

## ***DeKalb Human Resources***

### ***Employee Benefits***

***Teacher Starting Salary:*** A beginning teacher with a Bachelor's degree and full certification in Georgia will begin in DeKalb at a starting salary of \$36,900 for the 2003-04 school year. The salary schedule for the DeKalb County School System is competitive with neighboring metro Atlanta school systems and includes incremental steps as outlined in [Salary Schedule E](#).

***Teacher Support Specialist and Mentors:*** Teacher Support Specialist and Mentors are available to provide support for teachers new to the DeKalb County School System.

***Partially Subsidized Medical Insurance with Employee Premiums Paid by the Board:*** Additional optional benefits available for which the employee pays part or all of the costs include: Dependent Coverage, Dental Insurance, Vision Insurance, Short Term Disability Insurance and Life Insurance.

***Personal Sick Leave:*** 1.25 days per month accumulative to 190 days; three of those are usable each year for personal or professional leave; and three days per year are available for religious leave.

***Board Sponsored Tax-Sheltered Annuity:*** Contributions commence following employee's third anniversary. A stated percentage, determined annually, of the employee's gross salary is contributed by the DeKalb Board of Education to the employee's account.

***Sick Leave Bank:*** Voluntary participation in the Sick Leave Bank provides protection to an employee who must be absent from duty due to a catastrophic personal health condition and who has exhausted all accumulated personal sick leave.

***Teachers Retirement Plan:*** DeKalb's Teachers Retirement Plan is one of the best in the nation with 9.25% of salary paid by the DeKalb Board of Education with teachers contributing only 5%.

***Professional Development:*** DeKalb recognizes the need for employees to grow professionally, and offers needs-driven Professional Development Classes which are tied to the curriculum and focus on the Board of Education's three Student Achievement Goals. Stipends are paid for some professional development courses.

***Teacher's Voices Are Heard:*** DeKalb seeks the opinions of its teachers through the Teacher's Forum, the DeKalb Association of Educators, the Professional Association of Georgia Educators, the Organization of DeKalb Educators, and other teacher groups. DeKalb honors its teachers through the DeKalb Teachers of the Year Program and in other awards programs.

***A Strong Technology Network Links Schools System-wide:*** DeKalb County Schools enjoy an information-rich environment, thanks to the powerful technology infrastructure of hardware and software which links instruction and administration systemwide.

***Classroom Safety is a Primary Consideration:*** DeKalb County School System hired its first systemwide Safety Director in 1998 and is constantly monitoring what works best for individual schools. Safety equipment include intrusion alarms, addressable call back systems, video cameras and monitors, internal radio systems and hand-held metal detectors.

DEKALB COUNTY SCHOOL SYSTEM											
SALARY SCHEDULE E											
2005-2006											
190-DAY PROFESSIONAL PERSONNEL											
PROFESSIONAL INFIELD CERTIFICATE BASED ON BACHELORS' DEGREE			PROFESSIONAL INFIELD CERTIFICATE BASED ON MASTERS' DEGREE			PROFESSIONAL INFIELD CERTIFICATE BASED ON SPECIALISTS' DEGREE			PROFESSIONAL INFIELD CERTIFICATE BASED ON DOCTORS' DEGREE		
SALARY ANNUAL MONTHLY STEP			SALARY ANNUAL MONTHLY STEP			SALARY ANNUAL MONTHLY STEP			SALARY ANNUAL MONTHLY STEP		
\$38,400	\$3,200	E04 01	\$40,704	\$3,392	E05 01	\$44,520	\$3,710	E06 01	\$48,696	\$4,058	E07 01
202.1053	daily		214.2316	daily		234.3158	daily		256.2947	daily	
38,400	\$3,200	E04 02	40,704	3,392	E05 02	44,520	3,710	E06 02	48,696	4,058	E07 02
202.1053	daily		214.2316	daily		234.3158	daily		256.2947	daily	
38,700	3,225	E04 03	41,004	3,417	E05 03	44,820	3,735	E06 03	48,996	4,083	E07 03
203.6842	daily		215.8105	daily		235.8947	daily		257.8737	daily	
39,000	3,250	E04 04	41,940	3,495	E05 04	45,876	3,823	E06 04	50,172	4,181	E07 04
205.2632	daily		220.7368	daily		241.4526	daily		264.0632	daily	
39,516	3,293	E04 05	43,212	3,601	E05 05	47,256	3,938	E06 05	51,684	4,307	E07 05
207.9789	daily		227.4316	daily		248.7158	daily		272.0211	daily	
40,704	3,392	E04 06	44,520	3,710	E05 06	48,696	4,058	E06 06	53,256	4,438	E07 06
214.2316	daily		234.3158	daily		256.2947	daily		280.2947	daily	
41,940	3,495	E04 07	45,876	3,823	E05 07	50,172	4,181	E06 07	54,864	4,572	E07 07
220.7368	daily		241.4526	daily		264.0632	daily		288.7579	daily	
43,212	3,601	E04 08	47,256	3,938	E05 08	51,684	4,307	E06 08	56,532	4,711	E07 08
227.4316	daily		248.7158	daily		272.0211	daily		297.5368	daily	
44,520	3,710	E04 09	48,696	4,058	E05 09	53,256	4,438	E06 09	58,248	4,854	E07 09
234.3158	daily		256.2947	daily		280.2947	daily		306.5684	daily	
45,876	3,823	E04 10	50,172	4,181	E05 10	54,864	4,572	E06 10	60,012	5,001	E07 10
241.4526	daily		264.0632	daily		288.7579	daily		315.8526	daily	
47,256	3,938	E04 11	51,684	4,307	E05 11	56,532	4,711	E06 11	61,824	5,152	E07 11
248.7158	daily		272.0211	daily		297.5368	daily		325.3895	daily	
48,696	4,058	E04 12	53,256	4,438	E05 12	58,248	4,854	E06 12	63,696	5,308	E07 12
256.2947	daily		280.2947	daily		306.5684	daily		335.2421	daily	
50,172	4,181	E04 13	54,864	4,572	E05 13	60,012	5,001	E06 13	65,628	5,469	E07 13
264.0632	daily		288.7579	daily		315.8526	daily		345.4105	daily	
51,684	4,307	E04 14	56,532	4,711	E05 14	61,824	5,152	E06 14	67,620	5,635	E07 14
272.0211	daily		297.5368	daily		325.3895	daily		355.8947	daily	
52,716	4,393	E04 15	58,248	4,854	E05 15	63,696	5,308	E06 15	69,600	5,800	E07 15
277.4526	daily		306.5684	daily		335.2421	daily		366.3158	daily	
52,716	4,393	E04 16	60,012	5,001	E05 16	65,628	5,469	E06 16	71,472	5,956	E07 16
277.4526	daily		315.8526	daily		345.4105	daily		376.1684	daily	
52,716	4,393	E04 17	61,212	5,101	E05 17	66,936	5,578	E06 17	72,900	6,075	E07 17
277.4526	daily		322.1684	daily		352.2947	daily		383.6842	daily	
53,748	4,479	E04 18	61,212	5,101	E05 18	66,936	5,578	E06 18	72,900	6,075	E07 18
282.8842	daily		322.1684	daily		352.2947	daily		383.6842	daily	
53,748	4,479	E04 19	61,212	5,101	E05 19	66,936	5,578	E06 19	72,900	6,075	E07 19
282.8842	daily		322.1684	daily		352.2947	daily		383.6842	daily	
53,748	4,479	E04 20	62,412	5,201	E05 20	68,256	5,688	E06 20	74,328	6,194	E07 20
282.8842	daily		328.4842	daily		359.2421	daily		391.2000	daily	
54,780	4,565	E04 21	62,412	5,201	E05 21	68,256	5,688	E06 21	74,328	6,194	E07 21
288.3158	daily		328.4842	daily		359.2421	daily		391.2000	daily	
			62,412	5,201	E05 22	68,256	5,688	E06 22	74,328	6,194	E07 22
			328.4842	daily		359.2421	daily		391.2000	daily	
			63,612	5,301	E05 23	69,564	5,797	E06 23	75,756	6,313	E07 23
			334.8000	daily		366.1263	daily		398.7158	daily	
PROVISIONAL BT4 CERTIFICATE SALARY:						\$33,036	\$2,753	E00 00			
						173.8737	daily				
*Certified staff holding BT4 certificates will receive						\$33,036	regardless of experience.				

## **PLACEMENT ON THE SALARY SCHEDULE FOR DEKALB TEACHERS**

### **A. Procedures Relating to Initial Placement on the Salary Schedule**

A teacher employed by the DeKalb County Board of Education will receive a salary based on the verified experience and the highest, valid, in-field teaching certificate on file in the Staff Services Unit of the Department of Human Resources.

1. Teachers having no teaching certificate will be compensated at the BT-4 certification rate which is \$173.87 daily.
2. Teachers who are not currently certified in Georgia and who have not completed a professional education program will likely receive a nonprofessional NT-4 teaching certificate valid for five years with compensation at the rate of \$173.87 daily.
3. Teachers who present a valid, in-field T-4, DT-4, professional NT-4, PBT-4 or higher-level, valid, in-field teaching certificate will be granted credit for experience and placed on Salary Schedule "E" in accordance with the following regulations:
  - a. Prior experience in professional positions in the DeKalb County School System will be recognized at full credit.
  - b. Experience in professional positions in other systems will be recognized at full credit. Experience is accepted on the basis of interpretation by the Department of Human Resources in accordance with Rule 160-5-2-.05 adopted by the Georgia Department of Education. The Rule is available on the Internet at [www.doe.k12.ga.us](http://www.doe.k12.ga.us).
  - c. Active military experience will be recognized to a maximum of three years as follows:

one year of experience for eight full months,  
two years of experience for 20 full months, or  
three years of experience for 32 full months or more.

### **B. Procedures Relating to Midyear Adjustments in Salary**

1. When a higher-level, valid, in-field teaching certificate is received midyear, salary is adjusted to the effective date of the higher level on the certificate or to the date of employment, whichever is more recent; however, a salary adjustment will not be made applicable to a previous fiscal year.
2. Verification of prior service will merit an appropriate salary adjustment provided an in-field teaching certificate higher than a BT-4, nonprofessional NT-4, or IT-4 is on file in the Staff Services Unit of the Department of Human Resources; however, a salary adjustment will not be made applicable to a previous fiscal year. Any salary adjustment due for a new certificate will be included in all remaining paychecks for the academic year for the respective employee.

### **C. Annual Advancement on the Salary Schedule**

The contract salary of a ten-month teacher holding a valid, professional, in-field teaching certificate will be advanced to the next consecutive step on the salary schedule unless (1) the annual performance evaluation is unsatisfactory, (2) QBE or SACS requirements have not been met, (3) the maximum progression step for the position has been reached, (4) services were contracted for fewer than 120 days in the previous academic year, or (5) the DeKalb County Board of Education does not approve funds for step advancement on the salary schedule.

A teacher may advance only one step on the salary schedule per year and must work one year on each step. Step advancement normally occurs only at the beginning of an academic year.

### **D. Salary Schedule Placement for a Teacher Employed Fewer Than Twenty Days**

Certificated employees who resign for a reason other than a disabling health problem prior to completing 20 days of service during a contract year will be paid on the basis of a substitute teacher's unit rate which is \$90 per day during the 2005-2006 academic year.

THE CONSTITUTION OF THE STATE OF GEORGIA

The DeKalb County School System is operated under the provisions of the Constitution of the State of Georgia.

The Constitution makes the “provision of an adequate education for the citizens shall be a primary obligation of the State of Georgia...”

To fulfill this obligation, the Constitution provides for certain boards and authorities and delegates to the State, to DeKalb County, to the DeKalb County Board of Education, and to the Superintendent of the DeKalb County School System certain powers to meet this obligation properly and adequately.

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DeKalb County Schools	Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0055	<a href="#">Per diem and expenses of LBOE members</a>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
Art. 8, Sec. 5, Par. 1	<a href="#">Consolidation of school systems; new independent school systems prohibited</a>
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.	

THE DEKALB COUNTY BOARD OF EDUCATION

The DeKalb County Board of Education is made up of members elected from seven districts for four-year overlapping terms. Four members are elected on non-presidential election years and three members are elected on presidential election years.

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DeKalb County Schools		Date Adopted: 9/11/2000
<b>Georgia Code</b>		<b>Description</b>
O.C.G.A. 01-3-11	<a href="#">Changing Term of Office</a>	
O.C.G.A. 20-2-0056	<a href="#">Nonpartisan primaries and elections for LBOE members</a>	
O.C.G.A. 36-60-11	<a href="#">AG must receive copy of any submission to DOJ re: federal Voting Rights Act</a>	
<b>US Code</b>		
42 USC 1973	<a href="#">Denial or abridgement of right to vote on account of race or color through voting qualifications or</a>	

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VACANCIES IN THE BOARD OF EDUCATION

Any vacancy in the Board occurring more than ninety (90) days before the next General Election shall be filled by a majority vote of the remaining members until a successor has been named in accordance with the law.

Georgia Code	Description
O.C.G.A. 20-2-0053	<a href="#">Certifying election or appointment of LBOE members</a>
O.C.G.A. 20-2-0054.1	<a href="#">Procedure for filling vacancies on LBOE</a>

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THE SUPERINTENDENT OF SCHOOLS

The Superintendent of the DeKalb County School District is elected by the DeKalb County Board of Education as provided in accordance with the Constitution and the laws of the State of Georgia. The Superintendent, a constitutional officer, is the Secretary Ex Officio for the DeKalb County Board of Education and the executive officer for the DeKalb County School System.

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DeKalb County Schools	Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0101	<a href="#">Superintendent's Contract</a>
O.C.G.A. 20-2-0109	<a href="#">Duties of superintendents</a>
O.C.G.A. 20-2-0410	<a href="#">Liability for and distribution of funds</a>
O.C.G.A. 20-2-0057	<a href="#">Organization of LBOEs; chairperson and secretary; quorum; record of proceedings</a>
Art. 8, Sec. 5, Par. 3	<a href="#">School superintendents</a>

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**Board Policy**

**Descriptor Code: AD**

**School Attendance Areas**

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ATTENDANCE AREAS

MISSION: To define the eligibility criteria for a student to attend a specified school

**I. School Attendance Areas**

An attendance area shall be established and maintained for each school operated by the DeKalb County Board of Education. The area shall relate to the neighborhood in which the school is located.

The Board, on the recommendation of the Superintendent, shall consider a school for conversion to an alternate use or closure when enrollment is substantially more or less than the design capacity and when sufficient space is available for students in adjacent schools. The Board, on the recommendation of the Superintendent, may alter attendance areas for the same reasons. Criteria affecting quality of education, enrollment trends, safety of students, community impact, economy of operations, and compatibility with law shall be considered and publicly disclosed prior to a final decision by the Board.

**II. Legal Residence**

The place of legal residence for a student will determine the home school. Legal residence for a student can only be established by residing in the household of one of the following:

- A. Natural parents
- B. Guardian or custodian assigned by the courts
- C. Foster parents (assigned by Family and Children's Services) having custody from the courts
- D. Father or mother with legal custody

In disputes regarding whether or not the legal residence is located in the DeKalb County School District, the location of the home on the official tax records and maps of DeKalb County will be the deciding factor. In cases where the home is located on the actual district line, 51 percent of the square footage of the residence must be located in the DeKalb County School District.

**III. Students Who Are Required To Attend The School In The Home Attendance Area**

- A. Students must attend the school in the attendance area where they legally reside unless exclusion is permitted under sections IV, V, VI, or VII.
- B. When attendance lines are changed for existing schools, it will be mandatory for all incoming students in pre-kindergarten, kindergarten, grade one, and the lowest grades in junior high schools and high schools to attend the designated schools in the revised attendance area unless excluded under section IV (A) or section IV (B).
- C. When attendance lines are revised to accommodate a new elementary school, all students whose legal



residences are in the attendance area designated for the new school must attend the new school except for students in the highest grade or unless excluded under section IV (A) or section IV (B).

D. When attendance lines are revised to accommodate a new junior high school, all students whose legal residences are in the attendance area designated for the new school must attend the new school unless excluded under section IV (A) or section IV (B).

E. When attendance lines are revised to accommodate a new senior high school, all students whose legal residences are in the attendance area designated for the new school must attend the new school except for students in the rising grade 11 and rising grade 12 or unless excluded under section IV (A) or section IV (B).

#### **IV. Students Who May Attend A School Outside Of The Home Attendance Area**

A. Any student may transfer from a school where the individual's race is in the majority to another school within the school system where the student's race is in the minority, provided the design capacity of the school has not been exceeded.

In the event that a student transfers to a school where the individual will be in the minority and in the event the school enrollment changes over a period of time in which the student is in the majority again, then the student will have a second opportunity to transfer to a school where the student's race will again be in the minority, provided the design capacity of the school has not been exceeded.

This section shall be discontinued effective for the school year 2000-2001; however, any student who has transferred under the former section may remain in his/her receiving school through that school's highest grade.

B. Any student may be allowed to attend and be enrolled in the school in which a parent or guardian of such student is a full-time teacher, paraprofessional, or other employee. A student who resides outside of the DeKalb County School District and who attends a school in the DeKalb County School District under this provision shall not be required to pay non-resident tuition as defined in Board Policy Code JBCBA.

C. When attendance lines are changed for existing schools, any student in grades other than pre-kindergarten, kindergarten, grade one, and the lowest grade in junior high school or in high school will have the option of either continuing in the present school with no transportation provided or going to the school in the new attendance area with transportation provided under the policy governing transportation, excluding student noted in section IV (A) or section IV (B).

Any student in the highest grade available in an elementary school, or grades 11 or 12 in a high school may remain in the former school when attendance line changes designate a new home school. A student who uses the option of remaining in the present school may later transfer to the recently assigned school. Once that option is used, the student cannot transfer back to the previous school.

D. When attendance lines are revised to accommodate a new elementary school, any student in the highest grade available in the school will have the option of either continuing in the present school with no transportation provided under the policy governing transportation with the exception of students noted in section IV (A) and section IV (B). A student who uses the option of remaining in the present school may later transfer to the recently assigned school. Once that option is used, the student cannot transfer back to the previous school.

E. All students rising to grades 11 and 12 the year of opening a new high school may continue in the former school through graduation or until they move from the attendance area, except as noted in section IV (A) and section IV (B).

#### **V. Non-Resident Students**

Non-resident students shall not be accepted for enrollment in the DeKalb County School District except in the following situations:

- A. Residents of federal reservations
- B. Tuition students presently enrolled
- C. Students having a parent or guardian who is a full-time teacher, professional, or other employee of the DeKalb County School System
- D. Foreign students and hardship cases, not in conflict with court decisions, which may be approved by the Superintendent or designee (as provided in section VI)

**VI. Foreign Students**

Foreign students may apply for registration in the DeKalb County School System. A foreign student is defined as follows:

- A. An immigrant who is an alien lawfully admitted for permanent residence and who has an Alien Registration Card
- B. A non-immigrant who is an alien in the United States temporarily residing in the DeKalb County School District and possessing an Arrival-Departure Record or Form I-94

Foreign students who are currently enrolled in schools in the United States other than schools in the DeKalb County School System and who request transfers will be subject to the rules and regulations applying to other students. The DeKalb County Board of Education shall reserve the right to reject any and all non-resident students.

**VII. Homeless Students**

Children who meet the definition of homeless as set forth in section 103 of the Stewart B. McKinney Homeless Assistance Act and who are located within the DeKalb County School District may present themselves to the school principals in the respective attendance areas where the children’s parents/guardians reside.

The principal shall either enroll the child or require the child to continue enrollment in the school district of origin for the remainder of the school year, whichever is in the child’s best interest.

Any dispute regarding the educational placement of a homeless child shall be presented to the Executive Director for Administration of Student Assignments and Discipline for resolution. If the matter is not resolved at that level, the dispute shall be brought to the Superintendent or designee for final resolution.

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DeKalb County Schools	Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>
<a href="#">O.C.G.A. 20-2-0290 Organization of schools</a>	
<a href="#">O.C.G.A. 20-2-0293 Student attending school in system other than system of student's residence</a>	
<a href="#">O.C.G.A. 20-2-0060 Consolidation of county schools</a>	

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**Board Policy**

**Descriptor Code: AEA**

**School Calendar**

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**CALENDAR, SCHOOL**

Mission: To develop an annual school calendar that clearly informs all students, parents, community members, and school system personnel about the scheduled operations of the school system

The DeKalb County Board of Education shall adopt a calendar for each school year. The calendar shall be adopted two years in advance. The Superintendent is authorized to develop a calendar, which will satisfy the legal requirements and the policies of the State Board of Education and the accrediting agencies. The school calendar shall include:

1. The date for teachers to report and the date their services for the year will be completed
2. Holidays and special days when the schedule of these days involves pupils and personnel

When a school day is canceled because of inclement weather or other emergency conditions, the Superintendent shall have authority to reschedule the day within the annual period of time scheduled for the teachers.

The school calendar for the next school year shall be presented by the Superintendent to the Board for approval.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0168 Distribution of federal funds; summer school programs; year-round operation](#)

[Rule 160-5-1-.01 School Year](#)

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**Administrative Regulation**

**Descriptor Code: AEA-R**

**School Calendar**

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**CALENDAR, SCHOOL**

The school calendar shall be adopted on a yearly or multi-yearly basis by the Board of Education. A committee representative of all segments of the school system shall be appointed by the Superintendent for this purpose. This committee shall be charged with the following responsibilities:

1. Obtaining suggestions regarding the school calendar from employees, students, parents, and school-related organizations
2. Obtaining information regarding attendance before and after each of the holiday periods in the current school-year calendar
3. Reviewing proposed calendars from other school systems
4. Developing an abbreviated calendar, after an analysis of alternatives, which best fits the needs of the school system

The committee's tentative recommendations shall be submitted to the Superintendent for consideration. After preliminary approval by the Superintendent, the final recommendations of the committee shall be submitted to the Board of Education for consideration and approval.

A task force shall then be responsible for the actual production of the calendar including design, content, layout, printing, and distribution.

**Board Policy**

**Descriptor Code: AF**

**School Day**

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**THE SCHOOL DAY**

**MISSION:** To ensure a consistent daily instructional schedule for all students enrolled in DeKalb County schools and centers

A minimum instructional schedule of five and one half hours for kindergarten through third grade and a minimum instructional schedule of six hours for grades four through twelve shall be provided for each school day. Periods for the homeroom, lunchroom, and other activities shall be scheduled in addition to instructional schedule.

Each principal shall develop and file with the Superintendent of Schools for review and for approval a schedule including the time the students shall report and the time the school day shall be completed. The schedule shall include the instructional periods and periods for the homeroom, lunchroom, and other activities.

Courses and activities in addition to the schedule for the school day may be provided for students who elect to register for them.

Each student in the DeKalb County School System shall be afforded the opportunity to recite the "Pledge of Allegiance to the Flag of the United States of America" during each school day.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0168 [Distribution of federal funds; summer school programs; year-round operation](#)

Rule 160-5-1-.02 [School Day for Students](#)

Rule 160-4-02-.16 [Scheduling for Instruction](#)

Rule 160-5-1-.10 [Absences and Excuses](#)

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**Administrative Regulation**

**Descriptor Code: AF-R**

**School Day**

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**SCHOOL DAY**

I. Length of School Day

The schedule for teachers shall conform to the regulations of the DeKalb County Board of Education and the State Board of Education with each teacher working in a scheduled and supervised program a minimum of 40 hours per week.

An instructional schedule for a minimum of six hours for elementary and high school students shall be provided during each school day. Periods for the homeroom, lunch, and other activities shall be scheduled in addition to the instructional schedule.

The above provisions shall not apply in emergency housing situations where conditions necessitate other action.

II. Length of School Year

The length of the school year is established by the DeKalb County Board of Education and is announced in the school calendar which is distributed to all members of the staff prior to the beginning of each school year.

Annual calendars shall be made available to parents and students.

**Board Policy**  
**Goals and Objectives**

**Descriptor Code: BA**

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**POLICY GOALS AND OBJECTIVES**

MISSION: To establish policies that govern the DeKalb County Board of Education

The DeKalb County Board of Education believes that it functions for the best interest of education in the DeKalb County School System by providing for the continuity of action and the orderly transaction of business. Thus, the Board has adopted policies, which set forth-general procedures and the duties of the Superintendent and assistants and has attached hereto, and by reference made a part hereof, a statement of policies.

Wherever in these policies there is, or by future legislation there may be created, a conflict with the law of the State of Georgia, that part of these policies shall be void and of no force and effect as of the date of the approval of such legislation by the Governor.

If any section, paragraph, sentence, or part of any policy shall be held invalid or unconstitutional, the other parts of the policy shall not be affected nor impaired; it is the intent that each section, paragraph, sentence, or part thereof be enacted separately and independently of each other.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0050 County school districts; county board for each county](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Board Officers**

**Descriptor Code: BBA**

**OFFICERS AND MEMBERS**

The officers of the Board shall be a Chair, a Vice Chair, and a Secretary Ex-Officio. The Chair and the Vice Chair shall be elected by a majority of the members of the Board. The Secretary shall be the Superintendent of Schools, elected by the Board of Education according to the law.

The Chair and Vice Chair shall be elected at the January meeting for a term of one year and each shall serve until a successor has been duly elected. In the event that a Chair and Vice Chair are not elected in January, the existing Chair and Vice Chair shall continue to serve. A vacancy created by death, resignation, or other cause shall be filled by an election for the remainder of the one-year term.

DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0057 Organization of LBOEs; chairperson and secretary; quorum; record of proceedings](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



Section: B. School Board Operations

**Board Policy**

**Descriptor Code: BBAB**

**Board Duties**

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Review of Board Operations

At least annually, the Board of Education shall conduct a thorough self-assessment.

At least once each year, the Board of Education and the superintendent shall conduct a retreat to:

1. assess the strengths and weaknesses of the school system;
2. consider any compelling problem(s) or emerging issue(s);
3. study and explore trends, opportunities, and anticipated challenges;
4. develop and/or review goals;
5. reflect on its educational and leadership philosophy and performance;
6. conduct a self-assessment of the board's activities and operations.

Board Policy

Descriptor Code: BBABA

Duties of the Chair

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BOARD CHAIR

The Chair shall preside at all meetings of the Board. The Chair shall sign, with the Secretary, the minutes and other official documents, which require the signature of the Chair and shall perform other duties, which may be prescribed by law or by these bylaws.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code

Description

O.C.G.A. 20-2-0395 [Notes for money borrowed](#)

O.C.G.A. 20-2-0057 [Organization of LBOEs; chairperson and secretary; quorum; record of proceedings](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy	Descriptor Code: BBABB
Duties of the Vice-Chair	

**BOARD VICE - CHAIR**

In the absence of the Chair or in the event of the Chair's death, or inability or failure to act, the Vice Chair shall perform the duties of the Chair and, when so acting, shall have all the powers of the Chair.

Additional duties of the Vice Chair shall be as follows:

- 1. Assist, with the Chair and Superintendent, in planning the agenda for the Board business meetings and the agenda for the Board work sessions.
- 2. Assume any other duties delegated by the Chair

DeKalb County Schools	Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0058	<a href="#">Regular monthly meetings; notice</a>
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.	

BOARD SECRETARY

The Secretary of the Board shall perform all the duties that are prescribed by law and such other duties as the majority of the Board may properly direct.

DeKalb County Schools		Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>	
O.C.G.A. 20-2-0057	<a href="#"><u>Organization of LBOEs; chairperson and secretary; quorum; record of proceedings</u></a>	
Art. 8, Sec. 5, Par. 3	<a href="#"><u>School superintendents</u></a>	
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.		

THE DEKALB COUNTY BOARD OF EDUCATION

Annually the Board of Education and individual board members shall participate in professional development activities.

DeKalb County Schools		Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>	
O.C.G.A. 20-2-0230 <a href="#">New board member orientation to educational program objectives required</a>		
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.		

**Board Policy**

**Descriptor Code: BBBE**

**Board Member Compensation and Expenses**

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**BOARD MEMBER COMPENSATION AND EXPENSES**

The salary of each Board member shall be paid as prescribed by law.

The Board recognizes the importance of its members participating in professional and educational organizations whose primary purposes are to promote education and quality boardsmanship. Board members shall be eligible to attend functions, which are duly authorized by the Board as official travel functions of the Board.

During budget preparation, the Board shall set a total professional travel budget for all Board members to be approved by the Board and included as a line item in the budget. Each Board member shall be allocated 1/9<sup>th</sup> of the total travel budget. That amount shall appear as a line item in the budget. Each Board member shall be limited to the line item amount in the budget. Budgeted travel amounts not utilized by each Board member shall remain in the general fund and shall be designated for innovative, educational projects for the subsequent fiscal year.

Board members shall not be reimbursed for travel expenses incurred after the final date for qualifying if they do not qualify to run for reelection or after the date of the school board election if they are defeated for reelection, except in instances where board members have been selected as program participants prior to their defeat or failure to qualify.

The Comptroller shall reimburse Board members for those expenses, which are appropriately documented in accordance with rules and regulations of the state auditors.

The monthly financial statements prepared by the Comptroller shall indicate, as a separate item, the total amount of travel reimbursed to Board members for the month as well as a cumulative total for the fiscal year.

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DeKalb County Schools

Date Adopted: 10/13/2003

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0230 New board member orientation to educational program objectives required](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: BBC**

**Board Committees**

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**BOARD COMMITTEES**

The Board ratified the following committees:

- a. Board Operations/Development and Policy Committee
- b. Business and Community Relations Committee
- c. Budget, Finance and Facilities Committee
- d. Government Relations Committee
- e. Human Resources Committee
- f. Instruction Committee
- g. Accountability Committee

A "Committee of the Whole" will meet three (3) times per year and additionally as needed.

The Chair and Vice-Chair of the Board will serve as ex-officio, non-voting, members of each Board Committee.

The Board of Education will ratify guidelines for Board of Education committees annually.

ADVISORY COMMITTEES

The DeKalb County Board of Education approved a Citizens Committee composed of nine members, one to be appointed by each Board member and two appointed by the Superintendent, to oversee or monitor school system capital outlay projects, with the duties and responsibilities of receiving and assessing progress reports, comparing the reports with the stated schedule of capital projects, and reporting to the community the progress being made and/or informing the Board and Superintendent of any perceived discrepancies in the scheduled projects versus the actual projects.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0085	<a href="#">Role of LBOEs and school councils</a>
O.C.G.A. 20-2-0086	<a href="#">Operation of school councils; training; membership; management; roles and responsibilities</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



**Board Policy**

**Descriptor Code: BBJ**

**Board Offices**

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**LOCATION OF OFFICES**

The official offices of the Board shall be the offices of the DeKalb County Superintendent of Schools in DeKalb County, Georgia, as designated by the Board.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Board Policy**

**Descriptor Code: BCAB**

**Regular Board Meetings**

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**MONTHLY MEETINGS**

There shall be a business meeting of the Board each month at a time and date determined annually by the Board of Education and announced by advertisement in two consecutive issues of the official organ for legal announcements. In addition, the Board may schedule work sessions, as it deems appropriate.

Such meetings shall be in accordance with the open meeting requirements of the state of Georgia, and at these meetings the Board shall transact business properly brought before it. An agenda shall be prepared by the Secretary, with the advice of the Chair.

If the date of a meeting falls on a legal holiday in Georgia, such meetings may be held on the next succeeding business day. If a quorum is not present at a meeting, the meeting shall be adjourned and reconvened at the call of the Chair.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0057 [Organization of LBOEs; chairperson and secretary; quorum; record of proceedings](#)

O.C.G.A. 20-2-0058 [Regular monthly meetings; notice](#)

O.C.G.A. 20-2-0757 [Applicability of public inspection and open meeting laws](#)

O.C.G.A. 50-14-1 [Open Meetings Law](#)

O.C.G.A. 50-18-70 [Inspection of public records](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: BCAC**

**Special Board Meetings**

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**SPECIAL MEETINGS**

Special meetings of the Board of Education for any purpose or purposes may be called the Chair, the Secretary, or the Chair at the request of a majority of members.

Committee meetings of the Board of Education may be called by the Chair of the committee.

All announcements of Board and committee meetings shall be posted in the lobby of the Board auditorium located at 3770 North Decatur Road, Decatur, and posting shall be done at least 24 hours in advance of the meeting.

Notice of special meetings giving the date, time, place, and purpose of the meeting shall be given to the legal organ of DeKalb County at least 24 hours prior to such meeting and to any other media representative who has made a written request to receive such notices.

When special circumstances occur and are so declared by the Board or committee, a meeting may be held with less than a 24-hour notice upon giving such notice as is reasonable under the circumstances, including notice to the legal organ. The reason for holding the meeting within 24 hours and the nature of the notice shall be recorded in the minutes.

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DeKalb County Schools

Date Adopted: 3/10/2003

**Georgia Code      Description**

**O.C.G.A. 50-14-1** [Open Meetings Law](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy  
Public Hearings

Descriptor Code: BCAE

PUBLIC FORUMS

The Board of Education shall conduct public forums from time to time, especially when dealing with controversial issues or matters of deep community concern, to receive input from citizens on policy issues, the educational program, and school administration.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-1160	<a href="#">LBOE tribunal power to determine local school controversies; appeals; special ed provisions</a>
O.C.G.A. 20-2-0752	<a href="#">Establishment of disciplinary hearing officers, panels or tribunals; rules and regs</a>
O.C.G.A. 20-2-0754	<a href="#">Tribunal procedures</a>
Rule 160-1-3-.04	<a href="#">School Law Tribunals and Appeals</a>
Rule 160-1-3-.07	<a href="#">Consolidated Hearings Under Individuals with Disabilities Act (IDEA) Section 504</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: BCAF**

**Board Work Sessions**

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**WORK SESSIONS**

The Board may schedule work sessions, as it deems appropriate.

Such meetings shall be in accordance with the open meeting requirements of the state of Georgia, and at these meetings the Board shall transact business properly brought before it. An agenda shall be prepared by the Secretary, with the advice of the Chair.

**Board Policy**

**Descriptor Code: BCBB**

**Board Meeting Notification**

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**NOTICE OF MEETINGS**

A written notice stating the place, date, and hour of the meeting of the Board or the committee and, in the case of a special meeting, the purpose(s) for which the meeting is called, shall be delivered to each member not less than 24 hours before the meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail at least 72 hours before the meeting, addressed to the member (using the official address as it appears in the office of the Superintendent of Schools and containing sufficient postage).

All announcements of Board and committee meetings shall be posted in the lobby of the Board auditorium located at 3770 North Decatur Road, Decatur, and posting shall be done at least 24 hours in advance of the meeting.

Notice of special meetings giving the date, time, place, and purpose of the meeting shall be given to the legal organ of DeKalb County at least 24 hours prior to such meeting and to any other media representative who has made a written request to receive such notices.

When special circumstances occur and are so declared by the Board of committee, a meeting may be held with less than a 24-hour notice upon giving such notice as is reasonable under circumstances, including notice to the legal organ. The reason for holding the meeting within 24 hours and the nature of the notice shall be recorded in the minutes.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0058 [Regular monthly meetings; notice](#)

O.C.G.A. 50-14-1 [Open Meetings Law](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy	Descriptor Code: BCBD
Board Meeting Agendas	

AGENDA

The Board of Education meeting agenda shall be property developed and is consistent with a good order of business; provides at least 24 hours prior to the meeting for members of the Board of Education to have opportunity to suggest items to be removed from or placed on the agenda and to ask for additional information on an agenda item; uses a consent agenda procedure when appropriate and be followed once approved. The Board shall depart from the agenda only when it becomes necessary to do so as determined by the concurrence of a majority of the members present.

DeKalb County Schools	Date Adopted: 9/11/2000
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Georgia Code	Description
O.C.G.A. 50-14-1	<a href="#">Open Meetings Law</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: BCBF**

**Rules of Order**

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**PARLIAMENTARY PROCEDURE**

The Board meetings shall be conducted according to Robert’s Rules of Order Revised as long as they conform to state law. The Bylaws and Policies of the DeKalb County Board of Education shall take precedence when in conflict with Robert’s Rules of Order Revised.

The Board attorney shall act as parliamentarian.



Section: B. School Board Operations

**Board Policy**

**Descriptor Code: BCBFA**

**Board Meeting Quorum**

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**QUORUM**

Five members of the Board shall constitute a quorum at any meeting, monthly or special. If a quorum is not present at a meeting, the meeting shall be adjourned and reconvened at the call of the Chair. At such a called meeting, if a quorum is present, any business may be transacted which might have been transacted at the originally scheduled meeting.

Electronic Participation of Board Members

Any members physically incapacitated may participate in board and committee meetings by any means for visual and auditory communication between the physically absent member and the other board members and the public in attendance at such meeting.

Members present at a duly constituted meeting of the board must approve a member's request for participation under the provisions of this policy

Such participating member shall be included in votes recorded during the meeting.

There shall not be a majority of the board members participating in any board or committee meeting by electronic communication.

If electronic connection is disrupted or lost, and the physically present members do not constitute a quorum, the meeting shall be recessed for electronic reconnection or adjourned.

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DeKalb County Schools

Date Adopted: 3/10/2003

**Georgia Code**

**Description**

O.C.G.A. 01-3-01 [Interpretation of statutes](#)

O.C.G.A. 20-2-0057 [Organization of LBOEs; chairperson and secretary; quorum; record of proceedings](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Voting Method**

**Descriptor Code: BCBG**

**PROXIES**

There shall be no representation by proxy of any member of the Board of Education at any meeting.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 01-3-01	<a href="#">Interpretation of statutes</a>
O.C.G.A. 50-14-1	<a href="#">Open Meetings Law</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Section: B. School Board Operations

**Board Policy**

**Descriptor Code: BCBI**

**Public Participation in Board Meetings**

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The DeKalb County Board of Education encourages citizens to be involved in public education. To facilitate this involvement, the Board will listen to citizen comments immediately following the call to order and prior to the adoption of the agenda for its regularly scheduled work sessions.

The following guidelines will be observed for receiving and hearing comments from citizens during the public comment portion of the work sessions:

1. The Board encourages individuals to contact the Superintendent, his administrative staff and/or local school administrators in an effort to secure a satisfactory solution to any concerns prior to referral to the Board of Education.
2. All persons wishing to address the Board during the citizen comment portion of the work sessions will be given a copy of this policy.
3. To be eligible those wishing to speak must submit in writing to the board office via letter, fax, or e-mail a request to speak which must be received no later than 12:00 noon on the day of the Board Work Session. Such requests shall include information regarding the topic to be addressed and previous steps taken to resolve the concern prior to making the request to speak. In addition, speakers may complete their own Request to Comment card in person between 4:45 and 5:45 p.m. on the day of the work session. Cards must be completely filled out. Speakers will be heard in the order they submit their requests. Each speaker addressing the Board shall have a maximum of three (3) minutes to speak.
4. The public comment portion of the meeting will be a maximum of one (1) hour or 20 speakers.
5. It shall be out of order for any citizen to verbally and/or physically attack an employee of the school system in a public meeting.
6. The Board will not allow abusive language, threats, comments, jeers, applause or shouts from the floor. Disruptive persons will be asked to leave the meeting room.

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DeKalb County Schools

Date Adopted: 4/1/2003

**Georgia Code      Description**

**O.C.G.A. 50-14-1 Open Meetings Law**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: BCBK

Executive Sessions

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CLOSED MEETINGS

In compliance with the open meeting requirements of the state of Georgia, all closed meetings of the Board of Education or any standing or special committee of the Board shall be devoted neither to the consideration, discussion nor presentation of matters which are required by law to be presented, considered or discussed only in open meetings. It shall be the affirmative duty of every member attending a closed meeting immediately to bring to the attention of the presiding member, in the form of a point of order, any instance in which the member believes an attempt, either intentional or inadvertent, has been made by any attending person to present or otherwise bring up for consideration or discussion any matter which may not lawfully be presented, considered or discussion any matter which may not lawfully be presented, considered or discussed in the closed meeting. Upon such a point of order being raised, the Chair or other presiding member (seeking the advice of the board attorney if desired) shall immediately rule on the point, which ruling shall control, subject only to being overruled by a majority vote of the members present.

The Board attorney shall act as parliamentarian.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0757 [Applicability of public inspection and open meeting laws](#)

O.C.G.A. 50-14-1 [Open Meetings Law](#)

**US Code**

20 USC 1232g [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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**BOARD OF EDUCATION  
AFFIDAVIT**

The undersigned chair or presiding officer, under oath, certifies that at a meeting of the Board of Education held on \_\_\_\_\_, the Board closed its meeting as permitted by the Open Meetings Act of Georgia. The only matters considered or discussed during the closed portion or executive session of its meeting is as checked below:

- \_\_\_\_\_ To review an appeal from a Student Disciplinary Tribunal [Hearing Officer, Panel];  
(OCGA 20-2-757)
- \_\_\_\_\_ To consider a matter involving the disclosure of personally identifiable information from a student's educational records;  
(20 USC 1232g.)
- \_\_\_\_\_ To discuss the future acquisition of real estate;  
(OCGA 50-14-3(4))
- \_\_\_\_\_ To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee;  
(OCGA 50-14-3(6))
- \_\_\_\_\_ To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved;  
(OCGA 50-14-2)).

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Chair or Presiding Officer

Sworn to and Subscribed before me  
on the above indicated date:

Notary Public, State of Georgia  
Commission Expires

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Board Policy**

**Descriptor Code: BCBL**

**Review of Board Procedures**

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**THE DEKALB COUNTY BOARD OF EDUCATION**

At least annually, the Board of Education shall conduct a thorough self-assessment.

At least once each year, the Board of Education and the superintendent shall conduct a retreat to:

1. assess the strengths and weaknesses of the school system;
2. consider any compelling problem(s) or emerging issue(s);
3. study and explore trends, opportunities, and anticipated challenges;
4. develop and/or review goals;
5. reflect on its educational and leadership philosophy and performance;
6. conduct a self-assessment of the board's activities and operations.

**Board Policy**

**Descriptor Code: BDBB**

**Staff Involvement in Policy Drafting**

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**PUBLIC RELATIONS**

**MISSION:** To promote a positive environment in DeKalb County schools in which there is an awareness of, involvement in, and support for the system and its educational mission.

Parents, students, staff, and others may, at any time, offer suggestions on policies by submitting in writing the suggested additions, changes, or deletions, to the policies to the Office of the Superintendent for consideration and possible recommendation to the Board.

The DeKalb County Board of Education believes (1) that the public schools belong to the people who create them by consent and support them by taxation; (2) that the schools are only as strong as the informed DeKalb citizens and knowledgeable school system staff; and (3) that this support is based on knowledge of, understanding about, and participation in the aims and efforts of the public schools.

The Board affirms, through policies and goals, its commitment (1) to keep the citizens and staff of the system regularly and accurately informed, through appropriate means of communication, about policies, programs, problems, and planning of the school system; (2) to solicit the advice and counsel of parents, students, staff, and others on basic issues through appropriate channels (such as Parent Teacher Associations, advisory councils, and other community groups); (3) to charge the administrative, instructional, and operational staff with the duty to carry out this policy as an integral part of regular activities and responsibilities; and (4) to cooperate with the news media as the primary purveyors of public information, recognizing their right to all the facts and their obligation to publish them in a responsible manner.

Board Policy

Descriptor Code: BDBC

Community Involvement in Policy Drafting

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PUBLIC RELATIONS

MISSION: To promote a positive environment in DeKalb County schools in which there is an awareness of, involvement in, and support for the system and its educational mission.

Parents, students, staff, and others may, at any time, offer suggestions on policies by submitting in writing the suggested additions, changes, or deletions, to the policies to the Office of the Superintendent for consideration and possible recommendation to the Board.

The DeKalb County Board of Education believes (1) that the public schools belong to the people who create them by consent and support them by taxation; (2) that the schools are only as strong as the informed DeKalb citizens and knowledgeable school system staff; and (3) that this support is based on knowledge of, understanding about, and participation in the aims and efforts of the public schools.

The Board affirms, through policies and goals, its commitment (1) to keep the citizens and staff of the system regularly and accurately informed, through appropriate means of communication, about policies, programs, problems, and planning of the school system; (2) to solicit the advice and counsel of parents, students, staff, and others on basic issues through appropriate channels (such as Parent Teacher Associations, advisory councils, and other community groups); (3) to charge the administrative, instructional, and operational staff with the duty to carry out this policy as an integral part of regular activities and responsibilities; and (4) to cooperate with the news media as the primary purveyors of public information, recognizing their right to all the facts and their obligation to publish them in a responsible manner.

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DeKalb County Schools	Date Adopted: 9/11/2000
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Georgia Code	Description
<a href="#">O.C.G.A. 20-2-0145 Character education</a>	
<a href="#">O.C.G.A. 20-2-0735 Adoption of policies by LBOEs to improve student learning environment</a>	
<a href="#">O.C.G.A. 20-2-0736 Student codes of conduct; distribution</a>	

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



**Board Policy**

**Descriptor Code: BDBD**

**Student Involvement in Policy Drafting**

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**PUBLIC RELATIONS**

**MISSION:** To promote a positive environment in DeKalb County schools in which there is an awareness of, involvement in, and support for the system and its educational mission.

Parents, students, staff, and others may, at any time, offer suggestions on policies by submitting in writing the suggested additions, changes, or deletions, to the policies to the Office of the Superintendent for consideration and possible recommendation to the Board.

The DeKalb County Board of Education believes (1) that the public schools belong to the people who create them by consent and support them by taxation; (2) that the schools are only as strong as the informed DeKalb citizens and knowledgeable school system staff; and (3) that this support is based on knowledge of, understanding about, and participation in the aims and efforts of the public schools.

The Board affirms, through policies and goals, its commitment (1) to keep the citizens and staff of the system regularly and accurately informed, through appropriate means of communication, about policies, programs, problems, and planning of the school system; (2) to solicit the advice and counsel of parents, students, staff, and others on basic issues through appropriate channels (such as Parent Teacher Associations, advisory councils, and other community groups); (3) to charge the administrative, instructional, and operational staff with the duty to carry out this policy as an integral part of regular activities and responsibilities; and (4) to cooperate with the news media as the primary purveyors of public information, recognizing their right to all the facts and their obligation to publish them in a responsible manner.

**Board Policy**  
**Policy Adoption**

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**Descriptor Code: BDC**

**POLICIES**

The Statement of Policies in the minutes of the meeting of the DeKalb County Board of Education held on March 10, 1997, is hereby adopted.

These policies may be altered, amended, or repealed, and new policies may be adopted in the following manner:

A proposed alteration, amendment, repeal, or new policy must be submitted in writing to the Board, for review by the superintendent and the public, at a regular monthly meeting with a copy for each member. No proposed alteration, amendment, repeal, or new policy shall be voted upon until the next regular monthly meeting subsequent to the meeting at which the proposal is offered. In order for any proposed alteration, amendment, repeal new policy to become effective, it must receive the affirmative vote of a majority of the Board members. No such alteration, amendment, repeal, new policy shall be retroactive, but shall become operative at the time such affirmative vote is made or at such time in the future as the Board may designate.

The superintendent shall submit to the Board a recommendation for approval, modification, or rejection prior to a final vote on any policy.

The process for policy development and adoption may include, as directed by the superintendent, study and review by the staff before consideration by the Board of Education.

The superintendent shall establish procedures for ensuring that Board of Education policies receive the widest possible public dissemination.

Should such alteration, amendment, repeal, or new policy fail to be adopted by the Board, the same alteration, amendment, repeal, or new, or policy shall not be reconsidered by the Board for a period of not less than six months except as may be directed by judicial or legislative action or unanimous consent of the Board.

Any action of the Board in apparent conflict with provisions of these policies shall constitute a suspension of the operation and effect of that conflicting policy to the extent and for such time as may be required by the action taken by the Board. However, such actions shall not otherwise constitute an amendment of these policies.

The Superintendent annually shall review the policy manual of the Board and report recommended changes to the Board.

The policies, and procedures of the DeKalb County Board of Education shall be implemented so as to maintain the unitary school system. Faculty and staff assignments, student assignments, school construction, boundary line changes, transportation, facilities, and extracurricular activities shall be affected so as to retain this status. An active Majority-to-Minority Transfer Program, pursuant to regulations promulgated by the Superintendent, shall include transportation. The provisions of this policy shall

supersede any other policies and procedures to the contrary.

The Superintendent shall annually report to the Board of Education that all areas of operation within the school system have been reviewed, including the areas of: curriculum and instruction, personnel, facilities, planning, transportation, finance, maintenance, and other areas of operation.

Section: B. School Board Operations

Board Policy

Descriptor Code: BE

School Board Records

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**PUBLIC RECORDS, INSPECTION AND REPRODUCTION OF**

MISSION: To ensure the confidentiality of all records deemed to be personal in nature and to ensure public access to records of legal entitlement.

All school system records, except those which by order of a court, or by law, or which may invade individual privacy, shall be open for personal inspection by any interested member of the public at a reasonable time and place by advance appointment only.

Requests for access to school system public records shall be made through the Superintendent's office where a determination shall be made within three business days or less whether the records requested are accessible under this policy.

Examples of records deemed to be accessible include financial records (exclusive of individual payroll records), purchase orders, bid sheets, specifications for purchases, budgets, and minutes of official meetings of the DeKalb County Board of Education.

Examples of records deemed not the accessible due to possible invasion of privacy include an employee's home address, telephone number, work station, salary, marital status, evaluations, recommendations, other personnel file data, and student records and rosters.

The Superintendent shall establish procedures to make public records available and shall establish reasonable costs for collecting and reproducing such records.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0160 [Determination of enrollment; determination of funding](#)

O.C.G.A. 20-2-0167 [Funding for direct instructional, media center and staff development costs; submission of budget](#)

O.C.G.A. 20-2-0210 [Annual performance evaluation of all school personnel](#)

O.C.G.A. 20-2-0057 [Organization of LBOEs; chairperson and secretary; quorum; record of proceedings](#)

O.C.G.A. 20-2-0757 [Applicability of public inspection and open meeting laws](#)

O.C.G.A. 24-9-47 [Disclosure of AIDS confidential information](#)

O.C.G.A. 31-22-9.1 [HIV tests - Who may perform test](#)

O.C.G.A. 50-18-70 [Inspection of public records](#)

O.C.G.A. 50-18-99 [Records management programs for local governments](#)

**US Code**

20 USC 1232g [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: BE-R**

**School Board Records**

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**PUBLIC RECORDS, INSPECTION AND REPRODUCTION OF**

All requests for viewing public records shall be made to the superintendent's offices where a determination as to whether the records are accessible under existing State and Federal laws shall be made within three working days or less.

The superintendent shall direct the appropriate administrator to make requested records available by appointment at a reasonable time place.

Records may be viewed at a convenient location on DeKalb County School System property and in the general vicinity of their normal storage area. At the completion of viewing, an administrator must inspect the records in the presence of the viewer to be sure the records have not been damaged or pages removed.

If a copy of a record is requested, the copy may be made only by an employee of the DeKalb County School System.

Cost for reproduction of records shall be determined as follows:

1. The hourly rate of pay for the designated employee or employees shall be multiplied by the number of hours required to copy the records, calculated to the nearest quarter hour; however, no charge shall be made for the first quarter hour.
2. A copying fee of twenty-five cents per page shall be charged for pages not exceeding 8 ½ x 14 inches in size.
3. The hourly rate of pay for the designated employee or employees shall be multiplied by the number of hours required to retrieve records that may be stored off site, the total to be calculated to the nearest quarter hour with the minimum time being one hour.

Viewers of records may not disrupt the normal business operation by viewing current records that are in use.

A request to view records and documents is related to those records and documents, which are in existence at the time of the request. The law neither requires nor contemplates the creation of records or documents.

**Board Policy**

**Descriptor Code: BH**

**Board Ethics**

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**CODE OF ETHICS AND CONDUCT FOR SCHOOL BOARD MEMBERS**

Members of the DeKalb County Board of Education, in recognition of the Board's constitutional and statutory authority to manage and control the DeKalb County School System, accept the responsibilities of this office and shall commit to individual and collective board member performance guided by the highest ethical standards in accordance with provisions of this code.

1. Board members must recognize that the first and greatest concern of the board is the educational welfare of the students attending DeKalb County Schools.
2. Board members will be accountable to the public by accurately representing district policies, programs, priorities and progress.
3. Board members will not neglect their obligation to DeKalb County and their legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization.
4. Board members will be responsive to the public by seeking its involvement in district affairs and by communicating its priorities and proposals.
5. Board members will work with each other in a spirit of harmony and cooperation even when there are differences of opinion.
6. Board members will work with each other to establish effective board policies and to delegate authority for the administration of the school district to the Superintendent.
7. Board members will review and evaluate the effectiveness of board policies in all key areas of operation.
8. Board members will base individual decisions on fact rather than supposition, opinion, or public favor and uphold the final majority decision of the Board.
9. Board members will recognize that authority rests with the Board in legal sessions and not with individual members of the Board.
10. Board members will expect the Superintendent or designee to keep the Board adequately informed through oral and written reports.
11. Board members will communicate complaints from the community to the Superintendent.
12. Board members will send any request for the assistance of system personnel to the Superintendent.
13. Board members will not take individual action that would compromise the Board or Administration and respect the confidentiality of information that is privileged under applicable law.
14. Board members will maintain understanding of educational issues through study and participation in the programs providing needed information, such as those sponsored by state and national associations, i.e. GSBA and NSBA.
15. Board members seeking reelection shall not solicit financial or any other support from any DeKalb County School System employee.

Section: B. School Board Operations

**Board Policy**

**Descriptor Code: BHA**

**Board Member Conflict of Interest**

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CONFLICT OF INTEREST

In order to avoid conflict of interest, the following guidelines for Board members shall apply:

1. No Board member shall sell supplies or equipment to the Board.
2. The Board may not employ one of its members for any position in the school system.
3. The Board shall not do business with a partnership or corporation partially owned by a Board member.
4. A Board member shall not sell insurance to the Board.
5. School book publishers and their agents are precluded from Board membership.
6. No Board member may have a financial interest in school buses, bus equipment or supplies, provide services for buses owned by the Board, or sell gasoline to the Board from a corporation in which the Board member is a shareholder.
7. No Board member shall serve on the governing body of private educational institutions.
8. No Board member shall hold another county public office.
9. No Board member may be employed by the State Department of Education or serve concurrently as a member of the State Board of Education.
10. The Board may not do business with a bank or financial institution where a Board member is an employee, stock holder, director or officer when such member owns 30 percent or more stock in that institution.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-1072	<a href="#">Financial interest in transportation services by board members/superintendent prohibited</a>
O.C.G.A. 20-2-0505	<a href="#">School board members prohibited from selling school supplies or equipment to county board</a>
O.C.G.A. 20-2-0505.1	<a href="#">Board transacting business with bank or similar institution in which member has interest</a>
O.C.G.A. 20-2-0051	<a href="#">Election of county board members; persons ineligible to serve</a>
O.C.G.A. 20-2-0058.1	<a href="#">"Immediate family" defined; employment of family members</a>
O.C.G.A. 21-5-1	<a href="#">Ethics in Government Act - short title</a>

O.C.G.A. 21-5-11	<a href="#"><u>Acceptance by public officers of monetary fees or honoraria</u></a>
O.C.G.A. 21-5-33	<a href="#"><u>Disposition of contributions</u></a>
O.C.G.A. 21-5-34	<a href="#"><u>Campaign Disclosure Reports</u></a>
O.C.G.A. 21-5-41	<a href="#"><u>Maximum allowable contribution by persons or partnerships</u></a>
O.C.G.A. 21-5-70	<a href="#"><u>Public Officials Conduct and Lobbyist Disclosure - Definitions</u></a>
O.C.G.A. 45-02-2	<a href="#"><u>Person to hold only one county office; commissioned officer not to be deputy for another</u></a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



**Board Policy**  
**Goals and Objectives**

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**Descriptor Code: CA**

STRATEGIC PLANNING

Mission: To ensure that the Systemwide Strategic Plan serves as the template by which all short and long-range efforts are measured.

The Superintendent of Schools is charged with the responsibility for systemwide strategic planning. All other school system planning must occur in accordance with the systemwide strategic plan with linkages clearly identified. The Systemwide Strategic Plan will be published and disseminated to all publics in the form of regular newsletters, community forums, and an annual report to the Board of Education.

**Board Policy**  
**School Superintendent**

**Descriptor Code: CE**

SUPERINTENDENT

The Superintendent of the DeKalb County School System is a public officer as established by the Constitution and laws of Georgia.

The Superintendent shall be the executive officer of the DeKalb County School System and shall be responsible to the DeKalb County Board of Education for the administration of the school system according to the laws governing school operations and the policies which are adopted by the Georgia Board of Education and the DeKalb County Board of Education.

The Superintendent shall have authority to delegate administrative and supervisory duties and functions to the Deputy Superintendents, Associate Superintendents, Executive Directors, Supervisors, Principals, and other administrative agents.

The Superintendent shall employ personnel in accordance with the policies of the DeKalb County Board of Education and shall assign personnel to positions authorized by the DeKalb County Board of Education.

The Superintendent shall conduct surveys to secure information for evaluation of the instructional programs and services. The Superintendent shall file reports containing information on the operation of the schools to Board members periodically as needed or as requested. The Superintendent shall make recommendations for improving and expanding the program of instruction, activities, services, and facilities.

Under the provisions of the law, the Superintendent shall be the Secretary Ex Officio of the DeKalb County Board of Education.

DeKalb County Schools		Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>	
O.C.G.A. 20-2-0101	<a href="#">Superintendent's Contract</a>	
O.C.G.A. 20-2-0109	<a href="#">Duties of superintendents</a>	
O.C.G.A. 20-2-0160	<a href="#">Determination of enrollment; determination of funding</a>	
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>	
O.C.G.A. 20-2-0395	<a href="#">Notes for money borrowed</a>	
O.C.G.A. 20-2-0396	<a href="#">Use of borrowed money</a>	
O.C.G.A. 20-2-0410	<a href="#">Liability for and distribution of funds</a>	
O.C.G.A. 20-2-0057	<a href="#">Organization of LBOEs; chairperson and secretary; quorum; record of proceedings</a>	
O.C.G.A. 45-02-1	<a href="#">Persons ineligible to hold civil office; vacation of office; validity of acts while in office</a>	

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<b>Board Policy</b>	<b>Descriptor Code: CEI</b>
<b>Superintendent Evaluation</b>	

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**SUPERINTENDENT OF SCHOOLS**

- At least once in any twelve-month period, the Board of Education shall evaluate the professional performance of the Superintendent. The evaluation process
1. shall be based on the Board of Education expectations and any specific tasks that were developed with input from the Superintendent;
  2. shall provide for dialog between the Board of Education and the superintendent;
  3. shall provide the Superintendent an opportunity to respond to the completed evaluation;
  4. shall include the delineation of any areas of weaknesses perceived by the Board of Education and provisions for the Superintendent’s professional development to strengthen those areas.

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DeKalb County Schools	Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>
<a href="#">O.C.G.A. 20-2-0210 Annual performance evaluation of all school personnel</a>	
<a href="#">O.C.G.A. 20-2-0230 New board member orientation to educational program objectives required</a>	
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.	

**Board Policy**

**Descriptor Code: CG**

**Administrative Personnel**

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**SYSTEM LEVEL SUPPORT FOR SITE-BASED LEADERSHIP**

<b>Mission: To establish policy and procedural parameters for system level department members as they provide assistance and support to the DeKalb County School System’s site-based leadership concept.</b>
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System-level department members shall provide assistance and support to schools.

Department members shall serve as resource personnel and facilitators to support site-based leadership within the context of shared school governance.

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DeKalb County Schools

Date Adopted: 12/3/2001

Georgia Code	Description
O.C.G.A. 20-2-0161	<a href="#">QBE formula/program weights</a>
O.C.G.A. 20-2-0185	<a href="#">Program weights to reflect funds for salaries for assistant principals and secretaries</a>
O.C.G.A. 20-2-0186	<a href="#">Allocation of funds to pay beginning salaries of 12 mo. employees; funds for failing schools</a>
O.C.G.A. 20-2-0210	<a href="#">Annual performance evaluation of all school personnel</a>
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
Rule 160-5-1-.22	<a href="#">Personnel Required</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: CGA-R**

**Compensation Guides and Contracts**

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SALARIES AND COMPENSATION PROGRAM

A. Job Descriptions

1. A job description shall be developed for each position in the system.
2. A job description shall be developed for each new position prior to staffing of the position.
3. The job description for each position vacated shall be reviewed and updated by the immediate supervisor before the position is restaffed.
4. Each new employee shall receive a job description and the immediate supervisor shall review the duties listed in the job description with the new employee.
5. The position incumbent and the incumbent's immediate supervisor shall normally review each job description every five years.

B. Review of Compensation Plan

1. The total compensation plan will be reviewed every five years. The compensation review will be done by staff and may be assisted by external consultants. The techniques must include salary and benefit surveys and may include other techniques for job evaluation.
2. Individual jobs shall also undergo a reclassification study when duties have increased significantly due to staff reduction, implementation of new programs, or other influential variables.

C. Levels of Compensation

Prior to annual budget preparation, a salary survey shall be conducted and the Superintendent shall advise the Board of the anticipated beginning teachers' salaries of other leading systems in Georgia. DeKalb shall strive to maintain the highest beginning teachers' salary level in comparison to all public school systems in Georgia. The system shall also strive to maintain all teachers' salary levels at or above the 90th percentile of other Georgia public school systems. In addition, DeKalb shall make an effort to compensate all non-teaching positions between the 70th and 90th percentile of positions included in relevant market surveys.

Fringe benefit levels should also be maintained at or about the 90th percentile in relation to other public school systems.

D. Supplements to Salary

An effort shall be made to expand the number of supplements available to teachers who perform extra duties.

