline regarding these incidents, schools should consult with the Student Support Services Office of Student Discipline)

**Student Attendance Committee (SAC):** meeting of parents and school officials to identify and implement strategies and interventions to deter continued absenteeism

**School Resource Officer (SRO):** certified law enforcement officers serve as School Resource Officers in Clayton County middle and high schools. The presence of law enforcement within the school community provides a consistent approach to community public safety. Through the school-based community policing model, officers are involved in proactive areas of crisis planning, school planning, and the important areas of prevention, intervention, and enforcement

**School Technology Resources:** include but is not limited to:

- Electronic media systems such as computers, electronic networks, messaging, Website publishing, and
- The associated hardware and software programs used for purposes such as developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

**Section 504:** federal law governing the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education.

**Short-Term Suspension:** the out of school suspension of a student from school for ten (10) consecutive school days or less

**State Board of Education (SBOE):** the authority which defines education policy for public K-12 educational agencies in Georgia

**Student Attendance Protocol Committee:** committee established by the Chief Judge of Superior Court to ensure coordination and cooperation among officials, agencies, and programs to reduce the number of unexcused absences from school and to increase the percentage of students present to take state mandated tests

**Student Support Team (SST):** ): a committee of at least three educators (parents and guardians are invited to attend) to identify and plan alternative instructional strategies for students experiencing academic, social, or behavioral problems

**Students with Disabilities (SWD):** students identified under the guidelines of IDEA as having an eligible disability for educational services

**Surrogate Parent:** a person appointed for a student for whom no parent can be identified, who is a ward of the state, or whose parents cannot be found after reasonable efforts by the local system

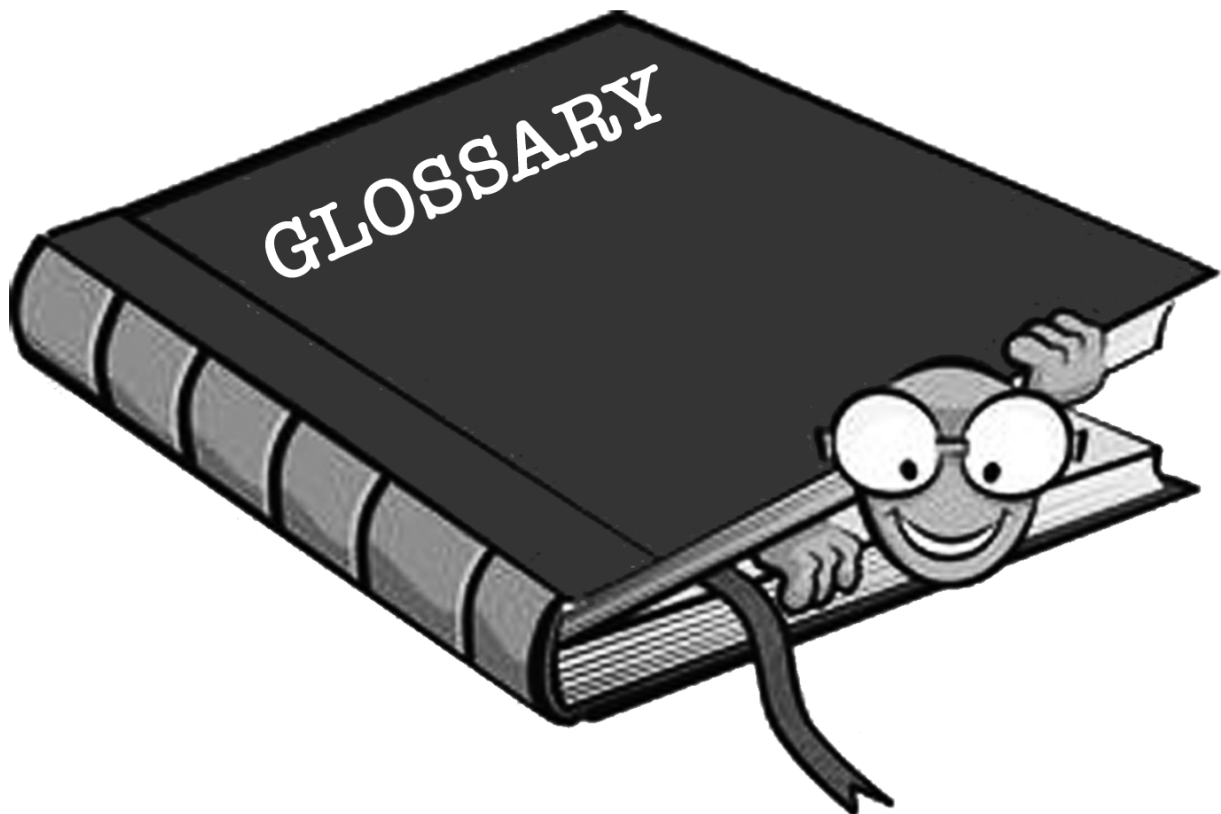
**Truant:** any child subject to compulsory attendance who during the school calendar year has more than five days of unexcused absences.