**Board Policy**

**Descriptor Code: CGB**

**Administrative Personnel Positions**

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EMPLOYMENT, ADMINISTRATIVE OFFICERS AND PERSONNEL

MISSION: To ensure proper personnel classification, authorization, and placement essential for conducting efficient and effective school system services
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Classification of Positions and Employment of Personnel

- A. The DeKalb County Board of Education shall classify the positions for personnel and shall authorize the employment and placement of personnel required for instruction, administration, maintenance and operation of facilities, and other appropriate services for the DeKalb County School System.
- B. Personnel shall be employed in accordance with adopted job classifications and salary schedules and in such numbers as authorized by the Board. It shall be the duty of the Superintendent to ensure that the employees meet the qualifications established by law and by the Board.
- C. The Superintendent shall have authority to employ and assign personnel for positions authorized by the Board, provided that assignments at the level of executive director and above are approved by the Board.

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The Deputy Superintendents

There may be three Deputy Superintendents who shall perform those duties delegated by the Superintendent. In the absence of the Superintendent, a Deputy Superintendent shall be designated as the responsible administrator to perform the duties of the Superintendent.

The Deputy Superintendents must be nominated by the Superintendent and confirmed by the Board.

Associate Superintendent

There may be one Associate Superintendent for Instructional Services. The Associate Superintendent shall advise and counsel with the Superintendent and Deputy Superintendent for instruction decision-making and policy matters and shall assume responsibilities in planning, development, and in other administrative areas. The Associate Superintendent must be nominated by the Superintendent and confirmed by the Board.

Executive Directors

There may be no more than 24 positions at the rank of Executive Director, which shall include a Comptroller, an Affirmative Development Administrator, an Administrator of Community and Staff Relations, 12 Area Administrators, and 9 Executive Directors of various departments. Each Executive Director must be nominated by the Superintendent and confirmed by the Board.

Supervisors

There shall be no more than 15 positions at the rank of Supervisor of a department. The Supervisor of a department may function as the administrative head of a department or as an administrator within a department.

Assistant Supervisors

There shall be no more than 23 positions at the rank of Assistant Supervisor of a department.

Principals

There shall be a Principal assigned as the administrator of each school. The Principal shall perform administrative and instructional duties and other duties and services which are assigned by the Superintendent, the Deputy Superintendents, or the Area Executive Director. The Principal shall have the administrative authority and responsibility delegated by the Superintendent or specified by the policies of the Board.

Positions

The DeKalb County Board of Education on the recommendation of the Superintendent shall classify and authorize the positions for personnel which are necessary for the operation of the DeKalb school program and related services.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0161	<a href="#">QBE formula/program weights</a>
O.C.G.A. 20-2-0185	<a href="#">Program weights to reflect funds for salaries for assistant principals and secretaries</a>
O.C.G.A. 20-2-0186	<a href="#">Allocation of funds to pay beginning salaries of 12 mo. employees; funds for failing schools</a>
O.C.G.A. 20-2-0210	<a href="#">Annual performance evaluation of all school personnel</a>
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
Rule 160-5-1-.22	<a href="#">Personnel Required</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: CGBA

Administrative Personnel Qualifications and Duties

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QUALIFICATIONS FOR STAFF

MISSION: To ensure that all personnel employed by the Board meet qualifications as specified in job descriptions.

Principal

The minimum requirement for a principal or an assistant principal shall be a Georgia Educator Certificate in Administration and Supervision based on a master's degree.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0200	<a href="#">Regulation by Professional Standards Commission (PSC); certification requirements</a>
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
Rule 160-5-1-.22	<a href="#">Personnel Required</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



Board Policy

Administrative Personnel Hiring

Descriptor Code: CGD

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PERSONNEL

The Superintendent shall have the authority to employ personnel in accordance with the policies of the Board and shall assign personnel to positions authorized by the Board.

The Board of Education employs personnel only on the recommendation of the superintendent.

The Board of Education members, collectively and individually, shall remain neutral and not become involved in the review of applications for vacant positions and in the screening process, except in the recruitment and selection of the superintendent. The Board of Education shall refrain from applying pressure on the superintendent to employ persons on the basis of any criteria other than professional or occupational qualifications.

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DeKalb County Schools	Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.	

**Board Policy**

**Descriptor Code: CGE**

**Administrative Personnel Assignment**

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ALLOTMENT AND ASSIGNMENT OF PERSONNEL

MISSION: To ensure that the allotment and the assignment of personnel by the Superintendent will be in accordance with approved guidelines of the Board.

Administrators shall be allotted to schools and administrative units in sufficient numbers to meet the needs of the system as determined and approved by the Superintendent. The Superintendent will take into consideration the minimum staffing requirements specified by the Southern Association of Colleges and Schools and by State Standards. Administrative staff shall be employed based on the recommendation of the Executive Director of Personnel Services and the approval of the Superintendent. In the circumstances noted in Policy Code CGB, Board approval is also required. The Superintendent or designee shall be responsible for making duty assignments to administrative personnel.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0211 Annual contract; disqualifying acts; fingerprinting; criminal record checks](#)

[O.C.G.A. 20-2-0943 Powers of LBOE under fair dismissal act](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Administrative Personnel Evaluation

Descriptor Code: CGI

PERSONNEL

The Board of Education shall review the Superintendent’s implementation of the Board’s program of personnel evaluation and hold the Superintendent accountable for fair and equitable evaluation of all personnel in the district. The Board of Education shall receive a written report from the Superintendent on over-all personnel strengths and weaknesses one month prior to the beginning of each semester.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0210	<a href="#">Annual performance evaluation of all school personnel</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: CGPH**

**Administrative Personnel Vacations**

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VACATION

MISSION: To authorize vacation for full-time 12-month employees.

Full-time 12-month personnel who have completed a minimum of 90 days of service in the school system earn ten days of vacation per year during the first five years of continuous employment. During each additional one-year period of continuous service, the employee earns one additional day of vacation not to exceed 20 days of vacation per year. Unused vacation days may be accumulated up to a maximum of 30 days in addition to vacation earned during the current year of service, but no more than one-half of the earned but unused vacation of the previous year may be accumulated. This accrual rate became effective July 1, 1988.

**Board Policy**

**Descriptor Code: CJ**

**Administrative Consultants**

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EMPLOYMENT

MISSION: To ensure proper personnel classification, authorization, and placement essential for conducting efficient and effective school system services.

Consulting and Part-time Services

The Superintendent may, from time to time, consider it advisable to contract with individuals to provide consulting or part-time employee services to the DeKalb County School System on a temporary basis. The DeKalb County Board of Education will consider approval of these contracts in accordance with the following guidelines:

- A. For purposes of this policy, a "long-term consulting services contract" is a consulting services contract which is for a period longer than thirty days.
- B. Renewals of consulting services contracts shall be subject to the same rules and procedures that govern initial consulting services contracts.
- C. Persons providing consulting services shall be independent contractors and not employees of the Board.
- D. The Superintendent shall disclose in his monthly reports to the Board the names of individuals to be recommended for long-term consulting services contracts or for consulting services contracts which exceed a total of thirty days in any one twelve-month period, and shall identify which of those individuals have ever been employees of the DeKalb County School District and the reason or reasons (i.e. retirement, termination, voluntary separation) each such former employee is no longer employed by the District.
- E. The employment of former full-time employees of the DeKalb County School District who are to be employed on a part-time basis shall be subject to the reporting requirements of section "D" above.
- F. Subject to the limitations in section "A" above, any contract for long-term consulting services with an individual who has ever been a full-time employee of the DeKalb County Board of Education must be approved by the Board of Education in open session by separate agenda action.
- G. Written or oral contracts for the services of substitute classroom teachers or paraprofessionals shall not be subject to the procedural requirements of this Policy.

**Board Policy**  
**Councils, Cabinets, and Committees**

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**Descriptor Code: CL**

**COMMITTEES**

MISSION: School personnel will be selected to serve on various committees to ensure a more effective and efficient decision-making process.

The Superintendent may appoint committees to research pertinent topics, develop plans, write course guides, recommend textbooks, evaluate services and insurance programs, and perform other functions.

These committees shall serve in an advisory capacity.

**Board Policy**

**Descriptor Code: CMA**

**Administrative Rules**

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**PUBLICATIONS**

MISSION: To develop various publications designed to implement effectively and efficiently the educational programs of the DeKalb County Board of Education.

The Superintendent shall have the authority and the responsibility for development of course guides, handbooks, reports, or other publications, which are required for the official purposes of the DeKalb County Board of Education and the administration of the school system.

**Board Policy**

**Descriptor Code: CN**

**Administrative Records**

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**RECORDS MANAGEMENT PROGRAM**

MISSION: To ensure that all records are managed properly and effectively according to the Georgia Records Act.

The DeKalb County School System shall establish and administer a comprehensive records management program based on legal, fiscal, administrative, and historical requirements in accordance with the Georgia Records Act. This program shall provide for proper and effective management of records created or received by all divisions, departments, schools, and units of the school system.

The Superintendent shall appoint a records management coordinator to plan, coordinate, implement, and manage those activities and procedures which are necessary for compliance with all appropriate state and/or federal legislation and for professional excellence of the program.

The Superintendent shall develop administrative procedures and guidelines appropriate to a comprehensive and effective records management program.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-2041 ["Multiracial" classification required on forms](#)

O.C.G.A. 50-18-99 [Records management programs for local governments](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



**Administrative Regulation**

**Descriptor Code: CN-R**

**Administrative Records**

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**RECORDS MANAGEMENT PROGRAM**

The Department of Management Information System will be responsible for the operation of a records center and the development of all procedures related to it.

The Assistant Supervisor of the Department of Management Information System is designated as the records management coordinator for all divisions, departments, schools, and units.

I. Records Retention Standards and Records Destruction

Working with other administrators, as appropriate, the records management coordinator will perform the following duties:

- A. Develop records retention standards for all record series of the school system.
- B. Obtain approval of the developed records retention standards from each appropriate division/departments administrator.
- C. Obtain approval of the developed and locally approved records retention standards from the Superintendent or designee.
- D. Process the approved records retention standards through the procedures of the Georgia Records Act to provide legal approval for each standard.
- E. Conduct an annual system-wide records destruction project based on the legally approved records retention standards. Records destruction will occur through paper recycling where possible with any profit being directed to the school system general fund.

II. Maintenance and Security of Records, Records Center

- A. The supervisor of each administrative unit is responsible for ensuring proper maintenance and adequate security of local records. The records management coordinator will provide guidance for records maintenance and security upon request.
- B. Upon the establishment of a records center, all records with an approved records retention standard shall be transferred from local offices to the central facility when records become inactive.

III. Forms Management

- A. The records management coordinator will develop and coordinate a system-wide forms management program.
- B. New or revised forms and associated procedures should be reviewed with the records management coordinator before implementation, and a records retention standard should be approved for new forms.

#### IV. Reports Management

The records management coordinator will develop and coordinate a system wide reports management program.

#### V. Filing Systems

A. In cooperation with a committee of school administrators and school secretaries, the records management coordinator will develop standard filing systems for use by all schools.

B. All other departments and units should review their filing systems to ensure the following criteria:

1. The proper filing tools (folders, guides, tabs, labels, color-coding) are being used.

2. The most effective filing arrangement (alphabetic, subject, numeric, chronological, geographic, alphanumeric) is in use.

3. The most effective filing procedures (preparation, maintenance, control out and in ) are in use

C. Upon request, the records management coordinator will provide a files management handbook, review any existing filing system, or help develop a new filing system.

**Board Policy**  
**Annual Operating Budget**

**Descriptor Code: DC**

BUDGET

The Superintendent is authorized by the Board to approve adjustments of less than 5 percent of the amount budgeted for expenditures in any budget function for any fund. The Superintendent will report to the Board concerning such adjustments not later than the next regular meeting of the Board. If at any time during the budget year expenditure of funds in any budget function for any fund is anticipated to exceed by 5 percent or more the amount budgeted for that function in the Board-approved budget, the Superintendent is directed to request a budget amendment by the Board to authorize the additional anticipated expenditures.

Under no circumstance is the Superintendent or other staff authorized to spend funds that exceed the total budget as approved by the Board of Education.

DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

- O.C.G.A. 20-2-0167 [Funding for direct instructional, media center and staff development costs; submission of budget](#)
- O.C.G.A. 20-2-0243 [Withholding funds for failure to comply with school laws](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Budget Preparation Procedures**

**Descriptor Code: DCC**

**BUDGET**

MISSION: To ensure that the DeKalb County School System annual budget adheres to adopted procedures and schedule.

Fiscal Management

In March of each year, the Comptroller shall inform the Board in writing of the estimated increase or decrease in the tax digest. The report shall show the following aspects as a minimum: current digest, estimated new digest, current tax dollars, estimated tax dollars, and percent of increase or decrease in digest and tax dollars.

The Superintendent shall make a prioritized list of new or expanded programs to be considered by the Board should the Board believe there is adequate financing to implement any or all of the suggested programs. The Superintendent shall be prepared to make a prioritized list of at least five programs that may be cut by the Board should the financial condition of the Board warrant such cuts.

In March of each year, the Superintendent shall present to the Board the estimated capital outlay budget and the preliminary operating budget.

During the budget work sessions, the Board shall offer suggested changes, which the Superintendent may or may not consider in the proposed budget.

The proposed budget and the approved budget are to include a staff (personnel) forecast summarized for each position category by fund type. At the minimum, the summary is to display the number of full-time equivalent (FTE) positions as well as the dollar amount budgeted for each category. For example:

Position Code	Position Title	FTE	Budgeted
Salary			
3010	Principal, Elem. School	XXX	XXXXX
3040	Lead Teacher, Instruction	XXX	XXXXX
3245	Lead Teacher, Student Svcs.	XXX	XXXXX
-----	-----	-----	-----
7011	Exec. Dir., Elem. Instr.	XXX	XXXXX
7003	Associate Supt., Inst.	XXX	XXXXX

Budgets proposed to the Board shall clearly and accurately identify all position titles (categories) budgeted and shall display the number of full-time equivalent (FTE) positions authorized by the current budget in each category. Requests for new staff, deletions in staff, and/or changes shall also be identified by position category with dollar budget appropriately displayed.

In emergency situations where additional personnel must be hired to meet State Standards and Southern Association Accrediting Standards or to provide for the safety and general welfare of students, the

Superintendent is authorized to employ the personnel and to request Board ratification.

All approved certified personnel positions that are not assigned to a school or special education center shall (upon death, resignation, termination, or retirement of the incumbent) remain vacant until the Board is notified that the position is to be filled.

Capital Outlay expenditures which are budgeted as a part of the Capital Outlay budget or as a part of the General Operations (K-12) budget shall be listed in priority order as determined by the staff. Each proposed priority shall be assigned an individualized project number in the budget and shall include as a minimum the type of project, location, and cost. For example:

CAPITAL OUTLAY BUDGET

Project No.	Project Description	Location	Cost
XXX	8-room addition	Dunaire	\$XXX
XXX	New school	Browns Mill	XXX
XXX	Roof replacement	Jim Cherry Ctr	XXX

GENERAL OPERATIONS (K-12) BUDGET

Project No.	Project Description	Location	Cost
XXX	40 Regular 60-capacity buses	Transportation	\$XXX
XXX	20 Maintenance vehicles	Maintenance	XXX
XXX	Roof section	Oak Grove	XXX

The Superintendent shall be authorized to operate the school system under the financial provisions of the budget. The Superintendent shall present a financial statement to the Board for each calendar month showing a comparison between the actual receipts and expenditures and the budgeted receipts and expenditures.

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DeKalb County Schools

Date Adopted: 10/13/2003

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0167 Funding for direct instructional, media center and staff development costs; submission of budget](#)

[O.C.G.A. 20-2-0243 Withholding funds for failure to comply with school laws](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**  
**Budget Preparation Procedures**

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**Descriptor Code: DCC-R**

**BUDGET**

The Comptroller is responsible for the development and preparation of the annual school budget and its presentation in orderly form to the Superintendent, in keeping with the dates and schedule as required by the DeKalb County Board of Education and the Georgia Department of Education. The Comptroller is responsible to the Superintendent for the preparation and submission of all necessary monthly, annual, and periodic financial reports.

**Board Policy**

**Descriptor Code: DCD**

**Budget Preliminary Adoption Procedures**

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**BUDGET**

In April of each year, the Superintendent shall present to the Board a formal proposed budget as prescribed by law. The Board shall, at its regular April business meeting, tentatively adopt the Superintendent’s proposed budget and at the May business meeting shall adopt the Superintendent’s proposed budget with any modifications approved by the Board.

**Board Policy**  
**Budget Hearings and Reviews**

**Descriptor Code: DCDB**

**BUDGET**

MISSION: To ensure that the DeKalb County School System annual budget adheres to adopted procedures and schedule.

Public hearings on the budget will be held during the month prior to the formal adoption of the budget to receive feedback from citizens on the proposed budget. There shall be at least ten (10) days between the initial presentation of the proposed budget to the Board of Education and the public budget hearings which will be held prior to the formal adoption of the budget.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 48-05-032	<a href="#">Publication by county of ad valorem tax rate</a>
O.C.G.A. 48-05-32.1	<a href="#">Millage rate hearing notice</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



**Board Policy**  
**Budget Final Adoption**

**Descriptor Code: DCE**

**BUDGET**

MISSION: To ensure that the DeKalb County School System annual budget adheres to adopted procedures and schedule.

The DeKalb County Board of Education shall adopt a budget for the fiscal year. The fiscal year shall be the period corresponding to the fiscal year for the State Department of Education, which is the calendar period July 1 through June 30 of the succeeding calendar year.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0167	<a href="#">Funding for direct instructional, media center and staff development costs; submission of budget</a>
O.C.G.A. 20-2-0240	<a href="#">Powers and dutes of SBOE</a>
O.C.G.A. 20-2-0242	<a href="#">Local school systems; LUA's; local governing bodies</a>
O.C.G.A. 20-2-0243	<a href="#">Withholding funds for failure to comply with school laws</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: DCI**

**Budget Line Item Transfer Authority**

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**BUDGET**

The transfer of funds over \$15,000 in the General Operating budget between/among line item accounts, projects, and/or budgeted instructional strategies and the transfer of funds over \$25,000 in the Capital Outlay budget between/among line item accounts, projects, and/or budgeted strategies are prohibited unless specifically approved by the Board. The Board shall be informed upon the transfer of any funds up to the amounts shown above and the reason for the transfer on or before the next Board meeting.

**Board Policy**  
**Local Tax Revenues**

**Descriptor Code: DFA**

**BUDGET**

In May of each year the DeKalb County Board of Education shall tentatively adopt a tax levy within legal limits for the maintenance and operation of the DeKalb County School System and a tax levy to pay the principal and interest of school district bonds. At the June business meeting the Board shall adopt the final tax levy for support of maintenance and operation and a tax levy to pay principal and interest for school district bonds as necessary.

DeKalb County Schools

Date Adopted: 10/13/2003

Georgia Code	Description
O.C.G.A. 20-2-0164	<a href="#">Local five mill share funds</a>
O.C.G.A. 20-2-0167	<a href="#">Funding for direct instructional, media center and staff development costs; submission of budget</a>
O.C.G.A. 20-2-0243	<a href="#">Withholding funds for failure to comply with school laws</a>
O.C.G.A. 48-05-298	<a href="#">Board of tax assessors - selection of chairman and secretary; employment contracts</a>
O.C.G.A. 48-05-404	<a href="#">Collection of county school taxes</a>
O.C.G.A. 48-08-81	<a href="#">Creation of special districts</a>
Art. 11, Sec. 1, Par 4	<a href="#">Continuation of certain constitutional amendments for a period of 4 years</a>
Art. 8, Sec. 6, Par. 1	<a href="#">Local taxation for education</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: DFBA**

**Withholding of Funds**

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ALTERNATIVE PLAN TO SOCIAL SECURITY

MISSION: To ensure that employees of the DeKalb County School System are provided retirement and insurance plans as alternatives to Social Security.

The DeKalb County Board of Education shall provide all full-time employees with an alternative program to Social Security. The amount of funds placed annually in the alternative program shall equal the amount that the school system would have paid had the school system remained under Social Security.

The Alternative Plan to Social Security shall include, as a minimum, the following:

1. Improvements to the survivor benefit life insurance plan in existence in September 1979

The survivor benefit plan is designed to provide lump sum payments to beneficiaries and monthly income to eligible surviving family members upon the death of an employee.

- 2 Improvements to the long-term disability plan in existence in September 1979

The disability benefits plan provides disabled employees a coordinated benefit for a specified period of time following an established elimination period.

3. Supplemental retirement plan paid for by the Board of Education

The supplemental retirement plan provides retirement benefits through legally mandated and/or Board approved contributions and investment strategies.

The Board of Education shall give a two-year notice to employees before reducing the funding provisions of the Alternative Plan to Social Security.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0240 Powers and duties of SBOE](#)

[O.C.G.A. 20-2-0242 Local school systems; LUA's; local governing bodies](#)

[O.C.G.A. 20-2-0243 Withholding funds for failure to comply with school laws](#)

[Rule 160-5-2-.02 Withholding of Funds from Local Units of Administration](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: DFBA-R**

**Withholding of Funds**

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ALTERNATIVE PLAN TO SOCIAL SECURITY

Each year a determination shall be made as to the amount of money that would have been required to continue participation in Social Security during the forthcoming fiscal year. This amount shall be budgeted to fund the Alternative Plan to Social Security.

The amount determined above shall be distributed as follows:

1. Cost for improvements to the survivor benefit plan over and above the cost of the September 1979, base plan.
2. Cost for improvements to the long-term disability plan over and above the cost of the September 1979, base plan.
3. Cost for contributions to the Teachers Retirement System for the DeKalb County Board of Education's contribution to the employee's annuity plan. O.C.G.A. § 47-3-1(11) provides that all money paid by an employer for a member or by a member into any tax sheltered annuity plan shall be included as earnable compensation for the purpose of computing any contributions required to be made to the Teachers Retirement System and also for the purpose of computing any benefits.
4. Remainder to employee's annuity plan.

**Board Policy**  
**Bond Sales**

**Descriptor Code: DFD**

**BOND ISSUES**

MISSION: To provide and maintain adequate facilities and equipment for quality education of all students.

The DeKalb County Board of Education shall consider and may authorize, within legal limits, bond referendums to provide capital outlay funds for the purchase of land and equipment and for the construction of school facilities.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0430	<a href="#">Issuance and retirement of county schoolhouse bonds</a>
O.C.G.A. 20-2-0431	<a href="#">Division of county into school-house districts; issuance and retirement of bonds</a>
O.C.G.A. 36-82-001	<a href="#">Election for bonded debt; date of election</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: DFE

Short Term Notes

CONTRACTS, NOTES, CHECKS, AND DEPOSITS

MISSION: To ensure proper accounting procedures for all DeKalb County School System funds.

The DeKalb County Board of Education shall authorize applications for bank loans for the operation and maintenance of the DeKalb County School System. Tax receipts may be pledged and committed for the repayment of the loans for the maintenance and operation of the DeKalb County School System for the fiscal or calendar year.

All notes or other evidence of indebtedness of the Board, unless specified otherwise by law, shall be signed by the Chair and by the Secretary, and shall be limited as prescribed by law.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0390	<a href="#">Power of county boards</a>
O.C.G.A. 20-2-0391	<a href="#">Loan resolution</a>
O.C.G.A. 20-2-0396	<a href="#">Use of borrowed money</a>
Art. 8, Sec. 5, Par. 5	<a href="#">Power of boards to contract with each other</a>
Art. 9, Sec. 5, Par. 4(2	<a href="#">Tax allocation; regional facilities - municipalities</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: DFK**

**Gifts and Bequests**

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**PUBLIC DONATIONS**

I. Guidelines for Committee Review

A. No donation will be accepted that permanently alters the physical plant without the approval of the Executive Director of Plant Services and Development. That approval will be based on the following criteria:

1. The donation must enhance the programs and services normally provided by the school or must add to the beauty of the facilities.
2. The donation must be in condition to be used without repair.
3. The donation will become the property of the DeKalb County Board of Education and will be subject to reallocation at another site without consultation with the donor.
4. The donation may or may not be repaired or replaced as it becomes damaged or obsolete.
5. Proof of title must be presented if accepted.

B. No donation of physical education or playground equipment will be accepted unless it meets with the safety standards and approval of the Division of Instruction.

C. No donation will be accepted that is not conducive to the instructional program or beautification of the facilities of the DeKalb County Board of Education.

D. An accepted item which requires installation must be installed by the Department of Plant Services and Development. Upon receipt of any donation, the Donation Receipt Form 7241463/480 must be completed and copies properly distributed. All donations will be recognized by the DeKalb County Board of Education.

II. Guidelines for Acceptance

The DeKalb County Board of Education and the staff of the DeKalb County School System recognize and appreciate the valuable support from individuals, PTA and community groups, and others in the contribution of cash and material gifts. However, because of concern for the safety and well-being of DeKalb County children, certain specifications must be met before donations will be accepted. The criteria are as follows:

A. Restricted Cash

Cash donated to the school for a specified purpose will be accepted only if (1) the expenditure made is for an item from the bid book, and (2) the item to be purchased is approved by the Donations Approval Committee.

B. Equipment



1. If equipment donated is found in the open bid book, it may be accepted without review by the Donations Approval Committee.
2. Items not found in the open bid book must be reviewed by the Donations Approval Committee and may not be accepted without approval. An item similar to one found in the open bid book is not to be submitted on a Donation Receipt Form 7241463/480 to the Comptroller who will be responsible for submitting the request to the Donations Approval Committee. Receipt forms may be requisitioned from the Department of Plant Services and Development.
- C. An accepted item that requires installation must be installed by the Department of Plant Services and Development.
- D. Upon receipt of any equipment donation, the Donation Receipt Form 7241463/480 must be completed and copies properly distributed. All donations will be recognized by the DeKalb County Board of Education.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0520	<a href="#">Acquiring/disposing of school sites; building, repairing, renting, and furnishing schools</a>
O.C.G.A. 20-2-0064	<a href="#">Establishment and maintenance of trusts or funds</a>
Art. 8, Sec. 5, Par. 6	<a href="#">Power of boards to accept bequests, donations, grants and transfers</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Depository of Funds**

**Descriptor Code: DG**

**CONTRACT, NOTES, CHECKS, AND DEPOSITS**

MISSION: To ensure proper accounting procedures for all DeKalb County School System funds.

The DeKalb County Board of Education shall name depositories to be used by the Superintendent for the funds of the DeKalb County Board of Education.

The Superintendent shall designate community banks for the deposit of school food service funds and other funds which may be collected and expended under the direction of a principal and the Department of School Nutrition.

All funds of the Board shall be deposited to the credit of the Board in the depositories authorized by the Board in as nearly equal sums as is practical and feasible.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 36-83-1	<a href="#">Local Government Investment pool Act - short title</a>
O.C.G.A. 45-08-1	<a href="#">Accounting for public funds; definitions</a>
O.C.G.A. 45-08-12	<a href="#">Deposit of funds in banks or depositories - depository required to give bond</a>
O.C.G.A. 45-08-14	<a href="#">Designation of county and school funds depository</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**  
**Depository of Funds**

**Descriptor Code: DG-R**

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**FUNDS**

For a detailed description of handling local school depositories and accounting, refer to the Accounting Handbook for Use in DeKalb County Schools. If questions arise, contact the Financial Accounting Unit of the Department of Finance for assistance.

Board Policy

Descriptor Code: DH

Bonded Employees

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BONDING OF EMPLOYEES

MISSION: To ensure all school employees performing fiscal duties are bonded.

The DeKalb County Board of Education shall designate performance bonds for all employees who perform fiscal duties. A copy of the bond for the Superintendent shall be forwarded to the State Superintendent of Schools.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0104	<a href="#">Superintendent's bonds.</a>
O.C.G.A. 20-2-0960	<a href="#">Principals required to post bonds</a>
O.C.G.A. 45-04-1	<a href="#">Bonds required of public officers</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**  
**Bonded Employees**

**Descriptor Code: DH-R**

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**BONDING OF EMPLOYEES**

The amount of the fidelity bonds is set by the DeKalb County Board of Education. The originals of these bonds are maintained in the Department of Staff Services Insurance Unit with the exception of the bond for the Superintendent of Schools, which is filed in the Probate Court of DeKalb County. After certification by the Probate Court, the original copy of the bond for the Superintendent is filed with the Georgia Department of Education Accounting Services Division.

**Board Policy**

**Descriptor Code: DI**

**Accounting and Reporting**

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FINANCIAL MANAGEMENT SYSTEM

MISSION: To ensure proper accounting of all DeKalb County School System funds.

The DeKalb County Board of Education endorses the principles contained in Statement I issued by the National Council on Governmental Accounting, as modified for local educational agencies (LEA), and with all legal requirements:

The accrual basis of accounting should be used for proprietary funds and trust funds.

The modified accrual basis of accounting should be used for governmental funds and expendable trust funds to the extent feasible and practical, but must be in compliance with all state and federal requirements.

The accounting systems must be capable of producing financial reports in conformity with generally accepted accounting principles.

The accounting system should provide for the classification of revenues, expenditures, and expenses into certain specific categories as determined by state and federal regulations.

The accounting system should consistently utilize terminology and classifications common to the funds maintained.

A comprehensive annual financial report should be issued. Interim financial statements should be prepared to facilitate management control of financial operations and to provide full disclosure of the financial position of the school system.

It is the desire of the DeKalb County Board of Education that the accounting system should be organized and operated on a fund basis using no more than six types of funds. To comply with this operating procedure, the school system should establish the least number of funds possible.

The six funds are as follows:

1. General Fund
2. Special Revenue Funds
3. Capital Projects Funds
4. Debt Service Funds
5. Enterprise Funds
6. Trust and Agency Funds

Fixed assets and long-term liabilities not related to specific proprietary funds or trust funds should be accounted for in the general fixed asset and general long-term debt groups. Fixed assets should be accounted for in the manner prescribed by the State of Georgia for LEAs.

It is further the desire of the Board that any changes in the existing financial management information

system nor or in the future, comply and be consistent with the principles.

**Accounting**

The Superintendent shall be responsible for the development of procedures for accounting of local school funds and for the administration of such procedures including collection, disbursement, transfer, and accountability by the principal of the local school. Such procedures shall be developed in accordance with state and local Board policies.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0160	<a href="#">Determination of enrollment; determination of funding</a>
O.C.G.A. 20-2-0162	<a href="#">Annual recalculation of funding; mid-term adjustment</a>
O.C.G.A. 20-2-0167	<a href="#">Funding for direct instructional, media center and staff development costs; submission of budget</a>
O.C.G.A. 20-2-0720	<a href="#">Inspection of student's records by parents</a>
O.C.G.A. 20-2-0962	<a href="#">Quarterly reports by principals; audits by boards</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Inventories**

**Descriptor Code: DIC**

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**PROPERTY**

MISSION: To develop and maintain an adequate plan for the protection of school property

A perpetual, accumulative inventory record shall be maintained in each facility with the responsibility for this inventory assigned to a bonded member of the administrative staff. The school system shall be reimbursed for any property lost or damaged through negligence.



**Board Policy**  
**Audits**

**Descriptor Code: DID**

**AUDITS**

MISSION: To ensure financial accountability according to the Georgia Department of Audits

The Georgia Department of Audits, in compliance with state law, will audit the records and accounts of the DeKalb County Board of Education. The Superintendent shall direct the preparation of audits of accounts administered by principals or other administrative agents. The Board shall conduct a monthly review of the financial statements that contain analyses of receipts, expenditures, and other budgetary details.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0109	<a href="#">Duties of superintendents</a>
O.C.G.A. 20-2-0164	<a href="#">Local five mill share funds</a>
O.C.G.A. 20-2-0962	<a href="#">Quarterly reports by principals; audits by boards</a>
O.C.G.A. 36-81-020	<a href="#">Audits accepted by state; additional audits</a>
O.C.G.A. 50-06-6	<a href="#">Audit of school systems; employing accountants; accounting standards</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**  
**Audits**

**Descriptor Code: DID-R**

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**AUDITS**

The Comptroller is responsible for the supervision and direction of auditing of all local and internal funds, school food service funds, and any other funds handled by the school principal. An internal audit of records and accounts will be prepared annually.

In addition to the internal audit, records and accounts of the school system are audited annually by the State of Georgia Department of Audits and are subject to audit by the federal government at any time.

**Board Policy**  
**Expenditure of Funds**

**Descriptor Code: DJ**

FUNDS

MISSION: To ensure proper accounting procedures for all DeKalb County School System funds.

The Superintendent and the Chair of the DeKalb County Board of Education shall have authority to file applications, requisitions, and requests for funds which are authorized for use in financing the DeKalb County School System and those included in the budget adopted by the DeKalb County Board of Education.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0109	<a href="#">Duties of superintendents</a>
O.C.G.A. 20-2-0410	<a href="#">Liability for and distribution of funds</a>
O.C.G.A. 20-2-0411	<a href="#">School fund kept separate; use of funds; separation of school taxes; investments</a>
O.C.G.A. 20-2-0504	<a href="#">Authority to contract for pupil transportation</a>
O.C.G.A. 20-2-0520	<a href="#">Acquiring/disposing of school sites; building, repairing, renting, and furnishing schools</a>
O.C.G.A. 20-2-0980	<a href="#">Expenditures for uniforms for maintenance, food service and custodial personnel</a>
Art. 8, Sec. 6, Par. 1	<a href="#">Local taxation for education</a>
Art. 9, Sec. 4, Par. 2	<a href="#">Power of Expenditure</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Authorized Signatures**

**Descriptor Code: DJAA**

**CONTRACTS, NOTES, CHECKS, AND DEPOSITS**

All checks, drafts, or other orders for payment of money issued by the Board shall be signed by the Superintendent either as the Secretary or as Superintendent of Schools.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0395	<a href="#">Notes for money borrowed</a>
O.C.G.A. 20-2-0410	<a href="#">Liability for and distribution of funds</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: DJC-R**

**Payroll Procedures**

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**PAYROLL REPORTING**

The DeKalb Systems Guide for Payroll Reporting Procedures, prepared by the payroll section of the Department of Finance in cooperation with the Department of Management Information Systems, is available in each of these respective offices.

A copy of this publication is provided for each school and department to use in the preparation of monthly and biweekly payrolls. It may also be used to answer questions from employees concerning payroll deductions and other matters related to salary. These questions should be directed initially to the local school administrator for resolution.

When questions arise regarding the payroll, the Systems Guide should be used as a first source of information. If questions still remain, the supervisor of payroll and/or comptroller should be contacted by the local school administrator for assistance.

The Systems Guide is updated periodically to provide for changes in the payroll processing system.

**PAYROLL REPORTING PROCEDURE  
FOR CLASS COVERAGE BY A REGULAR TEACHER**

Listed below are the procedures and guidelines to be used for documentation and payment when teachers use their planning period to cover a class due to a substitute finder system failed absence.

**GUIDELINES TO BE FOLLOWED**

1. The unit of pay is \$15 for each class period covered.
2. Where possible coverage should be arranged within the department of the teacher who is absent. Example: Math teachers cover a math absence.
3. The principal will forward to personnel a list of teachers who have volunteered for this program. The list should include the names of eligible teachers, Social Security numbers and academic area. The principal or designee may add to the list at any time.
4. Only full-time teachers are eligible to be paid. Payment can be rendered only when the teacher forfeits their planning period to cover a class. Counselors, administrators, media specialists, paraprofessionals and other non-teaching personnel can not be paid for class coverage.
5. The principal may assign teachers to cover a class during middle school team periods or ask the Department Chairpersons to use their department period for coverage in high schools. Payment can be made only when teachers must give up their individual planning periods.
6. Payment can only be made when the coverage is referenced to a job number from the Sub Finder System. Teachers will only be paid when no substitute can be provided by the Sub Finder System.

7. This program is not to be used for coverage of absences that are not charged against a teacher's leave balance or an approved charge code. Paid coverage will not be authorized to cover situations such as early departure or doctor appointments which are not turned in as either one-half day or full-day absence charged against the teacher's leave balance.

**PAYROLL AND DOCUMENT PROCEDURES TO BE FOLLOWED**

- 1. The principal will develop and submit a list of teachers as described under the guidelines.
- 2. The STOP Coordinator will maintain a book of payroll sheets for each teacher. The teacher and STOP Coordinator will complete the requested information for each period covered and reference to the job number for each absence.
- 3. The teacher is responsible to see that complete and correct information is entered on the payroll form.
- 4. At the end of the payroll period the individual payroll forms will be reviewed and approved by the principal.
- 5. The bookkeeper will total the units of pay for each teacher, retain a copy, and forward the original form for each employee to payroll.

Below is a sample of the information needed to collect for payroll.  
SAMPLE INFORMATION NEEDED

Teacher \_\_\_\_\_ Date\_\_\_\_\_

S.S.# \_\_\_\_\_

Name of Absent Teacher	Job Number	Date of Coverage	Period Covered
1.			
2.			
3.			
4.			

**Board Policy**

**Descriptor Code: DJCB**

**Salary Deductions**

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**PAYROLL DEDUCTIONS**

MISSION: To ensure that all payroll deductions are available and executed legally and properly

Payroll deduction services will be provided for the following purposes:

1. To satisfy the requirements of the law, as in the case of state and federal income taxes
2. To satisfy the requirements of the various state and federal laws. These laws relate to alimony, bankruptcy, child support, Department of Labor, garnishment, income tax, Medicare, Public School Employees Retirement System, Social Security, tax levy, and Teachers Retirement System of Georgia.
3. To make available employee benefit programs that are approved by the DeKalb County Board of Education, such as Social Security, group insurance, and state retirement programs
4. To make available tax-exempt annuities as provided for under Section 403 (b) of the United States Internal Revenue Code if the annuities meet reasonable standards
5. To make available to the employees of the DeKalb County School System and the members of the Board a deferred compensation plan approved by the Board
6. To make available savings programs, including the purchase of U.S. Savings Bonds and deposits in financial institutions licensed to operate in Georgia and insured by a federal agency
7. To provide a convenient means for the employees to contribute to one charity drive per year through a foundation that is representative of all of the employees of the school system, such as the DeKalb County School Employees Foundation, Inc., if the expenses of the payroll deduction service are to be reimbursed to the school system

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 18-4-20	<a href="#">Property subject to garnishment</a>
O.C.G.A. 18-4-21	<a href="#">Garnishment of salaries of officials/employees of the state and its subdivisions</a>
O.C.G.A. 18-4-62	<a href="#">Summons of garnishment; Answer requirements</a>
O.C.G.A. 20-2-0892	<a href="#">Contributions by employees, state and local employers; withholding/deducting from contributions</a>
O.C.G.A. 20-2-0920	<a href="#">Withholding or deducting employee contributions to the plan</a>
O.C.G.A. 33-24-34	<a href="#">Group insurance for government employees</a>
O.C.G.A. 47-18-41	<a href="#">Plans for old-age, survivors and disability insurance coverage submitted by political subdivisions</a>
O.C.G.A. 47-03-041	<a href="#">Annuity savings fund</a>

### **US Code**

15 USC 1673      [Restriction on garnishment](#)

15 USC 1674      [Restriction on discharge from employment by reason of garnishment](#)

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**Board Policy**

**Descriptor Code: DJD**

**Expense Reimbursements**

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OFFICERS AND MEMBERS

The salary of each Board member shall be paid as prescribed by law.

The Board recognizes the importance of its members participating in professional and educational organizations whose primary purposes are to promote education and quality boardsmanship. Board members shall be eligible to attend functions which are duly authorized by the Board as official travel functions of the Board.

During budget preparation, the Board shall set a total professional travel budget for all Board members to be approved by the Board and included as a line item in the budget. Each Board member shall be allocated 1/9<sup>th</sup> of the total travel budget. That amount shall appear as a line item in the budget. Each Board member shall be limited to the line item amount in the budget. Budgeted travel amounts not utilized by each Board member shall remain in the general fund and shall be designated for innovative, educational projects for the subsequent fiscal year.

Board members shall not be reimbursed for travel expenses incurred after the final date for qualifying if they do not qualify to run for reelection or after the date of the school board election if they are defeated for reelection, except in instances where board members have been selected as program participants prior to their defeat or failure to qualify.

The Comptroller shall reimburse Board members for those expenses which are appropriately documented in accordance with rules and regulations of the state auditors.

The monthly financial statements prepared by the Comptroller shall indicate, as a separate item, the total amount of travel reimbursed to Board members for the month as well as a cumulative total for the fiscal year.

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DeKalb County Schools

Date Adopted: 10/13/2003

**Georgia Code**

**Description**

O.C.G.A. 20-2-0182 [Program weights to reflect funds for payment of salaries and benefits](#)

O.C.G.A. 20-2-0230 [New board member orientation to educational program objectives required](#)

O.C.G.A. 48-13-51 [County and municipal levies on public accomodations charges for promotion of tourism, etc.](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: DJE**

**Purchasing**

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**PURCHASING**

MISSION: To ensure that all purchases for the school system are based on equity, quality, price, and service

I. General

A. Purchases for the DeKalb County School System shall be made on the basis of quality, price, and service. With the exceptions provided in this policy, acquisitions of all goods and services shall be subject to the following limits except when a clear emergency exists or a particular item may be obtained from only one known supply source. Proper documentation shall be maintained regarding all such exceptions.

1) Purchases of item(s) with a total estimated value of \$5,000 or less shall be made with effort to provide the least expense to the Board.

2) Purchase of item(s) with a total estimated value greater than \$5,000, but \$10,000 or less, shall be made on the basis of at least two verbal quotations, if obtainable.

3) Purchase of item(s) with a total estimated value greater than \$10,000, but \$25,000 or less, shall be made on the basis of two or more written quotations, if obtainable.

4) All purchases and contracts for goods and services which exceed \$25,000 shall be awarded after public advertisement for bid in, at least, two issues of the official organ of DeKalb County and after a review of the sale proposals at a time and place specified in the advertisement.

B.1) Purchases of services and non-consumable products from budgeted funds in the amount of \$25,000 or less shall be made by the Assistant Supervisor of Purchasing or designee(s).

2) Purchases of services and non-consumable products from budgeted funds with a value of \$25,001 to \$50,000 shall be made by the Assistant Supervisor of Purchasing or designee(s) upon the approval of the Chief Financial Officer.

3) Purchases of services and non-consumable products from budgeted funds with a value exceeding \$50,000 shall be made by the Chief Financial Officer (CFO) or designee(s) upon the approval of the Board of Education.

4) Purchases must not be divided into smaller units in order to circumvent this policy. Administrators who request any open bids of non-consumable products that could reasonably be expected to exceed \$100,000 during the fiscal year shall so advise the DeKalb County Board of Education. If an emergency exists, and if the Superintendent or designee renders it impossible or impractical to seek Board approval of a purchase, then the Superintendent or designee shall declare an emergency by authorizing the proposed purchase and shall inform the board of the action at the earliest opportunity.

C. The following purchases, under \$1,000,000 shall be purchased upon approval by the

Superintendent or designee(s):

1. Products and services, which are available from only one vendor, are excluded from the bid requirement.
  2. Items listed and priced in the current and active Federal Government Services Administration contracts, State of Georgia or other state government contracts, and other local government agency bid contracts may be purchased for the quoted price without public advertisement and bidding.
  3. Instructional, vehicle, equipment, and facility emergency needs, which if not accomplished immediately, (a) would result in health/safety hazards to students and/or school employees, (b) would result in additional damage, and/or (c) would cause interruption of the instructional program. The Superintendent must notify the Board of such purchases.
  4. Textbooks, films, slides, video tapes, newspapers, library books, reference materials, subscriptions, computer programs or other instructional media from the publisher, distributor, or agent.
  5. Tests and test scoring services of a standardized examination from the publisher or licensed agent.
  6. Agreements for maintenance service from the original vendor or authorized agent of the installed equipment or products if the same cannot be competitively bid.
  7. Continuance of an existing purchase agreement, bid, request for proposal, time and material contract, rental, lease or purchase order duly authorized by the Board or its agent.
  8. Additional purchase of like equipment, material, supplies, services, rentals, or leases previously approved may be made provided the additional order is at the same or less price. Contractual provisions can be made to provide an inflation/deflation mechanism for price adjustments based on the Consumer Price Index or Producer Price Index for commodities or services.
  9. Workers Compensation and Risk Management insurance claim payments made under existing legal, policy, or contract requirements.
- D. If requested by the DeKalb County School System, bidders on capital outlay projects which exceed \$25,000 shall provide a list of subcontractors whose contracts will exceed five (5) percent of the general contract. Purchases must not be divided into smaller units in order to circumvent this policy. Administrators who request any open bids of capital outlay projects that could reasonably be expected to exceed \$100,000 during the fiscal year shall so advise the DeKalb County Board of Education.
- E. When an insurance contract is to be renewed, specifications shall be prepared and proposals obtained for coverage. Specifications may be used to obtain proposals on all contract renewals and may be used to obtain bids when deemed appropriate by the Superintendent of Schools and approved by the Board.

## II. Withdrawal of Bids

- A. If, after bids are opened, the low bidder claims an appreciable error in the preparation of the bid and can support such claim with evidence satisfactory to the DeKalb County School System, the low bidder shall be permitted to withdraw the bid; the bid shall be returned; and the bidder shall be disqualified from future bidding on the project in the event additional bids are requested.
- B. In establishing that an error or errors have been made in the preparation of a bid submitted by the low bidder, the DeKalb County School System may require a review of the bid by a panel of three staff members and other qualified persons as deemed appropriate to the bid. The cost of the review made by this panel, if any, shall be an obligation of the person or company submitting the low bid.
- C. Action on the remaining bids shall be considered as though the withdrawn bid had not been received.

Georgia Code	Description
O.C.G.A. 20-2-0109 <a href="#">Duties of superintendents</a>	
O.C.G.A. 20-2-0168 <a href="#">Distribution of federal funds; summer school programs; year-round operation</a>	
O.C.G.A. 20-2-0501 <a href="#">Noncompliance with rules re: contracts/purchases over \$100</a>	
O.C.G.A. 20-2-0503	

**Administrative Regulation**

**Descriptor Code: DJE-R**

**Purchasing**

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**PURCHASING**

I. General

Procedures for purchasing equipment and supplies, including instructions for completion of the necessary forms, are contained in the Property Accounting Systems Guide.

II. Class Rings, Caps, Gowns, Personal Cards, Invitations, Diploma Covers, and School Annuals (Yearbooks)

Bid forms may be secured from the Supervisor of Purchasing. These basic forms shall be used by each school requesting bids on items to be purchased by students.

Schools must use the same specifications and standards for each item to be purchased in order for bids to be comparable. Minor variations may be considered, but must be discussed with and approved by the Supervisor of Purchasing.

Bids shall be taken at least every fourth year, with the principal having the option to renew the contract annually during the intervening three years or less.

Bids should be accompanied by appropriate samples of the product when possible.

All known suppliers of a product shall have the opportunity to bid, with the possible exception of a supplier who has not fulfilled adequately a previous contract or agreement with a school.

Contracts shall be awarded on the basis of price, quality, and service.

Payment for these items shall be made to the principal and/or designated representative according to established policies relating to the collection and deposit of funds at the local school level.

Contracts for class rings and yearbooks shall be reviewed annually between March 1 and June 1.

Contracts shall specify dates and method for delivery of product. All charges for delivery will be included in the contract price. Contingent or indefinite pricing or delivery shall not be accepted.

Class rings shall be delivered at the beginning of the senior year to those students who have assumed a senior status in the school (i.e., students who enroll in the senior class at the beginning of a new school year).

**Board Policy**

**Descriptor Code: DJEG**

**Purchase Orders and Contracts**

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**CONTRACTS, NOTES, CHECKS, AND DEPOSITS**

All contracts of the Board, unless specified otherwise by law, shall be signed by the Superintendent as the Secretary Ex-Officio of the Board or as Superintendent of Schools.

The Superintendent may designate in writing certain administrators to sign contracts of the Board. All contracts must conform with the laws of Georgia and, when feasible, must have a beginning date and an ending date.

The Superintendent grants limited authority to the School Principal to make purchases of or to contract to purchase materials, supplies, equipment, and services (including the leasing of equipment) necessary for educational programs at that Principal's school. All contracts shall be signed by the Principal and copies of every contract executed shall be delivered to the Purchasing Department within five calendar days after execution.

However, School Principals do not have the authority to purchase or enter into contract to purchase or lease when:

§ The contract is for a term of more than 12 months.

§ The contract provides benefits for some entity other than the DeKalb County School District exclusively.

§ The contract contains a provision that it will automatically be renewed.

§ The contract is for goods or services with a purchase price in excess of \$5,000.

§ The contracting party is not the DeKalb County School District or the DeKalb County Board of Education. (PTSA and booster club contracts specifically are not to be executed by any School Principal).

§ The contract contains an indemnity or hold harmless clause.

§ The contract contains a penalty for cancellation.

§ The contract is to be controlled by the law of a State other than Georgia or the venue of any suit is outside of Georgia.

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0109 Duties of superintendents](#)

[O.C.G.A. 20-2-0168 Distribution of federal funds; summer school programs; year-round operation](#)

O.C.G.A. 20-2-0500 [Regulations for contracts over \\$100](#)

O.C.G.A. 20-2-0501 [Noncompliance with rules re: contracts/purchases over \\$100](#)

O.C.G.A. 20-2-0503 [Purchasing educational information, literature and services](#)

O.C.G.A. 50-05-70 [Purchases for county boards of education](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Section: D. Fiscal Management

**Board Policy**

**Descriptor Code: DK**

**Student Activities Funds Management**

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CONTRACTS ON BEHALF OF STUDENTS

Funds collected from students and from other sources for student activities shall be expended for the purpose of the project, including school-related incidental expenses incurred by teachers and other school personnel.

1. School personnel shall have itemized receipts for cash purchases; other purchases shall be supported by purchase orders or contracts and paid only upon receipt of original invoices.
2. School personnel shall not require the collection of funds from students for expenditures that are included in the school system's budget.
3. School personnel shall maintain a clear audit trail from receipt of the funds to the disbursement of the funds.
4. The School System shall provide for an annual audit of student activity funds by either an internal or external auditor.
5. The School System shall return to the contributing students any surplus funds from a completed project. Deficits in funding shall be managed by the schools(s) involved.
6. The School System shall use an accounting system that complies with generally accepted accounting principles and rules issued by the department.
7. The School System shall pay the cost of external audits from the funds being audited.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0500 Regulations for contracts over \\$100](#)

[O.C.G.A. 20-2-0501 Noncompliance with rules re: contracts/purchases over \\$100](#)

[O.C.G.A. 20-2-0502 Disciplining violators of SBOE contract rules](#)

[O.C.G.A. 20-2-0961 Preparation and distribution of forms or books for principals' accounts](#)

[O.C.G.A. 20-2-0962 Quarterly reports by principals; audits by boards](#)

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**Board Policy**

**Descriptor Code: DO**

**School Properties Disposal Procedures**

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**SURPLUS EQUIPMENT, MATERIALS, AND REAL ESTATE**

MISSION: To ensure a plan for designating land, buildings, equipment, or materials as surplus property.

Any school property, personal or real, may be declared surplus when it is not needed for school purposes, when it is obsolete, or when the cost of maintenance is excessive. Surplus property may be land, buildings, equipment, or materials.

When property is declared surplus, an inventory shall be maintained and surplus property shall be sold at an auction or by purchase proposals submitted in a bid after public advertisement in the official organ of DeKalb County. If a bid is not received, property shall be disposed of in a manner which is most economically feasible. Surplus property identified as furniture, materials, and equipment may be sold to another school system or disposed of through an agreement with the Georgia Department of Administrative Services (DOAS) to advertise and negotiate the sale via DOAS website.

Any DeKalb County Board of Education real estate, including buildings and sites, may be declared surplus when it is determined that it is no longer needed for school purposes.

When such real estate is declared surplus to the needs of the school system, the DeKalb County Government will be informed to determine if said property is desired by the county government upon the terms set by majority vote of the Board. If the DeKalb County Government does not desire to acquire said property, the Board shall have the property appraised and, with a majority vote, may proceed to sell it by either method listed below:

A The property will be advertised in the official organ of DeKalb County. Copies of the bid information will be furnished to prospective bidders. Specifications will be developed which will require bidders to submit a cashier's check for an amount of not less than ten percent of the bid. Bidders must specify financial arrangements, and closing must be within forty-five (45) days after the acceptance of the bid, unless otherwise extended by the Board. Acceptance of Bid is intended to mean the date on which the Board acts officially to accept the bid proposal.

Purchaser will be allowed thirty (30) days to examine the title and to raise any objections affecting the insurability of said title. This time, however, does not extend the time of closing beyond the forty-five (45) days stipulated above.

B. The property may be listed with a professional realtor or marketing agent for sale to the general public.

In either case, the Board attorney will represent the Board at the closing of the sale and will review all legal documents associated with the transfer of title. Title will be conveyed by Limited Warranty Deed.

O.C.G.A. 10-6-85 [Agents - individual liability](#)  
O.C.G.A. 10-6-88 [Public agents - no individual liability for public contracts](#)  
O.C.G.A. 20-2-0520 [Acquiring/disposing of school sites; building, repairing, renting, and furnishing schools](#)  
O.C.G.A. 20-2-0600 [Leases of 15 years or less authorized](#)  
O.C.G.A. 36-09-2 [Control and disposal of county property](#)  
O.C.G.A. 40-8-110 [School bus equipment requirements](#)  
O.C.G.A. 40-8-116 [Unlawful acts re: school buses](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: DO-R**

**School Properties Disposal Procedures**

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**SURPLUS REAL ESTATE**

When real estate has been declared surplus to the needs of the DeKalb County School System and the DeKalb County Board of Education has authorized and directed the Superintendent to dispose of the property, the procedures as indicated below shall be followed:

- A. Notify the DeKalb County Government of property availability, stipulating the terms, conditions, and deadlines as to when the Board should be notified of county interest in acquiring the property, and that organization first option for acquisition.
- B. Secure a property appraisal from one who holds an appropriate property appraiser license (residential or general) issued by the Georgia Real Estate Appraisal Board.
- C. Present to the Board the information, including the appraisal, and indicate the interest level of the DeKalb County government concerning acquisition of the property.
- D. If the DeKalb County Government does not express interest in obtaining the surplus real estate, the Board will provide directions regarding which of the following policy stipulations the property is to be marketed:

**PLAN A**

If the property is to be bid, the following steps shall be followed:

- 1. Send copies of bid information, including the following, to all prospective bidders:
  - a. Each bid must be accompanied by two bank references attesting to the credibility of the bidder.
  - b. A cashier's check in the amount of not less than ten percent of the total bid must accompany the bid document.
  - c. Bids may not be withdrawn before the Board takes official action on the matter.
  - d. Checks submitted as earnest money by unsuccessful bidders will be returned the day following official Board action on the matter.
  - e. Earnest money submitted by the successful bidder will be placed with the Comptroller for deposit and will be deducted from the bid price at the time of closing.
  - f. The successful bidder will be allowed 30 days in which to examine the title and raise any objections affecting the insurability of the title.
  - g. Closing must be within 45 days after the acceptance of the bid, unless otherwise extended by the Board. Acceptance of bid date is the date on which the Board takes official action on the matter.

- h. Property will be sold "as is," with no right-of-way setback or rezoning considered.
2. Process bids submitted in the following manner:
  - a. Bids will be received by the Supervisor of Purchasing at the time and place stated in the bid specification document.
  - b. Tabulation of bids will be made at the bid opening and placed with the Superintendent.
  - c. Bids will be presented to the Board at its next regularly scheduled business meeting following the date bids are received.
3. Request the attorney for the Board to represent the Board at the closing of the sale and review all legal documents associated with the transfer of title.
4. Convey transfer of title by Limited Warranty Deed.
5. Report closing transaction and/or status to the Board.

#### **PLAN B**

If the property is to be sold through the real estate industry, the following steps shall be followed:

1. A meeting will be scheduled with the real estate consultant(s) to determine the fee to be paid, how and when the property will be listed, and the asking price.
2. Information will be mailed to all designated real estate representatives stipulating the terms, conditions, and price.
3. Signs including pertinent information will be posted on the property.
4. Newspaper ads stipulating terms and conditions by which surplus property may be purchased will be placed in the official organ of the county.
5. Proposals to purchase from interested buyers can be submitted immediately, but will not be considered for approval by the Board before ten days from the date the real estate industry is notified, signs placed on the properties, and ads published in the paper. Post-dated contracts from interested buyers will not be considered if dated prior to the real estate industry being notified, signs posted, and notification placed in the newspapers.
6. All information and notices regarding contract offers will state, "No contract offer less than \_\_\_\_\_ (the absolute minimum asking price) will be considered."
7. The real estate agent receiving a purchase proposal will indicate on the contract form the date and time the offer is received. If two or more valid offers are received indicating the same proposed purchase price, the one with the earlier date and time will be considered.
8. A meeting will be scheduled with the Board as soon as feasible after the expiration of the ten days stipulated above to consider contract proposals.
9. The attorney for the Board will be requested to represent the Board at the closing of the sale and to review all legal documents associated with the transfer of title.
10. The transfer of title will be conveyed by Limited Warranty Deed.

11. Closing transaction and/or status will be reported to the Board.

### **SURPLUS TEXTBOOKS**

I. Textbooks that are considered to be surplus and obsolete, according to guidelines and instructions from the Division of Instructional Services and Business Affairs, will be removed after the close of school each year.

These books are to be boxed and labeled. Upon receipt of a credit memorandum from the Coordinator of Textbooks, the books will be picked up and returned to the warehouse where they will be screened by the Warehouse Unit of the Department of Plant Services and Development.

II. Usable books and books that may be rebound will be withdrawn. Other books may be held for use as supplementary texts and other instructional needs, as determined by the Division of Instructional Services and Business Affairs.

III. The remaining books may be considered discards and sold as scrap to legitimate dealers or to companies that purchase used textbooks.

**Board Policy**

**Descriptor Code: EB**

**Buildings and Grounds Management**

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**FACILITIES**

MISSION: To ensure that essential and adequate facilities are provided for quality educational programs; and, that an adequate plan is developed and maintained for the protection of school property.

I. Buildings

By appropriate committees and with the assistance of architects and engineers, contractors, agencies of the State Department of Education, and others who may be consulted, the Superintendent of Schools shall develop recommendations for plans and specifications to ensure the adequate and economical construction and equipping of classrooms, libraries, laboratories, gymnasiums, lunchrooms, and all other school facilities.

II. Maintenance

The Superintendent shall administer the plans to repair buildings and equipment and to improve school grounds, whether performed by personnel in the employ of the DeKalb County Board of Education or performed under contract with agencies, companies, or individuals.

III. Plant Services

The Department of Plant Services and Development shall provide maintenance and operation services for the DeKalb County School System. These services shall include maintenance of school buildings, grounds, and equipment, construction and renovation of facilities, and other services which may be necessary.

IV. Renovations

Plans for renovating school buildings and other facilities and improving the grounds shall be developed to maintain appropriate standards for the school facilities, and finances for these plans shall be authorized when funds are available.

V. Protection

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

VI.. Control

A perpetual, accumulative inventory record shall be maintained in each facility with the responsibility for this inventory assigned to a bonded member of the administrative staff. The school system shall be reimbursed for any property lost or damaged through negligence.

“THE SCHOOL DISTRICT USES A PRE-PRINTED FORM FOR THIS TOPIC”

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Administrative Regulation**

**Descriptor Code: EB-R**

**Buildings and Grounds Management**

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**PROPERTY LOSS REPORTING**

When property losses occur, they must be reported to the Insurance Unit of the Department of Staff Services. Such losses include total or partial loss of property, loss of use of property, and loss in value of property due to causes other than normal wear and depreciation from age and/or use. These losses include damage from fire, wind, lightning, water, cold weather, collision, vandalism, theft by taking, robbery, burglary, embezzlement.

Losses to buildings, contents, equipment, and landscaping should be reported on the Risk Management and Plant Security/Property Loss Report. If necessary, a memo giving appropriate details about the loss should be attached. Vehicle accidents should be reported on the Vehicle Accident Report.

Significant losses should be reported immediately by phone to the Insurance Unit of the Department of Staff Services, and the written report should be prepared and sent on a timely basis through the Security Unit of the Department of Plant Services and Development. Significant losses include all fires and other losses expected to exceed \$500.

Losses should be reported without regard to whether or not they are insured. When all losses in the school system accumulate to a specified amount, the insurance company will begin to reimburse the school system for each loss. Therefore, administrators should report losses without regard to insurance coverage.

Losses involving a building on a campus are to be reported by the building administrator. Losses involving contents listed on an inventory are to be reported by the administrator responsible for the inventory on which the property is listed.

Repairs and replacements of lost or damaged property will be made only when the administrator provides evidence that the loss has been reported.

Procedures for the protection and control of DeKalb County School System property are contained in the Property Accounting Systems Guide.



**Board Policy**

**Descriptor Code: EBB**

**Safety**

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**SAFETY**

MISSION: To ensure that all students, employees, and visitors are adequately protected at all times.

The DeKalb County Board of Education shall take every reasonable precaution for the safety of its students, employees, and visitors.

It shall be the responsibility of the Superintendent to require the administration in each school and department to develop a comprehensive safety program that includes systematic record keeping of all student, employee, and visitor accidents, periodic inspection of the premises and equipment to identify safety hazards, the development of personal safety and training/procedures for all employees, and recognition of individuals who demonstrate an exemplary safety record or who provide meritorious leadership in promoting safety.

*The Superintendent shall cause to be developed a written School Safety Plan for each school, which shall be periodically updated and implemented. Each School Safety Plan shall have as its goal the curbing of violence in schools, responding effectively to such incidents, and the providing of a safe learning environment for children, teachers, and other school personnel.*

*The Plan shall address, among other things, preparedness for natural disasters, hazardous materials or radiological accidents, acts of violence, and acts of terrorism. Plans shall be prepared with input from students, parents or legal guardians, teachers, community leaders, other school and school district employees, local law enforcement, fire service, public safety and emergency management agencies.*

*School Safety Plans shall address security issues in school safety zones as defined in paragraph (1) of subsection (a) of Code Section 16-11-127.1. School Safety Plans should also address security issues involving the transportation of pupils to and from school and school functions when such transportation is furnished by the school or school system and school functions held during noninstructional hours.*

*The School Safety Plan shall describe how training and technical assistance provided by the Georgia Emergency Management Agency shall be accessed. Such training and assistance may include, but not be limited to, crisis response team development, site surveys and safety audits, crisis management planning, exercise design, safe school planning, emergency operations planning, search and seizure, bomb threat management, and model school safety plans.*

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-1130 [Traffic safety around schools; duties of law enforcement and school officials](#)

O.C.G.A. 20-2-0016 [Safety Inspections](#)

O.C.G.A. 20-2-0261 [Common minimum facility requirements](#)

O.C.G.A. 25-2-22 [Fire and Safety - right to enter and inspect buildings and premises](#)

O.C.G.A. 25-2-23 [Issuance of notice to correct unsafe conditions](#)  
O.C.G.A. 38-3-27 [Local organizations for emergency management; creation, structure, powers, duties](#)  
O.C.G.A. 38-3-03(4) [Definition of "political subdivision"](#)  
O.C.G.A. 38-3-51 [Emergency powers of Governor](#)  
O.C.G.A. 40-8-200 [Duties of owners and drivers of vehicles](#)  
O.C.G.A. 40-8-220 [Inspection of public school buses](#)  
Rule 160-5-3-.13 [Student Safety](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: EBB-R**

**Safety**

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**SAFETY**

I. Personal Security

A. At the discretion of the principal, elementary schools are authorized to keep their doors locked on non-student-contact days. A sign should be placed on the front door stating that the doors are locked for security purposes during this period and that the caller must knock in order to gain admittance. If the visitor is not recognized, admittance may be refused. The sign should also include the school's telephone number to call for an appointment and the area executive director's telephone number to call for an emergency.

B. At the discretion of the principal, junior and senior high schools are authorized to keep the front office door locked on non-student-contact days with an appropriate sign as in item "A" above.

C. Work schedules should be arranged so that, if at all possible, at least two staff members will be in the building at all times. If the principal is the only staff member present, the principal is encouraged to work out of the nearest high school. If this is the case, a sign at the elementary school should indicate where the principal may be located.

D. Procedures should be developed in each school for accommodating employees who wish to work in the building before or after regular school hours, or who wish to enter the building on weekends or on nonstudent-contact days.

E. The principal or designee is not to enter the building when responding to a burglar alarm call without being accompanied by security and/or police officers.

F. The school should provide a means of communication with the office and any classes outside the building during the normal school day.

G. All visitors will be required to report to the front office, state their name and business, and receive an ID badge. Staff members should be encouraged to refer visitors without a badge to the front office immediately.

H. Every school is responsible for developing and maintaining strict key security. An accurate up-to-date listing should be kept of all staff members who are issued pass keys.

I. An intrusion alarm log should be maintained in every school identifying those persons entering the building, time entered, business, and time departed. Further, the school should keep an accurate up-to-date listing of all staff members who are authorized and trained to deactivate/activate the intrusion alarm.

J. Each school is responsible for providing one hour per year of inservice on personal safety for all staff members.

K. Each school is responsible for developing intruder alert procedures and conducting at least one

County school children more safety conscious. The DeKalb County Department of Public Safety cooperates with the principal in organizing a school patrol and in establishing safety rules and regulations.

B. Safety patrol members may be assigned to direct traffic. Directing traffic is the responsibility of the DeKalb County Department of Public Safety and not of the school patrol. In no case will a student be permitted to take a position in the street to direct student or vehicular traffic.

**Board Policy**  
**Emergency Drills**

**Descriptor Code: EBBC**

**CIVIL PREPAREDNESS**

MISSION: To ensure the safety and well-being of all students and school personnel during natural disasters or invasions by hostile individuals, groups, or foreign governments.

The DeKalb County Board of Education shall authorize the establishment and maintenance of appropriate and comprehensive guidelines for the school system’s civil preparedness. Adequate preparation shall be addressed in order to ensure maximum protection for school children and school personnel.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0016	<a href="#">Safety Inspections</a>
O.C.G.A. 20-2-0188	<a href="#">Student transportation</a>
O.C.G.A. 20-2-0261	<a href="#">Common minimum facility requirements</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>
Rule 160-5-3-.13	<a href="#">Student Safety</a>

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**Administrative Regulation**  
**Emergency Drills**

**Descriptor Code: EBBC-R**

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**CIVIL/EMERGENCY PREPAREDNESS**

The Division of Instructional Services and Business Affairs has developed comprehensive procedures to be used in the event an emergency arises from a natural or man-made disaster.

The procedures will be updated annually according to the guidelines of the Georgia Emergency Management Agency (GEMA) and the Division of Instructional Services and Business Affairs. Two copies will be issued to each school administrator. One copy should be maintained in the school, and the other copy should be taken home by the administrator.

**Administrative Regulation**

**Descriptor Code: EBBE-R**

**Traffic and Parking Controls**

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**REMOVAL OF ILLEGALLY PARKED VEHICLES**

On occasion, it will be necessary to remove illegally parked vehicles from school campuses. Towing may result when drivers park vehicles in fire lanes, when they park in another individual's assigned parking space, or when they block vehicles from leaving the parking lot. The procedure is as follows:

- A. The principal will make every effort, without interrupting the instructional program, to locate the driver of a vehicle before having it impounded. Extreme caution by the principal is essential so as not to impound parents' or visitors' vehicles unnecessarily.
- B. A sign will be posted in a conspicuous location on the school property stating that any unauthorized vehicle parked thereon may be removed at the expense of the owner. The telephone number of the company from which the vehicle can be recovered will be listed.
- C. The school system will use the services of wrecker companies presently authorized by the DeKalb County Government, since they meet all necessary bonding and insurance requirements. The driver or owner of the vehicle is responsible for all charges assessed by the towing company after the wrecker has been attached to the vehicle.

**Administrative Regulation**  
**Cleaning Program**

**Descriptor Code: EBE-R**

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**FACILITIES**

The building administrator is delegated the responsibility of keeping the school building safe, attractive, and sanitary, and for the general upkeep of assigned school grounds and buildings. The number of custodians is based on a formula set by the Department of Plant Services and Development and the Department of Personnel. There is generally one person for each 22,000 square feet of floor space.



**Board Policy**  
**Repairs**

**Descriptor Code: EBG**

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**FACILITIES**

MISSION: To ensure that essential and adequate facilities are provided for quality educational programs.

I. Maintenance

The Superintendent shall administer the plans to repair buildings and equipment and to improve school grounds, whether performed by personnel in the employ on the DeKalb County Board of Education or performed under contract with agencies, companies, or individuals.

II. Plant Services

The Department of Plant Services and Development shall provide maintenance and operation services for the DeKalb County School System. These services shall include maintenance of school buildings, grounds, and equipment, construction and renovation of facilities, and other services which may be necessary.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0183 Program weights to reflect funds for maintenance and operation of facilities](#)

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**Administrative Regulation**

**Descriptor Code: EBG-R**

**Repairs**

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**FACILITIES**

I. Department of Plant Services and Development

The Department of Plant Services and Development is organized under an Executive Director with supervisors assigned to each section: environmental services, facilities and construction, general maintenance, grounds maintenance, mechanical maintenance, security, and warehousing services.

A. Maintenance guidelines – The Standard Operating Procedures of Department of Plant Services and Development is updated annually. General guidelines are as follows:

1. Emergency Maintenance

If an emergency arises in any school facility requiring immediate service, the building administrator shall contact the Executive Director of Department of Plant Services and Development or the appropriate supervisor via the Dispatch Control Center and outline the services required. The Executive Director or Supervisor will dispatch appropriate personnel immediately.

2. Routine Maintenance

Personnel of the Department of Plant Services and Development are assigned to complete specific work orders and routine maintenance as authorized by the Executive Director. The source for each work request will be the school administrator or the Executive Director for the Department of Plant Services and Development, or a request can be submitted through these individuals. The school administrator is responsible for daily facility inspections and for submitting requests to the Department of Plant Services and Development for these services.

3. Scheduled Building Maintenance

Maintenance such as painting of buildings, improvement of school grounds, or work to be completed on a system wide basis that can be anticipated well in advance is routinely scheduled by the Department of Plant Services and Development. This maintenance is performed in the same manner as routine repairs to individual buildings.

4. Equipment Maintenance

Equipment will be maintained by the Department of Plant Services and Development in the same manner as that of facilities. Cafeteria equipment shall be included under regular equipment maintenance; however, funding shall be handled as appropriately designated under school food service operation procedures.

II. Environmental Services

Personnel assigned to the environmental services section will provide pest control, carpet cleaning, and fire extinguisher services to all schools. Additionally, a central training crew will provide services upon request as personnel are available.

A. General Housekeeping

The building administrator is delegated the responsibility of keeping the school building safe, attractive, and sanitary, and for the general upkeep of assigned school grounds and buildings. The number of custodians is based on a formula set by the Department of Plant Services and Development and the Department of Personnel. There is generally one person for each 22,000 square feet of floor space.

B. Request for Services

Requisitions for custodial supplies are prepared by the building administrator, using a Warehouse Requisition (Form R-40) and submitted monthly to the Executive Director of the Department of Plant Services and Development. Requests for carpet care, fire extinguisher, and pest control services are submitted on a regular maintenance request form.

The following forms and reports are used in the process of requesting and conducting maintenance and operations in each facility:

Request for Maintenance Services (M-5)

Insurance (Plant Security Report)

Purchase Orders

Warehouse Requisition (R-40)

Credit Memorandum (C-50)

Risk Management/Property Loss Report

III. Energy Management

The system wide energy guidelines are to be used as the basis for all energy concerns throughout the school facilities. Specific attention is directed toward correct operation of the electronic energy management system.

**Administrative Regulation**

**Descriptor Code: EBGA-R**

**Routine Repairs**

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**FACILITIES**

I. Routine Maintenance

Personnel of the Department of Plant Services and Development are assigned to complete specific work orders and routine maintenance as authorized by the Executive Director. The source for each work request will be the school administrator or the Executive Director for the Department of Plant Services and Development, or a request can be submitted through these individuals. The school administrator is responsible for daily facility inspections and for submitting requests to the Department of Plant Services and Development for these services.

II. Scheduled Building Maintenance

Maintenance such as painting of buildings, improvement of school grounds, or work to be completed on a system wide basis that can be anticipated well in advance is routinely scheduled by the Department of Plant Services and Development. This maintenance is performed in the same manner as routine repairs to individual buildings.

**Administrative Regulation**  
**Emergency Repairs**

**Descriptor Code: EBGB-R**

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**FACILITIES**

If an emergency arises in any school facility requiring immediate service, the building administrator shall contact the Executive Director of Department of Plant Services and Development or the appropriate supervisor via the Dispatch Control Center and outline the services required. The Executive Director or Supervisor will dispatch appropriate personnel immediately.

Board Policy

Descriptor Code: EBI

Long-Range Maintenance Program

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RENOVATIONS

MISSION: To ensure that essential and adequate facilities are provided for quality educational programs.

Plans for renovating school building and other facilities and improving the grounds shall be developed to maintain appropriate standards for the school facilities, and finances for these plans shall be authorized when funds are available.

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DeKalb County Schools	Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0183	<a href="#">Program weights to reflect funds for maintenance and operation of facilities</a>
O.C.G.A. 20-2-0260	<a href="#">Capital outlay funds, generally</a>

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**Administrative Regulation**  
**Long-Range Maintenance Program**

**Descriptor Code: EBI-R**

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**ENVIROMENTAL SERVICES**

Personnel assigned to the environmental services section will provide pest control, carpet cleaning, and fire extinguisher services to all schools. Additionally, a central training crew will provide service upon request as personnel are available.

Section: E. Business Management

**Board Policy**

**Descriptor Code: EC**

**Equipment and Supplies Management**

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Mission: To ensure that students are responsible for the stewardship of school property.
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Student shall be responsible for careful stewardship of school property. Students who lose or destroy school property shall be required to reimburse the DeKalb County Board of Education for the current replacement value of the item(s). Students who return school property which exhibits wear in excess of that which could be attributed to normal use shall be assessed for damages.

Immediate written notice shall be sent to parents/guardians when a student needs to make restitution for lost, destroyed, or damaged school property. If restitution is not forthcoming by the designated time, appropriate action shall be taken to facilitate restitution.

Students who owe for lost, destroyed, or damaged property shall be denied the privilege of checking out additional materials until restitution has been made to the Board. Students may continue to use school learning resources or equipment within the confines of the school or library media center. Students will not be issued another textbook in the content area until restitution is made.

Students who have failed to make restitution to the Board for lost, destroyed, or damaged school property shall have their report cards and/or certificate of promotion/diplomas withheld. However, transcripts and records of students transferring out of the DeKalb County School System will be sent to the requesting school within ten (10) days of receipt of a written request. Students who are not able to pay immediately for lost or damaged school property shall be allowed to pay incrementally or to make restitution to the school in some other manner. Fees for lost, destroyed, or damaged property shall be collected at the local school, remitted to the Department of Finance of the DeKalb County Board of Education, and credited to the general fund.

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DeKalb County Schools

Date Adopted: 2/10/2003

**Georgia Code**

**Description**

[O.C.G.A. 36-89-1 Homeowner Tax Relief Grants - definitions](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



<div></div>	<p><b>PROPERTY REPORT</b></p>
	<p><b>TRANSFER FROM</b> _____</p>
	<div><div><input type="checkbox"/></div><div><b>SURPLUS/UNUSABLE – FOR DISPOSAL</b></div></div>
	<div><div><input type="checkbox"/></div><div><b>USABLE – RETURN TO WAREHOUSE</b></div></div>
	<div><div><input type="checkbox"/></div><div><b>USABLE – TRANSFER TO</b> _____</div></div>
	<div><div>_____</div><div><b>SIGNATURE</b></div><div><b>DATE</b></div></div>
	<div><div>_____</div><div><b>SPECIALTY AREA</b></div></div>

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Administrative Regulation**

**Descriptor Code: EC-R**

**Equipment and Supplies Management**

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**PROCEDURES FOR SURPLUS EQUIPMENT AND FURNITURE AND FOR THE REPLACEMENT OF EQUIPMENT AND FURNITURE**

I. Request for Furniture

- A. When the need for furniture arises, the principal/department head submits a request on a requisition form (R-40).
- B. If the request is approved, the administrator signs and forwards the R-40 to the Department of Plant Services and Development.
- C. If revisions are necessary, the administrator returns the R-40 to originator.
- D. Furniture is issued from the existing inventory.

II. Request for Furniture Removal

- A. The principal/department head submits a C-50 to the appropriate administrator.
- B. The administrator conducts an on-site review of the furniture in question.
- C. If the furniture is declared unusable or surplus, the C-50 is approved and submitted to the Department of Plant Services and Development.

NOTE: If the furniture is declared usable, the Warehousing Unit incorporates the furniture into the regular stock and schedules for reissue.

III. Request for Removal Specialty Items

- A. Department heads and technicians develop guidelines for assessing the replacement/surplus status of equipment in their areas of specialty. (Examples: lawn mowers, pianos, microscopes, computers, etc.)
- B. The principal/department head requests an on-site visit by appropriate specialty area personnel. The specialist determines the status of the equipment relative to surplus or transfer to another location for maximum utilization. The "Property Status Tag Report" is completed and affixed to the item. (Exhibit 4400-A)
- C. The principal/department head completes a C-50 based on the recommendations of the specialty area personnel.
- D. The C-50 is forwarded to the appropriate administrator for review and disposition.
- E. If the C-50 is approved by the administrator, then it is signed and forwarded to the Department of Plant Services and Development for disposition.

NOTE: Instructional coordinators of science are to be contacted for disposition of excess or expired, shelf-life chemical products.

IV. Pick-up of Surplus Items (All items utilized by the school system)

- A. Items are picked up at each school or center once per quarter with a minimum of five working days' advance notice.
- B. All C-50 items are assembled in one location prior to pick-up.
- C. Exceptional situations are handled on an individual basis.

V. Replacement of Instructional equipment (schools only)

A. Local School Funding

Self-insurance applies to all items valued at less than \$200. In the absence of extenuating circumstances, replacement of these items is funded using local per pupil monies.

B. Provisions Using System-Level Funding

- 1. The replacement cost must be more than \$200.
- 2. The equipment must have been purchased with school system funds.
- 3. Consideration will be given to the replacement of donated equipment under the following conditions:
  - a. Equipment is donated in new, operational condition.
  - b. Equipment is placed on inventory.
  - c. Equipment is identical to the existing equipment being used in the basic instructional program.

C. Lost or Stolen Equipment

- 1. The need to replace a piece of equipment must be documented properly. A risk management/property loss report or a C-50, along with other appropriate documents, such as service records, policy reports, etc., is required.
- 2. A purchase order is completed and signed by the principal/department head.
- 3. The principal/department head forwards the documentation and the purchase order to the appropriate administrator. The request is reviewed and, if approved, is forwarded to the Department of Plant Services and Development.
- 4. The Department of Plant Services and Development will hold purchase orders for lost or stolen equipment for 30 days to allow time for recovery.
- 5. At the end of the holding period, purchase orders will be reviewed by the Division of Instructional Services and Business Affairs regarding replacement.
- 6. The current Open Bid Book or other bids approved by the Department of Purchasing will be used for replacement, whenever possible.

7. Purchase orders must be submitted with C-50s or security reports for consideration to be given to the requests.

VI. Sale of Surplus Equipment

A. Employees of the school system may purchase surplus equipment offered at public auction; however, they are not permitted to submit sealed bids.

B. Equipment recommended to be sold is reviewed by the Surplus Property Committee. The committee consists of the Comptroller, the Executive Director for Elementary Instruction, the Executive Director for Secondary Instruction, the Executive Director for Plant Services and Development, the Administrator of Warehousing and Distribution, and the Supervisor of Purchasing. The committee may withdraw items from the equipment recommended to be sold for other use. Equipment not withdrawn will be offered for sale at public auction.

C. An itemized list of the equipment to be sold is prepared by the Supervisor of Purchasing. Notice of the sale is inserted in the official newspaper of the county for a period of two weeks. Additional information concerning the sale is distributed to prospective bidders when deemed necessary by the Supervisor of Purchasing.

D. The auctioneer shall be an employee of the school system. The various forms necessary to conduct and record the sales is supplied by the Supervisor of Purchasing. Each sale is paid only by cash and shall be final. The auctioneer is authorized to reject offers which are less than the equipment would bring as scrap or less than the trade-in allowance.

E. Equipment not sold at public auction is sold for scrap to legitimate dealers.

**Board Policy**

**Descriptor Code: ECC**

**Equipment and Supplies Warehousing**

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**WAREHOUSING AND DISTRIBUTION**

MISSION: To ensure an effective and efficient distribution of supplies, materials, and equipment to schools, centers, and other facilities in the DeKalb County School System.

I. Warehousing

A warehouse shall be operated with a bonded warehouse administrator to receive, store, and issue equipment, textbooks, instructional supplies, janitorial supplies, items used to repair equipment and buildings, and other materials and supplies used to maintain and operate the school system.

II. Distribution

A service shall be operated to distribute commodities, textbooks, instructional supplies, janitorial supplies, and other items, which are required for the maintenance and operation of the school system.

**Administrative Regulation**

**Descriptor Code: ECC-R**

**Equipment and Supplies Warehousing**

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**WAREHOUSING AND DISTRIBUTION**

The Department of Plant Services and Development is responsible for projecting needs and ordering, storing, and issuing all materials stocked in the warehouse. These items include office and instructional supplies, groceries, USDA\* commodities, textbooks, forms, furniture, custodial supplies, maintenance repair items, building materials, and other items.

Materials are requisitioned and delivered to each school on a specific schedule. A catalog containing instructions for ordering and delivery schedules is sent to each unit of the school system. Courier service is provided daily to all facilities for mail, correspondence, and small parcels.

The control and accounting process for all materials stocked in the warehouse is maintained through the utilization of documented procedures and a computerized inventory management system.

Specific details and other information may be found in the Operating Procedures Handbook for Warehousing and Distribution.

\* United States Department of Agriculture

**Administrative Regulation**

**Descriptor Code: ECD-R**

**Equipment and Supplies Distributor**

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**ARMORED CAR SERVICE**

During the regular school year, the armored car service delivers payroll checks to the various units of administration. All general, athletic, and school food service funds shall be picked up daily, or as determined from each school, by an armored car company and deposited in designated banks under a plan approved by the Comptroller.

**Administrative Regulation**  
**Equipment Maintenance**

**Descriptor Code: ECF-R**

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**EQUIPMENT MAINTENANCE**

Equipment will be maintained by the Department of Plant Services and Development in the same manner as that of facilities. Cafeteria equipment shall be included under regular equipment maintenance; however, funding shall be handled as appropriately designated under school food service operation procedures.



**Board Policy**

**Descriptor Code: ED**

**Student Transportation Management**

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TRANSPORTATION

MISSION: To ensure that all students enrolled in the DeKalb County School System who are eligible for transportation shall be provided the opportunity to be transported in a safe and well-maintained bus.

I. General

Under the Quality Basic Education (QBE) Act, the State Department of Education provides transportation funds for students who live beyond one and one-half miles from a school. An exception is made for handicapped students being transported to special programs (State Standard E 3.2). In the DeKalb County School District, school bus stops shall be placed on and outside a one-mile circle of a school, and school bus transportation shall be provided from these bus stops for all students who walk to the bus stops. A bus stop may be placed within the one-mile circle for students who must travel more than one and one-half miles by the nearest practical route to reach the school because of natural barriers such as creeks, expressways, and the lack of connecting roads.

Also, bus stops may be placed inside the previously described distance on a temporary basis due to an extremely hazardous walk route created by traffic conditions. Evaluation of the situation is to be made by the DeKalb County Traffic Engineering Department, the respective Police Department, the local school principal, and a representative of the DeKalb County School System Department of Transportation before a decision is made for temporary service.

II. Bus, Operation of

A bus driver shall operate a school bus in conformity with traffic regulations and other regulations which may be prescribed to ensure the safety of the students. The driver shall be in charge of the school bus. The driver shall enforce reasonable standards of behavior and shall supervise the students entering and leaving the bus. If the conduct of a student is unacceptable or if some action on the part of the student endangers the safety of others, then the student may be denied the privilege of transportation.

III. Bus Schedules

Bus Schedules, including stops and routes, shall be developed to provide safe and efficient transportation for the students eligible for transportation. Students may enter or leave the school buses only at the established bus stops.

IV. Insurance

Insurance for the school buses covering driver and student medical payment, personal liability, property damage, fire, and theft shall be provided in amounts authorized by the DeKalb County Board of Education.

V. Bus Utilization

ge will be considered only if made by a principal or other administrator of the school system.

The Superintendent may authorize the use of school buses by the DeKalb County Government to transport elderly or handicapped citizens within the county provided that the school system is reimbursed total operating expenses plus depreciation.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-1071	<a href="#">Transportation contracts</a>
O.C.G.A. 20-2-1090	<a href="#">Accident insurance for children on school buses</a>
O.C.G.A. 20-2-1091	<a href="#">Payment of bus insurance premiums</a>
O.C.G.A. 20-2-0188	<a href="#">Stude</a>

**Administrative Regulation**

**Descriptor Code: ED-R**

**Student Transportation Management**

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**TRANSPORTATION**

I. General

The Department of Transportation is responsible for providing efficient, dependable, and safe service to all eligible students enrolled in the DeKalb County School System.

Students participating in the M-to-M Transfer Program are eligible for transportation. All M-to-M students living within the walking area of the neighborhood school will be picked up at that school for transportation to the school of their choice. M-to-M junior high school and senior high school students who participate in after-school activities will be provided transportation on a late-departure basis to the high school in the area of residence.

The specific responsibilities are as follows:

1. Selection, employment, training, and supervision of school bus drivers
2. Route design and setting of bus stops
3. Final approval for use of buses for extracurricular trips
4. Continued driver safety instruction and student instruction
5. Selection of vehicle types and vehicle safety specifications

II. Bus Operation

A. Driver Authority

1. The bus driver shall have full charge of students who ride the bus. The driver shall have the right to recommend suspension from the bus for any student who misbehaves or fails to cooperate.
2. The driver shall use the Bus Conduct Report to inform the principal of a student's misconduct.
3. A student can be suspended only by the principal.
4. The driver has authority to assign students to specific seats.
5. The driver shall not permit smoking, use of profane language, or misbehavior of any kind on the school bus.
6. The driver is the person in control on an extracurricular trip with respect to route; time of departure, if trip conflicts with regular transportation schedule; and student behavior.
7. The driver shall not cause a student to get off the bus at any place other than the school and the neighborhood bus stop.

**Administrative Regulation**

**Descriptor Code: EDC-R**

**Transportation Safety**

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**STUDENT SAFETY**

1. Student safety instruction involving school bus transportation is a joint effort of the Department of Transportation, bus driver, and local school unit.
2. Bus emergency evacuation drills shall be held on school grounds twice each school year. The drills shall be directed and carried out by the bus driver. The principal's role in these drills is student supervision. The bus driver shall secure the administrator's signature to verify that drills have been carried out.
3. Bus stops shall be established only by the Executive Director of Transportation. Stop changes by the driver or administrative personnel are not permissible.
4. It is the principal's/center coordinator's responsibility to provide supervision of students in school bus loading zones.
5. Students must be seated if the bus is not loaded above the rated seating capacity. A 20 percent overage is permitted in Georgia.
6. Standees should not be permitted on buses during field trips.
7. Rules of conduct are displayed in each vehicle and copies of the rules are sent to the schools annually.

**Board Policy**  
**Bus Conduct**

**Descriptor Code: EDCB**

STUDENT CONDUCT ON BUSES

The parents of guardians of students have the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the day. The school has the authority to discipline a student for any misconduct occurring on the way to or from school. Once the student boards the bus, the student is expected to conduct him/herself on the bus in a manner consistent with the established standards for classroom behavior.

Students who do not conduct themselves properly on a bus shall be brought to the attention of the principal by the bus driver. A student who cannot conduct themselves properly on a bus shall be brought to the attention of the principal by the bus driver. A student who cannot conduct him/herself properly on a bus may have the riding privileges suspended. In such a case, the parent or guardian of the student involved shall be responsible for transporting the student to and from school. In cases of bus vandalism, the student and parent/guardian shall be held responsible.

All students, grades K-12, shall be instructed annually in emergency evacuation and safe riding practices on school buses. The Director of Transportation shall work with school principals and bus drivers to ensure that this is accomplished.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0188	<a href="#">Student transportation</a>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>
Rule 160-5-3-.13	<a href="#">Student Safety</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: EDD

Bus Scheduling and Routing

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BUS SCHEDULES

Bus schedules, including stops and routes, shall be developed to provide safe and efficient transportation for the students eligible for transportation. Students may enter or leave the school buses only at the established bus stops.

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DeKalb County Schools		Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>	
O.C.G.A. 20-2-0188	<a href="#">Student transportation</a>	
Rule 160-5-3-.10	<a href="#">Student Transportation Surveys</a>	

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**Administrative Regulation**  
**Bus Scheduling and Routing**

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**Descriptor Code: EDD-R**

**TRANSPORTATION**

I. Bus Schedules

A. Schedule Distribution

1. Bus schedules shall be prepared by the Department of Transportation and sent to the schools for distribution.
2. If a change in bus schedules is made after the opening of the school year, the revised schedules shall be distributed at least two days prior to the effective date.

B. Bus Delays

1. If a bus is delayed because of mechanical difficulties, etc., the assigned route will always be completed on a delayed basis.
2. Bus drivers are required to contact the Transportation Office if a delay in schedule occurs. The Department of Transportation will notify schools of bus delays.
3. A bus shall not wait longer than two minutes past the scheduled time for any student.

**Board Policy**

**Descriptor Code: EDDA**

**Special Use of School Buses**

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BUS UTILIZATION

School buses shall be used only by schools or departments for educational-sponsored activities of the school system and shall not be available for lease by outside agencies.

Requests for bus usage will be considered only if made by a principal or other administrator of the school system.

The Superintendent may authorize the use of school buses by the DeKalb County Government to transport elderly or handicapped citizens within the county provided that the school system is reimbursed total operating expenses plus depreciation.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-1074 [Transportation for elderly, disabled persons and 4H activities](#)

O.C.G.A. 20-2-1075 [Use of school buses for recreational or educational activities](#)

O.C.G.A. 20-2-0188 [Student transportation](#)

O.C.G.A. 20-2-0411 [School fund kept separate; use of funds; separation of school taxes; investments](#)

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**Administrative Regulation**  
**Special Use of School Buses**

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**Descriptor Code: EDDA-R**

**BUS UTILIZATION – FIELD TRIPS**

1. Request for a field trip should be made at least ten school days prior to the trip date on Form 7120294 [Exhibit IFCB-E (1)] The school principal or center director initiates the process whereby a bus driver is contacted and assigned to specific trip with a definite destination, date, and time.
2. Trip requests that do not require instructional approval (such as athletic, Fernbank, etc.) should be sent directly to the Executive Director of Transportation. If instructional approval is required, the request should be sent to the Executive Director for Elementary or Secondary Instruction or designee before transportation approval is given by the Executive Director of Transportation.
3. The field trip shall not be made unless the requisition has been returned with all approval signatures and stamped with an authorization number.
4. After the trip, the bus driver shall complete the requisition and shall have it verified by the teacher who accompanied the students.
5. The requisition shall be forwarded to the principal/center coordinator for completion.
6. Cost information will be supplied by the Executive Director of Transportation prior to the opening of school or more frequently if actual costs dictate.
7. If the local school is responsible for the cost, the principal/center coordinator should attach a check made payable to "DeKalb County Board of Education."
8. The requisition shall be signed by the principal/center coordinator certifying that all information is correct.
9. Within two days after the trip, the complete requisition should be forwarded to the Department of Transportation for processing.
10. If a trip is canceled, a copy of the request marked "canceled" should be forwarded to the Department of Transportation.
11. The principal/center coordinator is responsible for selecting drivers for field trips. A bus driver should not request another driver to make a trip without the administrator's knowledge
12. Careful selection of the bus driver for a field trip is very important since mileage costs are calculated to and from the point where the bus is parked. When possible, a driver who regularly serves the school should be selected.
13. If a field trip is canceled, the principal/center coordinator should notify the bus driver immediately.
14. When a field trip has been arranged several weeks in advance, a school representative should

contact the driver two days before the trip to confirm the scheduled trip.

15. The principal/center coordinator may change the date of an approved field trip, but the original date on the requisition must remain legible.

16. Regular DeKalb school buses will not make a trip which is more than 75 miles from the point of origin. Contracted service is used when lengthy athletic trips are scheduled and when bus usage conflict occurs.

**Board Policy**  
**Food Services Management**

**Descriptor Code: EE**

**Nutrition**

To combat the current obesity epidemic, it shall be the policy of the Board of Education to ensure the creation and implementation of a coordinated *learning environment* that promotes a healthy eating pattern and physical activity, thus allowing students to reach their full academic potential. Therefore, the Superintendent will ensure the development and implementation of regulations or procedures in support of this policy.

DeKalb County Schools

Date Adopted: 3/8/2004

**Georgia Code**

**Description**

O.C.G.A. 20-2-0187 [School lunch program/personnel; instruction in nutrition, hygiene, etiquette and social graces](#)

Rule 160-5-6-.01 [Statewide School Nutrition Program](#)

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**Administrative Regulation**

**Descriptor Code: EE-R**

**Food Services Management**

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**DeKalb County Schools**

'High Hopes for Health'.... So that all DeKalb County students are fit to achieve.

**DeKalb County Schools School Health Mission**

To combat the current obesity epidemic by creating a coordinated *learning environment* that promotes physical activity and a healthy diet, thus allowing students to reach their full academic potential.

Rationale

- Nutrition is an area we have some of the strongest documentation of a direct link between student health risks and academic performance.
- The YRBS was conducted in 2003 among DeKalb County High School students and results determined that only 17.2 % of students reported that they had eaten 5 or more servings of fruits and vegetables per day.
- The YRBS was conducted in 2003 among DeKalb County High School students and results determined that 12.1 % of students were overweight (BMI = greater than or equal to the 95<sup>th</sup> percentile) and 16.6 % were at risk for becoming overweight (BMI 85<sup>th</sup> to < 95<sup>th</sup> percentile).
- Student's cognitive, behavioral, and physical performance is impaired by poor nutrition. Access to nutritious meals at school facilitates learning. [1-3](#)
- Students that are provided school breakfast perform better on standardized tests, have less hyperactivity and experience less absenteeism. [3-6](#)
- Risk factors for heart disease and diabetes develop early in life. 60.6% of overweight children aged 5-10, have 1 or more risk factors for heart disease. [7](#)

PROCEDURE

- 1) The classroom, school dining room, and school activities provide clear and consistent messages that explain and reinforce healthy eating habits to the students, staff, and families.[8](#)
- Provide nutrition education that builds skills and helps students adopt healthy eating behaviors in K-12
  - Integrate nutrition into core curriculum areas such as math, science and language arts
  - Combine school food service and nutrition education by inviting food service staff to speak to students
  - Ensure that students receive nutrition messages throughout the school that are consistent and reinforce each other
  - Encourage participation in school breakfast program

- Support partnerships with booster clubs to promote healthy snack choices
- Encourage healthy choices for a-la-carte foods and for foods and beverages offered at parties, concession stands and social events.
- Encourage coaches to stress the importance of nutrition by promoting healthy snacks and pre game meals for athletic events
- Teach by example – adults and peers are role models
- Promote the exchange of nutrition information via newsletters and daily announcements

2) Institute an interactive intervention program that teaches students, staff and families the skills to adopt healthy eating behaviors. The intervention program should:

- Provide a nutrition education and awareness seminar to school principals
- Utilize the national 5-A-Day fruit and vegetable campaign, [www.5aday.org](http://www.5aday.org)
- Provide a series of nutrition awareness programs that schools can incorporate into their existing curriculum, such as:
- OrganWise Guys®, [www.organwiseguys.com](http://www.organwiseguys.com)
- Team Nutrition, [www.fns.usda.gov/tn](http://www.fns.usda.gov/tn)

3) DeKalb County school cafeterias are mandated to follow the USDA School Meal Initiatives. They will effectively communicate these nutrition efforts to parents, teachers, staff, and students, and seek their support to contribute to these efforts.

- Enforce the mandated USDA School Meal Initiatives
- Build communication pathways between the school faculty and parents, emphasizing healthy nutrition options currently being delivered to students
- Encourage students to choose and consume the full meal by interactively supplying students with fun and appealing nutrition learning activities
- School Nutrition will create a list of good snacks that could be purchased at the schools

4) Initiate dialogue with vendors, ensuing in a partnership that improves vending machine choices, enhances business relationshi

Board Policy

Descriptor Code: EEA

Free Food Service

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FOOD SERVICE

MISSION: To ensure that all students have access to daily nutritional meal(s) as mandated by Georgia and federal guidelines

The DeKalb County School System will cooperate with the National School Lunch Act as it relates to serving free and reduced-price meals by acting in accordance with revised United States Department of Agriculture regulations for the National School Lunch and the Child Nutrition Acts, by recognizing the responsibility for the educational needs of boys and girls, and by recognizing the value of the school nutrition program in the total education program. Responsible school officials, including principals and school nutrition staffs, pledge to serve meals in all DeKalb schools which meet the nutritional requirements without cost or at reduced costs to all children who are unable to pay the full cost of meals. No discrimination of any type against any child shall be made because of inability to pay.

The DeKalb County Board of Education and the Superintendent of Schools acknowledge that the School Food Service Unit of the State Department of Education has the responsibility for monitoring the performance through administrative reviews, on-site evaluations, and other means to ensure that determinations are being made in accordance with announced policies and to ensure that overt identification of any child receiving free or reduced-price meals is avoided.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-1170 [Penalty for providing false information on free food application](#)

O.C.G.A. 20-2-0066 [School breakfast programs](#)

**US Code**

42 USC 1751 [Congressional declaration of policy](#)

42 USC 1766 [Child and Adult Care Food Program](#)

42 USC 1773 [School Breakfast Program](#)

07 CFR 215.1 [Special Milk Program for Children, under the Child Nutrition Act](#)

07 CFR 220.12 [SCHOOL BREAKFAST PROGRAM](#)

42 USC 1758

Section: E. Business Management

**Administrative Regulation**

**Descriptor Code: EEA-R**

**Free Food Service**

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FREE AND REDUCED – PRICE MEALS

Each year principals must supply the current information regarding free and reduced- price meals to all students.

For current information regarding prices, eligibility, and proper forms, principals should consult the "Policy Statement for Free and Reduced-price Meals and Free Milk" which is developed by the Georgia Department of Education and distributed annually by the coordinator of food services. This information should be kept in the administrative office of each school.

**Board Policy**

**Descriptor Code: EEC**

**Food Services Records**

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**FOOD SERVICE - ACCOUNTING**

MISSION: To ensure that all students have access to daily nutritional meal(s) as mandated by Georgia and federal guidelines.

Efforts should be made for each school nutrition program to operate on a self-sustaining basis under the direction of the principal who shall be bonded. Purchases for the school nutrition program shall be made on the basis of quality and price.

The school nutrition program records shall be maintained by the principal according to a uniform accounting system. A financial statement showing the results of monthly operation and the current financial condition shall be submitted to the Office of the Superintendent at the end of each month.

School nutrition program accounts shall be audited annually.

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DeKalb County Schools

Date Adopted: 9/11/2000

**US Code**

**Description**

07 CFR 220.20 [Nationa School Lunch Program Reporting and Recordkeeping](#)

07 CFR 220.13 [School Breakfast Program Special Responsibilities of State Agencies](#)

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**Administrative Regulation**

**Descriptor Code: EEC-R**

**Food Services Records**

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**FOOD SERVICE**

I. Accounting

To ensure compliance with regulations imposed by various governmental agencies on the accounting of food service funds and to provide for uniform methods of accounting, the Georgia School Food and Nutrition Record Keeping Guide will be used as the standard for the DeKalb County School System.

II. Free and Reduced-Price Meals

A. Application

It is imperative that the application form be properly completed and have sufficient information to make an eligibility determination. Each application must be approved and signed in the appropriate area by the proper official.

The free and reduced-price meal forms, after approval, must be placed in separate folders. Any denied applications must be filed in a separate folder. Applications approved based on unemployment must be in a separate file and follow-up must be done every 45 days by letter or telephone with documentation.

The files of applications must be maintained in some logical sequence such as alphabetically or by grade level.

A master list of the names of the students approved for free and reduced-price meals must be prepared and kept current. This list should be organized in the same sequence as the file of the approved applications.

Applications must be filed in a separate folder for all students who have been approved for free, reduced-price, or temporary meals and who withdraw from school. Copies should be maintained at the school and a copy sent with the transferring student.

The date of withdrawal should be indicated on the application and on the master list. All information on the meal application is confidential and is not to be shared without written permission from the parent.

B. Collection Procedure

The DeKalb County School System has been approved for three collection procedures (the large ticket, roster, and student ID cards).

The approved coding on the large ticket and roster is as follows:

Example: 4-digit code written are as one number

School	#	1 – Free
	#	2 - Reduced
	#	3 – Paid

The approved coding on the ID cards is as follows:

Example: Student ID cards

7-digit code assigned to each student by the school system

These are the only approved codes. There is to be no coding or any indication on the ticket to identify a free, reduced, or paid student.

Tickets must be made available for students who wish to prepay, as well as for those approved for the free or reduced-price meal. The school should announce to students on a regular basis or should post a sign in the cafeteria to indicate when and where tickets can be purchased.

It is discriminatory and against regulations for the cashier to identify by sight recognition only students who receive free or reduced-price meals.

Tickets must be used for breakfast and lunch unless otherwise approved by the coordinator of food services.

C. Meal and Milk Count

The number of meals reported as free or reduced must not exceed the number of approved applications on file.

Each meal must be counted as the student or adult comes through the serving line. It is not adequate to use a homeroom count or other method. As a back-up, an independent tray count is recommended.

All nonreimbursable meals must be accounted for separately in addition to all nonreimbursable foods such as ice cream, adult's tea or coffee, or supplemental sales.

D. Records

The Production Record (meal management books) shall include menu amounts of all food served, serving size, and leftovers. Accountability for all USDA foods must be reflected in the Production Record. The Production Record must be maintained for breakfast and lunch.

The meal pattern, including the offering of low-fat unflavored milk and skim milk for students, must be followed each day.

The cashier's report must be recorded daily and all monies collected must be deposited daily.

Time sheets and attendance records must be kept on all employees to support the salaries and wages paid to school food service employees.

Accurate inventories must be maintained on purchased and USDA donated foods. These amounts are reported on the inventory form each month.

E. Information

Each year principals must supply the current information regarding free and reduced-price meals to all students.

For current information regarding prices, eligibility, and proper forms, principals should contact the Assistant Supervisor of Finance for School Food Services.

Board Policy

Descriptor Code: EED

Vending Machines

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FOOD SALES

The sale of foods and beverages outside of the school nutrition program is prohibited until after the school day in elementary schools, middle schools, and senior high schools with the exception of water and nutritionally sound beverages, which may be sold throughout the school day.

DeKalb County Schools

Date Adopted: 12/8/2003

Georgia Code	Description
Rule 160-5-6-.01	<a href="#">Statewide School Nutrition Program</a>
US Code	
07 CFR 210, Appendix B	<a href="#">Foods of Minimal Nutritional Value</a>
07 CFR 220.2(i-1)	<a href="#">Foods of Minimal Nutritional Value</a>

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**Administrative Regulation**

**Descriptor Code: EED-R**

**Vending Machines**

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**VENDING MACHINES**

Since vending machines attract vandals, care should be taken to place these machines in a location used only by employees. All machines shall be coin-operated and used without external lighting or advertising.

Machines which require plumbing, electrical, or other structural modifications may be used only with the prior approval of the Department of Plant Services and Development. A memorandum requesting permission to install a vending machine shall be submitted to the Department of Plant Services and Development. A representative of the Department of Plant Services will schedule a time to inspect and approve the installation. A check made payable to the DeKalb County Board of Education shall accompany the request to cover the cost of the inspection. The cost may be paid by the vendor or by the school if the machine is purchased.

In no instance shall these machines be used by students during regular school hours. Procedures shall be established and rigidly enforced to prevent bottles and other containers from being carried into areas used by students.

Funds from vending machines shall be used only for the following purposes:

1. Purchase, repair, or replacement of the vending machine
2. Purchase of gifts and/or flowers in the event of death or illness of an employee or member of an employee's immediate family
3. Purchase of other goods and services that would promote employee morale and esprit de corps

**Administrative Regulation**

**Descriptor Code: EF-R**

**Data Management**

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PERMANENT RECORDS

It is important that student permanent records be accurate, complete, and stored in a safe place. The following procedure shall be followed in maintaining these records:

1. Each school shall have on file in the principal's office a permanent record and a copy of the student's cumulative grades (student history) with up-to-date information.
2. To ensure a continuous permanent record for guidance purposes, all permanent records in the DeKalb County School System are to be forwarded from elementary school to the next academic level school (junior or senior high schools). The elementary school shall retain a copy of each student's history.
3. Each school shall send a copy of each student's history (audit copy) to the parent/guardian at least once each school year for review.
4. A copy of each student's history shall be maintained in the district office.

**Board Policy**

**Descriptor Code: EGA**

**Staff Insurance Program**

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MISSION: To provide insurance plans for DeKalb County students and employees and to maintain insurance coverage on buildings and equipment.

**I. Employee Group**

The DeKalb County Board of Education may cooperate with personnel of the system in the development of insurance programs for the benefit of school employees.

The DeKalb County Board of Education shall provide for each employee and employee dependent a prepaid medical program to include, but will not be limited to, such care as hospitalization and medical treatment. The cost of the program may be paid by the Board, the employee, or a combination of contributions from the employee and the Board.

**II. Travel, Common Carrier**

Board members and employees of the DeKalb County School System are prohibited from traveling by common carrier in groups of more than five while in performance of official duties of the DeKalb County School System, except when transported in vehicles owned or leased by the DeKalb County School System and operated by a properly licensed operator.

**SOCIAL SECURITY AND MEDICARE**

MISSION: To provide Medicare and/or Social Security to eligible employees.

Medicare

All individuals employed or reemployed by the DeKalb County Board of Education on or after April 1, 1986, are subject to the Medicare tax requirements under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). All substitute personnel are subject to the Medicare tax regardless of the date of employment.

Social Security

All individuals employed by the DeKalb County Board of Education on or after July 1, 1991, who are not covered by the Public School Employees Retirement System (PSERS) or the Teachers Retirement System of Georgia (TRS) must pay contributions to Social Security. Those affected are substitute employees and part-time employees with three exceptions as noted below:

1. Employees who are currently receiving a benefit from PSERS or TRS.
2. Employees who have achieved a vested interest in PSERS or TRS by earning a minimum of 10 years of service credit in one of the retirement plans.
3. Employees who are paying PSERS or TRS contributions through current employment in a school

system or state agency other than the DeKalb County School System.

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DeKalb County Schools

Date Adopted: 9/11/2000

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0182	<a href="#"><u>Program weights to reflect funds for payment of salaries and benefits</u></a>
O.C.G.A. 20-2-0881	<a href="#"><u>Board to establish plans; extent of coverages</u></a>
O.C.G.A. 20-2-0892	<a href="#"><u>Contributions by employees, state and local employers; withholding/deducting from contributions</u></a>
O.C.G.A. 20-2-0895	<a href="#"><u>Contracts with local employers; duties of local employers</u></a>
O.C.G.A. 20-2-0920	<a href="#"><u>Withholding or deducting employee contributions to the plan</u></a>
O.C.G.A. 20-2-0922	<a href="#"><u>Commencement dates; option to reject/elect coverage</u></a>
O.C.G.A. 33-24-34	<a href="#"><u>Group insurance for government employees</u></a>
O.C.G.A. 47-18-41	<a href="#"><u>Plans for old-age, survivors and disability insurance coverage submitted by political subdivisions</u></a>

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Board Policy

Descriptor Code: EGAA

Workers' Compensation

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WORKERS' COMPENSATION

MISSION: To ensure that employees are eligible for the protection of Workers' Compensation

The employees of the DeKalb County School System shall be eligible for the benefits of Workers' Compensation as required by O.C.G.A. §34-9-100. The school system shall provide this coverage through a self-insured program. An excess of loss policy shall be purchased in the name of the DeKalb County Board of Education to limit losses to a reasonable maximum from any given accident.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 33-34-8	<a href="#">Rules re: efficient settlement of first-party property damage claims</a>
O.C.G.A. 34-9-1	<a href="#">Workers' Compensation - Definitions</a>
O.C.G.A. 34-9-120	<a href="#">Employer's duty to insure payment of compensation</a>
O.C.G.A. 34-9-150	<a href="#">Group self-insurance funds - legislative intent</a>
O.C.G.A. 34-9-201	<a href="#">Employer required to maintain panel of physicians</a>

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**Board Policy**  
**Unemployment Compensation**

**Descriptor Code: EGAG**

UNEMPLOYMENT COMPENSATION

MISSION: To ensure that former employees are provided the protection of Unemployment Compensation

Former employees of the DeKalb County School System may be eligible for Unemployment Compensation as required by O.C.G.A. § 34-8-1 et al.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 34-8-153	<a href="#">Liability of succeeding employer; computation of rate of contributions</a>
O.C.G.A. 34-8-158	<a href="#">Financing benefits paid employees of governmental entities and nonprofit organizations</a>
O.C.G.A. 34-8-40	<a href="#">"Fund" defined as unemployment compensation fund</a>
O.C.G.A. 34-8-50	<a href="#">Definition of "week"</a>

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Board Policy  
Student Insurance Program

Descriptor Code: EGB

INSURANCE

MISSION: To provide insurance plans for DeKalb County students.

The DeKalb County Board of Education may provide an insurance plan for students as an optional service to make it possible for students to participate in group insurance.

DeKalb County Schools		Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>	
O.C.G.A. 33-24-9	<a href="#">Approval/disapproval of insurance forms</a>	
O.C.G.A. 33-30-3	<a href="#">"Blanket accident and sickness insurance" defined</a>	
O.C.G.A. 33-30-9	<a href="#">Payment of benefits under blanket accident and sickness policies</a>	
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.		

**Board Policy**

**Descriptor Code: EGC**

**Property Insurance**

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**INSURANCE**

MISSION: To provide insurance plans for DeKalb County to maintain insurance coverage on buildings and equipment.

I. Boiler Insurance

Boiler insurance that includes an annual boiler inspection service shall be purchased to cover all boilers owned by the DeKalb County Board of Education. The insurance company shall submit the boiler inspection reports to the Insurance Unit of the Department of Staff Services and shall forward copies to the Department of Plant Services and Development and to the principal of the school or the administrator of the building where the boiler is located. The action taken by the Department of Plant Services and Development to correct the problems identified in the inspection report shall be reported to the principal or building administrator and to the Insurance Unit of the Department of Staff Services. The insurance company shall post at each boiler location a certificate of inspection showing date of inspection and name of person making the inspection.

II. Property

The DeKalb County Board of Education shall maintain insurance on all buildings and equipment to ensure adequate protection for fire losses and damage. Insurance shall be provided for school buses and other vehicles.

III. Bus Insurance

Insurance for the school buses covering driver and student medical payment, personal liability, property damage, fire, and theft shall be provided in amounts authorized by the DeKalb County Board of Education.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0520 Acquiring/disposing of school sites; building, repairing, renting, and furnishing schools

O.C.G.A. 50-16-010 Formulation of self-insurance plan for public school buildings

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: EGD**

**Liability Insurance**

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**LIABILITY PROTECTION  
FOR EMPLOYEES AND BOARD MEMBERS**

**MISSION:** To ensure that all school system employees and Board members are covered by liability insurance.

The DeKalb County Board of Education, under the authority of O.C.G.A. §20-2-990 and as part of the terms of employment of Board members, superintendents, principals, teachers, and other administrators and employees, may undertake to defend civil, criminal, or quasi-criminal actions brought or maintained against members of the Board, the superintendents, principals, teachers, and other administrators and employees, where the Board determines that such actions have arisen out of the lawful performance of duties for the DeKalb County Board of Education, whether such actions are based on negligence, violation of contract rights, or violation of civil, constitutional, common law, or other statutory rights, whether state or federal, to the extent they are not protected by insurance not to exceed \$100,000 per person per occurrence. The Superintendent is authorized to expend federal, state, and local funds budgeted for such purposes, including but not limited to attorney's fees, court costs, deposition costs, judgments, witness fees and compensation, and all other like costs, expenses and fees. This policy shall not apply (a) to any action brought by the Board against persons specified above, nor by any person so specified against any other such person; or (b) to any action based upon or attributable to any such person gaining in fact any personal profit or advantage to which they were not legally entitled.

Provided further, that with respect to criminal or quasi-criminal actions, the Board may reimburse such persons for expenditures of the type described above if final judgment in such action is rendered in favor of such persons.

Nothing herein shall be construed as waiving immunity or privilege now or hereafter enjoyed by any Board member, any superintendent, principal, teacher, administrator or other employee, nor any public body, board, agency, or political subdivision.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-1090 [Accident insurance for children on school buses](#)

O.C.G.A. 20-2-1092 [Insurance coverage for general public against negligent operation of school bus](#)

O.C.G.A. 20-2-0991 [Liability insurance for board members and employees of public schools](#)

Rule 160-5-3-.04 [School Bus Insurance](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: FDBF**

**Site Availability Projections**

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**FACILITIES**

In cooperation with the Atlanta Regional Commission and the DeKalb Planning Commission, surveys shall be made to establish the need for additional school sites and the location of these sites.

The DeKalb County Board of Education shall consider the purchase of sites for school buildings and other school facilities, which may be required in the future.

In the survey of school sites, both the criteria of the State Board of Education and the DeKalb County Board of Education shall be used. Studies shall be made in cooperation with the representatives of the State Department of Education, representatives of the DeKalb County Government, and others to establish the general location and to list the sites, which are acceptable and available. Sites shall be evaluated by the surroundings, accessibility, availability of utilities, physical characteristics, and costs.

**Administrative Regulation**

**Descriptor Code: FDBF-R**

**Site Availability Projections**

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**FACILITIES**

Prospective school sites are selected by the Site Committee and are determined by environmental and geographical factors such as location, size, topography, availability of utilities, and the projected growth pattern.

After a suitable site has been selected, property lines are established and plats are made. Property owners are contacted, and an appraisal is obtained for consideration by the Board. A recommendation is presented to the Board for consideration of purchase of the proposed site.

When final approval of the proposed school site is granted, the Board attorney prepares the legal documents necessary for closing the transaction. The transfer of title is by warranty deed and title insurance.

Titles of all school property are held by the Board in fee simple.

**Administrative Regulation**

**Descriptor Code: FEA-R**

**Project Planning Involvement**

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**FACILITIES – COOPERATING AGENCIES**

Assistance and cooperation from other agencies are necessary for the planning and completing of school facilities. Some are as follows:

Atlanta Gas Light Company

Bell South Telecommunications

DeKalb County Board of Health

DeKalb County Department of Planning

DeKalb County Department of Public Safety

DeKalb County Department of Public Works

Development Division

Roads and Drainage Division

Sanitation Division

Water and Sewer Division

Georgia Department of Education

Georgia Power Company

Section: F. Facility Expansion Program

**Administrative Regulation**

**Descriptor Code: FEA-R(1)**

**Project Planning Involvement**

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The Plant Services Department shall notify the owner of each parcel of residential or occupied commercial property located within 250 feet of the school system's property line on which property the board of education proposes the construction of a new school building, facility, major renovation or demolition of an existing facility. This notification shall be sent by certified mail or statutory overnight delivery prior to the commencement of any development which would result in noise, dust, or other disturbance to adjacent property owners.

The Plant Services Department shall also hold a public meeting for such property owners and other interested citizens prior to the commencement of proposed construction for the purpose to exchange information on the construction project(s), receive suggestions from those in attendance, and address expressed concerns in order to establish positive public relations. The notification of the meeting shall be in the neighborhood newspaper with largest circulation, posting on the school system's website, and in the registered letter to property owners.

Once construction is begun, notice of the construction timeline shall be posted conspicuously on building site to alert adjacent property owners and constituents of truck traffic, site preparation, and construction activity which creates noise, dust, or other disturbance.

The Plant Services Department shall acquire building permits from the State Department of Education, DeKalb Government and City Council (where applicable) prior to the commencement of any phase of the development. In the event no property owners have residential or occupied commercial property located within 250 feet of the school property line on which property construction projects(s) are planned, this rule requiring notification of property owners shall not apply.



**Administrative Regulation**  
**Educational Specifications**

**Descriptor Code: FEB-R**

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**FACILITIES**

New schools and additions are constructed in accordance with the educational specifications and typical layouts supplied by the DeKalb County Board of Education.

**Administrative Regulation**  
**Architectural Programming**

**Descriptor Code: FEC-R**

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**FACILITIES**

The architects and engineers are assigned school projects by the Superintendent. The architect is responsible for the preliminary plans, working drawings, supervision of buildings, and two sets of “as-built” plans and specifications. A most important function of the architect is the coordination with authorized governing authorities.

**Administrative Regulation**  
**Facilities Plans and Specifications**

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**Descriptor Code: FED-R**

**FACILITIES**

After approval of the preliminary plans, the plans and specifications (including all working drawings) are prepared by the architect and reviewed by the Executive Director for Plant Services and Development as to accuracy and adequacy, then submitted to the Superintendent for final approval.

**Board Policy**  
**Bond Sales**

**Descriptor Code: FFA**

**BOND ISSUES**

MISSION: To provide and maintain adequate facilities and equipment for quality education of all students.

The DeKalb County Board of Education shall consider and may authorize, within legal limits, bond referendums to provide capital outlay funds for the purchase of land and equipment and for the construction of school facilities.

DeKalb County Schools Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0430	<a href="#">Issuance and retirement of county schoolhouse bonds</a>
O.C.G.A. 20-2-0431	<a href="#">Division of county into school-house districts; issuance and retirement of bonds</a>
O.C.G.A. 36-82-001	<a href="#">Election for bonded debt; date of election</a>

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Board Policy

Descriptor Code: FFB

Short Term Notes

CONTRACTS, NOTES, CHECKS, AND DEPOSITS

MISSION: To ensure proper accounting procedures for all DeKalb County School System funds

The DeKalb County Board of Education shall authorize applications for bank loans for the operation and maintenance of the DeKalb County School System. Tax receipts may be pledged and committed for the repayment of the loans for the maintenance and operation of the DeKalb County School System for the fiscal or calendar year.

All notes or other evidence of indebtedness of the Board, unless specified otherwise by law, shall be signed by the Chair and by the Secretary, and shall be limited as prescribed by law.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0390	<a href="#">Power of county boards</a>
O.C.G.A. 20-2-0391	<a href="#">Loan resolution</a>
O.C.G.A. 20-2-0396	<a href="#">Use of borrowed money</a>
Art. 8, Sec. 5, Par. 5	<a href="#">Power of boards to contract with each other</a>
Art. 9, Sec. 5, Par. 4(2	<a href="#">Tax allocation; regional facilities - municipalities</a>

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**Administrative Regulation**

**Descriptor Code: FGC-R**

**Bids and Quotations**

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**EQUAL OPPORTUNITY PRACTICES**

The principle of equal opportunity is an integral part of all personnel actions. All contracting is carried out so as to provide meaningful opportunities for minority and female-owned businesses. Equity considerations are a conscious part of planning and the implementation of the community educational system.

The following information shall become a part of contract documents listed as "Instructions to Bidders" on all construction contracts being offered by the DeKalb County School System:

The Board supports a healthy, free-market system that seeks to include all responsible businesses and to provide ample opportunities for business growth and development. Minority businesses are encouraged and given the opportunity to bid on the various parts of construction projects. It is not the intention or desire of the Board to restrict or impede competitive bidding or to increase the cost of the work.

**Administrative Regulation**  
**Facilities Projects Contracts**

**Descriptor Code: FGD-R**

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**FACILITIES**

The standard form of agreement between the owner and the contractor, engineer, and/or architect, with the approval of the Board, is executed by the Superintendent. Payment and Performance Bonds are required on all construction projects.

**Administrative Regulation**

**Descriptor Code: FGDA-A-R**

**Facilities Projects Contracts Fair Employment Clause**

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**Board Policy**

**Descriptor Code: FGDB**

**Facilities Projects Contracts Awards Procedures**

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**INSURANCE**

MISSION: To provide insurance plans for DeKalb County to maintain insurance coverage on buildings and equipment.

Guarantees are to be required of contractors who install roofs on buildings.

**Administrative Regulation**  
**Facilities Projects Quality Control**

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**Descriptor Code: FGF-R**

**FACILITIES**

A cost analysis to be used in monitoring progress and requests for payment is required from the contractor prior to construction. Control of the construction projects includes supervision reports from the architect at regular interval, auditing and approving statements for payment of the architects and contractors for building projects, and supervision of the construction job.

Section: F. Facility Expansion Program

**Administrative Regulation**

**Descriptor Code: FHA-R**

**Board Inspection and Acceptance**

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**FACILITIES**

Before a new building or additions is accepted, a final inspection is made. The gas, water, and light meters are checked by the contractor and all bills paid before the Board accepts the building.

The final payment is withheld until the architect certifies that the facility has been constructed according to the plans and specifications.

An annual inspection is made one year after final acceptance of the building. All workmanship and materials found to be faulty are corrected during this one-year warranty period.

**Board Policy**

**Descriptor Code: GA**

**General Personnel**

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**Employment Approval Policy**

In accordance with Georgia Law O.C.G.A. Sec. 20-2-211(a), it shall be the policy of the DeKalb County Board of Education that a monthly written report shall be provided by the Superintendent to the Board of Education as an action item reflecting new contracts and other new employment of personnel.

The report shall include the following and such other appropriate information as the superintendent deems necessary:

- (a) Names of those persons offered new written contracts with the school system, including category of assignment. Unless otherwise noted, written contracts shall extend through the last day of June for each year.
- (b) Names of other persons offered employment with the school system, including category of assignment.

Unless otherwise noted, all salaries will be determined in accordance with the approved salary schedule in place for the applicable position.

An annual written report of the Superintendent's recommendation for written contract renewals for current employees shall be provided to the Board of Education no less than three (3) business days prior to the meeting of the Board of Education at which contracts are considered and presented for action. The report shall include the category of assignment, which will reflect any change in status. This report will be provided in addition to the personnel information routinely provided by the superintendent.

Board Policy

Descriptor Code: GAAA

Equal Opportunity Employment

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EQUAL OPPORTUNITY AND NON-DISCRIMINATION PRACTICES

MISSION: To ensure that all individuals in this multicultural and diverse society have an equal opportunity in all aspects of the operation of the school system.

It is the policy of the DeKalb County Board of Education to promote equal opportunity on the basis of age, sex, race, color, religion, national origin, disability, and handicap in its educational programs, activities, employment practices, purchasing procedures, and placement of contracts.

It is the policy of the DeKalb County Board of Education not to discriminate on the basis of age, sex, race, color, religion, national origin, disability, or handicap in its educational programs, activities, or employment practices.