**Valid Written Excuse / Documentation:** a written explanation provided to the school within three days of a student's absence, signed by the student's parent or guardian or other documentation supporting the reason for the student's absence per the requirements of **State Board Rule 160-5-1-.10**

**Vandalism:** destruction of property

**Withdraw:** the removal of a student from the official roll of a school by the parent or legal guardian

**Withdrawal Code:** an official code which signifies the reason a student has withdrawn from a Georgia public school as defined in the guidelines and timelines published by the GaDOE.



## Elementary Schools

<b>Anderson Elementary - 101</b> 4199 Old Rockcut Road Conley, GA 30288	(770) 473-3269	<b>Jackson Elementary - 136</b> 7711 Mt. Zion Boulevard Jonesboro, GA 30236	(678) 610-4401	<b>Mt. Zion Primary - 139</b> 2920 Mt. Zion Road Jonesboro, GA 30236	(770) 472-2828
<b>Arnold Elementary - 102</b> 216 Stockbridge Road Jonesboro, GA 30236	(770) 473-2800	<b>Kay R. Pace Elementary School of the Arts - 380</b> 7711 Mt. Zion Boulevard Jonesboro, GA 30236	(678) 479-0101	<b>Northcutt Elementary - 119</b> 5451 West Fayetteville Road College Park, GA 30349	(770) 994-4020
<b>Brown Elementary - 104</b> 9771 Poston Road Jonesboro, GA 30238	(770) 473-2785	<b>Kemp Elementary - 127</b> 10990 Folsom Road Hampton, GA 30228	(770) 473-2870	<b>Oliver Elementary - 120</b> 1725 Cheryl Leigh Drive Riverdale, GA 30296	(770) 994-4010
<b>Callaway Elementary - 133</b> 120 Oriole Drive Jonesboro, GA 30236	(678) 479-2600	<b>Kemp Primary - 138</b> 1090 McDonough Road Hampton, GA 30228	(678) 610-4300	<b>Pointe South Elementary - 126</b> 8482 Thomas Road Riverdale, GA 30274	(770) 473-2900
<b>Church Street Elementary - 105</b> 7013 Church Street Riverdale, GA 30274	(770) 994-4000	<b>Kilpatrick Elementary - 111</b> 7534 Tara Road Jonesboro, GA 30236	(770) 473-2790	<b>River's Edge Elementary - 129</b> 205 Northbridge Road Fayetteville, GA 30215	(770) 460-2340
<b>East Clayton Elementary - 106</b> 3675 Steele Road Ellenwood, GA 30094	(678) 827-7937	<b>King Elementary - 135</b> 5745 West Lee's Mill Road College Park, GA 30349	(770) 991-4651	<b>Riverdale Elementary - 121</b> 6253 Garden Walk Boulevard Riverdale, GA 30274	(770) 994-4015
<b>Eddie White Elementary School - 379</b> 11808 Panhandle Road Hampton, GA 30228	(770) 472-2850	<b>Lake City Elementary - 112</b> 5354 Phillips Drive Lake City, GA 30260	(770) 473-3248	<b>Smith Elementary - 132</b> 6340 Highway 42 South Rex, GA 30273	(770) 960-5750
<b>Edmonds Elementary - 107</b> 4495 Simpson Road Forest Park, GA 30297	(678) 827-7932	<b>Lake Ridge Elementary - 130</b> 7900 Lake Ridge Circle Riverdale, GA 30274	(770) 907-5170	<b>Suder Elementary - 122</b> 1400 Jodeco Road Jonesboro, GA 30236	(770) 473-2820
<b>Fountain Elementary - 103</b> 5215 West Street Forest Park, GA 30297	(404) 362-3875	<b>Lee Street Elementary - 114</b> 178 Lee Street Jonesboro, GA 30236	(770) 473-2815	<b>Swint Elementary - 123</b> 500 Highway 138 Jonesboro, GA 30238	(770) 473-2780
<b>Harper Elementary - 134</b> 93 Valley Hill Road, SW Riverdale, GA 30274	(678) 479-2654	<b>Marshall Elementary - 137</b> 5885 Maddox Road Morrow, GA 30260	(678) 827-7942	<b>Tara Elementary - 124</b> 937 Mt. Zion Rd. Morrow, GA 30260	(770) 968-2916
<b>Hawthorne Elementary - 131</b> 10750 English Road Hampton, GA 30228	(770) 472-7669	<b>McGarrah Elementary - 113</b> 2201 Lake Harbin Road Morrow, GA 30260	(770) 968-2910	<b>Unidos Dual Language School - 198</b> 4475 Hendrix Drive Forest Park, GA 30297	(404) 361-3494
<b>Haynie Elementary - 108</b> 1169 Morrow Road Morrow, GA 30260	(770) 968-2905	<b>Morrow Elementary - 115</b> 6115 Reynolds Road Morrow, GA 30260	(770) 968-2900	<b>West Clayton Elementary - 125</b> 5580 Riverdale Road College Park, GA 30349	(770) 994-4005
<b>Huie Elementary - 110</b> 1260 Rock Cut Road Forest Park, GA 30297	(404) 362-3825	<b>Mt. Zion Elementary - 116</b> 2984 Mt. Zion Road Jonesboro, GA 30236	(770) 968-2935		