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DeKalb County Schools		Date Adopted: 9/11/2000
Georgia Code		Description
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>	
O.C.G.A. 30-1-1	<a href="#">"Deaf person" defined</a>	
O.C.G.A. 34-1-2	<a href="#">Age discrimination in employment prohibited</a>	
O.C.G.A. 34-5-1	<a href="#">Discriminatory wage practices based on sex; (comp worth)</a>	
O.C.G.A. 34-6A-1	<a href="#">Georgia Equal Employment for Persons with Disability - short title</a>	
O.C.G.A. 45-19-20	<a href="#">Fair Employment Practices Act of 1978 - short title</a>	
US Code		
42 USC 2000d	<a href="#">1964 Civil Rights Act</a>	
29 USC 631	<a href="#">Age limits</a>	
29 USC 623	<a href="#">Age Discrimination Act of 1967</a>	
42 USC 12101	<a href="#">Americans with Disabilities Act of 1990</a>	
29 USC 705	<a href="#">Rehabilitation Act of 1972</a>	
20 USC 1681	<a href="#">Title IX of the Education Amendments of 1972</a>	

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**Administrative Regulation**  
**Equal Opportunity Employment**

**Descriptor Code: GAAA-R**

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**NONDISCRIMINATION**

Procedures for administering the Board’s policy of nondiscrimination are found in the DeKalb County School System’s Affirmative Development for the DeKalb County School System handbook. Copies of the handbook shall be maintained in the Office of the Executive Director for Employment Services and Affirmative Development and the DeKalb County Board of Education.

**Board Policy**

**Descriptor Code: GAD**

**Professional Development Opportunities**

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**STAFF DEVELOPMENT**

MISSION: To ensure that every DeKalb County School System employee is afforded an opportunity to enhance job skills.

**A. Staff Development**

The Superintendent or designee shall annually prepare a comprehensive plan for staff development that supports a curriculum policy articulated by the Systemwide Strategic Plan. Twenty clock hours of professional development shall be required of each certificated and auxiliary employee annually. To facilitate this mandate, a minimum of one full day and four half-days in the school calendar shall be devoted solely to staff development activities.

The Superintendent or designee and the Professional Learning staff have administrative responsibility for ascertaining that a continuous program of staff development is operative for the personnel of the system. This responsibility involves the planning, implementation, supervision, and evaluation of such programs at both system and school levels but is implemented through the school principal at the school level for all staff members.

**B. Staff Development in Technology**

MISSION: To ensure that every certified educator in the DeKalb County School System is afforded the opportunity to enhance their knowledge and use of technology in instructional planning and delivery.

The Superintendent or designee shall annually report on the progress of the certified staff in completing a minimum of twenty hours of instructional technology integration in a five-year period. This report shall be submitted to the DeKalb County Board of Education for annual review. The report will provide details by school of the status of certified educators' progress toward completing this requirement.

The Department for the Management of Information Systems has the administrative responsibility for directing the annual collection of data of educators who have taken coursework in instructional technology integration. The Department for the Management of Information Systems shall provide a variety of courses to meet the DeKalb twenty-hour requirement.

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DeKalb County Schools

Date Adopted: 6/11/2001  
Last Revised: 11/8/2004

**Georgia Code**

**Description**

O.C.G.A. 20-2-0161 [QBE formula/program weights](#)

O.C.G.A. 20-2-0162 [Annual recalculation of funding; mid-term adjustment](#)

O.C.G.A. 20-2-0167 [Funding for direct instructional, media center and staff development costs; submission of budget](#)

O.C.G.A. 20-2-0182 [Program weights to reflect funds for payment of salaries and benefits](#)

[O.C.G.A. 20-2-0200 Regulation by Professional Standards Commission \(PSC\); certification requirements](#)  
[O.C.G.A. 20-2-0201 Specific course requirements; in-service/continuing education](#)  
[O.C.G.A. 20-2-0210 Annual performance evaluation of all school personnel](#)  
[O.C.G.A. 20-2-0212 Salary schedules](#)  
[O.C.G.A. 20-2-0213 Career ladder programs](#)  
[O.C.G.A. 20-2-0230 New board member orientation to educational program objectives required](#)  
[O.C.G.A. 20-2-0232 Development of staff development plan](#)  
[O.C.G.A. 20-2-0250 Projects to improve effectiveness](#)  
[Rule 160-3-3-.04 Staff and Professional Development](#)  
[Rule 160-4-09-.03 State-wide Vocational Staff Development Eligibility](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



**Administrative Regulation**

**Descriptor Code: GAD-R**

**Professional Development Opportunities**

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**STAFF DEVELOPMENT**

The Associate Superintendent and professional staff of the Division of Instruction have administrative responsibility for ascertaining that a continuous program of staff development is operative for the instructional personnel of the system.

This responsibility includes planning, implementation, supervision, and evaluation of such programs at both countywide and school levels, but is implemented through the school principal at the school level.

Each principal shall be directly responsible for the staff development program in the school. The program shall vary according to individual school needs and should be determined through involvement by the staff in the strategic planning process.

**Board Policy**

**Descriptor Code: GAE(2)**

**Complaints and Grievances, Certified Employees**

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**COMPLAINTS, CERTIFIED EMPLOYEES'**

MISSION: To provide a formal procedure for processing employee complaints.

Purpose

All certified employees shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The DeKalb County Board of Education encourages all employees to resolve complaints informally in a spirit of collegiality whenever possible. This policy is available when such efforts do not succeed or when, for any other reason, the employee desires to utilize this procedure.

Definitions

- a. "Board of Education" shall mean the DeKalb County Board of Education.
- b. "Superintendent" means the Superintendent of the DeKalb County School System.
- c. "Administrator" means an individual meeting the following requirements at each pertinent level, such individual to be specifically named by the Superintendent to preside over and make decisions with respect to complaints.
  - i. The "Level One Administrator" shall be the immediate supervisor of the complaining party, unless the Superintendent determines that the nature of the complaint or the lack of availability of the immediate supervisor requires that another administrator be named.
  - ii. The "Level Two Administrator" will be the Superintendent or such member of the central office administrative staff whom the Superintendent shall designate to hear a particular complaint.
- d. "Complaint" means any claim by a certified employee of the Board who is affected in the employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of the Board with which the administration is required to comply. The following shall not be subject to complaint pursuant to the provision of this policy:
  - i. the performance ratings contained in personnel evaluations and professional development plans pursuant to O.C.G.A. §20-2-210 and job performance;
  - ii. the termination, nonrenewal, demotion, suspension, transfer, or reprimand of any employee pursuant to O.C.G.A. §20-2-940, et seq;
  - iii. the revocation, suspension, or denial of certification of any employee pursuant to O.C.G.A. §20-2-790, et seq; and

- iv. a matter that has already been presented directly to the Board pursuant to O.C.G.A. §20-2-1160.
- e. "Complaint" means any certified employee of the Board who pursues a complaint pursuant to this policy.
- f. A document is "filed" when it is physically received in the Superintendent's office.
- g. "Notice" may be accomplished by certified mail or hand delivery. If the written complaint form does not include an address, "notice" to the complainant is accomplished by certified mail to the complainant's last known address on file with the Board. If the notice is sent by certified mail, it is deemed delivered upon its deposit in the United States mail; it must be adequately addressed and must contain adequate postage.

#### Form of Complaint

The complaint must be in writing and shall include the following components:

- a. The mailing address of the complainant to which notices and all other documents may be delivered.
- b. A statement of intent of the complainant to utilize this complaint procedure.
- c. A reference to or a description of the statute, policy, rule, regulation, or written agreement that is alleged to have been violated, misapplied, or misinterpreted.
- d. A brief statement of the facts on which the complaint is based that explains how such statute, policy, rule, regulation, or written agreement was violated, misapplied, or misinterpreted and, how it affects the employment relationship of the complainant.
- e. A statement of the relief desired.

The Superintendent may develop standardized complaint forms, the use of which may be required.

#### Level One Hearing

- a. The complaint shall be filed in the Superintendent's office within ten (10) calendar days from the occurrence of the most recent alleged incident or other matter on which the complaint is filed. The Superintendent's office shall stamp the date of filing on the complaint. If the complaint is filed timely, a hearing shall be scheduled before an appropriate Level One Administrator who shall give written notice to the complainant of the time and place of the hearing. Such notice shall be delivered to the complainant at least three (3) calendar days prior to the date of the hearing.
- b. The complainant shall be afforded an opportunity at the hearing to be heard, to present relevant evidence, and to examine witnesses. The Level One Administrator may consider evidence from any other source the administrator deems relevant. In all cases in which the complainant is contending that another employee acted improperly, such employee shall always be a proper witness.
- c. The written decision of the Level One Administrator shall be made within ten (10) calendar days of the filing of the complaint, shall be dated, and shall set forth findings of the fact, the decision made, and a brief statement of the reasons for that decision. A copy of the decision shall be delivered to the complainant in the same manner provided for the giving of notice, within ten (10) calendar days of the filing of the complaint.

#### Level Two Hearing-Appeal from Level One

- a. A complainant dissatisfied with the decision of the Level One Administrator may appeal that decision to the Level Two Administrator. The appeal must be filed in the Superintendent's office in writing within ten (10) calendar days after the date the Level One Administrator's decision is delivered to the complainant. The Appeal shall clearly set forth the questions and issues involved and the reasons why the complainant is not satisfied with the Level One Administrator's decision. The Superintendent's office shall stamp the date of the filing on the appeal. If the appeal is filed timely, a Level Two hearing shall be scheduled before an appropriate Level Two Administrator who shall give written notice to the complainant of the time and place of the hearing. Such notice shall be delivered to the complainant at least three (3) calendar days prior to the date of the hearing.
- b. The Level Two Administrator shall obtain the record of the proceedings and evidence introduced at the Level One hearing, as well as a copy of the complaint, and shall conduct a hearing within ten (10) calendar days of the date of the filing of the appeal.
- c. The complainant shall be afforded an opportunity to be heard. The complainant cannot present evidence at the Level Two hearing which was not presented at the Level One hearing unless such additional evidence is submitted to the Level Two Administrator in writing at least five (5) calendar days prior to the date set for the Level Two hearing. If such additional evidence will involve the presentation of new witnesses, the complainant must provide in writing the names of such witnesses and the matters about which they are expected to testify. Unless these conditions are met, the complainant shall not be entitled to present the relevant new evidence. The Level Two Administrator may consider evidence from any other source deemed relevant. In all cases in which the complainant is contending that another employee acted improperly, such employee shall always be a proper witness.
- d. The written decision of the Level Two Administrator shall be made within ten (10) calendar days of the date of the filing of the appeal, shall be dated, and shall set forth findings of fact, the decision made, and a brief statement of the reasons for that decision. A copy of the decision shall be delivered to the complainant in the same manner provided for the giving of notice, within ten (10) calendar days of the filing of the appeal.

#### Level Three Hearing – Appeal to the Board of Education

- a. A complainant dissatisfied with the decision of the Level Two Administrator may appeal that decision to the Board. The appeal must be filed in the Superintendent's office in writing within ten (10) calendar days after the date the Level Two Administrator's decision is delivered to the complainant. The appeal shall clearly set forth the questions and issues involved and the reasons why the complainant is not satisfied with the Level Two Administrator's decision.
- b. The Superintendent's office shall stamp the date of filing on the appeal and transmit it to the Chair of the Board. If the appeal is filed timely, the Chair of the Board or, in the absence of the Chair, the Vice-Chair shall set a meeting time, date, and place for the Board to conduct a Level Three hearing. A majority of the Board must be present in order for hearing to proceed. If both the Chair and Vice-Chair are unable to attend the hearing, the Chair shall designate a Presiding Member to conduct the Level Three hearing. The Chair shall give the complainant written notice of the time and place of the hearing. Such notice shall be delivered to the complainant at least three (3) calendar days prior to the date of the hearing.
- c. The Level Three hearing shall be conducted by the Board within ten (10) calendar days of the date of the filing of the appeal. At the hearing, the complainant must present the case de novo, but may not present any evidence which was not presented at the previous level hearing, unless such new evidence has first been submitted to the Presiding Member in writing at least five (5) calendar days prior to the date set for the Level Three hearing. If such additional evidence will involve the presentation of new witnesses, the complainant must provide in writing the names of such witnesses and the matters about which they are expected to testify. Unless these conditions are met, the complainant shall not be entitled to present the relevant new

evidence. The Board may consider evidence from any other source it deems relevant. Notwithstanding the above, in all cases in which the complainant is contending that another employee acted improperly, such employee shall always be a proper witness.

d. Within ten (10) calendar days of the date of the filing of the appeal, the Board shall deliver its written findings of fact, decision, and a brief statement of the reasons for that decision to the Superintendent

e. The written decision of the Board shall be made no later than sixty (60) calendar days after the filing of the initial complaint, shall be dated, and shall set forth findings of fact. The board shall also set forth the decision made and a brief statement of the reasons for the decision. A copy of the decision shall be delivered to the complainant in the same manner provided for the giving of notice, within sixty (60) calendar days after the filing of the initial complaint.

#### Appeals to the State Board of Education.

A complainant dissatisfied with the decision of the DeKalb County Board of Education may appeal that decision to the State Board of Education. Such appeals shall be governed by the applicable State Board policy and O.C.G.A. §20-2-1160.

#### Overall Time Limit for Resolution of Complaint; Failure to Meet Time Limit

a. The total time frame for the proceedings under this policy shall not exceed sixty (60) calendar days from the date the complaint is filed to the date a copy of the Board's decision is delivered to the complainant.

b. Any complaint not processed within the time frames required by this policy shall be forwarded to the next level designated in this policy.

c. The time limits contained in this policy may be extended by the mutual agreement of the complainant and the administrator or the Board. The extension, by agreement, of any time limit herein shall automatically extend the overall 60-day time limit by the same number of days.

#### Record

a. The proceedings at every level shall be accurately recorded by mechanical means, and all evidence introduced at each level shall be preserved. The record of the proceedings and the evidence introduced shall be made available at all times to the complainant and the administrators.

**DEKALB COUNTY SCHOOL SYSTEM**  
**DECATUR, GEORGIA**

**CERTIFIED PERSONNEL COMPLAINT FORM**

This complaint form must be filed within ten days after the date on which the cause giving rise to the complaint is evident or could reasonable have been expected to be evident to the employee. Filing is accomplished when the complaint form is received by the Office of the Superintendent.

Employee's Name \_\_\_\_\_ School or Department \_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Hire \_\_\_\_\_

Position/Classification \_\_\_\_\_

Complete Home Address \_\_\_\_\_

I hereby present the following complaint to the Office of the Superintendent. I wish to have a hearing on this complaint in accordance with the complaint procedure set forth in the Board's Complaint Resolution Policy.

**EMPLOYEE'S STATEMENT OF COMPLAINT**

1. What is the date if the occurrence of the most recent incident or other matter on which the complaint is based? \_\_\_\_\_
2. What statute, policy, rule, regulation, or written agreement has been violated, misapplied, or misinterpreted? \_\_\_\_\_
3. Describe here the specific facts or events on which the complaint is based that explain how such statute, policy, rule, regulation, or written agreement was violated, misapplied, or misinterpreted, and how it affects the employment relationship of the Complainant? (Give names, dates, places, times, and other specifics. Additional pages may be attached.)  
\_\_\_\_\_  
\_\_\_\_\_
4. What relief are you seeking?  
\_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_\_  
Employee's Signature Date

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**DEKALB COUNTY SCHOOL SYSTEM**  
**DECATUR, GEORGIA**

**CERTIFIED PERSONNEL COMPLAINT APPEAL FORM**

**LEVEL TWO**

This complaint form must be filed within ten calendar days of the date of the administrator's decision of the Level One Hearing. Filing is accomplished when the complaint form is received by the Office of the Superintendent.

Complaint Number \_\_\_\_\_

Employee's Name \_\_\_\_\_

School or Department \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Hire \_\_\_\_\_

Position/Classification \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone No. \_\_\_\_\_

The Level One decision is attached.

I hereby appeal the Level One Administrator's decision. I do not agree with the decision for the reason(s) noted below. (Explain in detail the questions and issues involved and specifically why you disagree with the decision which you have appealed.)

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\_\_\_\_\_,20\_\_\_\_\_  
Employee's Signature Date

Date received by Office of the Superintendent: \_\_\_\_\_,20\_\_\_\_\_  

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**Exhibit**  
**Complaints and Grievances, Certified Employees**

---

**Descriptor Code: GAE(2)~E(2)**

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**



**DEKALB COUNTY SCHOOL SYSTEM**  
**DECATUR, GEORGIA**

**COMPLAINT APPEAL TO THE BOARD OF EDUCATION**

**CERTIFIED PERSONNEL**

**LEVEL THREE**

This complaint form must be filed within ten calendar days of the date of the administrator's decision of the Level Two Hearing. Filing is accomplished when the complaint form is received by the Office of the Superintendent.

Complaint Number \_\_\_\_\_

Employee's Name \_\_\_\_\_

School or Department \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Hire \_\_\_\_\_

Position/Classification \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone No. \_\_\_\_\_

The Level Two decision is attached.

I hereby appeal the Superintendent's decision. I do not agree with the decision for the reason(s) noted below. (Explain in detail the questions and issues involved and specifically why you disagree with the decision which you have appealed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_

Date received by Office of the Superintendent: \_\_\_\_\_, 20\_\_\_\_

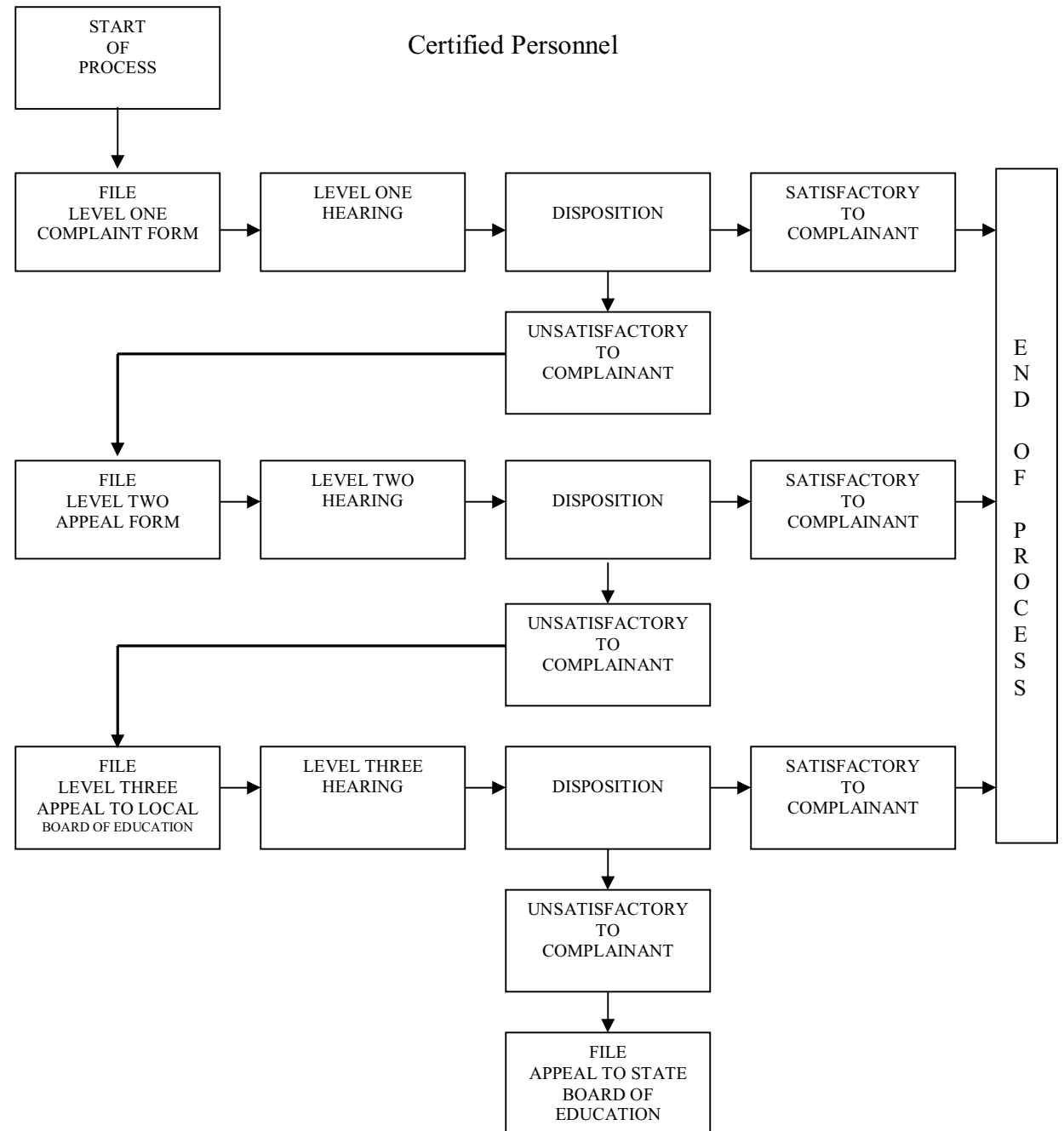
**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

DeKalb County Board of Education

Decatur, Georgia

**FLOWCHART for COMPLAINT RESOLUTION**



**Exhibit**  
**Complaints and Grievances, Certified Employees**

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**Descriptor Code: GAE(2)~E(4)**

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**COMPLAINTS AND GRIEVANCES  
STEPS AND TIMELINES**

From O.C.G.A. § 20-2-985.5: *“It is the intent of this part to resolve problems at the lowest possible organizational level with a minimum of conflict and formal proceedings so that good morale may be maintained, effective job performance may be enhanced, and the citizens of the community may be better served*

STEPS	TIMELINE
Attempts to resolve informally	None; however, it must be presented at Level 1 within 10 calendar days after the most recent incident, if pursued.
Level I (Supervisor, e.g., principal) Hearing and decision	Within 10 days of the filing of the Complaint.
Level II (Central Office Administrator)	Appeal to within 10 calendar days; Hearing and decision within 10 calendar days.
Level III (Appeal to LBOE)	Must file within 10 calendar days; Board must hear and render a decision within 20 calendar days after the hearing.
Appeal to SBOE	As in 20-2-1160, must appeal within 30 days' superintendent must transmit transcript, etc. within 10 days.
SBOE	Must notify parties of decision within 25 days following a hearing
Appeal to Superior Court	Must be within 30 days following notice of SBOE decision; State Superintendent must transmit transcripts, etc., within 10 days.

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Board Policy**

**Descriptor Code: GAE(3)**

**Complaints and Grievances, Non-certified Employees**

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**COMPLAINTS, NON-CERTIFIED EMPLOYEES**

MISSION: To provide a formal procedure for processing employee complaints.

1. Purpose

All non-certified employees shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organization level possible. The DeKalb County Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality whenever possible. This policy is available whenever such efforts do not succeed or when for any other reason, the employee desires to utilize this procedure.

2. Definitions

a. "Board of Education" shall mean the DeKalb County Board of Education.

b. "Superintendent" means the Superintendent of the DeKalb County School System.

c. "Administrator" means an individual meeting the following requirements at each pertinent level, such individual to be specifically named by the Superintendent to preside over and make decisions with respect to complaints.

i. The "Level One Administrator" shall be the immediate supervisor of the complaining party, unless the Superintendent determines that the nature of the complaint or the lack of availability of the immediate supervisor requires that another administrator be named.

ii. The "Level Two Administrator" will be the Superintendent or such member of the central office administrative staff whom the Superintendent shall designate to hear a particular complaint.

d. "Complaint" means any claim by a non-certified employee of the Board who is affected in the employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of the Board with which the administration is required to comply. A matter that has already been presented directly to the Board pursuant to O.C.G.A. §20-2-1160 (a) shall not be subject to complaint pursuant to the provisions of this policy.

e. "Complainant" means any non-certified employee of the Board who pursues a complaint pursuant to this policy.

f. A document is "filed" when it is physically received in the Superintendent's office.

g. "Notice" may be accomplished by certified mail or hand delivery. If the written complaint form does not include an address, "notice" to the complainant is accomplished by certified mail to the complainant's last known address on file with the Board. If the notice is sent by certified mail, it is deemed delivered upon its deposit in the United States mail; it must be adequately addressed, and must contain adequate postage.

### 3. Form of Complaint

The complaint must be in writing and shall include the following components:

- a. The mailing address of the complainant to which notices and all other documents may be delivered.
- b. A statement of the intent of the complainant to utilize this complaint procedure.
- c. A reference to or a description of the statute, policy, rule, regulation, or written agreement that is alleged to have been violated, misapplied, or misinterpreted.
- d. A brief statement of the facts on which the complaint is based that explains how such statute, policy, rule, regulation, or written agreement was violated, misapplied, or misinterpreted and, how it affects the employment relationship of the complainant.
- e. A statement of the relief desired.

The Superintendent may develop standardized complaint forms, the use of which may be required.

### 4. Level One Hearing

- a. The complaint shall be filed in the Superintendent's office within ten (10) calendar days after the occurrence of the most recent alleged incident or other matter on which the complaint is filed. The Superintendent's office shall stamp the date of filing on the complaint. If the complaint is filed timely, a hearing shall be scheduled before an appropriate Level One Administrator who shall give written notice to the complainant of the time and place of the hearing. Such notice shall be delivered to the complainant at least three (3) calendar days prior to the date of the hearing.
- b. The complainant shall be afforded an opportunity at the hearing to be heard, to present relevant evidence, and to examine witnesses. The Level One Administrator may consider evidence from any other source the administrator deems relevant. In all cases in which the complainant is contending that another employee acted improperly, such employee shall always be a proper witness.
- c. The written decision of the Level One Administrator shall be made within fifteen (15) calendar days of the filing of the complaint, shall be dated, and shall set forth findings of fact, the decision made, and a brief statement of the reasons for that decision. A copy of the decision shall be delivered to the complainant in the same manner provided for the giving of notice, within fifteen (15) calendar days of the filing of the complaint.

### 5. Level Two Hearing – Appeal From Level One

- a. A complainant dissatisfied with the decision of the Level One Administrator may appeal that decision to the Level Two Administrator. The appeal must be filed in the Superintendent's office in writing within ten (10) calendar days after the date the Level One Administrator's decision is delivered to the complainant. The appeal shall clearly set forth the questions and issues involved and the reasons why the complainant is dissatisfied with the Level One Administrator's decision. The Superintendent's office shall stamp the date of the filing on the appeal. If the appeal is filed timely, a Level Two Hearing shall be scheduled before an appropriate Level Two Administrator who shall give written notice to the complainant of the time and place of the hearing. Such notice shall be delivered to the complainant at least three (3) calendar days prior to the date of the hearing.
- b. The Level Two Administrator shall obtain the record of the proceedings and evidence introduced at the Level One Hearing, as well as a copy of the complaint and shall conduct a hearing within ten (10) calendar days of the date of the filing of the appeal.
- c. The complainant shall be afforded an opportunity to be heard. The complainant cannot present

evidence at the Level Two Hearing which was not presented at the Level One hearing unless such additional evidence is submitted to the Level Two Administrator in writing at least five (5) calendar days prior to the date set for the Level Two Hearing. If such additional evidence will involve the presentation of new witnesses the complainant must include in writing the names of such witnesses and the matters about which they are expected to testify. Unless these conditions are met, the complainant shall not be entitled to present relevant new evidence. The Level Two Administrator may consider evidence from any other source deemed relevant. In all cases in which the complainant is contending that another employee acted improperly, such employee shall always be a proper witness.

d. The written decision of the Level Two Administrator shall be made within ten (10) calendar days of the date of the filing of the appeal, shall be dated, and shall set forth findings of fact, the decision made, and a brief statement of the reasons for that decision. A copy of the decision shall be delivered to the complainant in the same manner provided for the giving of notice, within ten (10) calendar days of the filing of the appeal.

e. The decision of the Level Two Administrator shall be final.

6. Overall Time Limit for Resolution of Complaint: Failure to Meet Time Limit

a. The total time frame for the proceedings under this policy shall not exceed forty-five (45) calendar days from the date the complaint is filed to the date a copy of the Level Two Administrator's decision is delivered to the complainant.

b. Any complaint not processed within the time frames required by this policy shall be forwarded to the next level designated in this policy.

c. The time limits contained in this policy may be extended by the mutual agreement of the complainant and the administrator. The extension, by agreement, of any time limit therein shall automatically extend the overall 45-day time limit by the same number of days.

7. Record

a. The proceedings at every level shall be recorded accurately by mechanical means, and all evidence introduced at each level shall be preserved. The record of the proceedings and the evidence introduced shall be made available at all times to the complainant and the administrators.

b. The recording of the Level One Hearing may not be done by a third party.

8. Time Limits

The administrator shall have the authority to maintain order at any hearings provided for under this policy and to limit the time within which the complainant or any other party presenting evidence or examining witnesses must be completed. Time limits may be imposed at the outset of the hearing or at any time during the hearing.

9. Representation and Collective Bargaining

a. At Level One, the presence of any individual other than the complainant, the Level One Administrator, and any witnesses that may be called to testify by either of them is specifically prohibited. The complainant and the administration are entitled to the presence of an individual of their choice to assist them in the presentation of the complaint and the administration's response at Level Two.

b. Nothing herein shall be interpreted as authorizing or permitting collective bargaining by or on behalf of any employee or group of employees.

10. Costs

Except for the cost of preparing and preserving the record of the proceedings conducted under this policy, which shall be borne by the Board, all costs and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties involved.

11. Reprisals

A complainant shall not be the subject of any reprisal as a result of filing a complaint under this policy.

12. Effective Date

This policy shall apply retroactively to all Complaints under existing Board of Education Policy GAE that have not been finally resolved at the time this Policy is adopted by the Board of Education.

13. Repealer

All DeKalb County Board of Education policies and parts of such policies in conflict with this policy are hereby repealed.



**DEKALB COUNTY SCHOOL SYSTEM**  
**DECATUR, GEORGIA**  
**AUXILIARY PERSONNEL COMPLAINT FORM**

This complaint form must be filed within ten days after the date on which the cause giving rise to the complaint is evident or could reasonable have been expected to be evident to the employee. Filing is accomplished when the complaint form is received by the Office of the Superintendent.

Employee's Name \_\_\_\_\_ School or Department \_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Hire \_\_\_\_\_

Position/Classification \_\_\_\_\_

Complete Home Address \_\_\_\_\_

I hereby present the following complaint to the Office of the Superintendent. I wish to have a hearing on this complaint in accordance with the complaint procedure set forth in the Board's Complaint Resolution Policy.

**EMPLOYEE'S STATEMENT OF COMPLAINT**

1. What is the date of the occurrence of the most recent incident or other matter on which the complaint is based? \_\_\_\_\_
2. What statute, policy, rule, regulation, or written agreement has been violated, misapplied, or misinterpreted? \_\_\_\_\_  
\_\_\_\_\_
3. Describe here the specific facts or events on which the complaint is based that explain how such statute, policy, rule, regulation, or written agreement was violated, misapplied, or misinterpreted, and how it affects the employment relationship of the Complainant? (Give names, dates, places, times, and other specifics. Additional pages may be attached.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What relief are you seeking? \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_,20 \_\_\_\_\_  
Employee's Signature Date

**ISSUED: 09/11/2000**  
**DEKALB COUNTY BOARD OF EDUCATION**

**DEKALB COUNTY SCHOOL SYSTEM**  
**DECATUR, GEORGIA**  
**AUXILIARY PERSONNEL COMPLAINT APPEAL FORM**

**LEVEL TWO**

This complaint form must be filed within ten calendar days of the date of the administrator's decision of the Level One Hearing. Filing is accomplished when the complaint form is received by the Office of the Superintendent.

Complaint Number \_\_\_\_\_

Employee's Name \_\_\_\_\_

School or  
Department \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Hire \_\_\_\_\_

Position/Classification \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone No. \_\_\_\_\_

The Level One decision is attached. I hereby appeal the Level One Administrator's decision subject complaint. I do not agree with the decision of the administrator for the reason(s) noted below. (Explain in detail the questions and issues involved and specifically why you disagree with the decision which you have appealed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_, 20 \_\_\_\_  
Date

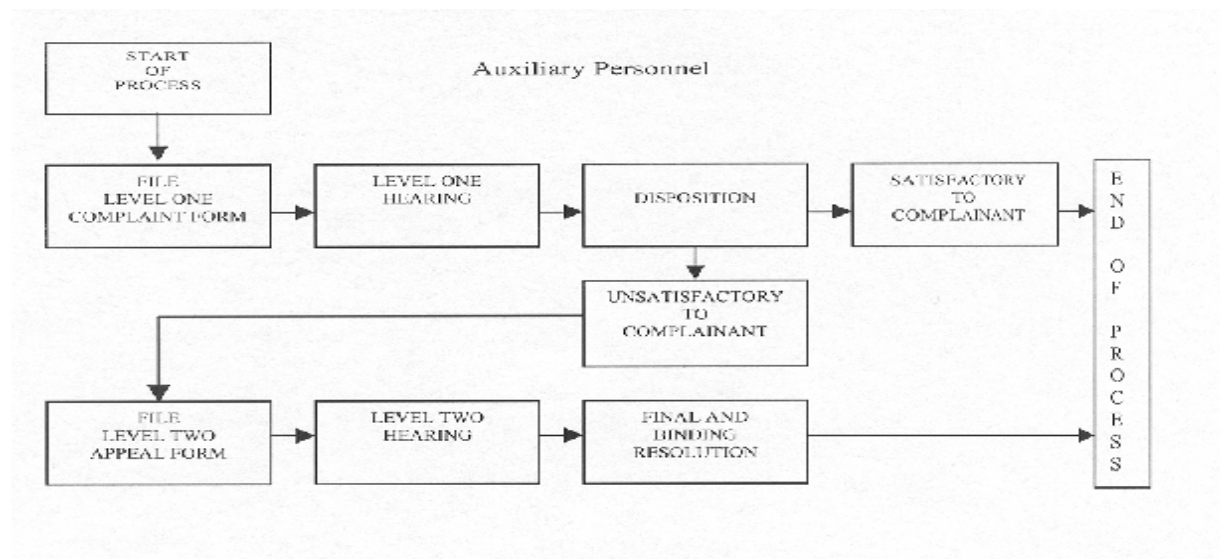
**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

DeKalb County Board of Education

Decatur, Georgia

**FLOWCHART for COMPLAINT RESOLUTION**



**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Board Policy**

**Descriptor Code: GAEB**

**Harassment**

---

SEXUAL HARASSMENT

MISSION: To ensure that all employees have a work environment free from sexual harassment and all forms of discrimination.

All employees of the DeKalb County School System are entitled to a work environment free from sexual harassment and all other forms of discrimination.

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. No employee, male or female, shall be subjected to unsolicited and unwelcomed sexual overtures or conduct of a verbal or physical nature.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcomed, is personally offensive, debilitates morale, and interferes with work effectiveness.

Such conduct, whether committed by supervisors or by nonsupervisory personnel, is specifically prohibited by law and by this policy. This prohibition includes offensive sexual flirtations or propositions, verbal abuse or abusive physical conduct of a sexual nature, graphic or degrading verbal comments about an individual's appearance, or the display of sexually suggestive objects or pictures. Furthermore, no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, work shifts, or any other condition of employment or career development.

Alleged violations of this policy will be investigated and, when it is determined that a violation has occurred, appropriate disciplinary action will be taken.

If employees have questions concerning this policy or if employees believe they have been subjected to sexual harassment, they should contact the Area Executive Director in person, by telephone or in writing. If, for any reason, employees believe the Area Executive Director cannot be responsive to a possible violation of this policy, they may contact directly the Associate Superintendent for Parental, Community, and Support Programs.

The Board will engage all or any combination of the following sanctions to remedy instances of sexual harassment:

1. Conference
2. Letter of Direction
3. Letter of Reprimand
4. Reassignment
5. Suspension
6. Termination

<b>Georgia Code</b>		<b>Description</b>
O.C.G.A. 19-07-5		<a href="#">Reporting child abuse</a>
O.C.G.A. 20-2-1184	<a href="#">Mandatory reporting of students committing certain prohibited acts</a>	
<b>US Code</b>		
42 USC 2000d		<a href="#">1964 Civil Rights Act</a>
42 USC 2000e-2		<a href="#">Unlawful employment practices</a>
20 USC 1681		<a href="#">Title IX of the Education Amendments of 1972</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**SEXUAL HARASSMENT COMPLAINT FORM**

**DEKALB COUNTY SCHOOL SYSTEM  
Decatur, Georgia**

Employee's Name \_\_\_\_\_

School or Department \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Hire \_\_\_\_\_ Position or Classification \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone Number \_\_\_\_\_

I hereby present the following sexual harassment complaint to the Deputy Superintendent for School Administration and Community and System Services and/or Superintendent. I request an investigation into this complaint in accordance with the complaint procedure set forth in the Board's Sexual Harassment Policy.

Any documents relevant to this complaint should be attached to this form.

**EMPLOYEE'S STATEMENT OF COMPLAINT**

1. Name(s) and title(s) of charged party or parties:

\_\_\_\_\_  
\_\_\_\_\_

2. Name(s) of witness(es), if any:

\_\_\_\_\_  
\_\_\_\_\_

3. What is the action or situation about which you have a complaint?

\_\_\_\_\_  
\_\_\_\_\_

4. How are you affected by the alleged violation in your employment?

\_\_\_\_\_  
\_\_\_\_\_

**Exhibit  
Harassment**

**Descriptor Code: GAEB~E**

5. What relief are you seeking?

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Employee's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Date received by Deputy Superintendent for School Administration and Community and System Services and Superintendent. \_\_\_\_\_

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

## **Administrative Regulation**

**Descriptor Code: GAEB-R**

### **Harassment**

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#### SEXUAL HARASSMENT

##### Objective

This document sets for the procedures for implementation of the DeKalb County Board of Education's policy that all employees are entitled to a work environment free from all forms of discrimination including sexual harassment.

##### Definition of Prohibited Conduct

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting such individual; or
3. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Included within such prohibitions are offensive sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; sexual orientation; the display of sexually suggestive objects or pictures; and any offensive or abusive verbal or physical conduct of a sexual nature.

##### Filing a Complaint

Any employee who believes that he or she has been subjected to sexual harassment should immediately notify the Associate Superintendent for Parental, Community, and Support Programs in person, by telephone, or in writing of the incident(s) giving rise to such harassment. If, for any reason, the employee feels the Associate Superintendent for Parental, Community, and Support Programs will not be responsive to his or her complaint(s), the employee should notify the Superintendent directly. The Associate Superintendent for Parental, Community, and Support Programs or, if contacted directly, the Superintendent will schedule an appointment in person with the complaining party at the earliest practicable time in order to secure the details and circumstances giving rise to the complaint. The complaining party will complete and sign the charge form, attached hereto as Exhibit 1, detailing the basis for the complaint. The Associate Superintendent for Parental, Community, and Support Programs will transmit a copy of the complaint to the Superintendent's office.

##### Investigation

The Associate Superintendent for Parental, Community, and Support Programs, in cooperation with the



Superintendent's office, will conduct an investigation to determine whether the charge or complaint has a basis in fact. The Superintendent will conduct the investigation when the complaint is filed directly with him or her. Such investigation will include an interview with the charged party or parties, interviews with witnesses, if any, and an examination of any relevant documents.

#### Resolution of the Complaint

In the event that it is determined that the charging party has been a victim of sexual harassment, the Associate Superintendent for Parental, Community, and Support Programs, in conjunction with the Superintendent's office, or the Superintendent, will recommend such relief as is necessary to make the charging party whole for any losses sustained as a result of the harassment. Furthermore, such recommendation will include the sanctions deemed necessary to insure that the charged party does not repeat or continue to engage in such acts of sexual harassment. Such sanctions may include conferences, transfer, suspension, and/or termination.

#### Confidentiality of Proceedings

The filing of a charge or complaint; investigation of the charge or complaint; and identity of the charging party, charged party, and any witnesses to the incident will be maintained in confidence. Only those persons who have a need to know for purposes of the investigation or resolution of the charge or complaint will be informed of the fact that a charge has been filed and/or the names or identities of the persons involved. Any employee who releases information concerning the charge or identity of persons involved will be subject to disciplinary action.

#### No Retaliation

No employee who files a charge or participates in the investigation or resolution of a charge of sexual harassment will be subjected to any form of retaliation. Any employee who retaliates against such person as a result of their participation in the process will be subject to disciplinary action.

#### Publication and Notification

The Board's policy on sexual harassment and this procedure will be explained to all employees. A copy of these documents will be posted on all bulletin boards where notices to employees are generally posted and shall be included in the Personnel Manual.

**Board Policy**

**Descriptor Code: GAG**

**Staff Conflict of Interest**

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EMPLOYMENT OF RELATIVES

MISSION: To provide guidelines for job placement of relatives.

The DeKalb County Board of Education permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Superintendent or designee, create actual or perceived conflicts of interest. The DeKalb County School System will exercise sound business and educational judgment in the placement of related employees in accordance with the following guidelines:

1. For purposes of this policy, "relative" is defined as spouse, child, parent, brother, sister, grandparent, grandchild, or corresponding in-law or step relation.
2. Individuals who are related by blood or marriage are permitted to work in the same school or other facility, provided no direct reporting or supervisory/management relationship exists between them. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced, or give that appearance of having been influenced, by the other relative. For purposes of this policy, a supervisory/management relationship shall be considered to exist between the high school department chair and teachers within the department.
3. No relatives are permitted to work in the same department or in any other positions in which the administration believes an inherent conflict of interest may exist.
4. Employees who marry while employed are treated in accordance with these guidelines. That is, if, in the opinion of the administration, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practical time. If it is determined that a conflict or an apparent conflict exists, the two employees affected will be given an opportunity to designate the transferring spouse and the remaining spouse. Failing such designation, the system will make a designation based upon the seniority of the two marrying employees.
5. The Superintendent shall adopt employment application forms for all persons seeking employment within the District which shall require each applicant to disclose whether the applicant is a relative of (a) any current employee of the school district or (b) a member of the Board of Education. The portion of any such application forms containing the information required by this section shall be maintained so as to be subject to inspection under the Open Records Act.
6. The Superintendent shall disclose in his monthly reports to the Board the names of relatives of the Superintendent or members of the Board of Education to be recommended for employment by the Superintendent and relatives of cabinet members seeking employment or a change of position within the District.
7. Any employment of, or any change of employment terms of, relatives of members of the Board of Education or the Superintendent must be approved by the Board of Education in open session by separate agenda action.

8. Any employment of, or any change of employment terms of, a relative of a cabinet member which is either supervisory/managerial or is not related to the direct instructional program of a specific school, shall require approval of the Board of Education in open session by separate agenda action.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 16-10-1	<a href="#">Public officer - willful violation of terms of oath</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: GAG-R**

**Staff Conflict of Interest**

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EMPLOYMENT OF RELATIVES

DeKalb Policy Code GAG has special implications for members of the Superintendent's cabinet and for members of the Board. The Superintendent will disclose to the Board each situation identified regarding the employment or promotion of a relative of a member of the cabinet or of a member of the Board.

The Department of Personnel will monitor the implementation of this policy. It is recognized that some family relationships of individuals involved in initial employment and in promotions will not be apparent to members of the Department of Personnel due to marital relationships, step relationships, name changes resulting from marriage, and individuals with long-term employment.

Cabinet members will assist in the on-going implementation of this policy by submitting a written notice to the Office of the Superintendent of any job application submitted or any proposed promotion that involves the relative of any cabinet member who falls within the scope of this policy.

**Board Policy**

**Descriptor Code: GAHB**

**Staff Political Activities**

---

POLITICAL INVOLVEMENT

MISSION: To ensure that candidates vying for an elected political position are provided equal opportunities for that position without campaign involvement of school employees.

School buildings and property may be used for partisan and political functions provided that the usual costs for the use of the building or property are borne by the sponsoring group or organization. Activities of this type will not be sponsored by the DeKalb County School System, but will be in line with the DeKalb County Board of Education policy allowing community groups the use of school facilities, subject to the payment of normal charges for their use.

School-sponsored functions involving qualified candidates for any office shall not be structured in such a manner as to provide candidates acting on behalf of their candidacies an advantage over other candidates. The use of school materials or the use of personnel in their capacities as employees of the Board, on behalf of any or all candidates, is expressly forbidden.

Employees and elected officials are expected to take every reasonable step to differentiate between their activities as individuals and their official positions as employees or elected officials, including the solicitation of funds from subordinate employees, groups of persons, or firms doing business with the school system.

Employees may not take an active part in the political management of Board elections or in political campaigns in connection with Board elections, except as permitted by the following provisions:

1. Employees may register and vote in all elections. However, employees are prohibited from soliciting or attempting to coerce votes or anything of value from anyone in support of or in opposition to Board candidates.
  - a. Employees may place political signs on their own lawns but may not solicit others to erect such signs.
  - b. Employees may make personal contributions to Board candidates of any legal amount they choose; however, employees may not directly or indirectly coerce, attempt to coerce, command, or advise a fellow employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes in connection with the Board.
2. Employees may sign petitions but may not initiate them, circulate them, nor canvass for the signatures of others.
3. Employees may express opinions as individuals privately and publicly on political subjects, issues, and candidates. In any public statement, employees are prohibited from exerting or attempting to exert influence by identifying themselves in any manner as employees of the school system.
4. Employees may attend and are free to participate individually at any political rally or meeting.

However, employees are prohibited from organizing, soliciting, or serving in any leadership capacity for such activities.

- 5. Employees may participate in the nonpartisan activities of a civic, community, social, or professional organization to the extent consistent with the other provisions of this policy.
- 6. Employees may be politically active in connection with a question regarding the Board, which is not specifically identified with a political party, candidate, constitutional amendment, referendum, or other similar questions or issues.
- 7. Employees are prohibited from accomplishing activities by collusion or indirection that they are not allowed to do directly or indirectly.

An elected official acting in official capacity in the discharge of the duties of the office shall not be prevented from doing so by this policy.

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DeKalb County Schools

Date Adopted: 9/11/2000

US Code	Description
18 USC 1951	<a href="#">Interference with commerce by threats or violence</a>
42 USC 1973c	<a href="#">Alteration of voting qualifications and procedures; action by State or political subdivision for dec</a>
42 USC 1971	<a href="#">Voting Rights Act, Sec. 5</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GAJ**

**Gifts**

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GIFTS TO SYSTEM PERSONNEL

MISSION: To promote employee business decisions that are free of impropriety.

Employees shall not accept or solicit for themselves or for others anything of value from any person, corporation, or other entity doing business with or attempting to do business with the DeKalb County School System. Any employee who is offered any gift from a person, corporation, or other entity doing business with or attempting to do business with the school system shall advise the Superintendent and the Chair of the DeKalb County Board of Education of such an offer.

Business lunches or dinners in the normal course of a business day shall be exempt from this policy. All lunches or dinners shall be reasonable in price.

Gifts to system employees by pupils or patrons shall not be required or expected. Letters of appreciation from individuals and resolutions expressing gratitude from organizations are in most cases more appropriate than material gifts. Such expressions may be considered as a basis for recognition of personnel of the school system who have rendered meritorious service.

School system employees shall not be placed under pressure to participate in school, departmental, or district solicitation. No person shall approach, advise, or lead any subordinate into expecting that they should give in any solicitation effort.

Personnel of the school system are not permitted to accept or purchase from a student in the school system any materials or substances, consumable or nonconsumable, which are against school rules and regulations for the student to have in possession on school property or at a school-sponsored activity.

The giving or receiving of gifts motivated by personal affection or gratitude shall not be regarded as a violation of this policy. When gifts are given, they shall not be elaborate or expensive. However, no gifts of a value exceeding \$100.00 may be made to any Board of Education member while that person is holding office.

This policy shall not be interpreted so as to prevent the giving and accepting of incentives, awards, and appreciation gifts between schools and businesses which have a formal relationship under the Partners-in-Education Program or programs under Board supervision. This policy shall not prevent employees from working in fund-raising activities for community and civic groups.

Violation of this policy by any employee shall be reported to the Board. Violation of this policy by an entity doing business with or attempting to do business with the school system shall subject such entity to being barred from further business relationships with the school system.

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DeKalb County Schools

Date Adopted: 5/10/2004

**Georgia Code**

**Description**

[O.C.G.A. 16-10-1 Public officer - willful violation of terms of oath](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GAK**

**Personnel Records**

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PERSONNEL RECORDS, CONFIDENTIALITY OF

MISSION: To ensure confidentiality of personnel records.

The DeKalb County School System shall maintain a personnel file for each employee. The personnel file shall contain all documents required by law and all other items necessary for the administration of personnel employed by the school system, excluding medical records relating to the American Disabilities Act, Family and Medical Leave Act of 1993, Omnibus Transportation Employee Testing Act of 1991, and Workers' Compensation. Personnel records of employees are legally defined as confidential. Disclosure of addresses, telephone numbers, duty stations, periods of service, medical histories, associations, family relationships, wages, or salaries is specifically prohibited as an invasion of personal privacy.

Personnel information requested by government agencies, school systems, public colleges, and public universities may be provided within the parameters of this policy. Employee name, employment date, position title, duty station, record of performance, and salary or wage data may be disclosed to businesses at the request of the employee. Personnel records shall be produced upon receipt of appropriate court orders or subpoena.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0109 [Duties of superintendents](#)

O.C.G.A. 20-2-0167 [Funding for direct instructional, media center and staff development costs; submission of budget](#)

O.C.G.A. 20-2-0211 [Annual contract; disqualifying acts; fingerprinting; criminal record checks](#)

O.C.G.A. 20-2-0944 [Letters of Reprimand](#)

O.C.G.A. 50-18-72 [When public disclosure is not required](#)

Rule 160-5-2-.50 [Certified/Classified Personnel Information](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



**Board Policy**

**Descriptor Code: GAK(1)**

**Criminal Background Check**

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EMPLOYMENT

Purpose: to ensure that individuals who work for the DeKalb County School System will meet high ethical and moral standards.

Personnel employed by the DeKalb County School System shall be fingerprinted and have a criminal record check as required by O.C.G.A. §20-2-211 (e).

New employees shall be employed on a temporary basis for a period not to exceed 200 days in order to allow for the receipt of the results of the criminal record check. Employment may be continued beyond the 200-day period for those whose criminal record check is satisfactory. Employment will be terminated at the discretion of the superintendent or designee for those whose criminal record check is not satisfactory. The acceptability of the criminal record check will be at the discretion of the superintendent or designee.

Teachers, principals, and other certificated personnel whose employment is continued shall have a criminal record check made as required by O.C.G.A. §20-2-211 (e)(1) upon any certificate renewal application to the Professional Standards Commission.

All other employees of the DeKalb County School System who are not covered by the above paragraph relating to certificated personnel shall be fingerprinted and have a criminal record check as required by O.C.G.A. §20-2-211 (e)(1). The employees who are not considered to be certificated personnel shall be fingerprinted and have a criminal record check during each five-year period based on the last four digits of their Social Security numbers in accordance with the following schedule:

<b>ACADEMIC YEAR OF TESTING LAST FOUR DIGITS OF EMPLOYEE SOCIAL SECURITY NUMBERS</b>	
2000-2001	0000 through 1999
2001-2002	2000 through 3999
2002-2003	4000 through 5999
2003-2004	6000 through 7999
2004-2005	8000 through 9999

Fingerprinting in future years will be processed by repeating the above five-year cycle.

At the discretion of the DeKalb County Board of Education, fees required for a criminal record check shall be paid by the Board or by the job applicant or employee in accordance with O.C.G.A. §20-2-211 (e)(3).

Information provided by the Georgia Crime Information Center or the National Crime Information Center shall be used only for the purposes allowed by O.C.G.A. §35-3-35 or by applicable federal laws, rules, or regulations in accordance with O.C.G.A. §20-2-211 (e)(5).

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GAL**

**Salary Deductions**

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**PAYROLL DEDUCTIONS**

MISSION: To ensure that all payroll deductions are available and executed legally and properly.

Payroll deduction services will be provided for the following purposes:

1. To satisfy the requirements of the law, as in the case of state and federal income taxes.
2. To satisfy the requirements of the various state and federal laws. These laws relate to alimony, bankruptcy, child support, Department of Labor, garnishment, income tax, Medicare, Public School Employees Retirement System, Social Security, tax levy, and Teachers Retirement System of Georgia.
3. To make available employee benefit programs that are approved by the DeKalb County Board of Education, such as Social Security, group insurance, and state retirement programs.
4. To make available tax-exempt annuities as provided for under Section 403 (b) of the United States Internal Revenue Code if the annuities meet reasonable standards.
5. To make available to the employees of the DeKalb County School System and the members of the Board a deferred compensation plan approved by the Board.
6. To make available savings programs, including the purchase of U.S. Savings Bonds and deposits in financial institutions licensed to operate in Georgia and insured by a federal agency.
7. To provide a convenient means for the employees to contribute to one charity drive per year through a foundation that is representative of all of the employees of the school system, such as the DeKalb County School Employees Foundation, Inc., if the expenses of the payroll deduction service are to be reimbursed to the school system .

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DeKalb County Schools

Date Adopted: 9/11/2000

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 18-4-20	<a href="#"><u>Property subject to garnishment</u></a>
O.C.G.A. 18-4-21	<a href="#"><u>Garnishment of salaries of officials/employees of the state and its subdivisions</u></a>
O.C.G.A. 18-4-62	<a href="#"><u>Summons of garnishment; Answer requirements</u></a>
O.C.G.A. 20-2-0182	<a href="#"><u>Program weights to reflect funds for payment of salaries and benefits</u></a>
O.C.G.A. 20-2-0892	<a href="#"><u>Contributions by employees, state and local employers; withholding/deducting from contributions</u></a>
O.C.G.A. 20-2-0920	<a href="#"><u>Withholding or deducting employee contributions to the plan</u></a>
O.C.G.A. 33-24-34	<a href="#"><u>Group insurance for government employees</u></a>
O.C.G.A. 45-18-30	<a href="#"><u>"Public Employee" defined</u></a>

O.C.G.A. 47-18-41 [Plans for old-age, survivors and disability insurance coverage submitted by political subdivisions](#)

O.C.G.A. 47-03-041 [Annuity savings fund](#)

O.C.G.A. 48-07-1 [Income taxes; definitions](#)

**US Code**

15 USC 1673 [Restriction on garnishment](#)

15 USC 1674 [Restriction on discharge from employment by reason of garnishment](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: GAM

Staff Rights and Responsibilities

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DUE PROCESS

MISSION: To ensure that all employees are provided due process in disciplinary matters .

Teachers and other contractual personnel shall be demoted, relieved from duty, have contracts terminated, or have contracts non-renewed in accordance with due process procedures provided in the Georgia code.

Non-contractual employees shall be demoted, relieved from duty without pay, or discharged by the Superintendent in accordance with local due process procedures.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0109	<a href="#">Duties of superintendents</a>
O.C.G.A. 20-2-1121	<a href="#">Bus drivers subject to random alcohol/drug testing</a>
O.C.G.A. 20-2-1160	<a href="#">LBOE tribunal power to determine local school controversies; appeals; special ed provisions</a>
O.C.G.A. 40-5-54	<a href="#">Mandatory suspension of license</a>
O.C.G.A. 40-6-391	<a href="#">Penalties for driving under the influence of alcohol, drugs or other intoxicants</a>
O.C.G.A. 45-20-91	<a href="#">Determination of employees subject to random drug testing</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GAMA**

**Drug-Free Workplace**

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DRUG-FREE WORKPLACE

**MISSION:** To ensure that the DeKalb County School System provides a drug- free and safe environment in the workplace.

Out of concern for and recognition of the well being of all employees of the DeKalb County School System, the Board is committed to making a good faith effort to maintain a drug-free workplace. The Board recognizes that a drug-free workplace encourages employee productivity and promotes the safe accomplishment of Board goals. Toward this end, the Board implements this policy and related administrative procedures.

The Board hereby declares that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace for all employees. Entities contracting with the Board shall, as a condition of the contract, ensure a drug-free workplace.

Each employee shall be given a copy of this policy. As a condition of employment, employees will abide by the terms of this policy and shall notify the Board of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. The school system shall notify the appropriate federal agency within ten days after receiving notice of the conviction from the employee or otherwise after receiving the actual notice of such conviction.

A controlled substance is defined as any drug or substance listed in Schedule I through Schedule V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) which includes but is not limited to marijuana, cocaine, heroin, opiates, and amphetamines. Not included are substances used in accordance with a valid prescription issued by a physician, dentist, psychiatrist, or any other agent licensed by the state to prescribe legal drugs. The workplace is defined as a geographic location where an employee performs work pursuant to employment with the Board, including any travel while in travel status. Conviction means a finding of guilt, including a plea of *nolo contendere*, or imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. A criminal drug statute is defined as a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.

Within a 30-day notification of any criminal drug statute conviction for a violation occurring in the workplace, the school system shall take appropriate personnel action against any employee so convicted. The administrative steps to be taken may include the following actions:

1. An administrative directive to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.
2. A reprimand.
3. A suspension from duty without pay.

- 4. A demotion.
- 5. The termination from employment.

The Superintendent shall develop an awareness program to inform employees of the following drug-free components:

- 1. The dangers of drug abuse in the workplace.
- 2. The Board policy regarding drug-free workplace and any accompanying department or school administrative procedures concerning the maintenance of a drug-free workplace.
- 3. Any available drug counseling, rehabilitation, and employee assistance programs.
- 4. Any penalties to be imposed upon employees for drug-abused violations occurring in the workplace.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0011	<a href="#">State Board of Education - budget, supervision of DOE, funding</a>
O.C.G.A. 20-2-0940	<a href="#">Grounds/procedure for terminating or suspending contract of employment (Fair Dismissal law)</a>
O.C.G.A. 45-23-1	<a href="#">Drug-free Public Work Force Act of 1990 - short title</a>
Rule 160-5-3-.15	<a href="#">Alcohol and Controlled Substances Testing</a>
US Code	
21 USC 812	<a href="#">Schedules of controlled substances</a>
41 USC 701	<a href="#">Drug-free workplace requirements for Federal contractors</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: GAN

Personnel Smoking

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TOBACCO, USE OF (PERSONNEL)

MISSION: To ensure that school property is tobacco-free.

The use of tobacco products is not permitted on school property at any time.

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DeKalb County Schools	Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.	



**Administrative Regulation**

**Descriptor Code: GAN-R**

**Personnel Smoking**

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**TOBACCO, USE OF (PERSONNEL)**

The use of tobacco products by employees of the school system and visitors is prohibited on school property at any time. This policy has been passed for the welfare and best interest of all employees and as an example to our students that the use of tobacco products is discouraged. Should this policy be violated by employees, the following administrative action will be taken:

First Offense - Letter of reprimand from the principal or administrator to be placed in the employee's file at the local unit of administration and to be removed in one year if no further violations are incurred.

Second Offense - Letter of reprimand from the Superintendent to be removed after one year if no further violations are incurred.

Third Offense - A three-day suspension without pay.

Fourth Offense - Indefinite suspension and possible job termination for insubordination and violation of Board policy.

**Board Policy**  
**Communicable Diseases**

**Descriptor Code: GANA**

**COMMUNICABLE DISEASES (EMPLOYEES)**

MISSION: To ensure the protection of the health and welfare of all individuals in the school community.

The DeKalb County Board of Education recognizes the importance of protecting the health and welfare of students, teachers, and other employees from the spread of communicable diseases. Board policy and administrative procedures concerning such diseases should be consistent with the requirements of law, including the policies of the Georgia Board of Education, and should reflect current medical knowledge and research. An employee whose medical condition poses a substantial threat to the health or safety of the school community may be removed from the school or workplace until the employee's medical condition no longer poses such a threat. Both the decision to require the removal of the employee and the decision to permit the employee to return to work shall be based upon the advice of public health or other medical experts.

The administration shall provide an educational program on communicable diseases, including AIDS, for employees.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0940	<a href="#">Grounds/procedure for terminating or suspending contract of employment (Fair Dismissal law)</a>
O.C.G.A. 24-9-47	<a href="#">Disclosure of AIDS confidential information</a>
O.C.G.A. 31-12-4	<a href="#">Quarantine of diseased persons</a>
O.C.G.A. 31-22-9.1	<a href="#">HIV tests - Who may perform test</a>
Rule 160-1-3-.03	<a href="#">Communicable Diseases</a>
US Code	
29 USC 706	<a href="#">Allotment percentage</a>
29 USC 794	<a href="#">Nondiscrimination under Federal grants and programs</a>

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**Administrative Regulation**

**Descriptor Code: GANA-R**

**Communicable Diseases**

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**COMMUNICABLE DISEASES (EMPLOYEES)**

When an employee has or is a carrier of a communicable disease which may pose a substantial threat to the health or safety of the school community the employee shall inform the supervisor in writing of the infection. If such notice is given, or where the employee's supervisor has a reasonable basis for suspecting that an employee has or is a carrier of such a disease, and where that employee wishes to remain on duty, the Superintendent or designee should require a medical evaluation of the employee. The evaluation should be based on current medical knowledge and should address the following:

1. the nature of the disease and how it is transmitted;
2. how long the employee is likely to remain infectious;
3. the probability of transmitting the disease within the school community;
4. the nature and severity of any risk the disease poses to the health or safety of the school community;
5. any measures that could be taken to eliminate or reduce any such risk;
6. any medical grounds for requiring the employee to take a leave of absence or otherwise restricting the employee's attendance on duty; and
7. whether the employee is able to perform the essential functions of the job.

If the Superintendent or designee deems a medical evaluation to be appropriate, it may be conducted by the employee's physician, public health personnel, or other medical experts selected by the Superintendent or designee. The Superintendent or designee may require the employee to be suspended with pay during the evaluation period.

Upon completion of the medical evaluation, the Superintendent or designee shall review the medical report. If, on the basis of the medical evaluation, the Superintendent or designee determines that the employee has or is a carrier of a dangerous communicable disease and that unrestricted attendance of such employee on duty would pose a substantial threat to the health or safety of the school community, the Superintendent or designee shall determine whether the employee can perform the essential functions of the job, taking into account the medical evaluation and the factors listed in "1" through "7" above.

If it is determined that the employee can perform the essential job functions, the employee will be permitted to remain on duty, but the performance of the employee shall be reviewed at reasonable intervals to ensure that the essential job functions are performed.

If it is determined that the employee is not able to perform the essential job functions, the Superintendent or designee must further consider whether any reasonable accommodations by the school system will enable the employee to perform those functions. An accommodation is not reasonable if it imposes undue financial or administrative burdens on the school system or requires a fundamental alteration in the nature

of the job.

If it is determined that the employee is not otherwise qualified even with reasonable accommodations, then the Superintendent or designee shall take appropriate steps to terminate the employment of the employee. The procedural requirements of the Fair Dismissal Act shall be observed in all cases in which the protections of the Act are applicable. In those cases where the Fair Dismissal Act is not applicable, the Superintendent or designee shall inform the employee in writing of job termination, giving reasonable notice of the termination. Any employee desiring to separate voluntarily from the school system will be permitted to do so.

In making any of the determination designated by this procedure, the Superintendent or designee may invite the participation of the employee and the employee's physician and may solicit the opinions of public health officials, other medical experts selected by the Superintendent or designee, and administrative personnel who are knowledgeable about the requirements of the job.

All notices, reports, actions, hearings, and decisions that contain personally identifiable information about an employee who has or who is reasonably suspected of having or being a carrier of a dangerous communicable disease shall be strictly confidential. The personnel who are made aware of the employee's condition shall be kept to the minimum for those requiring that information for administrative purposes or for detecting situations where the potential for transmission of the disease may exist.

Each school shall adopt routine procedures for handling blood and other body fluids, regardless of whether any employees with dangerous communicable diseases are known to be in attendance. Teachers, administrators, and other employees should be instructed about such procedures and their importance.

#### Superintendent

If the employee referred to herein is the Superintendent of the school system, the procedures outlined above shall apply, provided however, that any action to be taken by the Superintendent or designee shall be taken by the majority of the Board, and if the Superintendent is determined not to be otherwise qualified even with reasonable accommodations, the dismissal shall be in accordance with the current employment contract between the Superintendent and the Board. The decision of the Board shall be expeditious.

#### Cleanup and Handling of Body Fluids or Matter

When it is necessary to clean up or handle any blood, body fluids, vomit, fecal matter, or urine, the following practices should be observed:

1. Disposable gloves should be worn during the cleaning process.
2. Surfaces soiled with the above substances should be promptly disinfected using a bleach solution (1 part bleach to 10 parts water) or another similar strong disinfectant.
3. Whenever possible, disposable towels, tissues, or other materials should be used in the cleaning process. These disposable materials should then be placed in a plastic bag and discarded.
4. After use, nondisposable cleaning equipment and materials, such as towels and mops, should also be disinfected with the bleach solution or other disinfectant.
5. Those who are cleaning should avoid exposure of open skin lesions or mucous membranes to the blood or body fluids.
6. Persons involved in the cleanup should thoroughly wash their hands afterwards.

These measures should be adopted as standard procedure for each and every spill of body fluids or matter. Similar practices are being adopted by many health agencies because of the potential for transmission of communicable diseases. Adoption of these guidelines will make the school a safer environment for students and staff.

**Board Policy**

**Descriptor Code: GBA**

**Professional Personnel Compensation Guides and Contracts**

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**SALARIES**

**MISSION:** To ensure that employees are compensated with salaries commensurate with job responsibilities and duties.

The compensation for each employee shall be based on the salary schedule adopted by the DeKalb County Board of Education. The Superintendent is authorized to establish the salary placement of an employee on the appropriate salary schedule and to provide compensation in accordance with the current schedule.

A professional employee who holds a valid, Georgia, in-field, professional educator certificate and who is assigned to a salary step that requires one year of credited service to advance on the salary schedule shall move to the next step on the salary schedule for the following academic year if the creditable experience requirement has been met with the one exception that follows. A professional employee who receives two consecutive unsatisfactory annual evaluations shall not move to the next step on the salary schedule for the following academic year, and the salary step placement shall not advance until a satisfactory evaluation is received. A one-step advancement on the salary schedule shall occur at the beginning of the academic year following the academic year when the satisfactory evaluation is received. All cases in which the Board salary increments are withheld will be reviewed by a designee of the Superintendent. A certificated employee who fails to complete 20 days of service during a contract year for a reason other than a disabling health problem will be paid on the basis of a substitute teacher's daily rate.

The DeKalb County Board of Education shall maintain a compensation program which will assist in recruiting, retaining, and rewarding quality personnel as well as motivating and providing personal growth and compensation opportunities as warranted by job performance. The compensation program shall be based on the principle that each position has a salary grade commensurate with its internal value to the organization. The organizational value of a position shall be determined by a systematic program of job analysis and evaluation based upon job content and internal and external comparisons. The compensation program shall be designed to ensure fiscal responsibility, consistent application of objective salary standards, equitable treatment of employees in similar classifications, compliance with governmental regulations, and compensation levels which are competitive with other governmental, educational, and/or private organizations. The compensation program shall reflect training, experience, and performance. The compensation program shall have a comprehensive review at least every five years.

**CONTRACTS AND REASSIGNMENTS**

**MISSION:** To ensure that contractual personnel are provided written employment contracts and provisions for reassignment of staff.

Employment contracts for certified personnel shall be in writing and shall be signed in duplicate by the employee and by the Superintendent of Schools. The Superintendent may recommend to the DeKalb County Board of Education that employment contracts be offered to selected non-certified personnel. The Superintendent shall have the authority to reassign any employee for the efficient operation or for the best interest of the school system.

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 16-10-21	<a href="#"><u>Conspiracy to defraud the state</u></a>
O.C.G.A. 20-2-0182	<a href="#"><u>Program weights to reflect funds for payment of salaries and benefits</u></a>
O.C.G.A. 20-2-0211	<a href="#"><u>Annual contract; disqualifying acts; fingerprinting; criminal record checks</u></a>
O.C.G.A. 20-2-0212	<a href="#"><u>Salary schedules</u></a>
O.C.G.A. 20-2-0212.1	<a href="#"><u>Georgia Teacher of the Year raise</u></a>
O.C.G.A. 20-2-0214	<a href="#"><u>Salary schedule for principals; supplements</u></a>
O.C.G.A. 20-2-0218	<a href="#"><u>Duty free lunch period for teachers in grades K-5</u></a>
O.C.G.A. 20-2-0281	<a href="#"><u>Assessment of effectiveness of educational programs</u></a>
O.C.G.A. 20-2-0833	<a href="#"><u>Additional payments to supervisors of student teachers</u></a>
Rule 160-5-2-.04	<a href="#"><u>State Salaries and Supplements</u></a>
Rule 160-4-03-.09	<a href="#"><u>Extended Year Technology/Career (Vocational) Education Projects</u></a>
Rule 160-4-03-.11	<a href="#"><u>Extended-Day Program</u></a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: GBA-R**

**Professional Personnel Compensation Guides and Contracts**

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SALARIES AND COMPENSATION PROGRAM

A. Job Descriptions

1. A job description shall be developed for each position in the system.
2. A job description shall be developed for each new position prior to staffing of the position.
3. The job description for each position vacated shall be reviewed and updated by the immediate supervisor before the position is restaffed.
4. Each new employee shall receive a job description and the immediate supervisor shall review the duties listed in the job description with the new employee.
5. The position incumbent and the incumbent's immediate supervisor shall formally review each job description every five years.

B. Review of Compensation Plan

1. The total compensation plan will be reviewed every five years. The compensation review will be done by staff and may be assisted by external consultants. The techniques must include salary and benefit surveys and may include other techniques for job evaluation.
2. Individual jobs shall also undergo a reclassification study when duties have increased significantly due to staff reduction, implementation of new programs, or other influential variables.

C. Levels of Compensation

Prior to annual budget preparation, a salary survey shall be conducted and the Superintendent shall advise the Board of the anticipated beginning teachers' salaries of other leading systems in Georgia. DeKalb shall strive to maintain the highest beginning teachers' salary level in comparison to all public school systems in Georgia. The system shall also strive to maintain all teachers' salary levels at or above the 90th percentile of other Georgia public school systems. In addition, DeKalb shall make an effort to compensate all non-teaching positions between the 70th and 90th percentile of positions included in relevant market surveys.

Fringe benefit levels should also be maintained at or about the 90th percentile in relation to other public school systems.

D. Supplements to Salary

An effort shall be made to expand the number of supplements available to teachers who perform extra duties.

**Board Policy**

**Descriptor Code: GBB**

**Professional Personnel Positions**

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EMPLOYMENT

MISSION: To ensure proper personnel classification, authorization, and placement essential for conducting efficient and effective school system services.
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I. Classification Of Positions And Employment Of Personnel

- A. The DeKalb County Board of Education shall on recommendation of the Superintendent classify the positions for personnel and shall authorize the employment and placement of personnel required for instruction, administration, maintenance and operation of facilities, and other appropriate services for the DeKalb County School System.
- B. Personnel shall be employed in accordance with adopted job classifications and salary schedules and in such numbers as authorized by the Board. It shall be the duty of the Superintendent to ensure that the employees meet the qualifications established by law and by the Board.
- C. The Superintendent shall have authority to employ and assign personnel for positions authorized by the Board, provided that assignments at the level of executive director and above are approved by the Board.

II. Full-time Employment

Full-time employees are defined as those who are employed for 30 or more hours per week on a scheduled basis and who are not classified as temporary. Full-time employees are paid on a biweekly or monthly base salary and are eligible to participate in all fringe benefits offered by the DeKalb County Board of Education. Full-time employees are required by state law to participate in the Teachers Retirement System or the Public School Employees Retirement System. All full-time employees hired after March 31, 1986, are subject to Medicare taxes.

III. Part-time Employment

Part-time employees are defined as those who are employed for less than 30 hours per week on a scheduled basis and who are not classified as temporary. Part-time employees are paid at an hourly, daily, or unit rate of pay on a biweekly or monthly payroll schedule. Part-time employees are eligible to purchase tax-sheltered annuities via payroll deduction. All part-time employees hired after March 31, 1986, are subject to Medicare taxes. Part-time employees are subject to Social Security taxes unless they meet one of the following conditions:

- A. The part-time employee is currently receiving a retirement pension from the Public School Employees Retirement System (ERS) or from th



**Board Policy**

**Descriptor Code: GBBA**

**Professional Personnel Qualifications and Duties**

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**QUALIFICATIONS FOR STAFF**

MISSION: To ensure that all personnel employed by the Board meet qualifications as specified in job descriptions.

I. Teacher

The minimum requirement for employment as a teacher shall be a professional in-field Georgia Educator Certificate based on a bachelor's degree from an accredited college.

II. Substitute Personnel

A substitute may be employed to perform the duties of a person who is absent provided the work cannot be absorbed by the regular personnel.

Substitute personnel will be employed and placed on an approved list by the Department of Personnel. The principal of the school, supervisor, or the administrator in charge will have the responsibility for securing the services of a substitute to perform the duties of a person who is absent.

A substitute shall possess qualifications, training, and skills sufficient to ensure satisfactory performance in the position in which the individual is approved to substitute and will be assigned an appropriate work schedule by the principal, supervisor, or administrator in charge.

III. Other

All personnel must meet minimum requirements stated in their job descriptions of the positions for which they are employed.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0157 [Uniform reporting system \(post-secondary op, HOPE, other financial aid eligibility\)](#)

O.C.G.A. 20-2-0200 [Regulation by Professional Standards Commission \(PSC\); certification requirements](#)

O.C.G.A. 20-2-0982 [Georgia Professional Standards Act - purpose](#)

O.C.G.A. 20-2-0990 [Legislative findings re: public education in Georgia](#)

O.C.G.A. 43-44-7 [License requirements/exemptions for speech-language pathologists and audiologists](#)

O.C.G.A. 43-44-8 [Requirements for licensure for speech-language pathology or audiology](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: GBC

Professional Personnel Recruitment

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It is the policy of the DeKalb County Board of Education not to discriminate on the basis of sex, age, race, handicap, religion or national origin in the recruitment procedures or in the employment selection practices of the DeKalb County School System.

The DeKalb County Board of Education believes that the likelihood of hiring the best applicants increases when a system seeks a large number of applicants. Therefore, the DeKalb County School System will send written announcements of available certified positions to appropriate colleges and universities in the state and to the Georgia Department of Education. The system will also advertise available positions in the legal organ on an annual basis and conduct other recruitment activities.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0001	<a href="#">Creation/powers of State Board of Education</a>
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
O.C.G.A. 35-3-35	<a href="#">Dissemination of criminal history records</a>
O.C.G.A. 49-05-110	<a href="#">Criminal background checks; definitions</a>
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.	

**Board Policy**  
**Professional Personnel Hiring**

**Descriptor Code: GBD**

PERSONNEL

The Superintendent shall have the authority to employ personnel in accordance with the policies of the Board and shall assign personnel to positions authorized by the Board.

The Board of Education employs personnel only on the recommendation of the superintendent.

The Board of Education members, collectively and individually, shall remain neutral and not become involved in the review of applications for vacant positions and in the screening process, except in the recruitment and selection of the superintendent. The Board of Education shall refrain from applying pressure on the superintendent to employ persons on the basis of any criteria other than professional or occupational qualifications.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
O.C.G.A. 45-20-91	<a href="#">Determination of employees subject to random drug testing</a>
O.C.G.A. 45-03-11	<a href="#">Loyalty oath required</a>
O.C.G.A. 49-05-110	<a href="#">Criminal background checks; definitions</a>
Rule 160-1-3-.04	<a href="#">School Law Tribunals and Appeals</a>
US Code	
42 USC 2000d	<a href="#">1964 Civil Rights Act</a>
29 USC 623	<a href="#">Age Discrimination Act of 1967</a>
42 USC 12101	<a href="#">Americans with Disabilities Act of 1990</a>
08 USC 1324a	<a href="#">Immigration Reform and Control Act of 1986</a>
29 USC 705	<a href="#">Rehabilitation Act of 1972</a>
20 USC 1681	<a href="#">Title IX of the Education Amendments of 1972</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Professional Personnel Assignment**

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**Descriptor Code: GBE**

**ASSIGNMENTS**

MISSION: To ensure a consistent and effective procedure for assigning employees to work locations.

The Executive Director of Personnel Services shall authorize each employee to report to the principal or appropriate administrative agent for assignment. No employee shall be assigned by a principal or administrative agent without receiving an authorization from the Executive Director of Personnel Services.

Counselors, Educational Media Specialists, and Teachers

Counselors, educational media specialists, and teachers shall be allotted to each school and educational center on the basis of active enrollment. The minimum staffing requirements specified by the Southern Association of Colleges and Schools and by State Standards shall be considered. Counselors, educational media specialists, and teachers shall be assigned to each school or educational center where earned or allotted by the Executive Director of Personnel Services. The principal shall be responsible for making duty assignments.

The Superintendent shall have the authority to reassign any employee for the efficient operation or for the best interest of the school system.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0211 Annual contract; disqualifying acts; fingerprinting; criminal record checks](#)

[O.C.G.A. 20-2-0943 Powers of LBOE under fair dismissal act](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GBI**

**Professional Personnel Evaluation**

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**EVALUATION OF PERFORMANCE OF PERSONNEL**

MISSION: To ensure that all employees maintain proficient levels of performance that support the effective delivery of curriculum.

Professionally Certified Personnel

- A. All professionally certified leadership personnel, teaching personnel, and service personnel employed by the DeKalb County Board of Education must be evaluated annually for performance appraisal and professional development purposes and be required to write a professional growth plan either for enhancement or specific needs development.
- B. The annual written evaluation must be based on performance and the job description for the position.
- C. The appropriate DeKalb County Board of Education approved evaluation instruments shall be used to assess the performance of professional personnel.
- D. An opportunity must be provided for the evaluator(s) and the evaluatee(s) to discuss the results of the evaluation prior to the issuance of contracts for the ensuing school year.
- E. All staff development must be provided to enhance evaluatee's skills and/or to improve the performance of the evaluatee(s).
- F. Any person holding a leadership position receiving "needs improvement" performance scores shall be required to develop a professional growth plan for specific needs and shall participate in appropriately designed staff development prior to the next evaluation date.

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DeKalb County Schools

Date Adopted: 11/12/2001

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0210 Annual performance evaluation of all school personnel](#)

[O.C.G.A. 20-2-0212 Salary schedules](#)

[O.C.G.A. 20-2-0230 New board member orientation to educational program objectives required](#)

[O.C.G.A. 20-2-0281 Assessment of effectiveness of educational programs](#)

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**Board Policy**

**Descriptor Code: GBKA**

**Professional Personnel Lay-Off**

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REDUCTION IN FORCE

MISSION: To ensure that fair, efficient, and consistent procedures are administered when applying the reduction-in-force action.

The DeKalb County Board of Education will attempt to avoid exercising reduction-in-force procedures through planned management techniques including budgeting, maintaining adequate financial reserves, projecting student enrollment, projecting staffing needs, absorbing vacancies arising from attrition, contracting teachers (employed midyear for the balance of the year only with no commitments for further employment), and nonrenewing contracts (for teachers having less than three complete academic years of service in the DeKalb County School System). However, the Board recognizes that reduction-in-force actions may be necessary when overstaffing occurs due to the following reasons:

1. inadequate funds
2. insufficient student enrollment to merit continuation of a program
3. decline in average daily attendance (ADA)
4. shift in selection of courses by students
5. decline in need for services rendered by a position classification
6. return of contractual personnel from sabbatical leaves of absence
7. discontinuation of a program by action of the Board
8. budget reduction by action of the Board
9. introduction of the four quarter school year
10. change in pupil-teacher ratios
11. closure or change in purpose of a school or education center
12. reorganization
13. legal mandates
14. judicial decrees
15. other exigencies

Reduction in force must be accomplished by using fair, efficient, and consistent procedures while constantly

providing for the optimal welfare of the students of the school system. Reduction-in-force actions shall be based on position classifications, EEOC classifications, lengths of continuous service, and certification if applicable. In addition, reduction-in-force actions must not adversely affect judicial decrees. First consideration in the implementation of reduction in force will be to cause minimal disruption in the academic program of the school system. All other programs will be continued only as they can be related to remaining academic staff.

Based on student enrollment, funding sources, legal mandates, judicial decrees, educational program priorities, state standards for public schools, accreditation standards, and other related factors, the Superintendent will assess staffing needs and determine surplus personnel by position classifications as well as the date such reductions are needed. The Superintendent may designate selected position classifications as having protected positions within those classifications in order to maintain vital programs, functions, and/or services. Only those personnel employed in excess of the staff necessary for the efficient operation of the school system will be declared surplus personnel subject to reduction-in-force actions.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>
O.C.G.A. 20-2-0940	<a href="#">Grounds/procedure for terminating or suspending contract</a>

Board Policy

Descriptor Code: GBO

Professional Personnel Resignation

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RESIGNATIONS

MISSION: To ensure that employees have the freedom to resign from employment.

The Superintendent shall have authority to accept an employee's resignation. If a resignation is not accepted by the Superintendent, it may be submitted to the DeKalb County Board of Education. A certificated employee who fails to complete 20 days of service during a contract year for a reason other than a disabling health problem will be paid on the basis of a substitute teacher's daily rate.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
O.C.G.A. 45-05-1	<a href="#">Vacation of office; filling vacancy</a>

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**Board Policy**

**Descriptor Code: GBQ**

**Professional Personnel Retirement**

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RETIREMENT

MISSION: To ensure that employees who retire from the school system receive retirement benefits for which they are eligible.

I. Teachers Retirement System of Georgia (TRS)

All employees eligible to participate in the Teachers Retirement System of Georgia are required under the provisions of the law to become members when employed by the DeKalb County Board of Education. The state and the Board shall contribute their portions of the funds as required by law, and the employee's portion shall be deducted from the employee's salary as required by law.

All covered compensation paid by the Board to eligible full-time employees shall be reported to the Teachers Retirement System of Georgia. (O.C.G.A. § 47-3-60)

II. Public School Employees Retirement System of Georgia (ERS)

All employees eligible to participate in the Public School Employees Retirement System of Georgia are required under the provisions of O.C.G.A. § 47-4-40 to become members when employed by the Board.

III. Medicare

All employees of the DeKalb County Board of Education who were initially employed or reemployed after March 31, 1986, are required by federal law to pay Medicare tax. The Medicare employer contributions must be charged against the Alternative Plan to Social Security.

IV. Social Security

All part-time and substitute employees are eligible to participate in the Social Security Program and are required under the provisions of federal law to pay contributions to FICA when employed by the DeKalb County Board of Education with the three following exceptions:

A. Part-time and substitute employees who are currently drawing benefits from ERS or TRS are exempt from paying Social Security taxes.

B. Part-time and substitute employees who are currently paying contributions to ERS or TRS due to full-time employment with another State agency that is covered by ERS or TRS are exempt from paying Social Security taxes.

C. Part-time and substitute employees who have already earned ten years of service credit with ERS or TRS and have not yet reached the age of eligibility to retire under either of those plans are exempt from paying Social Security taxes.

NOTE: See the Alternative Plan to Social Security (Policy Code EGA (1))

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 47-01-21	<a href="#">Termination of membership in public retirement system for public employment related crimes</a>
O.C.G.A. 47-01-22	<a href="#">Forfeiture of rights and benefits for committing public employment related crimes</a>
O.C.G.A. 47-01-31	<a href="#">Discretionary post-retirement benefit increases subject to reduction by legislation</a>
O.C.G.A. 47-03-101	<a href="#">Eligibility and application for retirement; duration of benefits</a>
O.C.G.A. 47-03-060	<a href="#">Membership requirements in Teachers Retirement System</a>
O.C.G.A. 47-03-063	<a href="#">Membership of full-time lunchroom, maintenance or warehouse managers in TRS</a>
O.C.G.A. 47-04-001	<a href="#">Public School Employees Retirement System Act - short title</a>
<b>US Code</b>	
29 USC 631(a)	<a href="#">Age limits</a>
29 USC 623	<a href="#">Age Discrimination Act of 1967</a>

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**Board Policy**

**Descriptor Code: GBR**

**Professional Personnel Working Conditions**

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ABSENCE, UNAUTHORIZED

MISSION: To promote employee attendance for the achievement of system goals.

Unauthorized absence may cause an employee to be subject to dismissal. Principals, department directors, and other personnel who have responsibility for the supervision of personnel may recommend to the Superintendent the dismissal of any employee who is guilty of an unauthorized absence. It shall be the duty of the Superintendent to determine the facts in such a case and to recommend to the DeKalb County Board of Education the dismissal of an employee when appropriate.

It shall be the policy of the Board to provide an uninterrupted program of education to all students enrolled in the DeKalb County School System. In cases of unauthorized absence of employees, substitute personnel, supervisors, and employees who are present for duty shall be used to maintain the essential activities of the school system. A contingency plan shall be developed for each school and department to staff all vacant positions due to unauthorized absences.

**ADOPTED: 09/11/2000**

ATTENDANCE, EMPLOYEE

MISSION: To increase employee attendance for the effective and efficient operation of the school system.

I. Attendance, Employee

The DeKalb County Board of Education recognizes that exemplary punctuality and attendance by each member of the staff are necessary and expected in order to maintain an efficient and effective school system. Each staff member is expected to be in attendance and on time each day of the work calendar; however, because the Board recognizes that certain absences are unavoidable, allowances will be made in accordance with leave policies approved by the Board. Staff members who must be absent from duty are expected to return to active service at the earliest time commensurate with good health, safety, and reasonable personal considerations.

II. Attendance Improvement

The DeKalb County Board of Education encourages efforts to improve the attendance of staff members. Such efforts are in accordance with the Board goals of increased time on task, better instruction, and greater support service. To promote better attendance, the Board authorizes an attendance improvement plan which shall include a meritorious attendance recognition program and other programs as may be developed to promote this goal.

**ADOPTED: 06/10/85**

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DeKalb County Schools

Date Adopted: 9/11/2000  
Last Revised: 6/10/1985

Georgia Code	Description
O.C.G.A. 20-2-0168	<a href="#">Distribution of federal funds; summer school programs; year-round operation</a>
Rule 160-5-1-.02	<a href="#">School Day for Students</a>
Rule 160-5-1-.06	<a href="#">Employee Work Day</a>

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**Board Policy**

**Descriptor Code: GBRB**

**Professional Personnel Time Schedules**

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CALENDAR AND WORK SCHEDULE

MISSION: To ensure that parents, students, employees, and job applicants are aware of the annual academic calendar and individual work schedules.

The calendar and work schedule for each professional position and job classified by the DeKalb County Board of Education shall be established and shall be available to the applicant to ensure that each employee understands and accepts, as a condition of employment, the daily schedule and the calendar period.

A minimum of eight hours shall be scheduled for teachers for each day of the adopted calendar.

All personnel employed for twelve months shall have a calendar period from July 1 through June 30.

Personnel may be assigned additional duties requiring daily and calendar schedules exceeding the schedules for regular assignments. These assignments may include athletic coaching, instruction in instrumental music, on-the-job training, counseling, driver training, and activities which are essential for the school program. A schedule shall be prepared by the principal or appropriate administrator and approved by the Superintendent.

A substitute teacher shall have an assignment equivalent to the regular assignment of the teacher who is absent and whose position the substitute teacher is filling.

**Board Policy**

**Descriptor Code: GBRH**

**Professional Personnel Leaves and Absences**

---

PROFESSIONAL LEAVES

MISSION: To ensure stability of a competent work force for the Board and to ensure job security for employees.

I. Personal/Professional Leave (Individual)

During a school year, the principal or supervisor may approve for an employee a maximum of three days of accumulated sick leave for such personal or professional reasons as (1) legal matters, (2) family situations not covered under sick leave, (3) religious holidays, (4) personal business matters which cannot be scheduled at a time that does not conflict with the regular work schedule, and (5) professional meetings.

The contract days, as scheduled in the DeKalb County School System annual 191-day calendar, are declared to be essential for effective school operation. Personal/professional leave shall not be authorized during (1) the first three days of the 191-day school year, (2) the last three days of the 191-day school year, (3) the first three days of the 182-day school year, or (4) the last three days of the 182-day school year. Further, personal/professional leave may not be authorized during the first three days prior to a school holiday period or three days following a holiday period.

On dates when meetings are being held in Georgia by professional education associations, personal/professional leave may be approved only for officers of the associations involved and for those individuals who have major roles on the programs. Personal/professional leave on any given workday shall be restricted to two employees or no more than five percent of employees, whichever is greater, assigned to a school, center, or department. Personal/professional leave is not accumulative and is not available for matters of personal convenience, vacation, shopping, recreation, or other activities that can reasonably be scheduled on non-workdays.

More than three days of personal/professional leave for an individual or for more than five percent of those assigned to a school, center, or department may be granted by the Superintendent. Requests for additional professional leave shall be made in writing at least three weeks in advance.

Employees must request personal or professional leave in writing. It is not necessary to indicate specific reasons for personal leave, but the employee shall indicate whether the request is for professional or personal absence. The principal or supervisor will file a report of such leave with the payroll report.

II. Professional Leave (School Representative)

Annually, each DeKalb County school will be allotted professional leave days which will not be charged against an employee's personal leave allotment when used as specified by this policy. Each school will be allotted one day for each seven full-time certificated employees. An employee desiring to use one or more of these days to attend a professional meeting should submit a written request to the principal at least three weeks prior to the meeting date. The request must include a copy of printed information describing the meeting to be attended and the employee's explanation of its applicability. If the leave is approved and taken, supporting documents and proof of attendance must be forwarded to the Payroll Unit with the signed

leave verification form when payroll reports are submitted.

Principals are responsible for developing and maintaining an equitable system for distributing allotted professional leave days among teachers of different departments and grades. Such a system is necessary to ensure that all teachers receive an opportunity to profit from attending professional meetings. Unused days of allotted professional leave are not accumulative from year to year.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-1110	<a href="#">School bus drivers - sick leave pay</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**DEKALB COUNTY SCHOOL SYSTEM  
3770 North Decatur Road  
Decatur, Georgia 30032**

**TEACHER REQUEST FORM  
FOR  
PROFESSIONAL LEAVE - SCHOOL REPRESENTATIVE**

School: \_\_\_\_\_

Date Applied: \_\_\_\_\_

Name: Dept/Grade: \_\_\_\_\_

Conference \_\_\_\_\_ Site \_\_\_\_\_

Dates Requested: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

A teacher desiring to use the 7-to-1 Professional Leave - School Representative days to attend a professional meeting should make a written request to the principal at least three weeks prior to the meeting date. This written request must include a copy of printed information describing the meeting to be attended and the teacher's written explanation of its applicability.

Principal's Signature \_\_\_\_\_

Date of Approval: \_\_\_\_\_  
\_\_\_\_\_

Distribution:

1. White - Payroll
2. Yellow - School Personnel File
3. Pink - Employee Requesting Leave

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**ISSUED: 09/11/2000**



**DEKALB COUNTY BOARD OF EDUCATION**

PROFESSIONAL LEAVE – SCHOOL REPRESENTATIVE

Local School Log

School:		School Year:	
Allotment:		Principal:	

Teacher’s Name	Dept./ Grade	Name of Conference	Number of Days Approved	Allotment Balance

ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

**Administrative Regulation**

**Descriptor Code: GBRH-R**

**Professional Personnel Leaves and Absences**

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PROFESSIONAL LEAVE FOR SCHOOL REPRESENTATIVES

I. The Department of Staff Services will calculate the 7-to-1 allotment for each school. This calculation will be forwarded to each school in the form of a preliminary calculation in August and a final calculation in mid-October. Fractions greater than one-half will be rounded to the next highest number.

A. This calculation includes the following positions:

1. All Teachers
2. Counselors
3. ILT's
4. Itinerant Teachers (on the home-school payroll)
5. LTSS's
6. Media Specialists
7. Special Education Teachers

B. This calculation does not include the following positions:

1. Administrators
2. Assistant Principals
3. Itinerant Teachers (not on a school payroll)
4. Part-time Teachers
5. Principals

II. The principal should communicate this policy to the staff at the beginning of each school year. Teachers should be aware that expenses incurred as a result of using this policy will not be reimbursed.

III. A teacher desiring to use one or more of these days to attend a professional meeting should make a written request on the 7-to-1 Professional Leave Request Form and should forward it to the principal at least three weeks prior to the meeting date. The written request must include a copy of printed information describing the meeting to be attended and the teacher's written explanation of its applicability. (Sample Teacher Request Form for Professional Leave - School Representative follows as Exhibit GBRH-E (1)).

IV. The Teacher Request Form for Professional Leave - School Representative will be approved or disapproved by the local school principal.

V. Upon returning from professional leave, the teacher will provide proof of attendance to the principal.

VI. Principals are responsible for maintaining an equitable system of distributing allotted 7-to-1 professional leave days among teachers of different departments and grades from year to year to ensure that all teachers receive an opportunity to benefit from attendance at professional meetings.

VII. The principal will maintain a log at the local school for every 7-to-1 professional leave request identifying the following components:

- A. Teacher's Name
- B. Grade Level/Department
- C. Name of Conference
- D. Number of Days Approved
- E. Allotment Balance

(Sample Local School Log follows as Exhibit GBRH-E (2)).

VIII. At the end of the school year, the principal will forward the Professional Leave - School Representative Local School Log to the appropriate executive director, showing how the policy was used and the 7-to-1 allotment balance.

**Board Policy**

**Descriptor Code: GBRI**

**Professional Personnel Personal Leaves and Absences**

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LEAVES, GENERAL

MISSION: To ensure stability of a competent work force for the Board and to ensure job security for employees.

I. Bereavement Leave, Personal Leave, Professional Leave, Religious Leave, and Sick Leave

A. Sick Leave - General

All full-time personnel shall be eligible for sick leave earned at the rate of one and one-fourth days for each month of service. Effective July 1, 1994, any unused sick leave may be carried forward from one fiscal year to the next into a reserve bank until a maximum of 190 days is accumulated. When an employee needs to use sick leave before it is earned, advance leave will be granted, not to exceed the number of days which can be earned in one fiscal year, provided enough summer salary has been earned to assure that the employee will not be overpaid.

All days absent shall be reported by the employee on an approved form certifying the dates and reasons for the absence. This form will be signed by the employee and the immediate supervisor of this employee.

A physician's certificate may be required by the Superintendent at any time deemed necessary but shall always be required for any illness longer than three consecutive workdays. A physician's certificate shall be required for any days missed if sick leave is granted at the beginning or the end of the school year.

At the time of employment, a new teacher shall be credited with unused sick leave earned after July 1, 1978, and earned while employed in any other public school system within the United States, provided the teacher has not been withdrawn from active service as a public school teacher for the 12 months preceding employment by the DeKalb County School System and provided that the sick leave has been accrued in accordance with Georgia codes and policies of the Georgia Board of Education.

Any accumulated unused sick and personal leave credited to personnel shall be forfeited if such personnel withdraw from service for a period of 12 or more consecutive months, unless the withdrawal from service is for educational leave to seek a higher level or different field of certification and provided that the withdrawal from service for this purpose is for no longer than 24 consecutive months. [O.C.G.A. § 20-2-850(b)]

A record of state-earned sick leave shall also be maintained in order to meet legislative mandates. State-earned sick leave shall be accrued on the basis of one and one-fourth days for each completed school month of service. For 191-day certified personnel, the fiscal year accrual shall be twelve and one-half days. Such leave shall be accumulated from one school year to the next up to a maximum of 45 days. The state-earned, sick-leave accrual is not in addition to the DeKalb County-earned, sick leave accrual. The accumulation of state-earned sick leave shall begin on July 1, 1978.

B. Sick Leave - Reasons for Absence

Sick leave shall be authorized for personal illness, personal injury, and quarantine where exposure to disease would endanger the health of others. Sick leave may also be authorized for the illness of a relative who is a member of the employee's household and the illness of any relative for whom the employee is primarily responsible. In addition, sick leave may be authorized in the event of the serious illness of the following family members whether or not they are members of the employee's household: child, wife, husband, mother, father, sister, brother, grandparent, grandchild, daughter-in-law, son-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, and grandparent-in-law.

C. Bereavement Leave for Death in the Family

Accumulated sick leave may be used as bereavement leave in the event of a death in the employee's immediate family. Immediate family is defined as child, wife, husband, mother, father, sister, brother, grandparent, grandchild, daughter-in-law, son-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent-in-law, and any relative who is a member of the employee's household.

D. Bereavement Leave for Death outside the Family or Religious Leave

During a school year, the principal or supervisor may approve for a full-time employee a maximum of three days of accumulated sick leave for bereavement leave in the event of a death outside the employee's immediate family or for observance of a religious holiday.

The bereavement leave for a death outside the family must involve the death of an individual with whom the employee has had a close relationship such as roommate, neighbor, or co-worker. An absence for religious purposes must relate to the religious convictions of the employee's own faith; however, this policy does not provide leave for church-sponsored functions.

In advance of

**Board Policy**

**Descriptor Code: GBRIB(1)**

**Professional Personnel Sick Leave Bank**

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MISSION: To enhance recruitment and retention of employees by providing extended sick leave benefits to eligible employees in the event earned personnel sick leave accounts have been exhausted.

- a. The DeKalb County School System shall establish and administer a Sick Leave Bank for the purpose of providing eligible employees who voluntarily make contributions to the Sick Leave Bank each year to be awarded sick leave days from the Bank after their earned sick leave accruals have been exhausted.
- b. A committee shall be appointed to draft administrative procedures for the Sick Leave Bank and to govern the affairs of the Sick Leave Bank. The Superintendent shall approve the administrative procedures and any changes to the administrative procedures deemed necessary to govern the Sick Leave Bank.
- c. The Sick Leave Bank Committee will award sick leave days from the Bank to members based on the conditions established for the management of the Bank.

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DeKalb County Schools

Date Adopted: 3/12/2001

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0850	<a href="#">Sick leave for school personnel</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: GBRIF-R**

**Professional Personnel Bereavement Leave**

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PROCEDURES TO INDICATE  
**ON SCHOOL SYSTEM PAYROLL REPORTS**  
**ABSENCES DUE TO BEREAVEMENT**

DECISION ONE (Bereavement leave for death in the immediate family)

Is the family relationship of the deceased individual included in the following?

brother	brother-in-law	granddaughter
daughter	daughter-in-law	grandfather
father	father-in-law	grandmother
mother	mother-in-law	grandson
sister	sister-in-law	grandparent-in-law
son	son-in-law	spouse

If "Yes," then report the employee absence as "Personal illness."

If "No," then determine the answer to the following question.

DECISION TWO (Bereavement leave for death outside the immediate family)

Are there days credited to the employee's "Bereavement outside of the family" account?

If "Yes," then report the employee absence as "Bereavement outside of family."

If "No," then determine the answer to the following question.

DECISION THREE (Balance in "Personal Leave" account)

Are there days credited to the employee's "Personal leave" account?

If "Yes," then report the employee absence as "Personal leave."

If "No," then report the employee absence as "Bereavement outside of family," and the employee will not be paid for the day(s) of absence.



**Board Policy**

**Descriptor Code: GBRIG**

**Federal Family and Medical Leave Act**

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**LEAVES CLASSIFIED UNDER THE  
FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)**

MISSION: To ensure that the DeKalb County School System is in compliance with the Family and Medical Leave Act of 1993.

General Information

Eligible employees of the DeKalb County Board of Education are entitled to take unpaid leave for a period of up to 12 workweeks in any 12-month period for certain family and medical reasons which are defined in the Family and Medical Leave Act of 1993. Employees are eligible if they have worked for the Board for at least one year and for 1,250 hours during the 12-month period immediately prior to the beginning of the leave. Unpaid leave shall be granted for any of the following reasons or any combination of the following reasons:

1. medical disability due to childbirth
2. to care for the employee's child during the first year following birth
3. to care for the employee's adopted child or foster child during the first year following placement
4. to care for the employee's child, parent, or spouse who has a serious health condition
5. for a serious health condition that makes the employee unable to perform assigned duties

Certain kinds of paid leave may be substituted for unpaid leave. If leave qualifies for FMLA leave and leave under state law, the leave used counts against the employee's entitlement under both laws.

Classification of Leaves

An employee requesting leave must explain the reasons for the leave so as to allow the Board to determine that the leave qualifies under the act. An employee giving notice of the need for leave is not required to assert rights under the act or even mention the FMLA to meet the obligation to provide notice; however, the individual will need to state a qualifying reason for the leave. The employee will also need to provide sufficient information to establish the FMLA-qualifying reason for the leave so that the Board is aware of the employee's entitlement. In all circumstances, it is the Board's responsibility to designate leave as paid or unpaid and as FMLA-qualifying based on information provided by the employee.

Notices Required by Employees

An employee must provide the Board at least a 30-day advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If a 30-day advance notice is not possible, then verbal notice should be provided to the Board within two business days of when the need for leave becomes known to the employee. An employee shall provide at least verbal notice sufficient to make the Board aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave. As early as practical, the employee must provide written notice setting forth the reasons for the requested leave, the anticipated start of the leave, and the

anticipated duration of the leave.

An employee must provide the Board with a medical certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or of the employee's immediate family member. Second or third opinions may be required at the Board's expense.

Following an absence for a serious health condition, an employee must provide the Board with a fitness-for-duty report completed by an appropriate health care provider prior to being restored to duty.

#### Job Benefits and Protection

The Board will maintain an employee's medical insurance for the duration of the FMLA leave. If an employee paid all or part of the premium payments prior to leave, then the employee must continue to pay the same premium payments during the leave period.

Upon return from FMLA leave, an employee will be restored to either the former position held by the employee or to an equivalent position with equivalent pay, benefits, and other employment terms. The specific work location of an employee returning from FMLA leave will be at the discretion of the Superintendent or Superintendent's designee.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### Record-Keeping Requirements

The Superintendent shall develop provisions to make, keep, and preserve records pertaining to FMLA obligations in accordance with the record-keeping requirements of the Fair Labor Standards Act (FLSA) and in accordance with FMLA regulations. The Board must keep all FMLA records for no less than three years and must make them available for inspection, copying, and transcription by representatives of the U.S. Department of Labor (DOL) upon request. Records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members shall be maintained in separate files and be treated as confidential medical records.

#### Statement of Compliance

The Board shall comply with all provisions of the Family and Medical Leave Act of 1993 and with the related U. S. Department of Labor regulations. The Superintendent shall develop appropriate procedures to implement the act and the Department of Labor regulations which govern leaves under the act.

#### Employer Choices

The administrative procedures shall include the preferred employer choices listed below which are permitted by the federal regulations.

1. The 12-month period during which the 12 weeks of FMLA leave entitlement occurs is based on a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
2. All full-time bus drivers who have worked on full-time status during the 12 months preceding the need for leave shall be eligible for FMLA leave benefits.
3. All full-time food service assistants who have worked on full-time status during the 12 months preceding the need for leave shall be eligible for FMLA leave benefits.
4. For foreseeable leave, an employee must provide 30 calendar days of advance notice if practical; otherwise, notice should be provided within two business days of when the need for leave becomes known to the employee.

5. An employee shall provide at least verbal notice sufficient to make the administration aware that the employee needs FMLA-qualifying leave and the timing and duration of the leave.
6. The employee is also expected to comply with the customary written notice and procedural requirements for requesting leave with or without pay. The written request should be provided with sufficient advance notice to the principal or unit administrator.
7. The employee is required to provide complete written notice to the school system when it can be accomplished, taking into consideration unusual circumstances.
8. If an employee is absent due to a serious health condition, then the employee must obtain a medical certification from a health care provider no later than the fourth calendar day of illness and must submit the medic

**Board Policy**

**Descriptor Code: GBS**

**Professional Organizations**

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ORGANIZATIONS, EMPLOYEE

MISSION: To ensure that employee participation in organizations does not infringe on instructional time.

The DeKalb County Board of Education recognizes its constitutional responsibility to represent all students, employees, and other constituents in matters pertaining to education. The Board will receive communications directly from employees or through formal administrative channels.

The Board will not recognize or condone the actions of agents of employee groups that may in any manner diminish educational services to students or restrict employees from carrying out job requirements.

Any employee has the right to join or not to join an organization. The Board shall strive to maintain a constructive relationship with any organization which enhances the school system educational program; supports representative government; and promotes cooperation among parents, teachers, administrators, and Board members in all educational endeavors. Such organizations shall be given equal consideration by principals, heads of departments, and other members of the administrative staff.

School facilities may be used for meetings of employee organizations with the approval of the principal or unit head. Announcements of meetings may be made at faculty meetings. No business of employee organizations, including recruiting, literature distribution, or meetings, shall be conducted during regular working hours.

The use of school time or materials is not authorized for any organization. Each school or unit administrator is authorized to designate a bulletin board accessible to employees for posting announcements. The professional organization posting the announcement must be identified. The school system courier service may be used by professional organizations to disseminate information of a purely educational nature.

Personally addressed correspondence may be placed in employee mailboxes. Any organization violating the "purely educational" parameters of courier service or employee mailboxes will be denied the privilege of using the courier service and/or employee mailboxes to disseminate information. Payroll deduction services shall be available to employee organizations, including charitable contributions through the DeKalb School Employees Foundation, Inc.

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DeKalb County Schools

Date Adopted: 1/14/2002

**Georgia Code      Description**

[O.C.G.A. 45-19-02 Strikes prohibited](#)

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**Board Policy**  
**Professional Publishing**

**Descriptor Code: GBT**

PROPRIETARY INTERESTS

MISSION: To ensure that the Board is compensated when materials are developed on the job and are sold for a profit.

Staff members under contract to the DeKalb County Board of Education may develop educational materials for use in the school program. Such materials which are developed as a part of the regular employment are the property of the Board. The sale and distribution of these instructional materials outside the DeKalb County School System are permissible if marketed through an approved nonprofit educational corporation and if the proceeds are used to benefit the school system.

Staff members are further encouraged to publish and/or develop materials on their own time. Profits from endeavors which occur in part or in total after the hours of employment will in no way jeopardize a staff member's position in the school system. Where materials are developed in part as an employee of the system, it is necessary that an agreement be drawn designating the degree of ownership by the employee and the school system. The agreement shall be approved by the Superintendent and by legal counsel. The employee shall have the right of appeal in case of disagreement.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code		Description
O.C.G.A. 20-2-0211		<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
O.C.G.A. 20-2-0050		<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0947		<a href="#">LBOEs cannot enter into contracts not authorized by existing law</a>
US Code		
17 USC 101		<a href="#">Copyright Definitions</a>
17 USC 201(b)		<a href="#">Ownership of copyright</a>

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Board Policy

Descriptor Code: GBU

Professional Personnel Ethics

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ETHICS CODE FOR PROFESSIONAL EDUCATORS

MISSION: To recognize teaching as a profession and to endorse a professional code of ethics.

The DeKalb County Board of Education recognizes teaching as a profession. The responsibilities of certified personnel are also included in the [Rules of the Georgia Professional Standards Commission](#).

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0982	<a href="#">Georgia Professional Standards Act - purpose</a>

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**THE CODE OF ETHICS FOR EDUCATORS**

(1) Introduction

The *Code of Ethics for Educators* defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards which represent the conduct generally accepted by the education profession. The code protects the health, safety, and general welfare of students and educators, ensures the citizens of Georgia a degree of accountability within the education profession, and defines unethical conduct justifying disciplinary sanction.

(2) Definitions

- (a) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.
- (b) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for, but have not yet received, a certificate. For the purposes of the *Code of Ethics for Educators*, “educator” also refers to paraprofessionals, aides, and substitute teachers.
- (c) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual age 18 or under.
- (d) “Complaint” is any written and signed request from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the *Code of Ethics for Educators*.
- (e) “Revocation” is the invalidation of any certificate held by the educator.
- (f) “Denial” is the refusal to grant initial certification to an applicant for a certificate.
- (g) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.
- (h) “Reprimand” or “Warning” admonishes the certificate holder for his or her conduct. The reprimand or warning cautions that further unethical conduct will lead to a more severe action.
- (i) “Monitoring” is the quarterly appraisal of the educator’s conduct and performance by the Professional Standards Commission through contact with the educator and his or her employer. The Commission specifies the length of the monitoring period.

(3) Standards

(a) Standard 1: Criminal Acts

An educator should abide by federal, state, and local laws and statutes. Unethical conduct includes the commission or conviction of a felony or misdemeanor offense, including DUI/BUI, but excluding minor traffic violations such as speeding, following too closely, improper lane change, etc. As used herein, “conviction” includes a finding or verdict of guilt, a plea of guilty, or a plea of *nolo contendere*.

(b) Standard 2: Abuse of Students

An educator should always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and emotional abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing or soliciting any unlawful sexual act;
4. committing any act of sexual harassment;
5. soliciting, encouraging, or consummating a romantic or inappropriate relationship with a student (including dating a student) whether written, verbal, or physical; and
6. furnishing alcohol or illegal/unauthorized drugs to any student or allowing a student to consume alcohol or illegal/unauthorized drugs.

(c) Standard 3: Alcohol or Drugs

An educator should refrain from the abuse of alcohol or drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.



(d) Standard 4: Misrepresentation or Falsification

An educator should exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to:

1. falsifying, deliberately misrepresenting, or omitting professional qualifications, college or staff development credit, and/or degrees, academic awards, and employment history when applying for employment and/or certification or when recommending an individual for employment, promotion, or certification;
2. falsifying, deliberately misrepresenting, or omitting information regarding compliance reports submitted to federal, state, and other governmental agencies;
3. falsifying, deliberately misrepresenting, or omitting information regarding the evaluation of students and/or personnel including improper administration of any standardized tests (changing test answers, copying or teaching identified test items, unauthorized reading of the test to students, etc.);
4. falsifying, deliberately misrepresenting, or omitting reasons for absences or leaves; and
5. falsifying, deliberately misrepresenting, or omitting information submitted in the course of an official inquiry/investigation.

(e) Standard 5: Public Funds and Property

An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds or property,
2. failing to account for funds collected from students or parents, and
3. submitting fraudulent requests for reimbursement of expenses or for pay.

(f) Standard 6: Improper Remunerative Conduct

An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:

1. soliciting students or parents of students to purchase equipment, supplies, or services from the educator in a private remunerative capacity;
2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
3. tutoring students assigned to the educator for remuneration unless approved by the local board of education or superintendent.

(g) Standard 7: Confidential Information

An educator should comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law. Unethical conduct includes but is not limited to sharing of confidential information concerning student academic and disciplinary records, personal confidences, health and medical information, family status and/or income, and assessment/testing results.

(h) Standard 8: Abandonment of Contract

An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

1. abandoning the contract for professional services without the prior release from the contract by the employer, and
2. willfully refusing to perform the services required by a contract.

(i) Standard 9: Failure to Make a Required Report

An educator should file reports of a breach of one or more of the standards in the *Code of Ethics for Educators*, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes the failure to make a required report.

(j) Standard 10: Professional Conduct

An educator should demonstrate conduct that follows generally recognized professional standards. Unethical conduct is any conduct that seriously impairs the certificate holder's ability to function professionally in his or her employment position, or conduct that is detrimental to the health, welfare, discipline, or morals of students (inappropriate language, physical altercations, inadequate supervision, inappropriate discipline, etc.).

(4) Reporting

Educators are required to report a breach of one or more of the standards in the *Code of Ethics for Educators*. Educators should be aware of local policies and procedures and/or the chain of command for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).

- (a) The Commission notifies local, state, and national officials, including the NASDTEC Clearinghouse, of disciplinary actions taken.

(4) Disciplinary Action

- (a) The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in the *Code of Ethics for Educators*, Standards 1-10 (PSC Rule 505-2-.03);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the *Code of Ethics for Educators*, Standards 1-10 (PSC Rule 505-2-.03);
3. order from a court of competent jurisdiction that the certificate should be suspended for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. violation of any other laws and rules applicable to the profession (O.C.G.A. §16-13-111); and
6. any other good and sufficient cause.

- (b) An individual whose certificate has been revoked, denied for disciplinary reasons, or suspended may not be employed as an educator, paraprofessional, aide, or substitute teacher.

**DEKALB COUNTY BOARD OF EDUCATION**

**Board Policy**

**Descriptor Code: GCA**

**Classified Personnel Compensation Guides and Contracts**

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**SALARIES**

MISSION: To ensure that employees are compensated with salaries commensurate with job responsibilities and duties.

The compensation for each employee shall be based on the salary schedule adopted by the DeKalb County Board of Education. The Superintendent is authorized to establish the salary placement of an employee on the appropriate salary schedule and to provide compensation in accordance with the current schedule.

The DeKalb County Board of Education shall maintain a compensation program which will assist in recruiting, retaining, and rewarding quality personnel as well as motivating and providing personal growth and compensation opportunities as warranted by job performance. The compensation program shall be based on the principle that each position has a salary grade commensurate with its internal value to the organization. The organizational value of a position shall be determined by a systematic program of job analysis and evaluation based upon job content and internal and external comparisons. The compensation program shall be designed to ensure fiscal responsibility, consistent application of objective salary standards, equitable treatment of employees in similar classifications, compliance with governmental regulations, and compensation levels which are competitive with other governmental, educational, and/or private organizations. The compensation program shall reflect training, experience, and performance. The compensation program shall have a comprehensive review at least every five years.

**OVERTIME COMPENSATION**

MISSION: To ensure that all auxiliary employees working beyond 40 hours per week receive proper compensation.

Employees of the DeKalb County School System who are classified as "non-exempt" in accordance with the definitions of the Fair Labor Standards Act shall be eligible for overtime pay for hours worked in excess of 40 hours per week. Employees may be compensated for overtime either by compensatory time off or by payment on payroll check, both computed at one and one-half times the regular rate.

The workweek in the school system begins at 12:01 a.m. on Saturday and concludes at 12 midnight on the following Friday. The school system shall meet all other provisions of the Fair Labor Standards Act of 1938 as amended which are applicable to public school systems.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-1071 [Transportation contracts](#)

O.C.G.A. 20-2-0186 [Allocation of funds to pay beginning salaries of 12 mo. employees; funds for failing schools](#)

O.C.G.A. 20-2-0187 [School lunch program/personnel; instruction in nutrition, hygiene, etiquette and](#)

[social graces](#)

O.C.G.A. 20-2-0188 [Student transportation](#)

O.C.G.A. 20-2-0211 [Annual contract; disqualifying acts; fingerprinting; criminal record checks](#)

O.C.G.A. 20-2-0220 [Limitations upon decreases in salary supplements for bus drivers and food service employees](#)

O.C.G.A. 20-2-0504 [Authority to contract for pupil transportation](#)

O.C.G.A. 20-2-0947 [LBOEs cannot enter into contracts not authorized by existing law](#)

Rule 160-5-3-.08 [School Bus Drivers](#)

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**Administrative Regulation**

**Descriptor Code: GCA-R**

**Classified Personnel Compensation Guides and Contracts**

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SALARIES AND COMPENSATION PROGRAM

A. Job Descriptions

1. A job description shall be developed for each position in the system.
2. A job description shall be developed for each new position prior to staffing of the position.
3. The job description for each position vacated shall be reviewed and updated by the immediate supervisor before the position is restaffed.
4. Each new employee shall receive a job description and the immediate supervisor shall review the duties listed in the job description with the new employee.
5. The position incumbent and the incumbent's immediate supervisor shall formally review each job description every five years.

B. Review of Compensation Plan

1. The total compensation plan will be reviewed every five years. The compensation review will be done by staff and may be assisted by external consultants. The techniques must include salary and benefit surveys and may include other techniques for job evaluation.
2. Individual jobs shall also undergo a reclassification study when duties have increased significantly due to staff reduction, implementation of new programs, or other influential variables.

C. Levels of Compensation

Prior to annual budget preparation, a salary survey shall be conducted and the Superintendent shall advise the Board of the anticipated beginning teachers' salaries of other leading systems in Georgia. DeKalb shall strive to maintain the highest beginning teachers' salary level in comparison to all public school systems in Georgia. The system shall also strive to maintain all teachers' salary levels at or above the 90th percentile of other Georgia public school systems. In addition, DeKalb shall make an effort to compensate all non-teaching positions between the 70th and 90th percentile of positions included in relevant market surveys.

Fringe benefit levels should also be maintained at or about the 90th percentile in relation to other public school systems.

D. Supplements to Salary

An effort shall be made to expand the number of supplements available to teachers who perform extra duties

**Board Policy**

**Descriptor Code: GCB**

**Classified Personnel Positions**

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EMPLOYMENT

MISSION: To ensure proper personnel classification, authorization, and placement essential for conducting efficient and effective school system services.

I. Classification Of Positions And Employment Of Personnel

A. The DeKalb County Board of Education shall classify the positions for personnel and shall authorize the employment and placement of personnel required for instruction, administration, maintenance and operation of facilities, and other appropriate services for the DeKalb County School System.

B. Personnel shall be employed in accordance with adopted job classifications and salary schedules and in such numbers as authorized by the Board. It shall be the duty of the Superintendent to ensure that the employees meet the qualifications established by law and by the Board.

C. The Superintendent shall have authority to employ and assign personnel for positions authorized by the Board, provided that assignments at the level of executive director and above are approved by the Board.

II. Full-time Employment

Full-time employees are defined as those who are employed for 30 or more hours per week on a scheduled basis and who are not classified as temporary. Full-time employees are paid on a biweekly or monthly base salary and are eligible to participate in all fringe benefits offered by the DeKalb County Board of Education. Full-time employees are required by state law to participate in the Teachers Retirement System or the Public School Employees Retirement System. All full-time employees hired after March 31, 1986, are subject to Medicare taxes.

III. Part-time Employment

Part-time employees are defined as those who are employed for less than 30 hours per week on a scheduled basis and who are not classified as temporary. Part-time employees are paid at an hourly, daily, or unit rate of pay on a biweekly or monthly payroll schedule. Part-time employees are eligible to purchase tax-sheltered annuities via payroll deduction. All part-time employees hired after March 31, 1986, are subject to Medicare taxes. Part-time employees are subject to Social Security taxes unless they meet one of the following conditions:

A. The part-time employee is currently receiving a retirement pension from the Public School Employees Retirement System (ERS) or from the Teachers Retirement System of Georgia (TRS).

B. The part-time employee has earned at least ten years of service credit in the Public School Employees Retirement System (ERS) or in the Teachers Retirement System of Georgia (TRS).



C. The part-time employee is currently paying contributions to the Public School Employees Retirement System (ERS) or the Teachers Retirement System of Georgia (TRS) through employment in another school system or agency covered by one of the plans.

IV. Substitute Employment

Substitute employees are defined as those employed for a daily, half-day, or hourly period to replace an employee who is absent from duty. The hours per day and days per week are based on the needs of the system. Substitute employees are paid at an hourly, daily, or unit rate of pay on a biweekly or monthly payroll schedule. All substitute employees are subject to Medicare taxes. Substitute employees are subject to Social Security taxes unless they meet one of the following conditions:

A. The substitute employee is currently receiving a retirement pension from the Public School Employees Retirement System (ERS) or from the Teachers Retirement System of Georgia (TRS).

B. The substitute employee has earned at least ten years of service credit in the Public School Employees Retirement System (ERS) or in the Teachers Retirement System of Georgia (TRS).

C. The substitute employee is currently paying contributions to the Public School Employees Retirement System (ERS) or the Teachers Retirement System of Georgia (TRS) through employment in another school system or agency covered by one of the plans.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0187	<a href="#">School lunch program/personnel; instruction in nutrition, hygiene, etiquette and social graces</a>
O.C.G.A. 20-2-0188	<a href="#">Student transportation</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: GCD

Classified Personnel Hiring

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PERSONNEL

The Superintendent shall have the authority to employ personnel in accordance with the policies of the Board and shall assign personnel to positions authorized by the Board.

The Board of Education employs personnel only on the recommendation of the superintendent.

The Board of Education members, collectively and individually, shall remain neutral and not become involved in the review of applications for vacant positions and in the screening process, except in the recruitment and selection of the superintendent. The Board of Education shall refrain from applying pressure on the superintendent to employ persons on the basis of any criteria other than professional or occupational qualifications.

SUBSTITUTES FOR AUXILIARY PERSONNEL

Substitutes for auxiliary employees may be provided for long-term absences and monitored by the Department of Staff Services under the provisions approved for contractual personnel. Substitutes must be employed and authorized by the Associate Superintendent of Personnel Services.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0182	<a href="#">Program weights to reflect funds for payment of salaries and benefits</a>
O.C.G.A. 20-2-0204	<a href="#">Paraprofessionals and aides</a>
O.C.G.A. 20-2-0211	<a href="#">Annual contract; disqualifying acts; fingerprinting; criminal record checks</a>
O.C.G.A. 20-2-0215	<a href="#">"In loco parentis" status of aides and parapros</a>
O.C.G.A. 34-7-1	<a href="#">Determination of term of employment; "at will" employment</a>
Rule 160-1-3-.04	<a href="#">School Law Tribunals and Appeals</a>
US Code	
08 USC 1324a	<a href="#">Immigration Reform and Control Act of 1986</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GCE**

**Classified Personnel Assignment**

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ALLOTMENT AND ASSIGNMENT OF PERSONNEL

MISSION: To ensure that the allotment and the assignment of personnel by the Superintendent will be in accordance with approved guidelines of the Board.

I. Custodial Personnel

Custodians shall be allotted to schools and other facilities with consideration given to the size of buildings, type of construction, and utilization of the facilities. Custodians shall be employed based on the recommendation of the principal or unit administrator and the approval of the Executive Director of Personnel Services. The principal or unit administrator shall be responsible for making duty assignments to custodians.

II. Maintenance Personnel

Maintenance Personnel shall be allotted to schools and other facilities in sufficient numbers to meet the needs of the system as approved by the Superintendent. Maintenance staff shall be employed on the recommendation of the Executive Director of Plant Services and Development with the approval of the Executive Director of Personnel Services. The Executive Director of Plant Services and Development shall be responsible for making duty assignments to maintenance personnel.

III. Secretarial Personnel

Secretarial staff shall be allotted to the schools on the basis of active enrollment. Secretarial staff shall be assigned to each school or educational center by the Executive Director of Personnel Services to fill the allotment. The principal shall be responsible for making duty assignments.

An allotment of secretarial staff shall be made to the departments and other administrative units in sufficient numbers to meet the needs of the system as approved by the Superintendent. Secretarial staff shall be assigned to the departments and administrative units by the Executive Director of Personnel Services to fill the approved allotment. The unit administrator shall be responsible for making duty assignments.

IV. School Food Service Personnel

An allotment of school food service staff shall be made to the schools on the basis of average plates served per day. School food service staff shall be employed based on the recommendation of the principal and the approval of the Executive Director of Personnel Services. The principal shall be responsible for making duty assignments to school food service staff.

V. Bus Drivers

An allotment of bus drivers shall be made in sufficient numbers to meet the needs of the system as

determined and approved by the Superintendent. Bus drivers shall be employed based on the recommendation of the Executive Director of Transportation and the approval of the Executive Director of Personnel Services. The Executive Director of Transportation shall be responsible for the assignment of buses, bus routes, and extra-duty assignments to bus drivers.

Georgia Code	Description
O.C.G.A. 20-2-0109	

Board Policy

Descriptor Code: GCI

Classified Personnel Evaluation

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EVALUATION OF PERFORMANCE OF PERSONNEL

MISSION: To ensure that all employees maintain proficient levels of performance.

The Board of Education shall review the superintendent’s implementation of the board’s program of personnel evaluation and hold the superintendent accountable for fair and equitable evaluation of all personnel in the district. The Board of Education shall receive a written report from the superintendent on over-all personnel strengths and weaknesses one month prior to the beginning of each semester.

All full-time and part-time auxiliary personnel employed by the Board shall be evaluated no less than once per year. The process and the frequency of evaluations, the instruments used, and the training of the evaluators shall be established by the Superintendent.

All evaluations shall be discussed confidentially with the employee.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0210	<a href="#">Annual performance evaluation of all school personnel</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GCQ**

**Classified Personnel Retirement**

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RETIREMENT

MISSION: To ensure that employees who retire from the school system receive retirement benefits for which they are eligible.

I. Teachers Retirement System of Georgia (TRS)

All employees eligible to participate in the Teachers Retirement System of Georgia are required under the provisions of the law to become members when employed by the DeKalb County Board of Education. The state and the Board shall contribute their portions of the funds as required by law, and the employee's portion shall be deducted from the employee's salary as required by law.