## Middle Schools

<b>Adamson Middle School - 019</b> 3187 Rex Road Rex, GA 30273	(770) 968-2925	<b>Kendrick Middle School - 024</b> 7971 Kendrick Road Jonesboro, GA 30238	(770) 472-8400	<b>Rex Mill Middle School - 029</b> 6380 Evans Drive Rex, GA 30273	(770) 474-0702
<b>Babb Middle School - 011</b> 5500 Reynolds Road Forest Park, GA 30297	(770) 473-3248	<b>Lovejoy Middle School - 021</b> 1588 Lovejoy Road Lovejoy, GA 30250	(770) 473-2933	<b>Riverdale Middle School - 018</b> 400 Roberts Drive Riverdale, GA 30274	(770) 994-4045
<b>Eddie White Middle School</b> 11808 Panhandle Road Hampton, GA 30228	(770) 472-2850	<b>Morrow Middle School - 015</b> 5934 Trammel Road Morrow, Georgia 30260	(770) 210-4001	<b>Roberts Middle School - 025</b> 1905 Walt Stephens Road Jonesboro, GA 30236	(678) 479-0100
<b>Elite Scholars Academy - 099</b> 7923 Fielder Road Jonesboro, GA 30236	(404) 362-3811	<b>Mundy's Mill Middle School - 016</b> 1251 Mundy's Mill Road Jonesboro, GA 30238	(770) 473-2880	<b>Sequoyah Middle School - 028</b> 95 Valley Hill Road Riverdale, GA 30274	(770) 515-7524
<b>Forest Park Middle School - 012</b> 930 Finley Drive Forest Park, GA 30297	(770) 472-2817	<b>North Clayton Middle School - 017</b> 5517 W. Fayetteville Road College Park, GA 30349	(770) 994-4025		
<b>Jonesboro Middle School - 014</b> 1308 Arnold Street Jonesboro, GA 30236	(678) 610-4331	<b>Pointe South Middle School - 020</b> 8495 Thomas Road Jonesboro, GA 30238	(770) 473-2890		

## High Schools/Specialty Programs

<b>Charles Drew High School - 315</b> 6237 Garden Walk Blvd. Riverdale, GA 30274	(770) 472-2820	<b>M. E. Stilwell</b> School of Arts 2580 Mt. Zion Pkwy Jonesboro, GA 30236	(770) 472-2832	<b>Riverdale High School - 005</b> 160 Roberts Drive Riverdale, GA 30274	(770) 473-2905
<b>Elite Scholars Academy - 099</b> 7923 Fielder Road Jonesboro, GA 30236	(404) 362-3811	<b>Morrow High School - 003</b> 2299 Old Rex-Morrow Road Morrow, GA 30260	(770) 473-3241	<b>ChildTec</b> 137 Spring Street Jonesboro, GA 30236	(770) 480-8363
<b>Forest Park High School - 001</b> 5452 Phillips Drive Forest Park, GA 30297	(770) 473-2775	<b>Mount Zion High School - 007</b> 2535 Mount Zion Parkway Jonesboro, GA 30236	(770) 473-2940	<b>Perry Center Open Campus</b> 137 Spring Street Jonesboro, GA 30236	(770) 515-7601
<b>Jonesboro High School - 002</b> 7728 Mount Zion Blvd. Jonesboro, GA 30236	(770) 473-2855	<b>Mundy's Mill High School - 008</b> 9652 Fayetteville Road Jonesboro, GA 30238	(678) 817-3000	<b>South Metro Psychoeducational (GNETS)</b> Program - Ash Street Center 5277 Ash Street Forest Park, GA 30297	(770) 472-2860
<b>Lovejoy High School - 006</b> 1587 McDonough Road Lovejoy, GA 30250	(770) 473-2920	<b>North Clayton High School - 004</b> 1525 Norman Drive College Park, GA 30349	(770) 994-4035		