All covered compensation paid by the Board to eligible full-time employees shall be reported to the Teachers Retirement System of Georgia. (O.C.G.A. § 47-3-60)

II. Public School Employees Retirement System of Georgia (ERS)

All employees eligible to participate in the Public School Employees Retirement System of Georgia are required under the provisions of O.C.G.A. § 47-4-40 to become members when employed by the Board.

III. Medicare

All employees of the DeKalb County Board of Education who were initially employed or reemployed after March 31, 1986, are required by federal law to pay Medicare tax. The Medicare employer contributions must be charged against the Alternative Plan to Social Security.

IV. Social Security

All part-time and substitute employees are eligible to participate in the Social Security Program and are required under the provisions of federal law to pay contributions to FICA when employed by the DeKalb County Board of Education with the three following exceptions:

A. Part-time and substitute employees who are currently drawing benefits from ERS or TRS are exempt from paying Social Security taxes.

B. Part-time and substitute employees who are currently paying contributions to ERS or TRS due to full-time employment with another State agency that is covered by ERS or TRS are exempt from paying Social Security taxes.

C. Part-time and substitute employees who have already earned ten years of service credit with ERS or TRS and have not yet reached the age of eligibility to retire under either of those plans are exempt from paying Social Security taxes.

NOTE: See the Alternative Plan to Social Security (Policy Code 7085)

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<b>Georgia Code</b>		<b>Description</b>
O.C.G.A. 20-2-0915		<a href="#">Coverage for retiring and retired school employees</a>
O.C.G.A. 47-03-001		<a href="#">Teacher Retirement System - general definitions</a>
O.C.G.A. 47-04-001		<a href="#">Public School Employees Retirement System Act - short title</a>
O.C.G.A. 47-04-100		<a href="#">Normal, early and delayed retirement; vesting of right to retirement benefit</a>
<b>US Code</b>		
29 USC 631		<a href="#">Age limits</a>
29 USC 623		<a href="#">Age Discrimination Act of 1967</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GCR**

**Classified Personnel Working Conditions**

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WORKING TEST PERIOD

MISSION: To ensure that new auxiliary personnel are provided an adequate time period to demonstrate competency.

Full-time auxiliary employees shall be subject to a working test period during the first 120 working days. During the working test period, the employee or the school system may exercise the right to terminate the employment agreement.

For purposes of this policy, full-time auxiliary employees are considered to be those who are employed for 30 hours or more per week and who are not required by Georgia regulations to be contracted.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0980	<a href="#">Expenditures for uniforms for maintenance, food service and custodial personnel</a>
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.	



Board Policy

Descriptor Code: GCRA

Classified Personnel Health Examinations

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PHYSICAL EXAMINATIONS

MISSION: To ensure that school system employees meet designated health standards.

The DeKalb County Board of Education shall require a current health certificate for all full and part-time food service employees. Medical examinations shall be required in accordance with the regulations of the Georgia Board of Education, including an annual medical examination for bus drivers. The Board reserves the right to require of any employee a complete medical examination by a designated physician, to be paid for by the DeKalb County Board of Education.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GCRA(1)**

**Drug Screening of Bus Drivers**

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**ALCOHOL AND CONTROLLED SUBSTANCE TESTING OF EMPLOYEES  
ENGAGED IN SAFETY-SENSITIVE FUNCTIONS**

MISSION: To authorize alcohol and drug testing for employees engaged in safety-sensitive jobs.

It is the policy of the DeKalb County Board of Education that all employees engaged in safety-sensitive functions shall, in accordance with federal and state regulations, be tested for alcohol and controlled substance abuse. Such tests may include pre-employment or pre-duty testing, random testing, post-accident alcohol and controlled substances testing, follow-up testing, and reasonable suspicion testing. Employees engaged in safety-sensitive functions may include, but are not limited to, mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers, and administrators, as well as employees who are required to hold a commercial driver’s license (CDL) and who also operate or have reason to move a school bus or other commercial vehicle.

The Board will provide training, education or other assistance to communicate to employees the dangers of alcohol and controlled substance use, the requirements specified in federal laws and regulations, and employee responsibilities in achieving an alcohol and controlled substance free environment.

The Superintendent is authorized to establish any rules, regulations, or procedures deemed appropriate to implement this policy. Such rules, regulations, or procedures shall be in compliance with federal and state laws and regulations.

Non-compliance with this policy or violation of the federal or state regulations relevant to the subject matter of this policy may result in severe disciplinary action, including suspension or dismissal.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-1120	<a href="#">Drug testing of bus drivers; definition of "illegal drugs"</a>
O.C.G.A. 20-2-1122	<a href="#">Penalties for violation or refusal to submit to alchol/drug test</a>
Rule 160-5-3-.15	<a href="#">Alcohol and Controlled Substances Testing</a>
US Code	
49 USC 31133	<a href="#">49 CFR 391 et seq.; Omnibus Transportation Employee Testing Act of 1991; Department of Transportatio</a>
49 CFR 382 et al.	<a href="#">CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: GCRA-R(1)**

**Classified Personnel Health Examinations**

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**ALCOHOL AND CONTROLLED SUBSTANCES TESTING**

I. General

In order to comply with the provisions of the Omnibus Transportation Employee Testing Act of 1991 and O.C.G.A. §20-2-1120 et al, the DeKalb County School System will establish an alcohol and controlled substances testing program using the federal and state guidelines.

The purpose of this program is to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles.

II. Covered Employees

A. Any employee engaged in a safety-sensitive function which means an employee of the DeKalb County School System who holds a Commercial Driver's License (CDL) and who also operates a commercial vehicle for any reason.

B. Employees engaged in safety-sensitive functions include, but will not be limited to mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers, and administrators, as well as employees who are required to hold a commercial driver's license (CDL) and who also operate or have reason to move a school bus or other commercial vehicle.

III. Required Tests

A. Pre-Employment, Pre-Duty

1. An applicant will be tested before being hired and placed in a safety-sensitive function position.

2. An existing employee will be tested before duties are changed to a safety-sensitive function.

B. Random Testing

1. Fifty percent of all covered employees will be tested for controlled substances per calendar year and 25 percent will be tested for alcohol per calendar year. (This percentage is subject to change.)

2. A neutral third party will generate a random list of employees to be tested, using a computer-based selection process which will identify employees by Social Security numbers and ensure that each employee will have an equal chance of being tested each time selections are made. A random list will be forwarded to the DeKalb County Schools Alcohol and Controlled Substances Testing Program.

3. A written notice will be prepared and given to the employee or the department administrator. The employee will be required to sign a statement acknowledging receipt of notice. When necessary, an oral notice will be given.

4. Alcohol tests will be conducted just before, during, or just after performance of a safety-sensitive function.
5. The department administrator will ensure that employees selected for random alcohol tests proceed immediately to the testing site upon notification.
6. In the event an employee, who is selected for a random alcohol or drug test, is on vacation, extended medical leave, or is an occasional driver not driving at the time, the program coordinator will either have another driver selected or will keep the original selection confidential until the driver returns.
7. All random selections and test will be unannounced.

C. Post-Accident Testing

1. If an employee driving a DeKalb County School System commercial vehicle is involved in an accident, the employee will be tested for alcohol and controlled substances if a fatality is involved, or if the employee is issued a citation for a moving violation.
2. As soon as practical, the employee will be transported to the nearest collection site for testing.
3. Alcohol tests must be administered within two hours of an accident or written report will be prepared and filed. After eight hours, attempts to administer the alcohol test must cease.
4. Controlled substances tests must be administered within 32 hours or a written report will be prepared and kept on file.
5. A qualified Breath Alcohol Technician (BAT) will administer the alcohol test at or near the scene of the accident when necessary.
6. All employees in safety-sensitive positions will be given necessary post-accident instructions.

D. Return-to-Duty

1. If an employee tests positive for alcohol, with an alcohol concentration level of 0.04 or greater, the employee will be referred to a Substance Abuse Professional (SAP).
2. After the employee completes the program recommended by the Substance Abuse Professional, the employee will be required to undergo a return-to-duty alcohol test which must indicate a breath alcohol concentration level of less than 0.02 prior to returning to work in a safety-sensitive position.

E. Follow-Up Tests

1. Following a return-to-duty test in which the employee returns to a safety-sensitive position, the employee will be subject to at least six alcohol follow-up tests, in the next 12 months, as prescribed by a Substance Abuse Professional.
2. All follow-up tests will be unannounced.
3. All follow-up tests will be conducted just before, during, or just after performance of a safety-sensitive function.

F. Reasonable Suspicion Tests

1. Only trained supervisors or department administrators will determine whether an employee

should submit to an alcohol or controlled substance test based on reasonable suspicion.

2. Individuals designated to determine reasonable suspicion will receive at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

3. Authorized tests will be based on the observation of an employee's behavior, appearance, speech, or body odor.

4. Alcohol tests will be authorized only if the observations are made just before, during, or just after the employee performs a safety-sensitive function.

5. A written record of the observation leading to an alcohol or drug test will be made and signed by the supervisor who made the observation.

#### IV. Refusal to Submit to Required Tests

A. An employee refusing to submit to any one of the following required tests will be immediately removed from performing safety-sensitive functions:

1. Post accident

2. Random

3. Reasonable

4. Follow-up

B. The employee will be referred to the Department of Personnel for further administrative action.

#### V. Testing

A. The laboratory must be certified by the National Institute on Drug Abuse and the Department of Health and Human Services (Substance Abuse Mental Health Services Administration).

1. Controlled substances testing must involve:

a. Split sample urinalysis

b. EMIT screen and GC/MS confirmation of positive samples

c. Chain of custody

2. Screening will be done for the following drugs:

a. Marijuana (THC)

b. Cocaine

c. Opiates

d. Phencyclidine (PCP)

e. Amphetamines (including methamphetamine)

3. Alcohol testing must involve the following:
  - a. Evidential Breath Tester (EBT)
  - b. Confirmation breath test for positive test
  - c. Trained breath alcohol technicians
- B. Some alcohol testing will be done by authorized employees of the DeKalb County School System. Alcohol testing must involve:
  1. Individuals trained as Breath Alcohol Technicians
  2. Evidential Breath Tester (EBT)
  3. Confirmation breath test for positive test

VI. Positive Tests

- A. A Medical Review Officer (MRO) will review all positive controlled substances tests.
  1. The MRO will notify the employee and review the test results.
  2. After notifying the employee, the MRO will report the results and identifying information to the DeKalb County School System Alcohol and Controlled Substances Testing Program.
- B. A management official from the laboratory will report all positive alcohol tests.
  1. The laboratory will report the results and identifying information directly to the DeKalb County School System Alcohol and Controlled Substances Testing Program.
  2. An administrator will notify the employee.

VII. Handling of Test Results, Records Retention, and Confidentiality

- A. Records of alcohol misuse and controlled substances use prevention programs [according to 49 CFR 382.401 (D)] will be maintained.
- B. Records will be maintained for five years.
- C. The records will be maintained in a secure location with controlled access.

VIII. Reporting of Results in a Management Information System

- A. An annual calendar year summary of the results of alcohol and controlled substances testing will be prepared and maintained.
- B. Upon request by the Federal Highway Administration during the month of January, the summary must be submitted and received by March 15.

IX. Release of Alcohol and Controlled Substances Test Information by Previous Employers

- A. The DeKalb County School System will obtain from any previous employer of a driver, provided the driver has given written consent, any information concerning the driver's participation in an alcohol and controlled substances program within the previous two years.

B. The DeKalb County School System will not employ a driver in a safety-sensitive position if the information obtained indicates that the driver has tested positive for controlled substances, tested at or above 0.04 alcohol concentration, or refused to test, unless the driver has been evaluated by a substance abuse professional, completed required counseling, passed a return-to-duty test, and/or been subject to follow-up testing.

X. Employee Training

A. Materials that explain the requirements of the federal alcohol and controlled substances mandate and the DeKalb County School System's policies and procedures will be provided to covered employees.

B. These materials will also be provided to all new employees in safety-sensitive positions.

XI. Consequences for Positive Alcohol Test

A. An employee whose alcohol test indicates an alcohol concentration of 0.02 or greater but less than 0.04 will not perform any safety-sensitive functions for a minimum of 24 hours. The employee will be suspended without pay.

B. An employee whose alcohol test indicates an alcohol concentration of 0.04 will not perform any safety-sensitive functions and will be referred to a Substance Abuse Professional.

XII. Consequences for Positive Drug Test

A. An employee who tests positive for drugs will not perform any safety-sensitive functions.

B. The employee will be referred to the Department of Personnel for further administrative action.

**Administrative Regulation**

**Descriptor Code: GCRB-R**

**Classified Personnel Time Schedules**

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CALENDAR AND  
**WORK SCHEDULES FOR FULL-TIME AUXILIARY PERSONNEL**

I. Clerical

Clerical personnel in the district office and in the schools who are employed for twelve months shall observe approved holidays and shall earn vacation the same as other twelve-month employees.

Clerical personnel in the district office shall work from 8:30 a.m. to 5:00 p.m. with one hour for lunch. The office hours for district office personnel total thirty-seven and one-half hours each week. This schedule is approved with the understanding that each employee, at the discretion of the director of the department, will have the flexibility of working for an additional two and one-half hours per week in order to complete priority jobs and meet emergency situations. Each employee is to realize that the flexibility of two and one-half hours is incorporated into the workweek. Time worked over forty hours will require prior written approval.

Clerical personnel employed for ten months shall be scheduled for work from mid-August through mid-June with specific dates announced each year in the official school calendar. Clerical personnel shall receive the same days off that teachers receive during the actual school year.

The daily work schedule for clerical employees at the schools shall be established by the principal and shall include a thirty-minute lunch break. Net working time each day for eight-hour personnel will be seven and one-half hours or thirty-seven and one-half hours per week. Flexibility will be used in scheduling an additional two and one-half hours to a maximum of forty hours per week. Overtime, which must be approved in advance, will not be permitted except in emergency situations.

II. Custodial

Custodial personnel employed for ten months shall be scheduled to work from mid-August through mid-June with specific dates announced each year in the official school calendar. Custodial personnel shall receive the same days off that teachers receive during the actual school year.

The daily work schedule for ten-month custodial personnel shall be established by the principal with a thirty-minute meal break to be excluded from the total hours worked each day.

Custodial personnel employed on a twelve-month basis shall observe approved holidays and shall earn vacation as all other twelve-month employees. The work schedule for twelve-month custodial personnel shall be established by the principal with a thirty-minute meal break to be excluded from the total hours worked each day.

III. Food Service Assistant

Food service assistants are scheduled to report to work one day prior to the first school day for students and work one additional day beyond the last school day for students. These dates will be specified each year in the official school calendar. During the school year, food service personnel shall work all days when



students are in attendance.

The daily work schedule for food service personnel shall be established by the principal with a thirty-minute meal break to be excluded from the total hours worked each day.

IV. Food Service Manager

Food service managers shall work the same annual schedule as teachers with specific dates announced each year in the official school calendar. Food service managers shall work an eight-hour day with thirty minutes for lunch. Net working time each day will be seven and one-half hours or thirty-seven and one-half hours per week. Flexibility will be used in scheduling an additional two and one-half hours to a maximum of forty hours per week. Overtime, which must be approved in advance, will not be permitted except in emergencies.

Board Policy

Descriptor Code: GCRD

Classified Personnel Overtime Pay

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Board Policy

Descriptor Code: GCRD

Classified Personnel Overtime Pay

The DeKalb County Board of Education authorizes overtime in accordance with administrative regulations set forth by the Superintendent. Overtime is defined as time worked over forty (40) paid hours in any payroll week, Sunday through Saturday, and is identified as either emergency or planned overtime. The forty (40) hours are defined as actual hours worked and do not include hours or days for which the employee was paid for leave time such as sick leave, personal leave, annual leave, etc. No overtime work will be performed without prior approval of the Superintendent or his/her designee. The Superintendent will allow overtime pay or compensatory time only in situations where it is evident that additional time is needed for the smooth and efficient operation of the school system. Any such overtime hours will be compensated at the rate of one and one-half times the employee's regular hourly rate or compensatory time at the rate of one and one-half times beyond the forty (40) hour work week when based upon prior written agreement between supervisor and employee.

Employees employed in an executive, administrative, professional capacity (including teachers/school administrative personnel), or management positions meeting exempt criteria as provided for under FLSA (Fair Labor Standards Act) are considered "exempt" under FLSA and are legally not entitled to pay for overtime work. Most other employees are considered "non-exempt" under FLSA and are legally entitled to pay for overtime work, earned compensatory time, or other salary increments, as provided by law. However, the acceptance of a second job with the school system is prohibited if the maximum work time is more than forty (40) hours for both positions inclusive unless any supplements provided equates to time and one-half pay for time required in excess of forty (40) hours during the seven day work week.

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DeKalb County Schools

Date Adopted: 11/8/2004

Georgia Code	Description
O.C.G.A. 01-3-08	<a href="#">Plain meaning of the law</a>
O.C.G.A. 34-4-1	<a href="#">Georgia Minimum Wage law - short title</a>
US Code	
29 USC 207	<a href="#">Maximum hours</a>
29 USC 206	<a href="#">Minimum wage</a>
29 USC 201	<a href="#">Fair Labor Standard Amendment of 1985</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GCRGB(1)**

**Classified Personnel Sick Leave Bank**

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MISSION: To enhance recruitment and retention of employees by providing extended sick leave benefits to eligible employees in the event earned personnel sick leave accounts have been exhausted.

- a. The DeKalb County School System shall establish and administer a Sick Leave Bank for the purpose of providing eligible employees who voluntarily make contributions to the Sick Leave Bank each year to be awarded sick leave days from the Bank after their earned sick leave accruals have been exhausted.
- b. A committee shall be appointed to draft administrative procedures for the Sick Leave Bank and to govern the affairs of the Sick Leave Bank. The Superintendent shall approve the administrative procedures and any changes to the administrative procedures deemed necessary to govern the Sick Leave Bank.
- c. The Sick Leave Bank Committee will award sick leave days from the Bank to members based on the conditions established for the management of the Bank.

Board Policy

Descriptor Code: GCRH

Classified Personnel Vacations

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VACATION

MISSION: To authorize vacation for full-time 12-month employees.

Full-time 12-month personnel who have completed a minimum of 90 days of service in the school system earn ten days of vacation per year during the first five years of continuous employment. During each additional one-year period of continuous service, the employee earns one additional day of vacation not to exceed 20 days of vacation per year. Unused vacation days may be accumulated up to a maximum of 30 days in addition to vacation earned during the current year of service, but no more than one-half of the earned but unused vacation of the previous year may be accumulated. This accrual rate became effective July 1, 1988.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: GDB**

**Paraprofessional Positions**

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EMPLOYMENT

MISSION: To ensure proper personnel classification, authorization, and placement essential for conducting efficient and effective school system services.

I. Classification Of Positions And Employment Of Personnel

A. The DeKalb County Board of Education shall classify the positions for personnel and shall authorize the employment and placement of personnel required for instruction, administration, maintenance and operation of facilities, and other appropriate services for the DeKalb County School System.

B. Personnel shall be employed in accordance with adopted job classifications and salary schedules and in such numbers as authorized by the Board. It shall be the duty of the Superintendent to ensure that the employees meet the qualifications established by law and by the Board.

C. The Superintendent shall have authority to employ and assign personnel for positions authorized by the Board, provided that assignments at the level of executive director and above are approved by the Board.

II. Full-time Employment

Full-time employees are defined as those who are employed for 30 or more hours per week on a scheduled basis and who are not classified as temporary. Full-time employees are paid on a biweekly or monthly base salary and are eligible to participate in all fringe benefits offered by the DeKalb County Board of Education. Full-time employees are required by state law to participate in the Teachers Retirement System or the Public School Employees Retirement System. All full-time employees hired after March 31, 1986, are subject to Medicare taxes.

III. Part-time Employment

Part-time employees are defined as those who are employed for less than 30 hours per week on a scheduled basis and who are not classified as temporary. Part-time employees are paid at an hourly, daily, or unit rate of pay on a biweekly or monthly payroll schedule. Part-time employees are eligible to purchase tax-sheltered annuities via payroll deduction. All part-time employees hired after March 31, 1986, are subject to Medicare taxes. Part-time employees are subject to Social Security taxes unless they meet one of the following conditions:

A. The part-time employee is currently receiving a retirement pension from the Public School Employees Retirement System (ERS) or from the Teachers Retirement System of Georgia (TRS).

B. The part-time employee has earned at least ten years of service credit in the Public School Employees Retirement System (ERS) or in the Teachers Retirement System of Georgia (TRS).

C. The part-time employee is currently paying contributions to the Public School Employees

Retirement System (ERS) or the Teachers Retirement System of Georgia (TRS) through employment in another school system or agency covered by one of the plans.

#### IV. Substitute Employment

Substitute employees are defined as those employed for a daily, half-day, or hourly period to replace an employee who is absent from duty. The hours per day and days per week are based on the needs of the system. Substitute employees are paid at an hourly, daily, or unit rate of pay on a biweekly or monthly payroll schedule. All substitute employees are subject to Medicare taxes. Substitute employees are subject to Social Security taxes unless they meet one of the following conditions:

A. The substitute employee is currently receiving a retirement pension from the Public School Employees Retirement System (ERS) or from the Teachers Retirement System of Georgia (TRS).

B. The substitute employee has earned at least ten years of service credit in the Public School Employees Retirement System (ERS) or in the Teachers Retirement System of Georgia (TRS).

C. The substitute employee is currently paying contributions to the Public School Employees Retirement System (ERS) or the Teachers Retirement System of Georgia (TRS) through employment in another school system or agency covered by one of the plans

**Board Policy**  
**Paraprofessional Hiring**

**Descriptor Code: GDD**

PERSONNEL

The Superintendent shall have the authority to employ personnel in accordance with the policies of the Board and shall assign personnel to positions authorized by the Board.

The Board of Education employs personnel only on the recommendation of the superintendent.

The Board of Education members, collectively and individually, shall remain neutral and not become involved in the review of applications for vacant positions and in the screening process, except in the recruitment and selection of the superintendent. The Board of Education shall refrain from applying pressure on the superintendent to employ persons on the basis of any criteria other than professional or occupational qualifications.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0111	<a href="#">Administration of oaths by superintendents and board members</a>
O.C.G.A. 20-2-0167	<a href="#">Funding for direct instructional, media center and staff development costs; submission of budget</a>
O.C.G.A. 20-2-0182	<a href="#">Program weights to reflect funds for payment of salaries and benefits</a>
O.C.G.A. 20-2-0204	<a href="#">Paraprofessionals and aides</a>
O.C.G.A. 20-2-0215	<a href="#">"In loco parentis" status of aides and parapros</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Section: G. Personnel

**Board Policy**

**Descriptor Code: GDE**

**Paraprofessional Assignment**

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**ALLOTMENT AND ASSIGNMENT OF PARAPROFESSIONAL PERSONNEL**

MISSION: To ensure that the allotment and the assignment of personnel by the Superintendent will be in accordance with approved guidelines of the Board.

Teacher aides and/or teacher assistants shall be allotted to schools and educational centers for purposes designated by the Division of Instruction and in sufficient numbers as approved by the Superintendent. Paraprofessionals shall be employed based on the recommendation of the principal or center director with the approval of the Executive Director of Personnel Services. The principal or center director shall be responsible for making duty assignments.



Board Policy

Descriptor Code: GDI

Paraprofessional Evaluation

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PERSONNEL

The Board of Education shall review the Superintendent’s implementation of the Board’s program of personnel evaluation and hold the Superintendent accountable for fair and equitable evaluation of all personnel in the district. The Board of Education shall receive a written report from the Superintendent on over-all personnel strengths and weaknesses one month prior to the beginning of each semester.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0210	<a href="#">Annual performance evaluation of all school personnel</a>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: GDRB-R**

**Paraprofessional Time Schedules**

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CALENDAR AND  
WORK SCHEDULES FOR FULL-TIME AUXILIARY PERSONNEL

Paraprofessional personnel shall work the same annual schedule as teachers with specific dates announced each year in the official school calendar. The daily work schedule for paraprofessional personnel shall be established by the principal and shall include a thirty-minute lunch break.

**Board Policy**

**Descriptor Code: GDRHB(1)**

**Paraprofessional Sick Leave Bank**

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MISSION: To enhance recruitment and retention of employees by providing extended sick leave benefits to eligible employees in the event earned personnel sick leave accounts have been exhausted.

a. The DeKalb County School System shall establish and administer a Sick Leave Bank for the purpose of providing eligible employees who voluntarily make contributions to the Sick Leave Bank each year to be awarded sick leave days from the Bank after their earned sick leave accruals have been exhausted.

b. A committee shall be appointed to draft administrative procedures for the Sick Leave Bank and to govern the affairs of the Sick Leave Bank. The Superintendent shall approve the administrative procedures and any changes to the administrative procedures deemed necessary to govern the Sick Leave Bank.

c. The Sick Leave Bank Committee will award sick leave days from the Bank to members based on the conditions established for the management of the Bank.

**Board Policy**

**Descriptor Code: IA**

**Instructional Program Philosophy**

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**PHILOSOPHY OF INSTRUCTION**

MISSION: To espouse a systemwide philosophy of instruction that undergirds the total school curriculum.

The DeKalb County Board of Education believes that the primary function of the public schools is to promote the understanding, maintenance, and improvement of the American way of life. The curriculum in the DeKalb County schools shall promote the development of democratic, moral, and ethical values. This comprehensive curriculum shall be based on a program of instruction in academic and technical subjects and also instruction in the fine arts, health, vocational skills, citizenship, moral values, and cultural development.

The DeKalb County Board of Education has the constitutional responsibility for providing a program of education. In fulfilling this responsibility, the Board recognizes the following provisions:

1. Individuals differ in their mental abilities, physical stamina, application, background of learning, and other factors which determine progress in the school program.
2. Provision for a quality educational opportunity for each individual requires a comprehensive instructional program which includes the general education program, remedial education, and special education.
3. Counseling and guidance services are essential to pupil placement, course selection, activities, and evaluation. Individuals should be placed in programs of instruction and activities by using procedures which include conferences with pupils, parents, and teachers.
4. An instructional opportunity must be provided for each individual residing in the DeKalb County School District who is eligible for placement in the school system. Furthermore, the opportunity for regular daytime school instruction shall be provided for the student who is married, is a parent, or is pregnant.
5. A student support team shall function in each school to enable teachers to develop alternatives for meeting individual needs.
6. Instruction in all subjects and activities of the DeKalb County school program should include teaching the values of citizenship, health, communication, and discipline, as well as moral, ethical, and cultural development. The instruction should contribute to the understanding, maintenance, and improvement of the American way of life.
7. Health and physical education instruction is necessary for a well-rounded instructional program. The curriculum should include appropriate administration for the implementation and maintenance of the program, adequate school health services, and a healthful school environment.
8. Individual shall be afforded an environment conducive to learning. Competent teachers, facilities, equipment, and instructional materials must be provided for this purpose. Students and others shall be protected from interruptions detrimental to the learning process.

**Administrative Regulation**

**Descriptor Code: IA-R**

**Instructional Program Philosophy**

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**PHILOSOPHY OF INSTRUCTION**

In the DeKalb County School System, the philosophy of instruction is supported by a countywide instructional system which is detailed in the various elementary and secondary curriculum guides. These guides are revised periodically by the Division of Instruction.

Curriculum guides are given to all teachers, and copies may be reviewed by the public in the school media centers.

**Board Policy**

**Descriptor Code: IBB**

**Charter Schools**

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**CHARTER SCHOOLS**

**MISSION:** To ensure that every charter school petitioner is provided information on requirements and procedures to be met for approval.

The DeKalb County Board of Education encourages submittal of charter school petitions, which focus upon: (a) student academic performance-based achievement, (b) behavior, and (c) meeting provisions of Chapter 2 of Title 20 of the Official Code of Georgia Annotated (hereinafter "O.C.G.A."), state and local rules, regulations, policies and procedures unless waivers are granted pursuant to Code Sections 20-2-2061 and 20-2-2063. The charter petition to be considered favorably must demonstrate that the curriculum, instruction and accountability programs combine to create an innovative, unique opportunity for student learning which does not duplicate existing programs in DeKalb County schools. An abstract of not more than 100 words is required to introduce the school's mission, originality or inventiveness to improve student academic achievement and behavior as prerequisite to submitting the petition. A start-up or conversion charter petition meeting all requirements of O.C.G.A. Sections 20-2-2061 through 20-2-2071, State Board Rule 160-4-9-.04, applicable local board policy, rules and procedures and is in the public interest must be submitted no later than September 10<sup>th</sup> to be considered for operation for the subsequent school year. The board of education shall approve no charter, nor shall it extend an existing charter, unless it deems the petition to be in compliance with law, state board rules, this policy and to be in the public interest. The board of education will vote to approve or deny a petition in compliance with this policy no later than sixty (60) days after its submission.

A Charter School Review Committee, appointed by the superintendent, shall examine each charter petition for compliance with applicable law, state and local board policy, rules and procedures. The following shall apply:

· A petition shall be filed with the superintendent who will refer it to the Charter School Review Committee ("CSRC") and to the school board attorney. All charter petitions seeking approval for the next school year shall be submitted between July 1<sup>st</sup> and September 10<sup>th</sup>. Within sixty (60) days of petition receipt, the board of education by majority vote shall either approve or deny the petition.

§ A start-up petition shall be organized and written in the order of the thirty- two issues for a start-up petition and the conversion charter petition shall be written in the order of the thirty-four requirements for a conversion charter petition on the following pages;

§ The CSRC will review and evaluate the charter petition for compliance with each of the thirty-two components on the charter school start-up petition or the thirty-four components for a conversion charter which includes requirements of state and local rules and procedures. A charter petition which is determined to be out of compliance with provisions of Title 20, state and local policies, rules and procedures shall have such deficiencies cited and communicated to petitioner. The petitioner may request in writing an extension of time to address deficiencies and resubmit the petition. However, any request for extension which surpasses the November business meeting of the board shall not be considered for approval for the subsequent school year. If approval is granted by the board after the November meeting, it will be for the year after the subsequent year;

§ If petitioner does not request in writing an extension of time to address deficiencies or does not address deficiencies within the required sixty (60) day period, the petition shall be submitted to the superintendent with recommendation for denial;

§ The superintendent, following consultation with the school board attorney, shall then submit the charter petition to the board of education with his recommendation at the next regular monthly business meeting of the board; and

§ Interested, eligible parties, desiring to submit a petition for charter school status, can obtain information concerning the process to be followed in the review of the charter school petition from the superintendent's office or on the DeKalb County School's website under board policies (Code IBB).

Every petitioner must meet the requirements of this policy. The requirements differ for start-up and local school conversions as follows:

### **START-UP PETITIONS**

Write the petition and include a table of contents with page numbers in order of the issues listed below:

1. Designate the performance to be improved and how it will be improved through the waiver, in whole or in part, of specifically identified state and local rules, regulations, policies, and procedures, or provisions of Title 20 of the Official Code of Georgia Annotated (O.C.G.A.), other than the provisions of the Charter School Act of 1998. The DeKalb Board of Education shall not accept a blanket waiver request.
2. Describe how the charter school will measure the improvement in such performance and over what period of time, provided that such requirement shall not waive the accountability provisions of O.C.G.A. Sections 20-14-30 through 20-14-41. The charter school petitioner shall use state assessments as required in law and the DeKalb County testing program to measure student progress. Baseline test data shall be scores posted in a student's permanent file transferred from the student's prior school and post-tests shall be administered as determined by DeKalb County testing schedule.
3. Demonstrate how any such waiver does not undermine and is consistent with the intent of the waived state and local rules, regulations, policies and procedures, or the provisions of Title 20 of the Official Code of Georgia.
4. Describe the school's mission, the students to be served, including students with special needs and disabilities, and the ages and grades to be included. For students with disabilities, describe how the charter school will provide state and federally mandated services.
5. Address the focus of the curriculum, the instructional methods to be used, and any distinctive or unique instructional techniques or educational programs to be employed. Identify how proposed programs are designed for student achievement to exceed local school district and state achievement standards. Attach a copy of the curriculum to be used in the Appendix and illustrate how each objective and standard is aligned to the State's Quality Core Curriculum (QCC).
6. State whether the charter school will utilize a local school council, as provided for in O.C.G.A. Section 20-2-85, or another similar board, which shall be subject to the provisions of O.C.G.A. Section 50-14-1 *et seq.* (Open and Public Meetings) and O.C.G.A. Section 50-18-70 *et seq.* (Inspection of Public Records). If the charter school elects to utilize a board other than a local school council, as provided for in O.C.G.A. Section 20-2-85, the petition shall state its role, function, composition, and how and when members should be selected.
7. Describe the proposed staff qualifications, employee recruitment procedures, hiring practices, compensation, and employee evaluation procedures. If the petition proposes that students will be taught by individuals other than those certified by the Professional Standards Commission (PSC), the petition shall so state and shall generally describe the qualifications of such personnel. However, the DeKalb Board of

Education, consistent with the No Child Left Behind (NCLB) definition of highly qualified teachers, requires that charter school faculty and administration shall be certified and hold current professional certificates issued by the PSC. The charter school shall submit certified personnel information (CPI) to DeKalb County School System's Human Resources Department no later than October 1st, May 1st and July 1st and other times upon request by the Human Resources personnel.

8. Describe proposed financial policies and procedures that are to be followed by the charter school to assure sound fiscal management and by the local board or state board to assure a predictable flow of funds to the charter school. Petitioner's plan shall include a financial plan for the first fiscal year and a budget for the full term of the proposed charter. The financial plan shall include an estimate of all public and private dollars available per student; an itemized list of working capital and assets, including cash, bonds and real estate; a monthly cash flow projection detailing revenues and expenditures; and all potential sources of funding that petitioner is actively pursuing. Additionally:

§ The local board of education will not provide the charter petitioners start-up costs. The charter petitioners shall submit financial documents establishing that they will have three months of operating costs on hand prior to approval of the petition. This financial statement may include cash, bonds and real estate. Bank loans and lines of credit are not acceptable unless secured by collateral. Grants and foundation funding that have been awarded are acceptable. Letters from a bonafide grantor or foundation indicating that a designated sum of money shall be awarded if the charter is approved will be accepted.

§ Additionally, successful petitioners shall receive calculated earnings electronically transferred over a twelve-month period. No adjustments shall be provided until official mid term allotment sheets and earnings have been provided by the State Department of Education to the school system. There shall be no advances or loans made by the board to the charter school;

§ Each successful charter petitioner shall receive its fair share of state and local funds as earned. State funds shall be determined by student full-time equivalency (FTE) counts within the nineteen (19) Quality Based Education (QBE) weighted programs and applicable categorical grants pursuant to O.C.G.A. Section 20-2-161 including portion of calculated funds for five mills local fair share (LFS). Local funds shall be calculated in accordance to O.C.G.A. Section 20-2-2062(10) and 20-2-2068.1(c). Federal funds shall be earned for those students eligible and qualified. Application for federal funds to appropriate agencies shall be the responsibility of the charter petitioner. Additionally, charter school allocations will be reduced by the percentage of austerity reductions imposed by the Governor and General Assembly when economic events result in revenue collection less than the budget projections;

§ Every charter school petition shall acknowledge that upon approval, the petitioner shall submit monthly financial reports to the school system and shall be subject to periodic internal audits. Such internal audits shall be at the expense of the school system and the required annual external audit shall be at the expense of the charter school; and

§ The charter school petition shall include a proposed salary schedule and employee benefit package with a statement that such salary and benefit packages are the responsibility of the charter school and at no cost to the DeKalb County School System. Teachers at the charter school shall be members of the Teacher Retirement System.

9. Specify the proposed duration of the charter. The initial charter school petition shall be approved for three years. An evaluation of the charter's compliance and progress with charter goals, objectives and provisions will be conducted annually by June 1. Any breach of the charter provisions may result in termination following a hearing conducted pursuant to state law. Charter petitioners are responsible to send the petition approved by the DeKalb County Board of Education to the State Department of Education for their approval process and, upon approval by the State Board of Education, shall execute a charter school agreement in a form approved by the State Board of Education and DeKalb County Board of Education.

10. Specify the proposed attendance zone for the school and address rules and procedures concerning



admission of students. Students not residing in DeKalb County are ineligible. All students residing in DeKalb County are eligible for admission. If the charter school has more applications than seats available, explain the process to be used in selecting students. A charter school may not charge tuition. The charter school shall report daily attendance to the DeKalb County School System (DCSS) using the prevailing method of data collection with data ultimately residing on the AS400 central database. DCSS will provide the necessary software and training for AS400 connections while the charter school will provide the necessary Internet service connection. The DCSS Student Information System is to be used for the collection of all data and information required by Section 20-2-320 for mandatory reporting to the State Department of Education and federal agencies. The method of data collection will be that which is currently in use by the DCSS and may be changed from time to time based on technology currently in use. Presently this will include but is not limited to the AS400, SmartWeb/Grade Book, and other software that may be developed and implemented in the future. Existing periodic and end-of-year check- lists provided by DCSS will be used to define when progress reports, report cards and other verifications are to be produced.

11. Address rules and procedures concerning student discipline and dismissal, including the school's code of conduct. Attach a copy of the school's code of conduct. Discipline incidents will be recorded using the AS400 student information system pursuant to existing DCSS procedures. Additionally, the charter school shall prepare and update a school safety plan and attach a copy of the plan pursuant to Code Section 20-2-1185.

12. Identify the manner in which the school will be insured, the terms and conditions thereof, and the amounts of coverage. Each insurance policy required by the DeKalb County Board of Education for every charter school shall contain a statement that the DeKalb County Board of Education be included as an additional insured. Copies of each policy shall be provided to the Charter School Review Office prior to the opening of school; the charter petition shall include a statement that the charter school shall hold harmless and indemnify the DeKalb County School District, the board of education, its members, officers and employees from every liability, claim or demand upon the charter school; and the charter school petition shall contain a statement that the charter school agrees to defend and indemnify the DeKalb County Board of Education in any action arising from the charter school's activities. Required insurance coverages are as follows:

a) General liability	\$ 2,000,000
b) Errors or Omissions	\$ 1,000,000
c) Property/lease insurance	100% of replacement cost
d) Auto liability	\$ 1,000,000
e) Worker's compensation	As required by law
f) Theft	\$ 500,000

13. Describe the facilities to be used and their location. The petition must include documentation of ownership or lease of the facility and certification that the building is in compliance with all building code standards and regulations and fire, safety, environmental and accessibility requirements. If the facilities have not been obtained or the documentation is not available at the time the petition is submitted, petitioner shall provide a timeline for obtaining such facilities or providing such documentation. A certificate of occupancy must be obtained and provided to the Charter Review Office prior to the opening of the school. The site shall be secured by petitioner no later than April 1<sup>st</sup> prior to the opening of school in August or the charter shall become void. The petitioner shall identify prospective school site by location, square footage, name of lessor, annual rental cost and agreement to lease prior to April 1<sup>st</sup>. If the site is owned by the petitioner, appropriate proof of title shall be provided.

14. Describe the manner in which annual financial audits will be conducted.

15. Provide that all personnel employed by the charter school shall be fingerprinted and have a criminal record check prior to employment.

16. Address whether student transportation will be provided and, if so, provide a brief description of the transportation program for the charter school. Transportation of students to and from the charter school shall be the responsibility of the charter school or the students' parents or guardians. If the charter school

plans to provide transportation, legal requirements for vehicles, drivers, insurance, etc. shall be met by the charter school transporting students.

17. Address whether food service will be provided and, if so, provide a brief description of the charter school's proposed food service program. Food services for charter school students shall be the responsibility of the charter school. Such services shall meet all legal requirements regarding health, safety, sanitation, etc. Application for free and reduced lunch shall be through the DeKalb County School Food Service Office. Each individual application shall be verified by the Food Service Office prior to submittal to the State Department of Education.

18. Specify that the charter school shall provide an annual report to parents or guardians of students attending the charter school, the local board, and the state board. The charter school shall make available for the community copies of the annual report. The annual report must indicate the progress made in the previous year in meeting the performance-based goals identified in the charter and include all state-mandated assessment scores and state-mandated accountability indicators.

19. For start-up charter schools:

i. Describe how parents, members of the community and other interested parties were directly and substantially involved in developing the petition;

ii. Describe how parents, members of the community and other interested parties will be involved in the school;

iii. Specify that the charter school will be organized and operated as a nonprofit corporation under the laws of Georgia and attach a copy of the Articles of Incorporation of the nonprofit corporation, a list of the current board members of the nonprofit corporation and provide the name of a primary contact for the petitioner; and

iv. If the nonprofit corporation intends to contract or has contracted for the services of a for-profit entity to manage the school or any of its operations, the petition shall so state, and petitioner shall attach a copy of the contract to the petition. If a contract has not been entered into at the time the petition is submitted, petitioner shall include a timeline for providing such documentation. A petitioner who identifies a management entity to operate the charter school shall provide a financial statement from the management entity indicating financial health and financial resources sufficient to operate the charter school for three months. The petitioner shall submit references from the management entity identifying schools previously managed by it. References shall include academic success of students by grade and program measured by test scores and an external financial audit for each school for each year managed. The DeKalb County Board of Education requires that any contract entered into between the non-profit corporation and a management entity be complete at the time of the petition submittal to the board of education. The petitioner may not through such a contract abrogate its responsibility as a charter holder or otherwise limit its obligation to be subject to the management and control of the DeKalb County Board of Education.

20. For local charter school petitions, provide for the charter school to be subject to the control and management of the local board of the local school system in which the proposed charter school will be located, as provided in the charter and in a manner consistent with the Charter School Act of 1998 as amended, and the Georgia Constitution.

21. For any charter high school, specify the credits or units to be earned and what completion credential will be awarded.

§ A charter petition written to provide grades 8-12 shall not be approved until the petitioners have been accredited by the Southern Association for Colleges and Schools (SACS), Georgia Accreditation Commission (GAC), or other recognized accrediting commission by the State Board of Education. Admission to seek accreditation and assigning probationary status is not sufficient to offer instruction to students in grades 8-

12.

§ The charter petition shall include a commitment to retaining accreditation status from SACS, GAC, or other recognized accrediting commissions. This commitment and accreditation progress shall be communicated to parents with students enrolled and those intending to enroll their students in the charter school. The charter school shall forward a copy of this parent communication to the CSRC.

### **ACKNOWLEDGEMENTS**

22. The charter school governing board, employees and volunteers shall be subject to fingerprinting and criminal background checks at the expense of the charter school.

23. A charter petitioner shall be allowed to apply for one charter school only within one year. Additional charter school applications by an existing charter school organization shall not be considered until the original charter has been renewed.

24. The charter school petition shall include a statement that the charter school will be subject to the accountability provisions of O.C.G.A. Sections 20-14-30 through 20-14-41.

25. The charter school petition shall include a statement that the charter school agrees to unannounced visits to the charter school by representatives of the DeKalb County School District to determine support needs and compliance with charter provisions. The charter school further agrees to announced instructional audits conducted by the DeKalb School System's instructional audit team as need is determined by the CSRC.

26. Charter schools shall be subject to all federal, state, and local rules, regulations, court orders, and statutes relating to civil rights, insurance, the protection of the physical health and safety of school students, employees and visitors, conflicting interest transactions, and the prevention of unlawful conduct.

27. The charter school shall not be exempt from any federal or state laws or regulations relating to disabilities, including Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act (ADA), and the Individuals With Disabilities in Education Act (IDEA). Students with disabilities attending a charter school must be served in the same manner as any other child with a disability in any other type of public school. Each start-up charter shall comply with DeKalb County's start-up charter school guidelines for exceptional education and support services (available from CSRC office).

28. The charter school is subject to all laws relating to unlawful conduct in or near a public school.

29. The charter school is subject to all reporting requirements of Code Section 20-2-320.

30. The charter school is subject to provisions of Code Section 20-2-1050 requiring a brief period of quiet reflection.

31. The charter school shall be subject to the provisions of Code Section 50-14-1 *et seq.* (Open and public Meetings) and Code Section 50-18-70 *et seq.* (Inspection of Public Records).

32. The charter school contracting with a management company shall attach a copy of the management contract and other documents indicated in 19 (iv).

### **CONVERSION CHARTER SCHOOLS**

The DeKalb County Board of Education shall not act upon a petition for a conversion charter school until such petition:

1. Has been freely agreed to, by secret ballot, by a majority of the faculty and instructional staff members of the petitioning local school at a public meeting called with two weeks advance notice for the

purpose of deciding whether to submit the petition to the local board for its approval.

2. Has been freely agreed to, by secret ballot, by a majority of parents or guardians of students enrolled in the petitioning local school present at a public meeting called with two weeks advance notice for the purpose of deciding whether to submit the petition to the local board for its approval.

*The order of the petition shall include a table of contents with page numbers and is to be written in response to the following requirements and in the same order as listed:*

1. Designate the performance to be improved and how it will be improved through the waiver, in whole or in part, of specifically identified state and local rules, regulations, policies, and procedures, or provisions of Title 20 of the Official Code of Georgia Annotated (O.C.G.A.), other than the provisions of the Charter School Act of 1998. The DeKalb County Board of Education will not accept a blanket waiver request.

2. Describe how the charter school will measure the improvement in such performance and over what period of time, provided that such requirement shall not waive the accountability provisions of O.C.G.A. Sections 20-14-30 through 20-14-41. The charter school petitioner shall use state assessments as required in law and the DeKalb County testing program to measure student progress. Initial pre-tests shall be scores posted in the student's permanent file and post-tests shall be administered as determined by DeKalb County testing schedule.

3. Demonstrate how any such waiver does not undermine and is consistent with the intent of the waived state and local rules, regulations, policies and procedures, or the provisions of Title 20 of the Official Code of Georgia.

4. Describe the school's mission, the students to be served, including students with special needs and disabilities, and the ages and grades to be included. For students with disabilities, describe how the charter school will provide state and federally mandated services.

5. Address the focus of the curriculum, the instructional methods to be used, and any distinctive or unique instructional techniques or educational programs to be employed. Identify how proposed programs are designed for student achievement to exceed local school district and state achievement standards. The charter school petition shall define goals and objectives proposed to be met by petitioners which have been aligned with DeKalb County School Board's approved strategic plan, goals and objectives.

6. State whether the charter school will utilize a local school council, as provided in O.C.G.A. Section 20-2-85, or another similar board, which shall be subject to the provisions of O.C.G.A. Section 50-14-1 *et seq.* (Open and Public Meetings) and O.C.G.A. Section 50-18-70 *et seq.* (Inspection of Public Records). If the charter school elects to utilize a board other than a local school council, as provided for in O.C.G.A. Section 20-2-85, the petition shall state its role, function, composition, and how and when members should be selected.

7. Describe the proposed staff qualifications, employee recruitment procedures, hiring practices, compensation, and employee evaluation procedures. However, the DeKalb Board of Education, consistent with the No Child Left Behind (NCLB) definition of highly qualified teachers, requires that charter school faculty and administration shall be certified and hold current professional certificates issued by the PSC. The charter school shall submit certified personnel information (CPI) to DeKalb County School System's Human Resources Department no later than October 1<sup>st</sup>, May 1<sup>st</sup> and July 1<sup>st</sup> and other times upon request by the Human Resources personnel.

8. Describe financial policies and procedures proposed that are to be followed by the charter school to assure sound fiscal management and by the local board or state board to assure a predictable flow of funds to the charter school. Petitioner's plan shall include a financial plan for the first fiscal year and a budget for the full term of the proposed charter. The financial plan shall include an estimate of all public and private dollars available per student, an itemized list of working capital and assets, including cash, bonds and real estate, a monthly cash flow projection detailing revenues and expenditures, and all potential sources of

funding that petitioner is actively pursuing.

Additionally:

§ The local board of education will not provide the conversion charter school additional funding or personnel different from that earned as a non-charter school;

§ The conversion charter school may apply for planning grants and start-up grants to the State Department of Education. Application for other grants may be written. All funds received shall be reported and accounted for through the school district's Accounting Office and subject to system and grantor's auditing requirements. An annual audit shall be conducted by the school system and included in the year-end report of the charter to the Charter Review Office, local board and State Board of Education; and

§ The conversion charter petition shall include a proposed budget indicating receipts and expenditure categories for all grants and funds for which authorization has been approved.

9. Specify the proposed duration of the charter. The initial charter school program shall be approved for three years. An evaluation of the charter's compliance and progress with charter goals, objectives and provisions will be conducted annually by June 1<sup>st</sup>. Any breach of the charter provisions may result in termination following a hearing conducted pursuant to state law. Charter petitioners are responsible to send the petition approved by the DeKalb County Board of Education to the State Department of Education for their approval process and, upon approval by the State Board of Education, shall execute a charter school agreement in a form approved by the State Board of Education and the DeKalb County Board of Education.

10. Specify the proposed attendance zones for the school and address rules and procedures concerning admission of students. Students not residing in DeKalb County are ineligible. Students residing in the attendance zone of the charter school shall attend the charter as home school unless a transfer is requested. Any student residing in DeKalb County is eligible for admission by application during designated dates determined by admission office. If the charter has more applicants than seats available, explain the process to be used in selecting students. Additionally, the charter school shall be in compliance with NCLB requirements for receiving students from overcrowded schools and needs improvement schools as choice options by parents administered through the Student Admission's Office.

11. Address rules and procedures concerning student discipline and dismissal, including the school's code of conduct. Attach a copy of the school's code of conduct or reference compliance with the system's student code of conduct. Additionally the charter school shall prepare and update a school safety plan pursuant to Code Section 20-2-1185.

12. Identify the manner in which the school will be insured, the terms and conditions thereof, and the amounts of coverage.

13. Describe the facilities to be used and their location. The petition must include documentation of ownership or lease of the facility and certification that the building is in compliance with all building code standards and regulations and fire, safety, environmental and accessibility requirements. If the facilities have not been obtained or the documentation is not available at the time the petition is submitted, petitioner shall provide a timeline for obtaining such facilities or providing such documentation.

14. Describe the manner in which annual financial audits will be conducted.

15. Provide that all personnel employed by the charter school shall be fingerprinted and have a criminal record check prior to employment.

16. Address whether student transportation will be provided and, if so, provide a brief description of the transportation program for the charter school. Transportation for students who reside in the converted charter school attendance area shall be provided by the school system. Parents or guardians of students

who choose to have their child attend the charter school from outside the converted charter school attendance area shall provide transportation for their child.

17. Address whether food service will be provided and, if so, provide a brief description of the charter school's proposed food service program.

18. Specify that the charter school shall provide an annual report to parents or guardians of students attending the charter school, the local board, and the state board. The charter school shall make available for the community copies of the annual report. The annual report must indicate the progress made in the previous year in meeting the performance-based goals identified in the charter and include all state-mandated assessment scores and state-mandated accountability indicators.

19. For conversion charter schools:

(i.) Describe how parents or guardians of students enrolled in the school, as well as the faculty, instructional staff, and the broader community, were and will be directly and substantially involved in developing the petition.

(ii) Describe how parents or guardians of students enrolled in the school, as well as the faculty, instructional staff, and the broader community will be involved in the school.

20. For the local charter school petitions, provide for the charter school to be subject to the control and management of the local board of the local school system in which the proposed charter school will be located, as provided in the charter and in a manner consistent with the Charter School Act of 1998 and the Georgia Constitution of the State of Georgia.

21. For any charter high school, specify the credits or units to be earned and what completion credential will be awarded.

22. The conversion charter school petitioners shall maintain accreditation through Southern Association of Colleges and Schools (SACS). Any conversion charter school which is placed on probation or denied accreditation by SACS shall have charter subject to termination.

23. The charter school faculty and administration shall be certified and hold a current professional certificate issued by the Georgia Professional Standards Commission. Other non-certified staff shall be employed as at will employees and not contracted by the charter school.

24. The charter school petition may identify a governing council as written in the statute or have a school council. The petition shall identify which advisory council will be used and seek waiver from the other.

25. The charter school petition shall not contain request for waiver from the charter school statute, state board rule or SACS Accreditation Standards.

26. Report of the special ballot results of the faculty and instructional staff voting at a public meeting called with two weeks advance notice. A majority vote of the faculty and instructional staff will determine whether the petition is to be submitted or not.

27. The charter school petition shall contain a report of the secret ballot results of the parents or guardians of students enrolled in the petitioning school voting at a public meeting called with two weeks advance notice. A majority vote of the parents or guardians will determine whether the petition is to be submitted or not.

28. The charter petition shall have attached a copy of the school safety plan.

29. Charter schools shall be subject to all federal, state, and local rules, regulations, court orders, and statutes relating to civil rights, insurance, the protection of the physical health and safety of school

students, employees and visitors, conflicting interest transactions, and the prevention of unlawful conduct.

30. The charter school shall not be exempt from any federal or state laws or regulations relating to disabilities, including Section 504 of the Rehabilitation Act of 1973, Title II of the Americans With Disabilities Act (ADA), and the Individuals With Disabilities in Education Act (IDEA). Students with disabilities attending a charter school must be served in the same manner as any other child with a disability in any other type of public school. Each start-up charter shall comply with the DeKalb County’s start-up charter school guidelines for exceptional education and support services (available from CSRC office).

31. The charter school is subject to all laws relating to unlawful conduct in or near a public school.

32. The charter school is subject to all reporting requirements of Code Section 20-2-320.

33. The charter school is subject to provisions of Code Section 20-2-1050 requiring a brief period of quiet reflection.

34. The charter school shall be subject to the provisions of Code Section 50-14-1 *et seq.* (Open and Public Meetings) and Code Section 50-18-70 *et seq.* (Inspection of Public Records).

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DeKalb County Schools

Date Adopted: 1/12/2004

**Georgia Code**

**Description**

[O.C.G.A. 20-2-2060 Charter Schools Act of 1998 - short title](#)

[O.C.G.A. 20-2-2071 Validity of charters in effect on July 1, 1998](#)

[O.C.G.A. 20-2-0060 Consolidation of county schools](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Charter Petitioner:**

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**ABSTRACT**

**Explain how the proposed charter school will utilize original or inventive methods to improve student achievement and behavior in ways not currently provided by the DeKalb County School System (100 words maximum).**

**Each member of the review committee shall evaluate the abstract as (1) not unique; (2) limited uniqueness; (3) unique or (4) very unique. The scores will be averaged. A score of 1 or 2 will disqualify the petition which will be returned to petitioner without further review. A score of 3 or 4 will result in the continued review of the petition according to policy and procedure checklist.**

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**ISSUED: 06/11/01**

**DEKALB COUNTY BOARD OF EDUCATION**



**Administrative Regulation**

**Descriptor Code: IBB-R**

**Charter Schools**

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**Dekalb County School's  
Charter School Application Checklist for a Complete Start-Up Charter**

Charter Petitioner: \_\_\_\_\_

Has abstract been graded? \_\_\_\_\_

Abstract grade: \_\_\_\_\_

**A. CURRICULUM AND INSTRUCTION**

1. \_\_\_\_\_ Does the proposed school charter identify a program which will provide for student achievement to exceed DeKalb County school district and state achievement standards? Does the charter demonstrate that these results cannot be realized by DeKalb County schools?
2. \_\_\_\_\_ Does the proposal identify goals, objectives and measurement instruments necessary to document progress? Are goals and objectives aligned with DeKalb County board goals and objectives?
3. \_\_\_\_\_ Does the petition include a written copy of the intended curriculum and is it documented that this curriculum has been correlated to the Quality Core Curriculum?

**B. ACCOUNTABILITY**

4. \_\_\_\_\_ Does petition include a statement that the charter school will be subject to the accountability provisions of O.C.G.A. 20-14-30 through 20-14-41 and that petitioner will use the DeKalb County testing program to measure student progress?
5. \_\_\_\_\_ Does the petition contain an evaluation plan for employees and a staff development plan?
6. \_\_\_\_\_ Does the petition contain a statement that an annual report shall be given the DeKalb Board of Education indicating whether established goals and objectives required for renewal were met and that charter completed year fiscally sound?

**C. ORGANIZATION AND PROCEDURAL ISSUES**

7. \_\_\_\_\_ Does the petition contain a statement of intent to seek Southern Association of Colleges and Schools accreditation or Georgia Accrediting Commission accreditation?
8. \_\_\_\_\_ Does the petition contain a statement that the petitioner is seeking a one-year approval with opportunity for an annual renewal subject to successfully meeting written goals and objectives?
9. \_\_\_\_\_ Does the petition contain a salary schedule for all employees?
10. \_\_\_\_\_ Does the petitioner have the skill, background and ability to implement the proposal or does petitioner propose employment of a management group?
11. \_\_\_\_\_ Does the petition identify the number of students to be recruited by grade and program?

12. \_\_\_\_ Does the petition contain a student code of conduct?
13. \_\_\_\_ Does the petition contain a plan for fair and equitable treatment of employees and students?
14. \_\_\_\_ Does the proposal identify the school calendar and does the calendar comply with DeKalb County schools and state requirements?

**D. PARENTAL INVOLVEMENT/GOVERNANCE**

15. \_\_\_\_ Does the petition identify and document specific involvement of parents or guardians in the development of the charter petition?
16. \_\_\_\_ Does the petition contain a list of parents or guardians that intend to enroll their children in the charter school?
17. \_\_\_\_ Does the petition identify the role of parents in the governance of the charter school and other involvement in the charter school?

**E. FINANCIAL ISSUES**

18. \_\_\_\_ Does the petition include a statement that the charter school shall not charge tuition?
19. \_\_\_\_ Does the petition contain a statement that employee benefits shall be the responsibility of the charter school and at no cost to the DeKalb County School System?
20. \_\_\_\_ Has the charter petition identified a school site and obtained a certificate of occupancy and other necessary documents from local governmental agencies required prior to occupying a facility?
21. \_\_\_\_ Has the petitioner addressed how students will be transported and have safety issues been addressed?
22. \_\_\_\_ Has the petitioner addressed provisions for the school lunch program?
23. \_\_\_\_ Has the petitioner written a five-year projected budget based upon the following information?
- State FTE earnings for students identified in charter?
  - Local tuition formula funds identified for students identified in charter?
  - Financial statements indicating start-up cost in hand?
  - Cash?
  - Bonds?
  - Real Estate?
  - Letters from bonafide foundations, corporations, state or federal government indicating specific dollar amounts to be given contingent upon approval of charter by local board?
24. \_\_\_\_ Has the petitioner stated that, if charter is not renewed or is terminated, any unencumbered funds from the charter school shall revert to the DeKalb County school district?
25. \_\_\_\_ Has the petitioner listed all forms of insurance to be provided by charter school in specific amounts and a statement that the DeKalb County Board of Education shall be included as an additional insured?
26. \_\_\_\_ Has the petitioner stated that the charter school shall hold harmless and indemnify the DeKalb County school district, the board of education, its officers and employees from every liability, claim or demand made upon the charter school?
27. \_\_\_\_ Has the petitioner stated that the charter school agrees to defend and indemnify the DeKalb County Board of Education in any civil action arising from the charter school's activities?

28. \_\_\_\_ Does the petition provide for annual external audits?

29. \_\_\_\_ Does the petition acknowledge that monthly financial reports shall be submitted to the school system and be subject to periodic internal audits?

**F. MANAGEMENT GROUP**

30. \_\_\_\_ Does the petitioner identify a management group and provide financial statements and references from the management group?

**G. REQUIRED ACKNOWLEDGEMENTS**

31. \_\_\_\_ Does the petition include a statement that the charter school will operate as a non-profit corporation?

32. \_\_\_\_ Does the petition contain a non-discrimination statement?

33. \_\_\_\_ Does the petition contain a statement that the school shall meet all requirements of IDEA and Section 504, and to fund the cost of hearings when disagreement over services arise or discrimination is alleged?

34. \_\_\_\_ Does the petition contain information that all teachers shall be Georgia certified?

35. \_\_\_\_ Does the petition contain a statement that contracts will not be offered to classified at-will employees?

36. \_\_\_\_ Does the petition contain statements on fingerprinting and criminal background checks at expense of charter school?

37. \_\_\_\_ Does the petition state that students shall be recruited from  
within DeKalb County only?

38. \_\_\_\_ Has the petitioner stated that if charter is dissolved or terminated, the school shall release, upon such termination, in good order, all student academic and attendance records as well as applicable financial records required by DeKalb County Board of Education?

39. \_\_\_\_ Does the petition contain a list of waivers requested from law, rules, regulations and policies?

40. \_\_\_\_ Does the charter application meet legal status as written in O.C.G.A. 20-2-2061(2)?

41. \_\_\_\_ Does the petition include a statement that the school is subject to the control and management of the local board of education consistent with the constitution of and the laws of the state of Georgia?

**Board Policy**

**Descriptor Code: IC**

**Curriculum Development**

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CURRICULUM DESIGN AND DEVELOPMENT

MISSION: To ensure that an aligned, quality curriculum is provided and used throughout all DeKalb County schools.

Each content area shall have an articulated curriculum pre-K through twelfth grade that is Board adopted. Course guides will be developed for each level of the curriculum as well as every course taught in the DeKalb County School System. While instructional variance is expected to occur in addressing the unique needs of specific students, instruction will be derived from a curriculum that is common to all students.

Quality control includes the alignment of the written, taught, and tested curriculum. Each guide - representing the written curriculum - will be aligned with the tested curriculum, i.e., required student assessments mandated in O.C.G.A., 20-2-281. The taught curriculum will be aligned with the written curriculum. Curriculum guides will be subject to Board approval prior to system-wide implementation. The Curriculum Design Blueprint shall serve as the curriculum plan. The course guide shall be prepared under the direction of the Curriculum Design Department according to the procedures outlined in the Curriculum Design Blueprint. Teachers, parents, and community representatives shall have an opportunity to contribute to the writing and revision of course guides. These guides shall reflect the Georgia Board of Education adopted curriculum as well as national trends and standards in the various content areas. Guides will also include suggestions for instructional strategies, which will facilitate delivery of the curriculum to students with varying needs. Between adoption cycles, the curriculum may be altered following the procedures outlined under Innovative Courses/Programs. (ICD)

Learning will be enhanced by adherence to an integrated curriculum that promotes continuity and an accumulation of skills and knowledge from grade to grade and from school to school. Therefore, implementation of the curriculum by teachers will be aligned to the Board adopted curriculum guides.