# COMPLAINTS AND GRIEVANCES

## GRIEVANCE PROCEDURE FOR:

Title IX, Education Amendments, 1972  
Section 504, Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
CCBE Policy JCD - Sexual Harassment - Students

Pursuant to the above titled federal laws and policies, the Clayton County Board of Education is committed to the following:

1. The Clayton County School System does not discriminate against students nor employees in regard to their gender. The System complies with Title IX of the Educational Amendments of 1972 which prohibits sex discrimination, including sexual harassment, in education.
2. The Clayton County Board of Education does not discriminate on the basis of an individual's handicap or disability. This nondiscriminatory obligation under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 applies to admission or access to, or employment in, its programs and activities.

The following procedure is used to file a formal complaint in the event that any act of sex discrimination, including sexual harassment, or discrimination based on a disability or handicap, is alleged to have taken place within the system directed at a student, an employee or other person.

## Definitions

**Grievance:** A written complaint alleging any policy, procedure, action or practice which discriminates on the basis of sex, handicapping condition, or disability.

**Grievant:** A student or employee of the Clayton County Public School District or any other person who submits a complaint alleging discrimination based on sex, handicapping condition, or disability.

**Party:** Grievant, victim, or Respondent to a Grievance filed pursuant to these procedures.

**Title IX, Section 504 Coordinators, and Americans with Disabilities Act Compliance Officer:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX

of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity.

**The Title IX, Section 504 Coordinators, and Americans with Disabilities Act Compliance Officer** are responsible for investigating complaints and serving as moderators and recorders during hearings.

**Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and practices in those areas covered in the complaint.

**Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and school holidays.

## Pre-Filing Procedures

Prior to the filing of a written complaint, the student, employee, or other individual is encouraged to visit the Coordinator or Compliance Officer, and a reasonable effort should be made to resolve the problem or complaint.

## GENERAL PROVISIONS

### CLAYTON COUNTY PUBLIC SCHOOL DISTRICT GRIEVANCE PROCEDURE TITLE II; TITLE IX; SECTION 504

This section establishes a grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title II of the Americans with Disabilities Act of 1990 ("Title II"); Title IX of the Education Amendments of 1972 ("Title IX"); or Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Such complaints will be termed "grievances". Title II and Section 504 prohibit discrimination on the basis of disability; Title IX prohibits discrimination on the basis of sex. It is a violation of law for the Clayton County Public School District to retaliate against anyone who files a Grievance or participates in the investigation of a grievance.

Individuals with grievances of this nature also have the right to file a formal complaint with the United States Department of Education.

Office for Civil Rights (OCR)  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline 800.421.3481  
Fax: 202-453-6012  
TDD: 877.521.2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

Office for Civil Rights, Region IV  
61 Forsyth Street S.W., Suite 19T10  
Atlanta, GA 30303-8927  
Telephone: 404-974-9406  
Fax: 404-974-9471  
Email: [OCR.Atlanta@ed.gov](mailto:OCR.Atlanta@ed.gov)

**NOTICE: Amended Title IX regulations were passed that will go into effect in August 2020. These amended regulations may necessitated amendments to the following information regarding reporting, investigation, decisions and appeal processes regarding Title IX complaints. The District will provide notice and information to students and families during the 2020/2021 school year when conforming amendments are finalized.**



# GRIEVANCE PROCEDURES

1. A grievance must be in writing, contain the name and address of the person filing it ("Grievant"), and briefly describe the action alleged to be prohibited by the regulations.
2. A grievance must be filed in the office of the Title II/Title IX/Section 504 Coordinator within thirty (30) days after the Grievant became aware of the action alleged to be prohibited by the regulations. This time frame may be waived by the Title II/Title IX/Section 504 Coordinator if extenuating circumstances existed which justifies an extension.
3. Upon receipt of a grievance, the Title II/Title IX/Section 504 Coordinator will open a formal case file and coordinate any interim action, accommodations for the alleged victim, or other necessary remedial short-term actions necessary to ensure the wellbeing of such victim or Grievant and to protect the integrity of the investigation.
4. The Title II/Title IX/Section 504 Coordinator, or designee, shall conduct a thorough, reliable, and impartial investigation of the grievance to determine its validity. This investigation affords all interested parties and their representative, if any, an opportunity to submit evidence and present witnesses relevant to the grievance. During the investigation, the Title II/Title IX/Section 504 Coordinator, or designee, will interview relevant witnesses and use a preponderance of the evidence standard in making the decision (i.e., more likely than not that a violation of Clayton County Public School District policy, Section 504, ADA, or Title IX occurred).
5. The Title II/Title IX/Section 504 Coordinator shall issue to all parties a written decision determining the validity of the grievance no later than thirty (30) days after its filing.
6. If a party disagrees with the Title II/Title IX/Section 504 Coordinator's decision, he or she may request, in writing, that the Superintendent or designee, review the decision of the Title II/Title IX/Section 504 Coordinator. Such request must be made within seven (7) calendar days of receipt of the decision by the Title II/Title IX/Section 504 Coordinator.
7. The Superintendent or designee, shall have an additional fifteen (15) days to decide the appeal and notify the parties in writing of the decision and list the evidence on which the decision is based.

The Superintendent's written decision will advise the parties of the right to file a complaint with the appropriate state and federal civil rights offices and will be provided with the names and addresses of such offices.

**Extension of Time:** The 30-day time limit for completing an investigation set forth above in Step 5 of the Grievance Procedures may be extended by mutual consent of the parties involved or due to extenuating circumstances (such as voluminous evidence to be reviewed or a large number of witnesses to be interviewed). However, the total number of days from the date that the grievance is filed until the date of the issuance of the Title II/Title IX/Section 504 Coordinator's written decision to the parties shall be no more than sixty (60) days.

If the Clayton County Public School District's investigation finds evidence of any discrimination or harassment, it will take appropriate steps to prevent the recurrence of such discrimination and correct the discriminatory effects on the grievant, victim, and others if appropriate.

**Access to Regulations:** The Clayton County Public School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, handicapping condition, or veteran status upon request.

**Confidentiality of Records:** Grievance records will remain confidential unless permission is given by the parties involved to release such information. No grievance record shall be entered in the personnel file. Grievance records shall be maintained on file for three years after grievance resolution.

**This grievance procedure shall not apply to any matter when**

- (a) Method of review is prescribed by law or by an existing Board policy, and
- (b) Board of Education is without authority to act.

Grievances may be filed with the individuals identified below in accordance with this procedure. Additionally, individuals that require assistance in filing a grievance may contact the appropriate staff member listed below.

**Title IX & Student/Sexual Harassment**  
1058 Fifth Avenue  
Jonesboro, Georgia 30236  
(770) 473-2845  
Latasha Lowe, Legal Compliance Officer  
[latasha.lowe@clayton.k12.ga.us](mailto:latasha.lowe@clayton.k12.ga.us)

**Disabled Employees/Americans with Disabilities Section 504 and Title II**  
1058 Fifth Avenue  
Jonesboro, Georgia 30236  
(770) 473-2700  
Damaris P. Garrett  
Equity and Compliance Director  
[damaris.garrett@clayton.k12.ga.us](mailto:damaris.garrett@clayton.k12.ga.us)

**Disabled Students and Members of the Public - Section 504**  
1058 Fifth Avenue  
Jonesboro, Georgia 30236  
(770) 473-2700  
Cheri-Ann Taylor, Lead Psychologist and District 504 Contact  
[cheri-ann.taylor@clayton.k12.ga.us](mailto:cheri-ann.taylor@clayton.k12.ga.us)

**Athletics - Gender Equity**  
Tara Stadium, 1055 Battlecreek Road  
Jonesboro, Georgia 30236  
770-473-2845  
Kevin May, Director of Athletics  
[kevin.may@clayton.k12.ga.us](mailto:kevin.may@clayton.k12.ga.us)



## Clayton County Board of Education Members

Jessie Goree, *Chair*

Dr. Alieka Anderson, *Vice-Chair*

Mary Baker  
Jasmine Bowles  
Ophelia Burroughs  
Mark Christmas

Judy Johnson  
Benjamin Straker  
Victoria Williams

Dr. Morcease J. Beasley, Superintendent/CEO of Schools

The Clayton County Board of Education does not discriminate on the basis of sex (Title IX of the Educational Amendments of 1972 and Title II of the Vocational Education Amendments of 1976), age (Title XXIX of the Age Discrimination Act of 1967), religion, race, color, national origin (Title VI and VII of the Civil Rights Act of 1964), or disability (Section 504 of the Rehabilitation Act of 1973).

Prepared & Provided by the Division of Support Services of Clayton County Public Schools.