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DeKalb County Schools

Date Adopted: 10/9/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0140 SBOE to establish competencies and uniformly sequenced core curriculum](#)

[O.C.G.A. 20-2-0151 General and career education programs](#)

[O.C.G.A. 20-2-0182 Program weights to reflect funds for payment of salaries and benefits](#)

[O.C.G.A. 20-2-0240 Powers and duties of SBOE](#)

[O.C.G.A. 20-2-0281 Assessment of effectiveness of educational programs](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: ICD**

**Pilot Projects**

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CREATIVE AND INNOVATIVE PROJECTS

Mission: To encourage and facilitate the development of courses and programs to meet student’s needs between the regular curriculum revision cycle.

Between regular adoption cycles, the curriculum may need to be adjusted to accommodate specialized needs or to respond to changes in state/local requirements. Proposals for innovative courses/programs shall be submitted for review to the Curriculum Design Department. To receive approval, all proposals must be aligned with the Board adopted curriculum and accompanied by a course guide developed pursuant to Policy IC. Should the content appropriate committee within the Curriculum Design Department approve the proposal after piloting, the innovative course/program shall be submitted to the Board of Education through the appropriate Deputy and/or Associate Superintendent. Once adopted the course/program shall be incorporated into the existing curriculum.

Board Policy

Descriptor Code: ICFA

Curriculum Guides and Course Outlines

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COURSE GUIDES

Mission: To provide the appropriate instructional materials/textbooks which best support the adopted curriculum.

Each course in the Board adopted curriculum shall be supported by textbooks or instructional media which shall be aligned to each course as written in the course guide pursuant to policy IC. These materials will be selected during the regular curriculum cycle as the content is revised. Materials will be selected by the members of the curriculum writing committee during the year following the writing of the curriculum. The selected materials will be presented to the Board for adoption during April prior to the fall implementation of the curriculum system-wide. Once adopted, each teacher shall be provided with the resources to support the delivery of the curriculum as written in the course guide pursuant to Policy IC. All teachers shall use the adopted textbook/media with their students in the delivery of the adopted curriculum as written in the course guide pursuant to Policy IC. Proposals for substituting materials for use with the adopted curriculum shall be submitted to the Curriculum Design Department. Should the content appropriate committee within the Curriculum Design Department approve the proposal after piloting, the materials shall be submitted to the Board of Education through the appropriate Deputy and/or Associate Superintendent. Once adopted the materials shall be incorporated into the existing curriculum.

Georgia Code	Description
O.C.G.A. 20-2-0240	<a href="#">Powers and duties of SBOE</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Basic Program**

**Descriptor Code: IDA**

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**PROGRAM OF INSTRUCTION**

**MISSION:** To ensure that all students (pre-kindergarten through grade 12) have quality programs of instruction.

**I. Elementary Schools**

The program of instruction in kindergarten through grade six/seven shall include the following subjects:

- |            |                    |
|------------|--------------------|
| Arithmetic | Music              |
| Art        | Physical Education |
| English    | Reading            |
| Geography  | Science            |
| Health     | Spelling           |
| History    | Writing            |

The program for the elementary grades may include other subjects which are required to meet the needs for individual students and supplementary activities for the development of citizenship and self-expression. The completion of the program for kindergarten through grade seven shall be a prerequisite to registration for the eight grade.

**II. Secondary Schools (Middle and Senior High Schools)**

The secondary school program of instruction encompasses middle and senior high schools.

In grades six, seven, and eight the subjects offered shall include the following subjects:

- Computer Technology
- English
- Fine Arts
- Foreign Language
- Health
- Mathematics
- Physical Education
- Science
- Social Studies
- Technology Education
- Vocational Education

Middle school Students in grades six, seven, and eight may also take exploratory courses in a variety of areas.

The program of instruction offered in grades nine through twelve shall include, as a minimum, the following subjects:

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<b>UNITS</b>	
English	4
Math	3*
Science	3
Citizenship	.5
Economics	.5
World Studies or World History	1
American History	1
Health	.5
Physical Education	.5
Computer Technology, Fine Arts, Vocational Education, Foreign Language, and JROTC	3
Other Electives	4
TOTALS	21
<input type="checkbox"/> Including one year of algebra for students who enter the ninth grade in 1993-1994 and thereafter. Effective July 1887, the class of 2001 will be required to earn 4 units of mathematics.	

See Policy Code IHF, Policy Code IHF(2), and Policy Code IHE(3) for additional information.

### **MULTICULTURAL EDUCATION**

**MISSION: To ensure that all students develop a broader knowledge of and appreciation for cultural diversity.**

The DeKalb County Board of Education recognizes that America is a multicultural society. The Board also recognizes the importance of the contributions each population has made to American society.

To ensure that each student develops a broader knowledge of and appreciation for cultural diversity, the Board is committed to multicultural education. Multicultural education is an interdisciplinary educational process which includes curriculum development and review, classroom instruction, parent and community involvement, and staff development for administrators, teachers, and counselors. Multicultural education is not to be regarded as a separate area to be added to the curriculum; rather, it is a process and perspective which shall be infused into the curriculum throughout the grades as well as throughout the total school environment.

Multicultural instruction shall begin within the framework of curriculum revision and textbook adoption procedures in each subject area. Each year, one or more subjects is considered for curriculum revision and textbook adoption based on the state-mandated textbook adoption cycle. Multicultural education shall be infused into the curriculum in accordance with the established state rotation cycle.

Multicultural education shall include but not be limited to the following principles:

1. Student learning styles shall be recognized as important in the classrooms and appropriate teaching styles utilized.
2. Staff-student-parent relationships shall foster an understanding of and appreciation for the value of each individual.
3. Testing, evaluation, and assessment shall be in accordance with the multicultural curriculum.



4. Instructional materials shall support the multicultural aspects of the curriculum.
5. Counseling contacts shall be guided by the principle of unconditional positive regard for every individual's worth.
6. Parents and community shall be involved in the development of positive multicultural relations.
7. The total school environment shall be considered in the development and implementation of multicultural education.
8. Although language diversity of students shall be respected, students will be taught standard English across all subject areas.

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DeKalb County Schools

Date Adopted: 9/11/2000

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0140	<a href="#"><u>SBOE to establish competencies and uniformly sequenced core curriculum</u></a>
O.C.G.A. 20-2-0141	<a href="#"><u>Review of competencies and core curriculum</u></a>
O.C.G.A. 20-2-0142	<a href="#"><u>Prescribed courses; development/dissemination of instructional materials on effects of alcohol</u></a>
O.C.G.A. 20-2-0145	<a href="#"><u>Character education</u></a>
O.C.G.A. 20-2-0156	<a href="#"><u>Program for limited english proficient (LEP) students</u></a>
O.C.G.A. 20-2-0160	<a href="#"><u>Determination of enrollment; determination of funding</u></a>
O.C.G.A. 20-2-0182	<a href="#"><u>Program weights to reflect funds for payment of salaries and benefits</u></a>
O.C.G.A. 20-2-0240	<a href="#"><u>Powers and duties of SBOE</u></a>
O.C.G.A. 20-2-0281	<a href="#"><u>Assessment of effectiveness of educational programs</u></a>
O.C.G.A. 20-2-0300	<a href="#"><u>Implementation and funding authorized</u></a>
O.C.G.A. 20-2-0304	<a href="#"><u>Environmental education, recycling and composting awareness</u></a>
O.C.G.A. 20-2-0322.1	<a href="#"><u>Environmental Education Program</u></a>
Rule 160-4-02-.01	<a href="#"><u>Quality Core Curriculum and student competencies required by QBE Act</u></a>

**Administrative Regulation**  
**Basic Program**

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**Descriptor Code: IDA-R(1)**

**PROGRAM OF INSTRUCTION**

**I. Curriculum Responsibilities**

The Division of Instruction has the following curriculum responsibilities:

- A. Planning general curriculum content and offerings at all levels.
- B. Planning a curriculum for exceptional children (speech handicapped, home and hospital-bound, gifted, and others).
- C. Planning a curriculum in vocational education.
- D. Planning a curriculum of special offerings.
- E. Preparing plans for final approval and adoption by Superintendent and Board.
- F. Initiating evaluation studies of various curricula.
- G. Initiating action indicated by evaluation studies.

**II. Instructional Committees**

Teachers representing the various disciplines and course levels of learning shall constantly evaluate the instructional program. Members of the Division of Instruction serve as consultants to these committees.

**III. Elementary Program of Instruction**

The following sequence of activities shall be the procedure for the program of instruction:

- A. Appropriate content for pre-kindergarten through the seventh year is identified.
- B. Skills and concepts are arranged in sequential order and assigned to specific levels in a developmental sequence.
- C. Curriculum guides are printed and made available to appropriate personnel.
- D. Textbooks examined for possible adoption are evaluated as related to the curriculum.
- E. Textbooks, once adopted, serve as teaching tools but do not constitute the course of study.

- F. The curriculum guide and checklist, when appropriate, define the course of study.
- G. Objectives contained in the curriculum guide but not presented in the adopted textbooks are taught through use of appropriate supplementary materials.

#### **IV. Secondary Program of Instruction**

Semester scheduling procedures (beginning in the 1997-98 school year) include the following:

- A. The semester program provides for two semesters of approximately 90 days during the regular school year and a summer program of studies.
- B. Each semester is independent of the other semesters in content and grading.
- C. Significant planning which involves parental input ensures that each student is in the proper course.

#### **IV. Guidelines for Master Scheduling, Secondary Schools**

- A. An enrollment of 15-20 students will be necessary to justify offering a class for the first time. Courses which have been previously taught and which have enrollments of 15-20 students will be evaluated individually based on such factors as overall enrollment, space considerations, and teacher loads to determine course offerings.
- B. Classes which are totally remedial should be limited in size. A maximum class size of 20 students is reasonable.
- C. Department chairpersons will be involved in the scheduling process at every stage. Their recommendations on teaching assignments and other matters will be given significant weight.
- D. All teachers will have class sizes that meet state and Southern Association of Colleges and Schools standards.
- E. Each teacher, as a general rule, will teach students of all ability levels in the course of the day.
- F. All teachers will have the opportunity to express preferences regarding teaching assignments. A departmental approach is desirable in stating these preferences; that is, members of a department confer before the individual preferences are stated in writing to the principal. Such factors as special competencies in a particular area, experience, certification requirements, and the desires of the individual teacher should be considered.
- G. The number of preparations per teacher should be no more than three whenever possible. Exceptions may include art, home economics, foreign language, etc., where there are many single sections of a course.
- H. The number of teachers teaching out-of-field courses will be kept as low as possible. When it is necessary for teachers to teach out-of-field courses, every attempt will be made to put them in an area in which they are qualified and competent.
- I. Every effort will be made to schedule all department chairpersons for the same planning period.
- J. All room assignments and teaching assignments will be made to foster a departmental team approach to instruction.

- K. Teachers will be informed of any significant changes in their teaching assignments which occur during the summer months.
- L. The principal makes all final decisions on the master schedule.

**Administrative Regulation**

**Descriptor Code: IDA-R(3)**

**Basic Program**

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**MATHEMATICS CURRICULUM REQUIREMENTS**

To improve mathematics curriculum opportunities for all students who attend a DeKalb County School, the district will provide standards-based, algebra-rich, hands-on mathematics instruction to all students, PK - 12. The following are curriculum requirements for all students, effective beginning with the 2004-2005 school year.

The administration shall provide support as needed for student success. Support will include ensuring equitable access to programs and services as needed for students to successfully complete the curriculum requirements. (e.g., As world languages are required for high school graduation, those students who do not currently have access to the program or course in their assigned middle or high school will be offered those services in the future and, in the interim, through other options such as distance learning.)

Also, the administration and other staff will identify students who require special support (i.e., test scores below grade level) and provide access to acceleration through programs such as summer school, extended day, and so on for more time on task as part of a safety net to ensure success for all students.

**Middle School (Grades Seven and Eight)**

- All eighth grade students will be required to take high school level Algebra
- All seventh grade students will participate in a Pre-Algebra course

**High School (Grades Nine through Twelve)**

- All students will participate in four credits of mathematics instruction. To meet this requirement, students will participate in higher level mathematics courses such as geometry, algebra II, trigonometry, and pre-calculus or calculus.
- Courses will be added to the curriculum to provide students with the opportunity to participate in advanced level mathematics.

**Elementary School (Pre-Kindergarten through Fifth/Sixth Grade)**

- A mathematics program, enhanced by a reading improvement strategy, will be established as the curriculum for teaching of mathematics for all students in grades pre-kindergarten through five.

**Board Policy**

**Descriptor Code: IDAA**

**Vocational Education**

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The DeKalb Board of Education approved the Local Plan/Application for Vocational and Applied Technology Education for FY2000 authorized the Superintendent to submit the proper documents to the State Department of Education. A copy of the Local Plan/Application for Vocational and Applied Technology Education for FY2000 containing the following Statement of Assurances will be maintained in the official file of this meeting:

**STATEMENT OF ASSURANCES**

1. Each system receiving federal vocational and technical education 85% grant funds shall use these funds to improve vocational and technical education programs. (§134 (b)(3)(A) and §135 (b)(1)(3))
2. The applicant assures that funds expended under the Carl D. Perkins Vocational and Technical Education Act of 1998 will be used to provide vocational education in programs that are of such size, scope, and quality as to be effective; to integrate academic and vocational education in such programs through coherent sequences of courses so that students achieve both academic and occupational competencies; and to provide equitable participation in such programs for members of special populations. (§134 (b) (5), §135 (b)(1))
3. Each public announcement, bulletin, catalog, and all application forms will contain notice to publicly attest that the institution does not discriminate on the basis of sex, race, color, national origin or disability. An annual public announcement is made in reference to publicizing the programs of vocational education and the announcement is made understandable to all communities within the area to be served. Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964), sex (title IX of the Educational Amendments of 1972 and Carl D. Perkins Vocational and Technical Education Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.
4. All occupational programs of vocational and technical education funded under the Act can be demonstrated to prepare students for paid employment and prepare individuals enrolled in making an informed and meaningful occupational choice as an integral part of a program of orientation and preparation. (§134 (b)(3)(A)(B)(C) and §135 (c)(1)(2)(3)(B)(C))
5. All programs, services and activities covered by this Local Transition Plan/Application for Vocational and Technical Education will be operated in accordance with state and federal laws, regulations, and approved rules as established by the Georgia Board of Education and the state plan for vocational and technical education.
6. Appropriate facilities and qualified personnel will be provided for the programs, services and activities proposed in this Local Transition Plan/Application for Vocational and Technical Education.
7. Annual program evaluation reports and such other reports as may be required will be submitted to the Georgia Department of Education.
8. Each system will annually evaluate progress toward meeting State-adjusted levels of performance, and write addenda and participate in reviews as conducted by the Georgia Department of Education. This

process will be developed for the FY 2001 Local Plan (§134 (b)(6))

9. By FY 2001, the LEA will have developed a plan for implementing vocational and technical education activities to work toward meeting State-adjusted levels of performance established under §113 of the Carl D. Perkins Vocational and Technical Education Act of 1998. These performance measures will include core indicators consisting of, at a minimum, the following: attainment of challenging academic, vocational technical standards; attainment of a secondary diploma or equivalency, skill certificate, or postsecondary degree or credential; placement in further education or training, employment, or military service; and completion of programs for nontraditional training and employment. (§113, §134 (b)(2))
10. Funds will be made available subject to final Grant Award and instructions from the U.S. Department of Education

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0151	<a href="#">General and career education programs</a>
O.C.G.A. 20-2-0161	<a href="#">QBE formula/program weights</a>
O.C.G.A. 20-2-0169	<a href="#">Receipt of federal funds for career, occupational or technical education</a>
O.C.G.A. 20-2-0240	<a href="#">Powers and duties of SBOE</a>
O.C.G.A. 20-4-10	<a href="#">State Board of Technical and Adult Education established; members, officers</a>
Rule 160-4-10-.02	<a href="#">Vocational On-Site Program Evaluation</a>
Rule 160-4-03-.02	<a href="#">Local Plan/Application for Vocational Education</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: IDB**

**Health Education**

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PHYSICAL EDUCATION

MISSION: To combat the current obesity epidemic by creating an environment that promotes physical activity and establishes a healthy foundation that allows students to reach their full academic potential.

I. Daily Physical Education

All schools, grades K-12, are strongly recommended to incorporate 30 minutes of daily physical education instruction, by a certified teacher, into their master schedule according to National Standards for Physical Education (NASPE).

According to NASPE, a physically educated person shall encompass but not be limited to the following standards:

1. Demonstrates competency in many movement forms and proficiency in a few movement forms.
2. Applies movement concepts and principles to the learning and development of motor skills.
3. Exhibits a physically active lifestyle.
4. Achieves and maintains a health-enhancing level of physical fitness.
5. Demonstrates responsible personal and social behavior in physical activity settings.
6. Understands that physical activity provides opportunities for enjoyment, challenge, self-expression and social interaction.

II. Fitnessgram Mandate

All students in grades K-5 will utilize the fitnessgram to test and evaluate their individual fitness levels at the beginning and end of each school year; students in grades 6-12 will be strongly encouraged to test and evaluate their individual fitness levels at the beginning and end of each school year.

III. School Health Index (SHI) Mandate

All schools in the DeKalb County School system will conduct the School Health Index for Physical Activity, Healthy Eating and a Tobacco-Free Lifestyle assessment annually. The tool will assess all 8 components of a coordinated school health program.



1. Health Education	5. Counseling, Psychological and Social Services
2. Physical Education	6. Healthy School Environment
3. Health Services	7. Health Promotion for Staff
4. Nutrition Services	8. Family/Community Involvement

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DeKalb County Schools

Date Adopted: 5/12/2003

**Georgia Code**
**Description**

O.C.G.A. 20-2-0013 [Educational research; preparation/publication of instructional material](#)

O.C.G.A. 20-2-0142 [Prescribed courses; development/dissemination of instructional materials on effects of alcohol](#)

O.C.G.A. 20-2-0187 [School lunch program/personnel; instruction in nutrition, hygiene, etiquette and social graces](#)

Rule 160-4-02-.12 [Comprehensive Health and Physical Education Program Plan](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: IDBA**

**Sex Education**

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FAMILY LIFE AND SEX EDUCATION

Sound education about family life and sex education is basic if children are to understand human development, cope with the stresses and pressures of adolescence in modern America and become adults capable of successful marriage and responsible parenthood.

Within the bounds of good taste, there is every reason for an education which deals with health, physiology, and biology to include consideration of the reproductive system as well as consideration of the digestive system.

The goal of sex education is to develop responsibility in human relationships between husband and wife, parents and children, and boys and girls.

The sex education program in the school System is in nature physiological, biological, and psychological. From the biological and physiological prospective, it deals simply with the anatomy of the reproductive systems. From the psychological viewpoint, it endeavors to clothe the whole concept in a climate of wholesomeness, respect, good taste, and morality.

A Health Education Advisory Committee shall be appointed to screen and approve all materials, both print and non-print, that address human sexuality concepts such as growth and development, reproduction, AIDS, and other sexually transmitted diseases, and contraception as they are covered in the health education curriculum.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

Rule 160-4-02-.12 [Comprehensive Health and Physical Education Program Plan](#)

O.C.G.A. 2-0-2-0143 [Mandatory instruction, sex/AIDS](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: IDC

Extended Programs

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PROGRAM EXTENSIONS

MISSION: To ensure that students are provided quality after-school activities and summer semester programs.

Courses and activities may be made available as extensions of the regular school program when a need exists, subject to the approval of the DeKalb County Board of Education. Driver training, physical education, on-the-job training, other vocational training courses, instrumental and vocal music classes, and competitive games and events between schools may be included in extensions of the school program

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0150	<a href="#">Eligibility for enrollment</a>
O.C.G.A. 20-2-0312	<a href="#">State program for middle school children during non-school hours; goals; review</a>
O.C.G.A. 20-2-0064	<a href="#">Establishment and maintenance of trusts or funds</a>
Rule 160-4-02-.09	<a href="#">Governor's Honors Program</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Section: I. Instructional Program

**Board Policy**

**Descriptor Code: IDCA**

**Summer School**

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SUMMER SCHOOL PROGRAMS

**MISSION:** To ensure that students are provided quality after-school activities and summer semester programs.

The Board of Education recognizes that a summer school session offers opportunities for extended educational experiences allowing students to take advantage of remedial instruction supplementing regular school term learning; and, to take advantage of special interest areas of study which extend the school term for interested students.

The Summer School Program shall consist of the following components:

1. A district-wide summer program at the secondary level, grades 9 through 12, which shall include a summer remedial program for eligible students who have failed any section(s) of the Georgia High School Graduation Test (GHS GT); and
2. A Summer Opportunity Program for grades 4 through 8 as authorized by the State Board of Education.

These Summer School Programs shall be financed through student tuition fees, grants, Title I of the Elementary and Secondary Act (ESEA), or local and state appropriated funds as approved by the Board of Education.

Transportation and food services may be the responsibilities of students and their parents.

The Superintendent is directed to provide an instructional program which meets State standards and accreditation requirements; which provides school credits in all core or prescribed areas of study required for high school graduation; and, which supplements or is comparable to the quality of instruction provided in the regular school term.

The Summer Opportunity Program shall be structured and of such quality that successful participation may be used as a basis for promotion in grades 4 through 9.

No Carnegie unit credit shall be awarded for participation in the GHS GT summer remedial program.

A summer semester may be provided as a third semester of the DeKalb County School System. The summer semester program shall meet state standards and accreditation requirements where applicable and may involve special education opportunities. Programs or courses at the preprimary, elementary, secondary, and postsecondary levels may be offered provided there is sufficient enrollment.

The operation of the summer semester shall be financed by tuition collected in advance unless funds are specifically provided from the state, federal, or local sources for that purpose. In the absence of special

funding, transportation shall be the responsibility of the students and their parents.

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DeKalb County Schools	Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0168	<a href="#">Distribution of federal funds; summer school programs; year-round operation</a>
Rule 160-4-02-.37	<a href="#">GA High School Graduation Test Summer Remedial Program</a>
Rule 160-4-02-.35	<a href="#">Summer Opportunity Program for Grades 4-8</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: IDCA-R**

**Summer School**

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PROGRAM EXTENSIONS

Summer School

The summer semester provides an opportunity for extended educational experiences in the elementary and secondary levels. It offers exceptional opportunities for additional courses and remedial instruction. Any course offered in the regular term may be offered in the summer semester if enrollment justifies it. No student is required to attend the summer semester. Transportation is a responsibility of the student and parents.

Organizational and operational procedures for the summer semester shall be as follows:

- A. Registration day shall be set annually. July 4 is a legal holiday.
- B. Attendance areas shall be optional.
- C. Teachers shall be placed on a salary schedule equal to their regular- term salary and prorated by the number of hours taught.
- D. The Executive Director of Personnel Services shall appoint teachers to the summer semester faculty from applications submitted from the regular staff of the school system. Principals of schools where the summer semester is located shall review the applications with the Executive Director of Personnel Services.
- E. The cost of utilities, maintenance, and supplies for the summer semester shall be collected as an operational expense of the summer semester.
- F. Tuition shall be set and collected in advance. The tuition shall be transmitted to the Department of Finance and the expenses for the operation of the summer semester shall be paid.
- G. The earning of credits by a student attending the summer semester shall be controlled by the provisions made for summer schools in the standards of the Southern Association of Colleges and Schools.

**Board Policy**

**Descriptor Code: IDCH**

**Joint Enrollment Programs**

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**POST-SECONDARY OPTIONS/JOINT ENROLLMENT**

Mission: To authorize eligible secondary school students to participate in post-secondary options.
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Eligible high school students who qualify may enroll in an accredited post-secondary institution and earn both high school Carnegie units and post-secondary credit. Qualified students who wish to take advantage of post-secondary options may do so in three ways:

- a. State-funded prescribed courses
  - 1. The student must be enrolled in a DeKalb County school.
  - 2. The student must not have received a high school diploma and must be eligible for enrollment in a post-secondary institution.

The student's participation in the program is limited to the remaining amount of time normally required to complete the high school diploma, from the time of initial participation in the program, based upon the ratio of two semesters (30 semester hours) or three-quarters (45 quarter hours) of post-secondary enrollment being equivalent to one academic year of high school (one Carnegie unit).

- 3. For participation in post-secondary options, the student must be at least 16 years of age and be classified as a junior (with a minimum of 10 units of credit) or a senior (with a minimum of 16 units of credit).
  - 4. The student must have been accepted by an eligible institution.
- b. Privately-funded courses
  - 1. The student must be enrolled in a DeKalb County school.
  - 2. The student must not have received a high school diploma and must be eligible for enrollment in a post-secondary institution.

The student's participation in the program is limited to the remaining amount of time normally required to complete the high school diploma, from the time of initial participation in the program, based upon the ratio of two semesters (30 semester hours) or three-quarters (45 quarter hours) of post-secondary enrollment being equivalent to one academic year of high school (one Carnegie unit).

- 3. For participation in post-secondary options, the student must be at least 16 years of age and be classified as a junior (with a minimum of 10 units of credit) or a senior (with a minimum of 16 units of credit).

4. The student must have been accepted by an eligible institution.
- c. A combination of state-funded prescribed and privately-funded courses:
  1. The student must be enrolled in a DeKalb County school.
  2. The student must not have received a high school diploma and must be eligible for enrollment in a post-secondary institution.

The student's participation in the program is limited to the remaining amount of time normally required to complete the high school diploma, from the time of initial participation in the program, based upon the ratio of two semesters (30 semester hours) or three-quarters (45 quarter hours) of post-secondary enrollment being equivalent to one academic year of high school (one Carnegie unit).

3. For participation in post-secondary options, the student must be at least 16 years of age and be classified as a junior (with a minimum of 10 units of credit) or a senior (with a minimum of 16 units of credit).
4. The student must have been accepted by an eligible institution.

The following requirements must be met for participation in courses in Post-secondary Options:

- a. Completion of PSO Admissions Application
- b. Written consent of parent or guardian
- c. Verification of acceptance at eligible institution

### **Other Stipulations**

1. The student must abide by the rules of both the DeKalb County School System and the eligible post-secondary institution.
2. The student must contact the director of admissions at the eligible college, university, or technical college to determine when the desired post-secondary course(s) will be offered.
3. The student and the student's parent(s)/guardian(s) must assume responsibility for transportation arrangements and expenses.
4. The student must request and sign a form authorizing the post-secondary institution to notify the home high school of the student's grade in each course.
5. The student shall be accommodated as necessary according to Section 504 of the Rehabilitation Act of 1973.
6. The student must meet Georgia High School Association requirements for participation in extracurricular activities.

### **State Assessment Requirements**

The student must meet all state assessment requirements for receiving a high school diploma prior to enrolling in core courses at the post-secondary level.

### **Grades and Carnegie Unit Credit**



- 1. Grades earned at post-secondary institutions will be posted to the student's transcript as transfer grades using the following ratio: The amount of Carnegie units earned for a post-secondary option semester course will be determined by dividing the semester hours of the course by 5. The amount of Carnegie units earned for a post-secondary option quarter course will be determined by dividing the quarter hours for the course by 7.5. Credits earned at the post-secondary institutions will satisfy the provisions of the State Board of Education Rule 160-5-1.-18 (Competitive Interscholastic Activities in Grades 9-12: No Pass/No Participate).
- 2. The student's grade(s) must be received by the high school prior to the graduation date. A student who has not completed the requirements for graduation and who has not supplied the school with final grades will not be allowed to participate in graduation exercises until the following year.
- 3. A student must take a combination of courses at the post-secondary and/or high school level that will equal a minimum of five Carnegie units. A student may not earn more Carnegie units in one year than the maximum possible at the student’s home school.
- 4. A course shall count only once for satisfying any Carnegie unit requirement for graduation.

**Reenrollment of Students Who Decide Not to Participate**

- 1. The student who decides to participate will be required to complete a schedule of courses for the next school year in the event the student later decides to attend the regular high school program.
- 2. The student who enrolls in a post-secondary institution, but then decides, after the beginning of the high school semester, to reenter the regular high school program, must wait until the beginning of the next semester to begin enrollment at the high school if the date of schedule changes has passed at the high school level.

**Counseling Services**

The prospective student participant and the student’s parent(s)/ guardian(s) must meet in a face-to-face session with a counselor and must sign a form stating that they understand the program and the possible consequences that program participation may have on the student's plans to complete high school graduation requirements. This form must be signed prior to the student's enrollment in an eligible institution.

The form must also list the courses needed to complete graduation requirements.

Georgia Code	Description
O.C.G.A. 20-2-0161.1	<a href="#">Enrollment in post-secondary courses; academic credit; pso grant account</a>
Rule 160-4-02-.16	<a href="#">Scheduling for Instruction</a>
Rule 160-4-02-.34	<a href="#">Dual and Joint Enrollment Programs</a>

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**POST-SECONDARY EDUCATIONAL OPPORTUNITIES  
(A STUDENT BROCHURE)**

Legislation has been passed that enables DeKalb students who are at least 16 years of age or who are classified as juniors or seniors in DeKalb County high schools to take approved courses, full-time or part-time, at Georgia public colleges, universities, or technical institutions where they have been accepted. They will receive both post-secondary credit hours and high school Carnegie unit credit for courses completed under this program.

The four requirements for participation in this program are that each student (1) must be enrolled in a DeKalb County school, (2) must not have received a high school diploma, (3) must be age 16 or have a minimum of 150 quarter hours to be a junior or 225 quarter hours to be a senior, and (4) must have been accepted by an eligible institution.

It will be the responsibility of the student who desires to participate in the program to apply, meet, and abide by the post-secondary institution's admission policies and procedures.

Tuition will be paid by the state. The student will be responsible for items not ordinarily included in tuition and fees. Students in this program will be ineligible for other state-aid programs.

Students electing to participate in this program will be required to select a schedule of courses at the local school in the event that they decide not to participate in the program. Students who begin postsecondary work and then decide to reenter the local high school will have to wait until the beginning of the high school's next grading period (quarter or semester) for enrollment.

All students participating in the program and their parent(s)/guardian(s) must sign a document at the high school, prior to enrollment, stating that they have a clear understanding of students' responsibilities and possible consequences that participation may have on students' plans for completion of the requirements for a high school diploma, standing in the class, and participation in athletic events and other school activities.

**PARTICIPATION IN THE PROGRAM DOES NOT EXCUSE THE STUDENT FROM  
HAVING TO MEET STATE ASSESSMENT REQUIREMENTS FOR GRADUATION.**

A student participating in the program will be responsible for securing needed information regarding high school activities such as the ordering of class rings, invitations, caps and gowns, yearbooks, graduation fees, etc. Students must also supply the home high school with evidence of the successful completion of courses required for graduation prior to the graduation date and **prior to participation in graduation exercises.**

Any student and/or parent(s)/guardian(s) wishing additional information should contact the school counselor. For specific information regarding a particular postsecondary institution, the Director of Admissions at that institution should be contacted.

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Exhibit**  
**Postsecondary Options**

**Descriptor Code: IDCH~E(2)**

**DEKALB COUNTY SCHOOL SYSTEM**  
Postsecondary Options/Joint Enrollment/Early Admissions Application

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ High School: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Parent's Work Number: \_\_\_\_\_

I will be in the following program (check one):

- [ ] A. Postsecondary Options – A program of study for a high school student (who is at least 16 years of age or who is classified as a junior or senior in a Georgia public high school) to take approved courses, full-time or part-time, at a **Georgia public** college, university or technical institute where the student has been accepted and will receive postsecondary credit hours and high school Carnegie unit credit
- [ ] B. Joint Enrollment – A program of study for a high school student to take approved courses, full-time or part-time time, at a **private** college, university or technical institute where the student has been accepted and will receive postsecondary credit hours and high school Carnegie unit credit
- [ ] C. Early Admission – A program in which a high school student enrolls as a full-time postsecondary student and pursues a postsecondary degree in lieu of a high school. Diploma

I will be attending \_\_\_\_\_  
(Name of postsecondary institution)

I will participate in graduation exercises. Yes \_\_\_\_\_ No \_\_\_\_\_

Date planning to begin program selected \_\_\_\_\_ Date planning to complete high school requirements \_\_\_\_\_  
Not planning to complete high school requirements \_\_\_\_\_

**TO BE COMPLETED BY HIGH SCHOOL COUNSELOR**  
(As appropriate to the program selected above)

At the end of \_\_\_\_\_ (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) semester/quarter 20\_\_\_\_\_, \_\_\_\_\_  
(Student's Name)

will need to complete \_\_\_\_\_ units to graduate. The student will need to complete the following classes to fulfill the requirements for those units.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ This student is at least 16 years of age or is classified as a junior or senior.

\_\_\_\_\_ This student has filed the appropriate application(s) and transcript(s) with the post secondary institution.

\_\_\_\_\_ This student plans to graduate with a [ ] Georgia High School Diploma, [ ] Vocational Seal, [ ] College Prep Seal.

\_\_\_\_\_ This student has taken the responsibility to complete the necessary courses.

Date \_\_\_\_\_

\_\_\_\_\_  
Counselor's Signature

As a student or a parent/guardian of a student who desires to enroll in a Joint Enrollment, Post-secondary Options, or an Early Admissions program, we understand that it is our responsibility to:

- A. follow the admission procedures of the college or technical institute.
- B. follow the rules and regulations of the college/technical institute and the school/system.
- C. request college/institute grades be sent to the high school at the end of each grading period.
- D. request college/institute to send pass/fail report to high school at least two weeks prior to graduation date.
- E. notify the high school principal of intent to participate in graduation exercise upon enrollment in Joint Enrollment, Early Admissions, or Postsecondary Options.
- F. notify the home high school of any change in college/technical institute attendance.
- G. complete only the courses on the approved list to complete the high school graduation requirements in English and social studies.
- H. select courses from the post-secondary course catalog that will satisfy elective requirements.
- I. pass the state assessment requirements as referenced in Rule 160-3-1-.07.
- J. make arrangements with local school to take the state-mandated tests.
- K. pay for items that will become personal property of the student such as calculators, books, and specialized tools.
- L. furnish transportation unless it is covered in the student's IEP.
- M. present credits earned at the post-secondary institution to the high school prior to graduation.
- N. determine if participation will conflict with student eligibility to participate in activities governed by the Georgia High School Association.
- O. determine if participation could affect future athletic eligibility at colleges or universities.

Additionally, we certify that we have had the following explained to us:

- A. which institutions and courses are eligible for participation.
- B. the process of granting academic credits (quarter hours).
- C. financial arrangements for tuition, books, and specialized tools.
- D. available support services.
- E. the need to arrange an appropriate schedule.
- F. the consequences of failing or not completing a course.
- G. the effect of the program on the student's ability to complete a course, to participate in the extracurricular activities, and to complete required high school requirements.
- H. the academic and social responsibilities, including obeying rules and regulations of both the high school and post-secondary institution.
- I. If all graduation requirements have not been met prior to the student's graduation date, participation in graduation exercises will not be an option.

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Student's Signature

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Date

**Exhibit**  
**Postsecondary Options**

**Descriptor Code: IDCH~E(2)**

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Board Policy**

**Descriptor Code: IDD**

**Special Programs**

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PROGRAM EXTENSIONS

MISSION: To ensure that students are provided quality after-school activities and summer semester programs.

The instructional program shall include programs and services for special education pupils. Special education pupils are those designated in Public Law 94-142. The purchase of special educational programs or services may be considered if it is not feasible to provide these programs or services in the DeKalb County School System. Programs and services for pupils with special educational needs shall be provided by the Board if the finances for these programs are included in the budget or are made available subject to the approval of the Board

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0300 [Implementation and funding authorized](#)

O.C.G.A. 20-2-0307 [Youth camps; food processing and young farmers programs](#)

Rule 160-4-05-.01 [Remedial Education](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: IDDD**

**Gifted Student Programs**

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GIFTED PROGRAM CONTINUATION CRITERIA

MISSION: To establish criteria for admission and retention in the gifted program.

There are students in the DeKalb County School System who demonstrate a high degree of intellectual ability and who need special instruction, special ancillary services, or both to achieve at levels commensurate with their intellectual abilities. These students may be eligible for placement in the DeKalb County program for the gifted.

Once students have entered the gifted program, they must continue to meet the following criteria:

1. Maintain satisfactory progress in the program for gifted in grades K-12 by completing all assignments and attendance requirements.
2. Maintain a cumulative B average (not less than 83) in regular education (core content classes plus foreign language, where applicable) in grades K-12.
3. Adhere to all rules as outlined in the DeKalb County *Student Rights and Responsibilities Handbook*.
4. Display satisfactory conduct in both regular and classes for gifted.

In the event that students fail to meet these continuation criteria, the principal shall implement appropriate administrative procedures, including:

1. Parent notification.
2. Local eligibility team meeting to develop plan for improvement, place student on probation for one quarter/semester, and set review dates.
3. Student attendance in classes for gifted during the probationary period.
4. Local eligibility team meeting at the end of the probationary period to review the student's status in the program.
5. Discontinuation of services a minimum of one quarter/semester if continuation criteria are not met.
6. Resumption of services without additional testing at the beginning of the quarter/semester when continuation criteria are met.



[O.C.G.A. 20-2-0161 QBE formula/program weights](#)

[Rule 160-4-02-.09 Governor's Honors Program](#)

[Rule 160-4-02-.38 Education Program for Gifted Students](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: IDDM-R**

**Alternative School Programs**

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**ALTERNATIVE SCHOOL**

The DeKalb Alternative School provides an opportunity for DeKalb students to continue their education during the time they have been excluded temporarily from their home schools.

Students who accept the option of attending the DeKalb Alternative School may continue their learning experiences, without undue interruption, in a structured environment maintained by a staff sensitive to the needs of the individual student.

Students who successfully complete courses offered at the DeKalb Alternative School may use these credits toward graduation requirements or promotion requirements at their home schools. With only a few exceptions, all required academic courses are taught at the Alternative School.

**I. Eligibility to Attend**

Based on the decision of the Student Evidentiary Hearing Committee or the DeKalb County Board of Education, students suspended from the local school may be transferred to the DeKalb Alternative School.

Following the date of the Student Evidentiary Hearing, students have three days to enroll in the DeKalb Alternative School. The student contacts an administrator at the school to schedule an enrollment conference. A parent or guardian must accompany the student for the enrollment conference.

**II. Curriculum**

Courses of study are derived from the DeKalb County School System program of study and are tailored to meet the needs of DeKalb Alternative School students. Teachers employ a variety of strategies to motivate students to higher levels of achievement.

Students are assigned courses each semester from the courses offered at DeKalb Alternative School.

**III. Textbooks**

Students attending DeKalb Alternative School are provided textbooks and other materials as needed.

**IV. School Days**

The school day includes five full periods each day.

**V. Transportation**

Students attending the DeKalb Alternative School are responsible for their transportation. Special needs students may be provided transportation via DeKalb County school buses.

**Board Policy**

**Descriptor Code: IDE**

**Co-Curricular Activities**

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MISSION: To ensure that all students who participate in interscholastic activities maintain successful academic achievement.

The DeKalb County Board of Education recognizes the importance of offering a comprehensive, balanced school program to all students attending the public schools of the DeKalb County School District. The DeKalb County School System supports the academic curriculum by making available to students a variety of extracurricular activities.

**I. Definitions**

For the purpose of this policy, the terms listed below shall be defined as follows:

A. Competitive Interscholastic Activities

Any school-sponsored program involving competition between/among individuals or groups representing two or more schools. Cheerleading is included in this definition.

B. Carnegie Unit

A Carnegie unit is a course credit granted in grades 9-12 based on 150-clock hours unit of credit.

C. High School

High school is defined as grades 9-12.

**II. Requirements**

A. Student Eligibility

1. For determining student eligibility, the grading period will be a semester. The length of the designated grading period shall also be the minimum length of the ineligibility period.

2. Students participating in competitive interscholastic activities in grades 6-10 must take six (6) subjects and pass five (5) subjects in the semester immediately preceding participation. Students participating in extracurricular activities in grades 11-12 must take at least five (5) subjects and pass five (5) subjects, except students in vocational work-study programs who must take six (6) subjects and pass five (5), in the semester preceding participation.

3. All students participating in competitive interscholastic activities in grades 6-10 must take six (6) subjects during the quarter of participation. All students participating in any extracurricular activities in grades 11-12 must take at least five (5) subjects, except students enrolled in a vocational work-study program who must take six (6) subjects, during the quarter of participation.

4. Students in grades 10-12 must also meet the following minimal requirements for graduation:

Second-year students must have earned three Carnegie units leading toward graduation. Third-year students must have earned nine Carnegie units leading toward graduation. Fourth-year students must have earned 15 Carnegie units leading toward graduation. Promotion requirements for Georgia School Association activities must be met by participating students.

5. Students in grades 6-8 must meet grade promotion requirements according to Board promotion policies.
6. Ineligible students are prohibited from practicing, traveling, or trying out for a competitive interscholastic team.
7. Retention of students for athletic purposes (red shirting) is prohibited.

**B. Time Restrictions**

1. Competitive interscholastic activities and all individual and group practice for these activities by students in grades 6-12 must be conducted outside the six-hour academic school day.
2. Varsity and junior varsity basketball games may be played only one day or night each week preceding a school day. The first game of a two-game set must begin at or before 6 p.m. Only two games may be played after 6 p.m. If only one game is played, it must begin at or before 6 p.m.; tournaments are excluded from this restriction.
3. For students in grades 6-8, group and individual practice for any extracurricular activity on a day preceding a school day may not begin prior to the end of the regular six-hour academic school day and must end by 7 p.m.
4. Only one day or night each week preceding a school day may be used to schedule a competitive interscholastic activity in grades 6-8; tournaments are excluded from this restriction. The activity must be held outside the six-hour academic school day and must be completed by 7 p.m.

**C. Seasonal Practice**

1. Out-of-season group practice for all extracurricular activities in grades 6-12 is prohibited, except for any activity expressly permitted by Georgia Board of Education policy.
2. Coaches, teachers, or sponsors of all competitive interscholastic activities shall not require students to participate in any out-of-season program (including summer) as a condition of school-year, in-season participation.

**D. Physical Examinations**

Each individual who participates in competitive interscholastic athletics and cheerleading in grades 6-12 must have an annual physical examination that indicates approval for participation. An examination form must be signed by a licensed physician prior to the student's participation in any tryout, practice, or conditioning, whichever comes first. The physical examination form shall include the date that the exam was performed (month, day, year), the student's name, and the physician's signature.

**SPECIAL PROVISIONS**

1. Special education students must meet the same eligibility requirements as regular students, except that the courses passed must be according to the student's Individualized Education Plan (IEP). Special Olympics or other programs designed exclusively for handicapped students are exempt.

- 2. The provisions of this policy do not apply to membership in the Vocational Opportunities Clubs of America (V.O.C.A. Clubs).
- 3. Schools are allowed to join the Georgia High School Association (G.H. S.A.) or other associations for the purpose of formulating and enforcing uniform rules of eligibility and play. (Local tax and state tax funds cannot be used.)
- 4. Programs designed exclusively to combat drug and alcohol abuse and/or drunk driving may be exempted upon application to the State Superintendent of Schools.

The Georgia Board of Education will enforce the requirements of this policy through the application of the Comprehensive Evaluation System Public School Standards. Any certified staff member who violates this policy shall be subject to referral to the Professional Practices Commission and to suspension of his or her teaching certificate for one to three years by the professional Standards Commission in addition to discipline by the DeKalb County Board of Education.

**APPEALS**

Any consideration for appeal of the ineligibility of a student to the Georgia Board of Education must be approved by the Executive Director for Planning and Athletics.

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DeKalb County Schools		Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>	
O.C.G.A. 20-2-0240	<a href="#">Powers and dutes of SBOE</a>	
Rule 160-5-1-.18	<a href="#">Competitive Interscholastic Activities, Gr. 9-12; No Pass/No Participate</a>	
Rule 160-5-1-.19	<a href="#">Competitive Interscholastic Activities, Gr. 6-8; No Pass/No Participate</a>	

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: IDE(1)**

**Competitive Interscholastic Activities, Grades 9-12**

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GRADES 9-12

**NO PASS/NO PARTICIPATE**

The Board of Education endorses and adopts the requirements set forth in the guidelines of the Georgia High School Association, and as may be amended, for determining the eligibility of students in grades 9-12 to participate in competitive interscholastic activities. The Board directs the Superintendent to maintain and distribute the current GHSA guidelines to all schools in the system that sponsors competitive interscholastic activities, and to ensure compliance to those guidelines.

To be eligible for participation, an individual must be enrolled full-time in the school that sponsors the competitive activity

**Administrative Regulation**

**Descriptor Code: IDE(1)-R**

**Competitive Interscholastic Activities, Grades 9-12**

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**BAND-RELATED ACTIVITIES**

**I. Music Trips, Extended**

State Board policy allows students to be counted in attendance for up to two days when away from school on a trip which has been determined to be of an instructional nature. In keeping with the State Board policy concerning school trips, the following criteria and procedures are applicable to trips by band and corps groups:

A. Trips taken during the instructional day must be approved by the Department of Secondary Education before there is any involvement of students and parents.

B. All music trip requests, with the exception of routine trips to athletic events, the district festivals, and the DeKalb Marching Band Festival, must be submitted for approval through the Coordinator of Instrumental Music to the Executive Director for Secondary Instruction. This rule applies to instructional and noninstructional trips made during instructional hours. Trips made outside of school hours should be approved by the appropriate area executive director. Travel may be approved beyond a 75-mile radius if participation on a comparable level is not available within that geographic area. Requests must be submitted in writing at least two weeks in advance of the trip. No trip may be taken without the signature of the appropriate executive director. Cancellation of trips may result when weather or conditions are unfavorable and inadvisable.

C. Each trip request must be submitted to the principal by the music teacher at least two weeks prior to the time that it is sent to the appropriate executive director in order to assure adequate planning. Schools may not advertise trips, collect money for trips, enter contracts, or make binding arrangement for trips until the appropriate executive director has given official written approval.

D. Large musical ensembles will be limited to one extended trip per year.

E. Events of an instructional nature include approved festivals where awards, ratings, and adjudicators' comments are given as well as performances at professional conferences or other events where instructional merit can be discerned. Local and area performances must be reasonable in terms of number, time, and distance.

F. The use of school time will not be approved for noninstructional purposes such as parades, trips to theme parks, or performances at commercially oriented meetings or ceremonies.

G. Trips of an instructional nature will not be approved where an equal alternative trip not involving school time is available.

H. Trips not involving major transportation costs will be given preference.

I. Provisions must be made for students who are eligible for participation but are unable to provide the necessary funding required.

J. Students participating in music trips of any kind are subject to the regulations in the DeKalb County discipline brochure and policies of the school at all times. Controlled schedules and supervision is the responsibility of the principal, music director, and auxiliary coach.

K. Requests for music trips must include the following information:

1. Name of event
2. Location
3. Distance
4. Dates and instructional time needed
5. Number of participating students
6. Provisions for supervision of students
7. Cost and method of financing
8. Mode of transportation
9. Complete itinerary of all activities
10. Meal plans
11. Lodging
12. Insurance
13. Instructional justification including course objectives

L. A standard field-trip request form must be filed in addition to an extended trip request form. [Exhibit Code IFCB-E(1)].

M. The Executive Director for Secondary Instruction will return the request to the principal with justification for approval or denial.

## **II. Band Camps**

Pre-school training camps for bands and corps should be organized by the school during the summer. Schools are encouraged to hold these events on campus in situations where adequate facilities and staff are available. Band camp requests which are held away from campus must be submitted for approval through the Instructional Coordinator on Instrumental Music to the Executive Director for Secondary Instruction.

A. Requests for band camps must include the following information:

1. Name of camp or campus where camp is held
2. Location
3. Distance
4. Number of participating students
5. Provisions for supervision of students



6. Number of staff members and their areas of specialization
7. Cost and method of financing
8. Mode of transportation
9. Meals
10. Lodging
11. Insurance
12. Dates of camp

B. All auxiliary units should attend camp with the band, and the band director should secure any specialized instructors needed.

C. If individual band or auxiliary members are assessed for all or part of the cost of camp, provisions must be made for eligible students unable to provide the required funding.

D. Students participating in band camps, regardless of location, are subject to the guidelines in the DeKalb County discipline brochure and policies of the school at all times.

### **III. Band Letters**

Band and auxiliary corps letters will be based on attendance at practice and performances during the football season. Eighth-grade students are eligible for letter awards in these areas if they participate in varsity activities. Inserts or pins may be awarded for concert band, orchestra, and jazz ensemble.

### **IV. Fund Raising**

All fund-raising activities must be organized and implemented by a booster organization. These projects are to comply with existing Board policy and must be approved by the music director and principal. Instructional time may not be used for fund-raising activities involving students. Music directors or auxiliary coaches are not to be involved in distribution of products for sale or collection of money for the booster organization.

Extended trips and band camps must be approved by the principal and the Executive Director for Secondary Instruction before any funds are raised for support.

### **V. Auxiliary Units**

The purpose of this administrative procedure is to provide for the development of leadership, performance skills, and esprit de corps in auxiliary organizations related to the marching band program. These organizations include flag corps, rifle corps, color guards, drill teams, and majorettes. An individual school will organize only those groups which are consistent with its style of marching band. One or more auxiliary coaches will be appointed by the principal to supervise corps activities. Auxiliary coaches will function as assistants to the music director.

#### **A. Qualifications**

1. Students who are bona fide members in good standing at their high schools are eligible to try out for band auxiliary units provided all eligibility criteria are met.
2. In order for students to try out and maintain membership in a band auxiliary, they must adhere to the

following:

- a. Abide by the conduct and training rules set forth by the administration, band director, and auxiliary coach at the high school.
- b. Attend regularly all practices and performances unless the absence is legitimate as d

**Board Policy**

**Descriptor Code: IDE(2)**

**Competitive Interscholastic Activities, Grades 6-8**

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COMPETITIVE INTERSCHOLASTIC ACTIVITIES  
**IN GRADES 6-8 NO PASS/NO PARTICIPATE**

The DeKalb County Board of Education supports the offering of competitive interscholastic activities subject to reasonable rules and regulations that prevent any participation from interfering with the academic achievement of students.

I. Definitions

1. Competitive interscholastic activities - function held under the auspices or sponsorship of a school that involves its students in competition between individuals or groups representing two or more schools. Cheerleading, bands and chorus are included in this definition if the members compete in scheduled activities with students representing a different school.
1. School day - the period between the time students are required to report and the time of dismissal as specified by the Board of Education policy.

II. Requirements

The DeKalb County Board of Education is responsible for regulating competitive interscholastic activities in grades 6-8, therefore adopts the following requirements as to student eligibility, physical examinations, time restrictions, seasonal practice, special provisions and appeals.

The Superintendent is directed to ensure that each school principal properly regulates competitive activities in his/her school and that all staff members adhere to the requirements set forth in this policy.

The Superintendent shall ensure that each school principal maintain documentation of adherence and upon request be prepared to provide evidence that the following requirements are met:

**A. Student Eligibility**

1. The grading period shall be a semester as specified by Board of Education policy. The same period shall also be the minimum length of the ineligibility period.
2. Students participating in competitive inter-scholastic activities shall pass a minimum of five subjects carrying credit toward grade promotion in the grading period immediately preceding participation.
  - a. Students initially enrolling in the first quarter or semester of the sixth grade are exempt from this requirement.
  - b. Exploratory subjects taken during the same quarter or semester are averaged to count as

one subject for eligibility purposes.

3. Students participating in any competitive interscholastic activity shall be enrolled full time in the District's public schools and shall take a minimum of five subjects carrying credit toward grade promotion during the grading period of participation.

4. Student eligibility shall be determined on the first school day of a semester. A student is eligible to practice/condition for first semester activities if the student passed a minimum of five subjects carrying credit toward grade promotion during the preceding second semester.

a. A maximum of two subjects taken in summer school and carrying credit toward grade promotion may be counted for eligibility purposes for participation in first semester activities.

b. If a student receives an incomplete for a subject that will be used to establish eligibility, he/she may complete make-up work that will change the incomplete to a grade provided this opportunity is available to all students.

c. To participate in first semester competitive activities, the student shall complete all make-up work with 14 calendar days from the end of the previous second semester.

d. To participate during the second semester the student shall complete all make-up work within 14 calendar days from the first day of the respective semester.

e. A student is ineligible until make-up work is completed and the required passing grade(s) is/are recorded in the student's permanent record.

5. Independent study courses credit taken in summer school may not be used to gain eligibility.

6. Summer school credits earned in nonaccredited home study programs or nonaccredited private schools may not be used to gain eligibility. For summer school credits to be accepted for eligibility purposes from either private schools, or home study programs, the credits must have been earned in programs approved by the accrediting agency recognized by the State Board of Education in accordance with Rule 160-5-1-.15 Acceptance of Transfer Credit and/or Grades.

B. Physical Examinations.

All students in grades 6-8 who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination prior to participation in any tryout, practice or conditioning, whichever comes first. The physical examination form shall indicate approval for participation and be signed by a doctor of medicine or a doctor of osteopathy. The physical examination form shall include the date that the exam was performed (month, day, year), the student's name and the physician's signature.

C. Time Restrictions for Activities.

1. Competitive interscholastic activities and all individual and group practice for such activities shall be conducted outside the school day.

2. Competitive interscholastic activities and group and individual practice on a day preceding a school day may not begin prior to the end of the school day and must end by no later than four hours after the close of the home team's school day.

3. Only one day or night each week preceding a school day may be used to schedule the same

competitive interscholastic activity; tournaments are excluded from this restriction.

4. The number of games scheduled shall not exceed 60 percent of the number of regularly scheduled games played by the high school varsity in any given sport. One tournament, not to exceed four games, may be played in addition to the regular season games.

**D. Seasonal Practice.**

Spring football practice shall be scheduled so that it does not interfere with other regular season sports, academics, or examinations.

1. If individual players are participating in scheduled league or association playoffs for one sport, these players shall be excused from spring football practice for the duration of the playoffs.
2. Neither school personnel, sponsors nor coaches shall suggest, require, or otherwise attempt to influence students to participate in, practice and/or conditioning for a competitive interscholastic activity during the school day.

**E. Special Provisions.**

1. Special education students shall meet the same eligibility requirements as regular students, except that the courses passed must be according to the student's IEP. Special Olympics or other athletic programs designed exclusively for students with disabilities are exempt.
2. Students who have not attained ninth grade status but are participating in high school competitive interscholastic activities shall abide by the appropriate grades 6-8 requirements. The principal of grades 6-8 shall be responsible for the compliance of this requirement.
3. Ineligible students are prohibited from practicing or dressing out for competitive interscholastic events.
4. The provisions of this rule do not apply to participation in vocational clubs, academic bowls, geography bees, spelling bees, science fairs, math bowls, or specific subject area fairs.
5. The Board of Education authorizes the high school(s) to join leagues or appropriate associations for the purpose of formulating and enforcing uniform rules of eligibility and play. Nothing in this policy shall be deemed to authorize the use of state or local tax dollars for membership in these organizations.

**F. Retention of Students for Athletic Purposes is Prohibited.**

1. If a school chooses to retain a student in grade 6, 7, or 8 who has passing grades, the school shall document the educational reasons for the retention. Written documentation shall be maintained in the student's permanent record and shall include the following information:
  - a. A parent/guardian written request outlining the reasons for requesting the retention and/or a school-initiated written request with accompanying written approval of the request by the parent/guardian.
  - b. Statements from two professional sources from outside the school justifying the retention for educational reasons.
  - c. Written approval of the retention request and justification of the retention for educational reasons by the principal, the Superintendent and by two teachers (other than athletic coach) who have taught the students.

**III. Waivers/Variations.**

- A. Requests for waiver or variance of provisions in this Rule may be made by a student or a student's parent or guardian, by school or school system personnel, or by the Board of Education.
- B. Such requests shall include the following information:
1. The requirement from which a variance or waiver is requested.
  2. The type of action requested.
  3. The specific facts of substantial hardship which would justify a variance or waiver for the petitioner, including the alternative standards which the person seeking the variance or waiver agrees to meet and a showing that such alternative standards will afford adequate protection for the public health, safety and welfare.
  4. The reason why the variance or waiver requested would serve the purpose of the rule on competitive activities.
  5. The activity involved.
  6. Evidence that supports the request, including statements of students and/or parents, school personnel, and doctors (if medical condition is involved); student grade reports; official student transcripts; and any other pertinent information.

**Administrative Regulation**

**Descriptor Code: IDE(2)-R**

**Competitive Interscholastic Activities, Grades 6-8**

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**ATHLETICS**

The athletic programs in the secondary schools of the school system are operated on a system-wide basis under policies adopted by the DeKalb County Board of Education. The operational program is financed with revenue derived from the sale of tickets and concessions. The Comptroller is responsible for the supervision and disbursement of athletic funds according to policy. Athletic funds are budgeted for the expense of athletic and related programs in the secondary schools.

The principal is responsible for the operation of the athletic program and related activities in the school since these are integral parts of the instructional and activity programs.

I. Interschool Athletics

Interschool athletics are an integral part of the total instructional program. A varied sports program shall be conducted in each high school to allow participation by students without interference in the academic program.

Scheduling of interschool athletics in the various sports areas at the varsity, B-team, and eighth grade levels shall be made according to the following regulations:

A. Varsity Athletics

The Department of Planning and Athletics, in consultation with the principal, shall exercise the initiative for developing schedules to include opponents, sites, dates, and officials. In scheduling officials for interscholastic contests, not more than three-fourths of the home games shall be assigned to officials of any one association when there are two or more associations of officials qualified to officiate at interscholastic contests, unless there is sufficient reason for an exception. The exception must be approved by the Supervisor of Planning and Athletics.

The schedule for athletics shall be arranged in such a manner that games or contests shall be in the afternoon after the normal school day or on Friday night or Saturday.

B. B-Team and Eighth Grade Athletics

The Athletic Department, in consultation with the principal, shall have the responsibility for scheduling all eighth grade and B-team contests in the various sports.

1. B-Team Athletics

Ninth grade or B-teams must not plan more than 70% of the number of regularly scheduled games played by the high school varsity in any sport.

2. Eighth Grade Athletics

a. Eighth graders must not play more than 60% of the number of regularly scheduled games

played by the high school varsity in any given sport.

Games played on nights preceding a school day may not begin prior to the end of the regular school day and must end prior to 7:00 p.m.

b. Eighth grade students are never eligible for a varsity event in any activity.

c. Eighth graders who are members of B-teams must adhere to all State Standards for eighth graders.

## II. Schedule for Athletic Events

The schedule for athletic events includes the number of contests, sites, the approximate calendar schedule, and the maximum number of coaches for the various sports. (See *Athletic Handbook*)

## III. Criteria for Letter Awards

The awarding of letters in high school is an accepted way of recognizing individual students for outstanding accomplishments in the activities program, including athletics, band, and drill team. Similar standards are needed to provide uniformity among high schools in the awarding of letters.

Letter awards shall be made in accordance with the following general and specific minimum criteria:

### A. General Criteria

A six-inch letter shall be used, with the style and design left at the discretion of the individual school.

A letter award shall depend on satisfactory completion of the season or activity as determined by the coach with the approval of the principal.

No B-team letters shall be provided.

Band and drill team letters shall be purchased from that portion of the athletic budget pertaining to the band and drill teams.

A student shall be given only one letter per sport or activity. Appropriate inserts shall be given for additional letters earned. Certificates shall be awarded for letters earned after the first year. During the student's last year of eligibility, the student shall be awarded a letter with all appropriate inserts.

Only students in the ninth grade or above shall be eligible for letter awards.

### B. Specific Minimum Criteria

Cheerleaders: Acceptable performance at all assigned events as determined by the coach with the approval of the principal

Football, basketball, and soccer: Participation in one-half of total game quarters.

Baseball: For any player other than the pitcher, participation in one-half of the total innings played by the team. A pitcher must pitch in one-fourth of the innings played by the team.

Track and cross-country: Participation in one-half of the scheduled meets

Gymnastics, wrestling, tennis, golf, swimming: Participation in one-half of all matches or meets

Managers: At the discretion of the principal and coach.



Notwithstanding any of the above listed criteria, a letter may be awarded in any activity or sport when special merit is evident in the judgment of the principal or coach.

For more detailed information concerning the Athletic program, refer to the DeKalb County School System Athletic Handbook.

Section: I. Instructional Program

**Administrative Regulation**

**Descriptor Code: IDE-R**

**Co-Curricular Activities**

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SPECIAL PROGRAMS

Students shall be encouraged to participate in extracurricular activities provided they do not conflict with the instructional program of a normal school day. When a school or the school system cannot for good reason schedule a desirable course or activity within the regularly organized school day, such a course or activity may be provided for before or after the hours of the normal school day or on Saturday. Prior to making such a program or activity available to students, a request in writing must be submitted by the principal to the Associate Superintendent of Instruction for approval.

If a student fails to make up satisfactorily any work missed, that pupil shall forfeit the opportunity to participate in future extracurricular activities which conflict with the normal school day.

Section: I. Instructional Program

**Board Policy**

**Descriptor Code: IDF**

**Interscholastic Activities**

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INTERSCHOLASTIC ACTIVITIES

MISSION: To provide opportunities for student participation in academic interscholastic activities.

The Superintendent may authorize the principals of the schools to schedule and encourage students to participate in interscholastic contests such as literary events, debating, declamation, drama, essay writing, spelling, instrumental and vocal music, and other activities.

ATHLETIC PROGRAM

MISSION: To ensure that all students have an opportunity to participate in quality athletic programs.

Athletics may be provided at a school when the interest of the pupils and the suitability of the activity justify the schedule of practices and games.

The Superintendent or designee shall have authority to assign coaching duties to personnel. A pay supplement schedule for coaches shall be authorized by the DeKalb County Board of Education.

An athletic fund shall be provided from revenue derived from the sale of tickets and programs for games and athletic contests. The funds from these sources shall be budgeted for the expenses of the athletic related programs in secondary schools in the DeKalb County School System.

The Superintendent may authorize the principal of the secondary schools (in cooperation with the Department of Planning and Athletics) to schedule interscholastic athletic games and other competitive activities.

Each secondary school principal may be authorized by the Superintendent to file an application for membership of the school in the Georgia High School Association.

An adequate program of insurance shall be provided. Parents of each students are required to purchase the insurance offered by the school system or to sign a waiver certifying that personal insurance coverage will be provided by the parent.

Students shall not be retained in a grade for athletic purposes.

The DeKalb County Board of Education shall provide an athletic program for the students of the DeKalb County School System. The procedures for the operation of the athletic program are contained in the Athletic Handbook for DeKalb County Secondary Schools. The Board must approve any significant operational changes in the athletic program. The Department of Planning and Athletics will maintain the handbook.

Georgia Code	Description
O.C.G.A. 20-2-0142	<a href="#">Prescribed courses; development/dissemination of instructional materials on effects of alcohol</a>
O.C.G.A. 20-2-0316	<a href="#">Athletic association defined; high school athletics</a>
O.C.G.A. 20-2-0411	<a href="#">School fund kept separate; use of funds; separation of school taxes; investments</a>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0521	<a href="#">Power of condemnation</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>
Rule 160-5-1-.18	<a href="#">Competitive Interscholastic Activities, Gr. 9-12; No Pass/No Participate</a>
Rule 160-5-1-.19	<a href="#">Competitive Interscholastic Activities, Gr. 6-8; No Pass/No Participate</a>
US Code	
20 USC 1681	<a href="#">Title IX of the Education Amendments of 1972</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: IE**

**Instructional Arrangements**

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**Alternative Scheduling Policy**

The DeKalb County Board of Education recognizes the potential need to reorganize the traditional class day in the high schools (9<sup>th</sup> – 12<sup>th</sup> grades) in order to prepare students for the challenges of colleges and workplaces of the 21<sup>st</sup> century.

An Alternative Schedule shall be defined as one in which the high school schedule deviates from the traditional six period day, including, but not limited to, block or modified block scheduling. DeKalb County high schools that serve a non-traditional population shall be exempt from this policy.

The DeKalb County Board of Education requires the superintendent to provide leadership in the establishment of a procedure that assures the development of a process that will involve the community, parents, and staff as integral components in a school's decision to implement an alternative school schedule. As part of the process, the school principal, in cooperation with the school council, will be responsible for the implementation of the process to ensure widespread, documented community, PTA, parent, and staff input and support prior to moving forward, including reflection of at least 75% of the certified staff voting by secret ballot in the affirmative. In addition, the principal will develop an educational plan for implementation that shall include the following:

1. specific, measurable education objectives to be addressed by the alternative schedule, including increasing overall school effectiveness
2. the proposed alternative schedule model, including advantages to students
3. any increase in course offerings or requirements
4. plans for professional development and training
5. plans for increasing the variety and quality of instructional strategies and evaluation methods used by teachers
6. statement of complete anticipated financial impact of the alternative schedule
7. plan for handling instructional issues such as student transfers, the AP testing calendar, the maintenance of instructional continuity particularly in disciplines that benefit from continuous instruction such as math, band, foreign language
8. timeline for implementation
9. other additional information deemed appropriate by the school/principal and/or the superintendent.

The school must submit its completed request for implementation of an alternative schedule for the coming year by or before December 31\* to the Superintendent for approval and receive the Superintendent's approval prior to its implementation of an alternative schedule. This request for implementation shall include an assurance of support and documentation of the process used to determine such support, together with the educational plan for implementation. The Superintendent shall present the school's plan to the Board of Education through a Superintendent's report as part of a regularly scheduled board meeting. The Board shall, as needed, discuss and request clarification of any issues related to the Superintendent's recommendation by the superintendent, principal, and other staff, as appropriate.

The principal of a school that implements alternative scheduling shall submit an annual report to the superintendent, which will be made available to the DeKalb Board of Education. The reports shall include, but not be limited to, student achievement scores, dropout rates, discipline referrals, teacher and student attendance, and retention. The superintendent or Board of Education may require additional information.

\* Exceptions allowed for Spring/Summer 2003 and for the 2003-2004 school year for those schools that show appropriate and documented evidence that the above policy with the exception of the date for submission has been followed.

**Administrative Regulation**  
**Instructional Arrangements**

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**Descriptor Code: IE-R**

**SCHEDULING PROCEDURES, SECONDARY SCHOOL**

I. Student Registration and Scheduling

High school student registration will be conducted on an annual basis in the following manner:

A. During second semester, students will select courses for the following school year. These course selections will be based on the annual conference among student, parent, and counselor, including the recommendations of the students' current teachers.

B. During second semester, the student will take home a verification card which lists the courses selected. At this time the parent/guardian will either sign the card, thus indicating approval of the courses chosen, or request in writing alternate courses. The signed card or the request for a change in course selections must be returned to the school within ten days. If the verification card and /or alternate course selections are not returned, the student will be scheduled for the courses listed on the card unless a scheduling conflict occurs. Changes in the student's course selections for the next school year will not be accepted after the third Friday of June.

C. Students will receive schedules for the upcoming semester on the last day of the current semester or on the first day of the new semester.

II. Schedule Changes at the Beginning of a Semester

A. Students may request schedule changes by the fifth day of the first semester and the third day of second semester for the following reasons:

1. To make adjustments for failing grades or for summer school work

2. To correct clerical or administrative errors

B. Other changes in student schedules will be made at the discretion of the administrative staff in order to balance classes and/or distribute teacher loads.

C. No student-initiated schedule changes will be made to rearrange the order of courses or to move the student from one teacher to another for the same course.

III. Schedule Changes During a Semester

A. With written permission of the parent/guardian, a student may make a request to drop a course after the class has met for a period of ten days.

A student may not drop a course after the thirty-fifth school day in a semester or if dropping the course would give the student fewer than the number of required courses.

All requests to drop a course must be reviewed by the student's counselor and teacher before any action is taken. The student will receive a grade of WP (withdrawn passing) or WF (withdrawn failing), whichever is appropriate. WP should be given if no grades have been recorded by the teacher.

B. Course changes that involve a move from one course to another course of similar content but different difficulty must be made by the thirty-fifth day of the semester. A student may make such a change only with written permission from the parent/guardian. All requests must be reviewed by the student's counselor and teacher before any action is taken.



**Administrative Regulation**

**Descriptor Code: IEB-R**

**Organization for Instruction**

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OPEN CAMPUS HIGH SCHOOL

I. Purposes

A. To provide the student who is unable or who chooses not to remain in the regular high school the opportunity to complete requirements for a high school diploma.

B. To offer an alternative secondary school experience in a clearly defined structure in which the student is given the opportunity to assume the adult role of responsibility for educational achievement and behavior.

II. Students Served

A. The student who desires to catch up on semester hours/credits commensurate with the student's age group and/or graduating class.

B. The student who needs flexible scheduling in order to help meet other commitments such as job requirements and family responsibilities.

C. The student who is not comfortable in the regular high school structure.

D. The student who must work and at the same time continue an education.

E. The student who could benefit from a more open and less intense social environment.

F. The student who might work best in a smaller classroom and/or smaller general environment.

G. The student who needs a consistent and clearly defined structure.

H. The student who is in academic trouble midway through the regular school semester and who desires to make up courses during the next mini-semester at Open Campus I. The student who is having an unsuccessful educational experience, is losing interest in finishing high school, and could benefit from an alternative approach.

J. The older student who decides to finish high school, but feels uncomfortable returning to the regular high school.

K. The student who, having extra school interests and ambitions that are beyond the realm of the regular school extracurricular activities, desires to pursue these interests and, at the same time, continue an education.

L. The student who desires or needs an instructional program that does not include club activities, organized athletics, or other formal extracurricular activities.

III. Day School Procedures

A. Age and resident requirements

1. A student must be at least 16 years old and a junior in high school (have completed 10 units

or 150 hours). There is no maximum age limit.

2. A student must be a legal resident of the DeKalb County School District.

B. Registration

1. Registration takes place four times per year. Refer to Open Campus School calendar for registration dates.

2. Each student is to be sponsored by the student's DeKalb home district high school. A Counselor's Checklist must be presented by each new student entering Open Campus from a regular DeKalb high school.

3. Each new student must pay any required book deposits in order to register.

4. A transcript and a standardized test record are needed for each new student.

C. Students New to DeKalb County School System

1. A student new to DeKalb does not need to make any arrangements with the home district high school prior to entering Open Campus. The student should report directly to Open Campus with a transcript, standardized test record, proof of DeKalb County School District residency, and certificate of immunization.

2. Open Campus will determine the sponsoring DeKalb home district high school.

D. Mini-Semester Organization and Classes

1. There are four mini-semesters per year

2. Each mini-semester is nine weeks or forty-five days long.

3. Each class meets for one hour and forty minutes, five days per week.

4. There are four class periods per day.

E. Curriculum

1. The curriculum necessary to meet the requirements of the Georgia Department of Education and standards of the Southern Association of Colleges and Schools is provided at Open Campus.

2. Individual student needs are served through specialized programs.

3. The student may also participate in programs at the Occupational Education Centers, engage in independent study projects, enroll in special programs offered by Fernbank Science Center, work in community-based apprenticeship programs, train and participate in a peer counseling program, and take joint enrollment college courses. For students planning to attend college, a college prep curriculum is available.

F. Credits/Semester Hours

1. The student works for completion of the accredited high school diploma awarded by the home school upon completion of necessary requirements.

2. A student can enroll in one, two, three, or four courses per mini-semester.

3. One mini-semester credit (7 1/2 hours = 1/2 unit) can be earned for each class each nine week mini-semester. Example: A student taking four mini-semester courses can earn 30 hours or a combination of 2 units per mini-semester.

G. Graduation

1. The student may graduate at the end of any nine-week mini-semester.
2. Diplomas are ordered upon completion of graduation requirements.
3. The student receives the diploma from the home school.
4. A student can participate in the home school graduation exercise or the Open Campus graduation exercise in the Spring.
5. The student is responsible for making all arrangements for participation in a graduation exercise at either Open Campus or the home school.
6. A student is not required to participate in graduation exercises.

H. Attendance Policy

1. A major ingredient for success at Open Campus is regular classroom attendance. A student who is absent more than five days in a given class is automatically dropped from that class and does not receive credit for the course.
2. Classes begin and end on time. A tardy student will not be allowed to enter the classroom until the break. The student will be marked absent for the time missed.
3. An exception to the attendance policy may be granted by the administration for a hardship case only when all absences have been documented as excused (documentation required).

IV. Transportation

1. The Open Campus student provides individual transportation to and from school.
2. Car-pooling is a routine practice of the Open Campus student.
3. MARTA bus transportation is available for the Open Campus student from most locations in

Board Policy

Descriptor Code: IED

Scheduling for Instruction

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INSTRUCTIONAL TIME, PRESERVATION OF

MISSION: To ensure that academic learning time is preserved.

Students may be allowed to be absent from class no more than ten days per year for school-sponsored, non-instructional activities.

The DeKalb County Board of Education may approve additional absences for school-sponsored activities on an individual student basis. Such exemptions shall not be used with groups, clubs, or teams.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0161.1	<a href="#">Enrollment in post-secondary courses; academic credit; pso grant account</a>
O.C.G.A. 20-2-0168	<a href="#">Distribution of federal funds; summer school programs; year-round operation</a>
O.C.G.A. 20-2-0240	<a href="#">Powers and dutes of SBOE</a>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**EXEMPTION FOR STUDENT ABSENCES IN EXCESS OF TEN DAYS  
PER YEAR**

The following form is suggested for use by students requesting an exemption from Policy IDE. The form is to be submitted to the principal. The principal will, in turn, make a recommendation to the Superintendent.

To: \_\_\_\_\_  
(Principal's Name)  
\_\_\_\_\_  
(School)

I hereby request consideration for special exemption from Policy IDE in order that I may participate in

\_\_\_\_\_  
\_\_\_\_\_

I expect to be absent from my classes for \_\_\_\_\_ days beyond the 10 days granted under Policy IDE.

\_\_\_\_\_  
(Date) (Student's Signature)

\_\_\_\_\_  
(Date) (Signature, Parent or Guardian)

\_\_\_\_\_  
(Date) (Teacher Sponsoring Activity)

**Recommendation of the Principal**

Based on the student's academic status and overall attendance, as well as the nature of the activity, I recommend that \_\_\_\_\_ be considered for participation in the activity listed above.

Signature of Principal \_\_\_\_\_

Date: \_\_\_\_\_

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

Section: I. Instructional Program

**Administrative Regulation**

**Descriptor Code: IED-R**

**Scheduling for Instruction**

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INSTRUCTIONAL TIME, PRESERVATION OF

In the event an individual student has been absent ten days from one or more classes for school-related, non-instructional activities and needs to be absent additional time, a special exemption from Policy IED may be granted by the DeKalb County Board of Education. Such an exemption shall not be granted for group or team activities.

The student must apply in writing to the principal for consideration for exemption from Policy IED; the exemption request must be signed by the student, the parent or guardian, and the teacher sponsoring the activity.

The principal shall review each request and make an appropriate recommendation based on the student's academic status and overall attendance, as well as the nature of the activity to be considered for exemption. The principal's recommendation shall be submitted to the Superintendent for placement on the Board agenda for action. The decision of the Board shall be final.

In situations where time is of the essence, the Superintendent or designee, may poll Board members by telephone, and the results of such polling shall be confirmed at the next regular meeting of the Board.

Section: I. Instructional Program

**Board Policy**

**Descriptor Code: IEDA**

**Unstructured Break Time**

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The DeKalb County Board of Education supports physical education in all schools pursuant to Board Policy IDB in lieu of scheduled unstructured break times. The DeKalb County Board of Education, in compliance with academic time on task, State Board of Education, and Southern Association of Colleges and Schools standards for class time among other daily school schedule requirements, does not support an extension of the school day or reduction in time from the school schedule to provide for scheduled, unstructured break time for students in grades K-8.

The Board does support each teacher's decision to provide supervised student movement within and out of the classroom which supports student's attentiveness and academic learning. The school principal shall issue regulations in consultation with faculty and appropriate instructional personnel at the school and system level, as appropriate, to insure that decisions for student movement in or out of the classroom do not interfere with and provide support for academic learning. The principal shall also issue directions or regulations concerning the responsibility of supervision of students so that student movement activities will be a safe and positive experience.

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DeKalb County Schools

Date Adopted: 1/18/2005

Section: I. Instructional Program

**Board Policy**

**Descriptor Code: IFA**

**Instructional Materials**

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INSTRUCTIONAL MEDIA AND EQUIPMENT

Mission: To ensure that students become effective users of ideas and information by providing access to instructional media in all formats (textbooks) library media materials, supplementary materials and equipment) essential for academic success in all courses taught in DeKalb County schools and centers

Instructional media shall consist of textbooks, library media materials (print and non-print media and electronic resources), including course guides pursuant to Policy IC, and supplementary materials needed to achieve the perennial and annual instructional goals of the system. Instructional materials shall support the delivery of Board adopted curriculum and meet the full range of students' ability and interest levels in pursuit of becoming lifelong learners. Qualified professional personnel shall select all instructional media.

1a. Textbooks shall be selected on an approved schedule under the leadership of a curriculum development committee appointed by the Superintendent. Parents and patrons shall be invited to review texts and ancillary materials under consideration by the committee(s) and to provide input into the decision-making process. The committee shall present recommendation for textbook adoptions to the Superintendent. At the April meeting, the Superintendent shall present recommendations for textbook adoptions to the DeKalb County Board of Education.

1b. The DeKalb County School System shall provide, where available, the appropriate instructional manuals (produced by publishers of textbooks used in the DeKalb County School System) for the subject-areas teachers to use.

2. Instructional media and equipment shall be selected in accordance with Selection of Instructional Media and Equipment guidelines as posted at the DeKalb County School System's Department of Educational Media Intranet site (<http://mis.dekalb.k12.ga.us/edmedia>). All non-school owned print and non-print materials utilized in the instructional program by teachers, students, and guest presenters shall be supportive of the adopted curriculum for the course being taught. Use of all instructional materials shall be in accordance with the copyright law (Public Law 94-553) and its guidelines and interpretations. Disposition of gifts and unusable materials and equipment shall be administered in accordance with existing policies and procedures.

In accordance with the State Rule 160-4-4-.01 MEDIA PROGRAMS (Code: IFBD), each school shall have a plan for flexibly scheduled media center access for teachers and students in groups or individuals simultaneously throughout each school day. Accessibility shall refer to the faculty, staff, and the resources and shall be based on instructional need. The Board of Education endorses the philosophy of flexible scheduling.

School-owned instructional media shall be organized and circulated from the library media center. Textbooks and items purchased with categorical funds and items useful only in one specific instructional content area should not be included in this category. Comprehensive media resources shall be available to support the instructional program including Georgia Board of Education (GBOE) approved courses offered outside of regular instructional time. The library media program shall be supervised throughout the



instructional day by appropriate school personnel.

The building-level media committee shall be actively involved in the selection of library media center materials and equipment. Membership of building-level media committees and the system-level media committee shall be selected in accordance with the Georgia Board of Education Instructional Media and Equipment policy. Operation of the committees shall be in accordance with the Procedures for the Implementation of the DeKalb County Instructional Media and Equipment. Program accountability through record keeping, documentation, and evaluation shall be monitored by the building-level and system-level media committees.

In the event an objection or challenge occurs concerning instructional media in the school system, the Challenged Materials section of the Procedures for the Implementation of the DeKalb County Instructional Media and Equipment shall be followed by the building-level and system-level media committees, the Superintendent, and then to the DeKalb County Board of Education.

The procedures for implementation of this policy are posted at the Department of Educational Media Intranet site (<http://mis.dekalb.k12.ga.us/edmedia>). The Web site is maintained by the Department of Educational Media. Copies may be obtained by contacting the Department of Educational Media.

Media programs shall be implemented in accordance with *Information Power: Building Partnerships for Learning* (ALA, 1998). The Department of Educational Media and local school media programs shall adhere to all local Board policies, Georgia Board of Education policies and standards, state laws, and federal laws.

**Cross Ref.: IC - Curriculum Design and Development**  
**ICD - Innovative Courses/Programs**

**COPYRIGHTED MATERIALS, DUPLICATION OF**

MISSION: To ensure that DeKalb County School System employees comply with the Federal Copyright Law.

Duplication of copyrighted materials by DeKalb County School System employees must be done with permission of the copyright holder or within the bounds of "fair use" that provides very limited opportunities for educators to make copies under certain highly-restrictive conditions. When there is uncertainty about what constitutes "fair use," the Department of Educational Media should be contacted for assistance.

**MANUALS, INSTRUCTIONAL**

MISSION: To provide instructional manuals for all teachers.

The DeKalb County School System shall provide the appropriate instructional manuals if available (produced by publishers of textbooks used in the DeKalb County School System) for all subject-area teachers to use.

Georgia Code	Description
O.C.G.A. 20-2-0167	<a href="#">Funding for direct instructional, media center and staff development costs; submission of budget</a>
O.C.G.A. 20-2-0182	<a href="#">Program weights to reflect funds for payment of salaries and benefits</a>

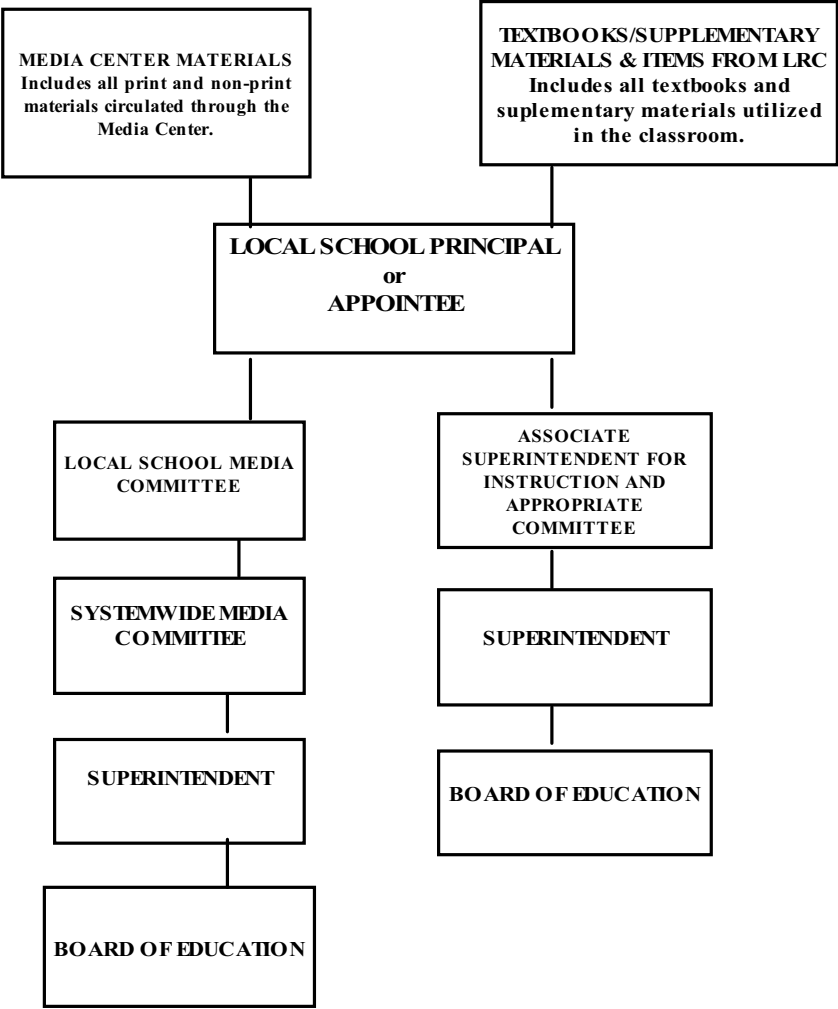
O.C.G.A. 20-2-0184 [Program weights to reflect funds for media specialists](#)  
Rule 160-4-04-.10 [Textbook/Instructional Materials Selection and Recommendation](#)  
Rule 160-4-04-.20 [Textbook/Instructional Materials Advisory Committee](#)  
Rule 160-4-02-.18 [Reading First Instructional Materials Selection](#)  
Rule 160-4-02-.19 [Reading First Instructional Materials Advisory Committee](#)  
Rule 160-4-04-.01 [Media Programs](#)

**US Code**

17 USC 107 [Limitations on exclusive rights: Fair use](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

PROCEDURES FOR CHALLENGED MATERIALS



ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

**INSTRUCTIONAL MEDIA  
REQUEST FOR RECONSIDERATION OF  
INSTRUCTIONAL MEDIA**

School

Principal

Type of Media  
(book, film,  
recording)

Title of Media

Copyright Date

Author/Editor/Artist/  
Composer

Distributor/Producer/  
Publisher

1. What brought this material to your attention? (Review, lists, work of mouth, assignment? If a review or list, be specific giving name of publication, issue, and page \_\_\_\_\_

2. Have you read, viewed, or listened to the entire item? \_\_\_\_\_

Is the item a part of a set or series? \_\_\_\_\_

If so, did you read, view, or listen to all of the set or series? \_\_\_\_\_

3. State specific objections to the material. (Use extra sheet, if necessary).

4. What do you consider to be the theme of this material? \_\_\_\_\_

5. What do you consider good about this material? \_\_\_\_\_

6. For what age group would you recommend this material? \_\_\_\_\_

7. Are you aware of the judgment of this material by critics? \_\_\_\_\_

**Exhibit  
Instructional Materials**

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**Descriptor Code: IFA~E(2)**

8. Do you object to what you know about the author or producer? \_\_\_\_\_  
\_\_\_\_\_

9. Do you think the author's or producer's experiences are reflected in this material? \_\_\_\_\_  
If so, in what way? \_\_\_\_\_

10. What would you like the school to do about this material?

☐ Do not require it of students.

☐ Withdraw it from students under the age of \_\_\_\_\_

☐ Place it on reserve status to be used only with written parental permission.

☐ Withdraw it from all students.

☐ Other \_\_\_\_\_

11. Other comments: (Use extra sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Complainant represents:

\_\_\_\_\_ Self

\_\_\_\_\_ Name of Organization \_\_\_\_\_

\_\_\_\_\_ Identification of other group \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

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**ISSUED: 09/11/2000  
DEKALB COUNTY BOARD OF EDUCATION**

**Administrative Regulation**

**Descriptor Code: IFA-**

**Instructional Materials**

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INSTRUCTIONAL MEDIA AND EQUIPMENT

I. Selection of Instructional Media and Equipment

A. Textbook Adoption

Textbooks shall be selected and adopted from materials submitted by the various publishers through the following procedure:

1. For an adoption in a subject area, a selection committee composed of Teachers shall be appointed by the Superintendent. This committee shall be responsible for reviewing the books submitted by the publishers and making recommendations for local adoption. Division of Instruction staff members shall serve as consultants to the committee.
2. Copies of all books on the state adopted list for the subject area under Consideration shall be placed in the hands of the selection committee members.
3. Members of the selection committee shall examine and rate the sample texts for content, organization, durability and utility, and make recommendations for adoption to the superintendent. Parents and patrons shall be encouraged to review texts and support materials under consideration by the committee(s) and to provide input into the decision-making process. Committee members may request consultation with their own faculty members, members of other faculties, supervisors, publishers' representatives, and others; but the names of committee members shall not be furnished to publishers. All contacts with publishers' representatives shall be with the committee as a whole and only at the request of the committee.
4. Recommendations of the committee shall be reviewed by the superintendent. The superintendent shall recommend the adoption of textbooks to the DeKalb County Board of Education for final approval.
5. Instructional materials, including basic and supplementary textbooks, films, and filmstrips, may be reviewed and recommended at the time textbooks are chosen.

B. Selection of Media Center Materials & Equipment

A local school media committee, including the principal, lead teacher and/or department head, media specialist(s), representatives from the faculty, students, and parents, shall be established. The committee shall establish goals and priorities, preview materials, discuss requests for materials and equipment, make recommendations for purchase, and review and evaluate challenged materials. Final selection of instructional media and equipment for the media center shall be the responsibility of the media specialist(s) and the principal.

System-level media coordinators shall seek and consider suggestions for materials to be purchased for the Learning Resources Center. Teachers, administrative staff, and building-level media committees shall be encouraged to provide input into the selection process. Final selection of materials shall be the responsibility of the system-level media coordinators.

Coordinators and other personnel in system-level specialized departments are available to provide guidance in the selection of instructional media and equipment to local staff and building-level media committees. The Department of Educational Media also provides professional expertise and assistance to all departments and their personnel upon request.

## II. Challenged Materials

Objection and challenge may arise concerning instructional media used in the school system. In such an event, the procedures listed below shall be followed:

### 1. Media Center Materials

1. The principal of his/her appointee shall listen to the parent's or patrons objection and make reasonable efforts to resolve the issue. (Note: Challenged material may not be removed without adhering to the procedure that follows.)
2. If this attempt is not successful, the principal or his/her appointee shall explain the DeKalb County procedure for reconsideration of instructional media to the parent or patron.
3. If the parent or patron wishes to make a formal challenge, he/she shall be given the designated DeKalb County form entitled "Request for Reconsideration of Instructional Media."
4. The completed form shall be submitted to the principal within ten (10) school days. The principal must then submit copies to the chairperson of the local school media committee and the director of Educational Media. No action shall be taken unless the official form is completed submitted to the principal.
5. The challenged material shall remain in circulation until the request for reconsideration is processed and a final decision is reached by the local school media committee. However, sufficient copies may be recalled by the media specialist as needed for review by members of the media committee.
6. After the reconsideration form has been received, the principal shall meet with the local school media committee as soon as possible to consider the request and evaluate the material.
7. The local school media committee shall examine the challenged material in its entirety. The following items shall be considered by the committee in the evaluation process:
  - (a) Professional reviews
  - (b) Age and maturity levels of students
  - (c) Theme of the material
  - (d) Intended use of the material
  - (e) Literary merit
  - (f) Contribution of the material in presenting different points of view within the collection
  - (g) Material as a whole rather than passages out of context
  - (h) Other considerations applicable to the situation
8. The local school media committee shall then meet to discuss the challenged material and its relationship to the goals and objectives for the school and the curriculum. The parent or patron may appear before the committee to make an oral presentation in support of his/her request for reconsideration of library media center materials. The presentation shall be limited to a maximum of ten (10) minutes. Upon completion of the presentation the parent or patron shall leave in order to permit the committee to deliberate in private.
9. During the meeting, all materials shall be examined, all points of view presented, and the views of all committee members considered. After careful deliberation, the committee shall make a decision by individual printed and signed ballots. The ballots shall be tallied immediately in the presence of the committee.
10. The local school media committee shall prepare a written report concerning the decision of the committee. This report is to be filed in the office of the principal with a copy sent to the director of Educational Media.

11. The principal shall notify the complainant of the decision of the committee letter with a copy to the director of Educational Media. If the complainant is not satisfied with the decision of the local school committee, he/she may appeal within ten (10) school days to the system wide media committee.

A letter requesting the appeal and a copy of the DeKalb County "Request for Reconsideration of Instructional Media" completed by the complainant shall be sent to the director of Educational Media for review by the system wide Media committee.

12. If the decision of the system wide media committee is not acceptable to the Complainant, an appeal may be made to the superintendent and then to the DeKalb County Board of Education.

#### 1. Textbooks/Supplementary Materials and Items from the Learning Resources Center

1. The Principal or his/her appointee shall listen to the parent's or patron's objection and make reasonable efforts to resolve the issues. (Note: Challenged textbooks/supplementary materials and items from the Learning Resources Center may not be removed without adhering to the procedure that follows.
2. If this attempt is not successful, the principal or his/her appointee shall explain the DeKalb County procedure for reconsideration of instructional media to the parent or patron.
3. If a parent or patron wishes to make a formal challenge, he/she shall be given the designated DeKalb County form entitled "Request for Reconsideration of Instructional Media." The completed form shall be returned to the principal within ten (10) school days.
4. The challenged material shall remain in circulation until a decision is reached by the appropriate system-level committee.
5. The completed form for reconsideration of textbooks/supplementary materials and items from the Learning Resources center shall be forwarded immediately to the associate superintendent for Instruction. The associate superintendent and the appropriate system-level committee shall evaluate the material.
6. The parent or patron may appear before the committee to make an oral presentation in support of his/her request for reconsideration. The presentation shall be limited to a maximum of ten (10) minutes. Upon completion of the presentation, the parent or patron shall leave in order to permit the committee to deliberate in private.
7. During the meeting, all material shall be examined, all points of view presented, and the views of all committee members considered. After careful deliberation, the committee shall make a decision by individual secret ballot. The ballots shall be tallied immediately in the presence of the committee and the complainant shall be notified by letter of the decision.
8. If the decision of the system wide committee is not acceptable to the complaint, and appeal may be made to the superintendent and then to the DeKalb County Board of Education.

#### 1. Implementation of Statement

This procedural statement shall be implemented by the personnel of the DeKalb School System with final responsibility resting with the DeKalb County Board of Education. The coordinated efforts of personnel identified in the procedures shall be required for full implementation.

The complete Procedures for the Implementation of the Instructional Media and Equipment Policy are in the Handbook for Library Media Specialist.



### III. Instructional Manuals

A teacher's manual and/or a teacher's edition of the textbook shall be provided free of charge for every set of 35 textbooks ordered.

A teacher's edition may be ordered by a teacher through the usual textbook requisition procedure.

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**ISSUED: 09/11/2000**

DEKALB COUNTY BOARD OF EDUCATION

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### INSTRUCTIONAL MEDIA AND EQUIPMENT

#### I. Selection of Instructional Media and Equipment

##### A. Textbook Adoption

Textbooks shall be selected and adopted from materials submitted by the various publishers through the following procedure:

1. For an adoption in a subject area, a selection committee composed of Teachers shall be appointed by the Superintendent. This committee shall be responsible for reviewing the books submitted by the publishers and making recommendations for local adoption. Division of Instruction staff members shall serve as consultants to the committee.
2. Copies of all books on the state adopted list for the subject area under Consideration shall be placed in the hands of the selection committee members.
3. Members of the selection committee shall examine and rate the

**Administrative Regulation  
Instructional Materials**

**Descriptor Code: IFA-R(1)**

**Board Policy**

**Descriptor Code: IFBG**

**Internet Acceptable Use**

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**INTERNET ACCEPTABLE USE**

**MISSION:** To provide students and teachers with guidelines for use of the Internet.

Use of the Internet must be in support of education and research and consistent with the educational objectives of the school system.

**Internet Safety:**

(a) The Superintendent shall, with respect to any computers belonging to the DeKalb County School System and having access to the Internet:

1. insure that a qualifying "technology protection measure," as that term is defined in section 1703 (b) (1) of the Children's Internet Protection Act of 2000, is installed and in continuous operation; and
2. institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) "harmful to minors," as that term is defined in section 1721 ( c ) of the Children's Internet Protection Act of 2000.

(b) The Superintendent shall, with respect to access to the Internet by or through computers, networks or other devices belonging to the DeKalb County School System, institute, maintain and enforce procedures or guidelines which:

1. provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
2. are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. are designed to prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
4. are designed to prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
5. are designed to restrict minors' access to materials "harmful to minors," as that term is defined in section 1721( c ) of the Children's Internet Protection Act of 2000.

**INTRANET ACCEPTABLE USE**

MISSION: To provide students and staff members with guidelines for use of the wide area network (WAN).

Use of the DeKalb County School System wide area network (WAN), school and district office networks, and all connections internally shall be for the exchange of information in order to promote and support educational excellence in the school system.

DeKalb County Schools

Date Adopted: 6/11/2001

Georgia Code	Description
O.C.G.A. 16-09-90	<a href="#">Georgia Computer Systems Protection Act</a>
O.C.G.A. 16-09-91	<a href="#">Computer Related Crime</a>
O.C.G.A. 16-09-92	<a href="#">Definitions</a>
O.C.G.A. 16-09-93	<a href="#">Computer crimes defined</a>
O.C.G.A. 16-09-93.1	<a href="#">Misleading transmittal</a>
O.C.G.A. 16-09-94	<a href="#">Violations</a>
US Code	
20 USC 6777	<a href="#">Internet Safety</a>
47 USC 254(h)	<a href="#">Universal Service</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Permission to Display Student Photograph**  
**Student Photograph Release**

I hereby grant permission to DeKalb County School System (DCSS) to use, including publicly display or perform my / my student's photograph, video, or audio clip on the DCSS web site, individual school web pages, or in other official DCSS publications without further notice. I acknowledge DCSS right to crop, edit, or treat the photograph, video, or audio clip at its discretion.

I also understand that once my student's photograph, video, or audio clip is published on a web site, it can be downloaded by any computer user, on or off campus. Personal information, such as a student's full name, parent's names, addresses and telephone number will never be published. If a student's name is used with a photograph, video, or audio clip, it will be in the form of a first name and last initial. For example, student Jane Doe may be listed as "Jane D."

Therefore, I agree to indemnify, defend and hold harmless the members of the DeKalb County Board of Education, DCSS, its officers, employees, agents, successors and assignees (the "Indemnified Parties") from and against any and all claims and liabilities resulting from this publishing.

Permission is granted for the use requested above.

\_\_\_\_\_  
Name of Student

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent or Guardian

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

\_\_\_\_\_  
Date

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**ISSUED: 06/11/01**

**DEKALB COUNTY BOARD OF EDUCATION**

**Permission to Display Student Work**  
**Student Work Permission Request**

Name and address of Student or Parent:

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To Whom It May Concern:

I am writing to obtain permission to use, including publicly display or perform your student's material on the DeKalb County School System web site.

Nature of creation: \_\_\_\_\_

Creator(s): \_\_\_\_\_

☐ A photocopy of the material is enclosed.

I wish to use this material in the following work:

Author(s) or Creator(s): \_\_\_\_\_

Description of Intended Use: \_\_\_\_\_

I am requesting nonexclusive rights to use this material as part of \_\_\_\_\_ and in all future editions and revisions thereof, however these may occur, in any language or medium now known or hereafter discovered, including, but not limited to: print, microfilm, and electronic media. I am also requesting the right to crop, edit, or treat the material at my discretion.

Unless you object, the following credit line and copyright notice will accompany the material:

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Thank you for your prompt consideration of this request. For your convenience, a release form is provided below and a signed copy of this letter is enclosed for your files.

Very truly yours,

.....  
Permission is granted for the use requested above.

\_\_\_\_\_  
Name of Student

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent or Guardian

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

\_\_\_\_\_  
Date

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**ISSUED: 06/11/01**

**DEKALB COUNTY BOARD OF EDUCATION**

**Permission to Use a Third Party Work**  
**Copyright Permission Request**

\_\_\_\_\_, 20\_\_\_\_  
Name and address of person or company from whom permission is sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

I am writing to obtain permission to use the following material:

Nature of material: \_\_\_\_\_

Date of publication (if known): \_\_\_\_\_

Publisher (if known): \_\_\_\_\_

Author(s) or Creator(s): \_\_\_\_\_

Page numbers or other description of material:

\_\_\_\_\_  
☐ A photocopy of the material is enclosed.

I wish to use this material in the following work:

Author(s) or Creator(s): \_\_\_\_\_

Description of Intended Use: \_\_\_\_\_

I am requesting the right to use this material as part of my work and in all future editions and revisions thereof, however this may occur, in any language or medium now known or hereafter discovered, including, but not limited to: print, microfilm, and electronic media.

Unless you specify otherwise, the material will be accompanied on publication by the following credit line and copyright notice: \_\_\_\_\_ Other conditions, if any: \_\_\_\_\_ If you do not control the world rights to the requested material, please specify here any additional source from whom permission must be obtained:

\_\_\_\_\_

Thank you for your prompt consideration of this request. For your convenience, a release form is provided below and a signed copy of this letter is enclosed for your files.

Very truly yours,

.....

Permission is granted for the use requested above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



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Title

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Date

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**ISSUED: 06/11/01**

**DEKALB COUNTY BOARD OF EDUCATION**

**Work Made for Hire/Donation Agreement**

Dear \_\_\_\_\_:

Internet web sites have become an important method of delivering information about schools and school districts in general. Your desire to assist the DeKalb County School System (DCSS) in the development and maintenance of these school web sites is greatly appreciated. This letter is to confirm that the DCSS has specially ordered or commissioned you to prepare \_\_\_\_\_.

You have agreed to construct and maintain the web pages described above as a donation to DCSS on a voluntary basis. You acknowledge and understand that you will receive no payment for this service, and that you will be responsible for all expenses incurred while constructing and/or maintaining the web pages. You or DCSS may terminate this agreement at any time by giving written notice to the other. You agree that the web page material you provide to DCSS is a "work made for hire," and that DCSS, as the person or entity for whom the material is prepared, shall own all right, title and interest in and to the material, including the entire copyright in the material. You further agree that to the extent the material is not a "work made for hire," your signature on this letter represents your consent and assignment to DCSS of all right, title and interest in and to the material, including ownership of the entire copyright in the material.

You represent and warrant that the material you create or prepare will be original to you, will not infringe upon the rights of any third party, and will not have been previously assigned, licensed or is otherwise encumbered. You understand that DCSS retains full control of the content of its web site, and that the web pages you supply must be in full compliance with the Web Page Publishing and Compliance Guidelines, furnished in DeKalb County Board of Education Policy \_\_\_\_\_: Technology Use and its implementing regulation. You also understand that the DCSS web site and the web pages that comprise it will be housed exclusively on the DCSS web server.

You understand that this agreement does not make you an employee of DCSS, but that you are an independent contractor. You also understand that this agreement does not make your employees or contract personnel employees of DCSS, and that this agreement does not create a partnership relationship. You acknowledge you do not have authority to enter into contracts on DCSS's behalf and will not represent yourself as having this authority.

You, for yourself, your heirs, executors, administrators, successors, and assigns, hereby release, and forever discharge DCSS and the DeKalb County Board of Education, its successors and assigns, its agents and employees and all other person, firms, or corporations, who are or might be liable in any way, from and against any liability or responsibility whatever of any kind and nature, arising from and by reason of your construction and maintenance of the above described web site. You further agree to indemnify and hold harmless DCSS and the other above named individuals from any such claims asserted.

If this agreement meets with your approval, please sign below. By signing, you declare that you fully understand the terms of this agreement and have relied entirely upon your own judgment. If signing on behalf of another party or organization, you personally guarantee that you have the authority to sign this agreement. Please sign both copies and return one to me. The other signed copy is for your records.

Once again, thank you for your generous donation of time and energy. We appreciate your efforts of involvement to continually improve the DeKalb County School District for the benefit of its students.

Sincerely,

.....  
By: \_\_\_\_\_

Title: \_\_\_\_\_

I agree with the above understanding.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

\_\_\_\_\_  
**ISSUED: 06/11/01**

**DEKALB COUNTY BOARD OF EDUCATION**

## **LEGAL INFORMATION**

### **1.0. COPYRIGHT**

Unless otherwise indicated, the materials (“Materials”) displayed on the DeKalb County School District web site and individual school web pages are the property of DeKalb County School District and are protected by United States and international copyright laws. This includes, but is not limited to, the compilation, selection, arrangement and presentation of all Materials (including information in the public domain), the overall design of DeKalb County School District web site, and the computer programs that create the web page displays.

Any visitor to the DeKalb County School District web site is hereby granted permission to access and print Materials from this web site for personal, non-commercial purposes only. Any other copying, distribution, modification, transmission or dissemination of the Materials displayed at DeKalb County School District’s web site by means now known or hereafter developed, is strictly prohibited without the express prior written permission of DeKalb County School District.

### **2.0. TRADEMARKS**

Unless otherwise indicated, the DeKalb County School District logo, individual school names, school shield designs, school mascot designs, and school mottos are trademarks or service marks of DeKalb County School District and may not be used or displayed in any manner without the express prior written permission of DeKalb County School District. All other trademarks or service marks that appear on the DeKalb County School District web site are the property of their respective owners.

### **3.0. LINKS TO EXTERNAL SITES**

The DeKalb County School District web site or some of its web pages may provide links to other Internet web sites or resources not hosted on the DeKalb County School District web server (“External Sites”). As a visitor to the DeKalb County School District web site, you agree and acknowledge that DeKalb County School District:

- (i) has provided these links to External Sites for your convenience only;
- (ii) has no control over these External Sites;
- (iii) is not responsible for the availability of these External Sites; and
- (iv) does not endorse nor is responsible or liable for any content, advertisements, products, or other materials on or made available from these External Sites.

Further, you acknowledge and agree DeKalb County School District shall not be responsible or liable, either directly or indirectly, for any error, damage or loss caused by or in connection with use of or reliance on any content, goods, or services available on or through these External Sites.

### **4.0. LIMITATION OF LIABILITY**

Visitors and users agree to indemnify, defend, and hold harmless the members of the DeKalb County Board Of Education, DeKalb County School District, its officers, employees, agents, successors and assignees (the "Indemnified Parties") from and against any and all liabilities, claims, demands, actions, damages, costs, and expenses (including reasonable attorneys' fees),

regardless of outcome, caused by, arising out of, or otherwise sustained as the result of the use of DeKalb County School District's technology.

**5.0. DISCLAIMER**

DEKALB COUNTY SCHOOL DISTRICT DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FURTHER, DEKALB COUNTY SCHOOL DISTRICT MAKES NO WARRANTIES THAT THE FUNCTIONS, SERVICES, OR INFORMATION PROVIDED BY, THROUGH, OR RELATED TO DEKALB COUNTY SCHOOL DISTRICT TECHNOLOGY WILL BE ERROR-FREE OR WITHOUT DEFECT. IN NO EVENT SHALL DEKALB COUNTY SCHOOL DISTRICT BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES, AS A RESULT OF, BUT NOT LIMITED TO, EQUIPMENT DOWN-TIME, BUSINESS INTERRUPTION, LOSS OF DATA, LOST PROFITS OR REVENUES, LOSS OF INFORMATION, OR ANY OTHER SIMILAR DAMAGES, WHETHER OR NOT FORESEEABLE AND WHETHER OR NOT THE DEKALB COUNTY SCHOOL DISTRICT HAD BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. DEKALB COUNTY SCHOOL DISTRICT EXPLICITLY DENIES RESPONSIBILITY FOR FINANCIAL OBLIGATIONS THAT MAY ARISE THROUGH THE UNAUTHORIZED USE OF ITS TECHNOLOGY.

**6.0. COPYRIGHT INFRINGEMENT COMPLAINTS**

DeKalb County School District respects the intellectual property of others. If you believe that your work has been copied in a way that constitutes copyright infringement, please follow the instructions provided under Contact Information and provide DeKalb County School District's Communications Officer with the written information specified:

- (i) an electronic or physical signature of the person authorized to act on behalf of the copyright owner;
- (ii) a description of the copyrighted work allegedly infringed upon;
- (iii) a description of where the alleged infringing material is located on the DeKalb County School District web site; (iv) your e-mail and postal address, as well as your telephone number;
- (v) a statement by you that you have a good-faith belief that the use of the alleged infringing material is unauthorized by the copyright owner, its agent, or the law; and
- (vi) a statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are either the copyright owner or authorized to act on the copyright owner's behalf.

**7.0. CONTACT INFORMATION**

If you wish to contact DeKalb County School District to request permission to use any Materials you may send e-mail or a letter delivered by first class U.S. Mail, postage prepaid to the following addresses:

E-mail:

U.S. mail: DeKalb County School District  
2652 Lawrenceville Highway  
Decatur, GA 30033

Attn: District Web Publisher

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**ISSUED: 06/11/01**

**DEKALB COUNTY BOARD OF EDUCATION**

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INTERNET ACCEPTABLE USE STANDARDS  
DEKALB COUNTY SCHOOL SYSTEM

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*All students must read the Internet Acceptable Use Agreement as designated in the Student Rights and Responsibilities Manual and shall indicate acceptance of the agreement by their signature for the Student Rights and Responsibilities Manual.*

The goal in providing Internet service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Along with access to computers and people all over the world is the possibility of material that may not be considered to be of educational value in the school setting. On a global network it is impossible to control all materials and a user may accidentally or purposely discover controversial information. It is the user's responsibility to avoid initiating access to such material. The DeKalb County School System firmly believes that the valuable information and interaction on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school system.

Internet access is coordinated through a complex association of government agencies, regional networks, and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that the user is aware of the responsibilities that come with the privilege of having access to the Internet. In general, efficient, ethical, and legal utilization of the network resources is required.

**Internet - Terms and Conditions**

1. **Acceptable Use** - Use of the Internet must be in support of education and research and consistent with the educational objectives of the DeKalb County School System. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. In addition to adherence to the policies and procedures of various networks and any set forth by a service provider or host system, users must abide by all rules and procedures specified and deemed necessary at the site from which access to the Internet is made. These procedures may include, but are not limited to, a logbook, user time restrictions, and limitations on use of finite resources. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Any student user not complying with the *DeKalb County School System Internet Acceptable Use Agreement* shall lose Internet privileges for a period of not less than one week. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and

data belonging to other users, or copyright violations may be termed theft as defined under the *Student Rights & Responsibilities: Code of Student Conduct for the DeKalb County School System*.

Before using the Internet, each student will participate in an orientation conducted by a faculty member. The orientation will be on the *DeKalb County School System Acceptable Use Agreement*, the proper use of the network, and network etiquette. Based upon the acceptable use guidelines in this document, the DeKalb County School System administrator for the Internet node and the local school system administrator will deem what is inappropriate use and their decision is final. Also, the system administrators may deny access at any time. The administration, faculty, and staff members of DeKalb County School System may request that a system administrator deny, revoke, or suspend specific user privileges.

3. **Network Etiquette** - Users are expected to abide by the generally accepted rules of network etiquette.
4. **Disclaimer** - DeKalb County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school system will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the risk of the user. DeKalb County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. A user identifying a security problem must notify the supervising classroom teacher or the local school system administrator. The security problem is not to be demonstrated to any other user. Users must never divulge or allow others to use their passwords. Use of another individual's account is prohibited without express written permission of the account holder. Account holders are ultimately responsible for all activities under their account. Attempting to logon as a system administrator is prohibited. Any user identified as being a security risk or as having a history of problems with other computer systems may be denied access to the Internet.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, modify, or destroy data, equipment, or software.

*The signature(s) on the Student Rights and Responsibilities Manual is (are) legally binding and indicate(s) that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.*

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**ISSUED: 09/11/2000**  
**LAST REVISED: 06/11/01**  
**DEKALB COUNTY BOARD OF EDUCATION**



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**INTRANET STANDARDS USE CONDITIONS**  
**DEKALB COUNTY SCHOOL SYSTEM**

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Use of school and district office networks, DeKalb County School System Wide Area Network (WAN) and its connections internally shall be for the exchange of information in order to promote and support educational excellence in the school system.

The most important prerequisite for someone to receive an Intranet account is that he or she take full responsibility for his or her own actions.

The sole purpose of the Intranet wide area network is for the instructional and administrative support of educational purposes. It is essential that everyone who uses the Intranet understand that purpose. Failure to abide by these regulations shall result in suspension of the Intranet account, pending administrative review.

The DeKalb County School System takes no responsibility for information or materials that are transferred through the Intranet wide area network.

The DeKalb County School System makes no guarantees, implied or otherwise, regarding the reliability of data connection. Neither shall the DeKalb County School System be liable for any loss or corruption of data as a result of using the Intranet connection.

The DeKalb County School System reserves the right to examine all data stored on workstations, servers, and storage devices within the WAN, LAN or school-wide networks, i.e. Intranet, to ensure that all users are in compliance with copyright, security and DeKalb County School System policies and procedures.

No user shall use the Intranet to perform any act that may be construed as illegal or unethical, including authorized and unauthorized access to other systems within the Intranet network.

It is a privilege to receive an Intranet account, to use the instructional networks and the Intranet network for educational purposes.

The DeKalb County School System administration reserves the right to update or change this policy at any time without notice.

The DeKalb County School System prohibits the illegal distribution, duplication or use of copyrighted software. Board Policy addresses the full extent of software copyright procedures.

The DeKalb County School System prohibits tampering with networks, instructional, administration, Internet and Intranet. Board Policies address the tampering with and destruction of school property.

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The DeKalb County School System requires full compliance by all system users to the *Internet Acceptable Use Policy*. Board Policy IFBG.

The DeKalb County School System requires full compliance by all system users to the *Georgia Computer Systems Protection Act No. 627, Senate Bill No. 198* (1981).

All users should be mindful when using the DeKalb County School System Intranet, that any actions taken by them may reflect upon the school system as a whole. All users must behave in an ethical and legal manner.

### **Terms and Responsibilities**

#### **Administrative Responsibilities**

Provide Intranet access to schools, district offices, and centers via the Wide Area Network as outlined in the Information Systems Technology Plan.

Provide and update as necessary, the appropriate rules for Intranet use.

Train all employees in the use of the Intranet and provide resources to help staff members train employees for appropriate Intranet use.

Investigate cost effective ways to limit information sources that are inappropriate for educational use.

Ensure that any information posted to the Intranet is consistent with the Freedom of Information Act.

The administration reserves the right to monitor all activity on the DeKalb County School System Wide Area Network.

#### **School Responsibilities**

Ensure that all faculty, staff and students are aware of the rights and responsibilities of Intranet use.

Provide Intranet use to all faculty, staff and students as outlined by the DeKalb School System and the Information Systems Strategic Technology Plan.

Ensure that network security is a high priority. Security violations must be reported to a network system administrator. Ensure that any user identified as a security risk or having a history of problems with other systems will be monitored or denied access.

Ensure that any attempt to harm, modify, destroy data, equipment, or software will result in cancellation of Intranet privileges.

Deal with the abuse of Intranet privileges in a manner consistent with the DeKalb County School System Code of Behavior.

Ensure that User ID's and Passwords are not compromised. No sharing of any user's ID and Password is permitted.

**Employee Responsibilities**

Employees will observe the standard of courtesy and behavior consistent with the practices and policies of the DeKalb County Board of Education when sending or publishing messages or transmitting data or other information on the Intranet.

Employees will not share their user ID's, passwords, user accounts with others and must make all efforts to safeguard any information from unauthorized users.

Employees may not attempt to access information for which they are not authorized.

Employees will not use the system for any purpose if in violation of the law.

Employees will use the system for instructional or administrative purposes only as it applies to their job responsibilities.

Employees are required to update user registration information periodically.

**Student Responsibilities**

Students will observe the standard of courtesy and behavior consistent with the practices and policies of the DeKalb County Board of Education when sending or publishing messages or transmitting data or other information on the Intranet.

Students may not share their user ID's, passwords, user accounts with others and must make all efforts to safeguard any information from unauthorized users.

Students may not attempt to access information for which they are not authorized.

Students will not use the system for any purpose if in violation of the law.

Students will use the system for instructional purposes only as it relates to classroom and co-curricular assignments and activities.

**Network Guidelines**

Users will not send or receive offensive messages or pictures from any source. For example, users will not post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, sexist or illegal material.

Users will not transmit or download information or software in violation of copyright laws.

Only resources for which the author has given expressed consent for on-line distribution can be used.

Posting messages and attributing them to another user is prohibited.

The downloading of non-instructional materials over the internet is inappropriate and will degrade the performance of the wide area network.

**E-Mail Guidelines**

Identify yourself and your purpose.

Keep messages short, coherent, and to the point.

Practice tone control.

Be careful with humor.

Typing messages in ALL CAPITALS is considered SHOUTING.

Use correct grammar and accurate spelling.

Email sent to “All Groupwise Users” must flow through an approval process with the Groupwise Postmaster.

Users should not send email to other internal users that they would not normally call directly

### **Software Copyright Procedures**

It is the intent of DeKalb County School System to adhere to the provisions of copyright laws in the area of microcomputer software. It is also the intent of the district to comply with the license agreements and/or policy statements contained in the software packages used in the district. In circumstances where the interpretation of the copyright law is ambiguous, the district shall look to the applicable license agreement to determine appropriate use of the software.

### **Software Procedures**

- The School System Software Coordinator must contact software publishers to obtain written permission and procedures for making back-up and multiple copies, other than a single archival back-up.
- The School System Software Coordinator must contact software publishers to obtain written permission and procedures for changing the format from one medium to another.
- The School System Software Coordinator must obtain written permission from the software publisher to download or network programs to other microcomputers. No software will be loaded onto a network without a legal networkable copy of the software.
- The schools may not use a stand-alone single copy of a software product to multiple boot computer systems without explicit permission from the publisher. As a general rule, even though one can physically do so, multiple booting machines with one legal copy of a software product is ILLEGAL.
- School computers may not be used to duplicate illegally copyrighted software.
- The use of illegally duplicated software, however obtained, is prohibited in all Board of Education facilities.
- The school must obtain the written permission of the School System Software Coordinator to use the original software and its back-up simultaneously.
- Duplication of copyrighted software materials is prohibited, except for a single archival copy not to be used simultaneously with the original. ONLY the legal copy may be used for educational purposes. The Archival disk MUST be stored, to be used again

ONLY to recopy the program if the Legal copy becomes defective, *except* when permission is given to do otherwise by the publisher.

- The principal of each school is responsible for establishing practices which will enforce this policy on the local school level.
- A copyright policy should be posted in any room where a computer is located.

### **Network Security Procedures**

**Student Violations property, false information and refusal to carry out instructions:** In order to maintain the integrity of the files and the security of data housed on the LAN server(s) in a school site, the following procedures must be adhered to:

1. Only those persons designated as SYSOP and Admin by the Network Manager will be given permission to perform network system operator and/or network administrator duties.
2. Anyone using the LAN or school wide network must receive network security orientation prior to network use.
3. The Network Manager(s) will instruct all school personnel on the proper use of the network and its hardware components.
4. LAN Servers must be activated in dedicated mode only, except for a tape backup.
5. The Network Manager will perform a complete tape backup of each LAN routinely.
6. The Network Manager will check the LAN(s) periodically for any viruses prior to a tape backup. If any viruses are detected, the Network Manager will contact the Department of Educational Computing.
7. The Network Manager will scan any computer system located in the school for viruses.
8. Teachers may enter the network via their teacher user ID or a student User ID. *Teachers will endanger the integrity of their data and other's data if they share their ID or password.*
9. Computer workstations connected to a school LAN or school wide network may not be relocated at anytime, or checked out for teacher use during the school year.
10. LAN components are not to be removed without the knowledge and consent of the Network Manager.
11. **Teachers and administrators** using school and home computers with common data diskettes should routinely check their diskettes for viruses.

12. **Teachers and administrators** are not allowed to alter programs on the network file server or any fixed disk systems in the school.
13. **Teachers' and administrators'** passwords and other access codes shall not be given to students, other teachers or other administrators.
14. **Teachers and administrators** are violating network security if they enter the system under a User ID other than their own. **Students may not have access** to a Teacher or Administrative workstation under a Teacher or Administrative ID.
15. **Students may not have access** to a Teacher or Administrative workstation under a Teacher or Administrative ID.
16. **Students** are violating network security if they enter the system under a user ID other than their own, and will be subject to disciplinary action.
17. **Students** disconnecting network components are guilty of harming network integrity and/or security, and will be subject to disciplinary action.
18. **Students** are violating network security if they alter programs or data on any network file server or any system's hard disk, and will be subject to disciplinary action.
19. **Students** are violating network security and software copyright laws if they use illegal copies of software on any school computer, and will be subject to disciplinary action.
20. **Students** are violating network security if they use game diskettes on LAN workstations, and will be subject to disciplinary action.
21. **Students** purposely infecting any computer workstation or LAN with a virus will be subject to disciplinary action.
22. **Software, including Public Domain and Shareware**, may not be installed on a LAN workstation without approval through the Hardware/Software Guidelines.
23. **No one is allowed to use illegal copies of software** on any computer workstation in the LAN or school wide network.
24. **Student data diskettes** will be scanned periodically for viruses. Data diskettes from outside the school site will be scanned for viruses prior to using the network.

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**ISSUED: 09/11/2000**

**LAST REVISED: 06/11/01**

**DEKALB COUNTY BOARD OF EDUCATION**

**Administrative Regulation**

**Descriptor Code: IFBG-R(1)**

**Internet Acceptable Use**

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INTRANET ACCEPTABLE USE

The Intranet is available for students, teachers, support staff and administrators.

The Intranet Acceptable Use Agreement states the privileges and responsibilities associated with using the Intranet and provides guidelines for its use.

DeKalb County School System personnel shall provide orientation and training on the acceptable use agreement, the proper use of the Intranet network components, acceptable network etiquette, and user expectations and responsibilities.

All teachers and administrators desiring an account must read and sign the Intranet Acceptable Use Agreement.

All students must read the Intranet Acceptable Use Agreement as designated in the Student Rights and Responsibilities Manual and shall indicate acceptance of the agreement by their signature for the Student Rights and Responsibilities Manual.

**Board Policy**

**Descriptor Code: IFBG**

**Internet Acceptable Use**

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**INTERNET ACCEPTABLE USE**

**MISSION:** To provide students and teachers with guidelines for use of the Internet.

Use of the Internet must be in support of education and research and consistent with the educational objectives of the school system.

**Internet Safety:**

(a) The Superintendent shall, with respect to any computers belonging to the DeKalb County School System and having access to the Internet:

1. insure that a qualifying "technology protection measure," as that term is defined in section 1703 (b) (1) of the Children's Internet Protection Act of 2000, is installed and in continuous operation; and
2. institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) "harmful to minors," as that term is defined in section 1721 ( c ) of the Children's Internet Protection Act of 2000.

(b) The Superintendent shall, with respect to access to the Internet by or through computers, networks or other devices belonging to the DeKalb County School System, institute, maintain and enforce procedures or guidelines which:

1. provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
2. are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. are designed to prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
4. are designed to prevent the unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
5. are designed to restrict minors' access to materials "harmful to minors," as that term is defined in section 1721( c ) of the Children's Internet Protection Act of 2000.

**INTRANET ACCEPTABLE USE**



MISSION: To provide students and staff members with guidelines for use of the wide area network (WAN).

Use of the DeKalb County School System wide area network (WAN), school and district office networks, and all connections internally shall be for the exchange of information in order to promote and support educational excellence in the school system.

DeKalb County Schools

Date Adopted: 6/11/2001

Georgia Code	Description
O.C.G.A. 16-09-90	<a href="#">Georgia Computer Systems Protection Act</a>
O.C.G.A. 16-09-91	<a href="#">Computer Related Crime</a>
O.C.G.A. 16-09-92	<a href="#">Definitions</a>
O.C.G.A. 16-09-93	<a href="#">Computer crimes defined</a>
O.C.G.A. 16-09-93.1	<a href="#">Misleading transmittal</a>
O.C.G.A. 16-09-94	<a href="#">Violations</a>
US Code	
20 USC 6777	<a href="#">Internet Safety</a>
47 USC 254(h)	<a href="#">Universal Service</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: IFBGB**

**Web Pages**

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**I. WEB SITE PUBLISHING GUIDELINES**

**1.0. PURPOSE**

The availability of Internet access provides everyone, including DeKalb County School District students and employees, an opportunity to have a presence on the World Wide Web. DeKalb County School District's Web site provides information to the world about the curriculum and activities in its individual schools as well as other general information. This portion of the guideline states the privileges, responsibilities, and other guidelines for proper Web site and Web page publishing on DeKalb County School District's Web server, in addition to Web page design and publishing taught in the classroom.

**2.0. DEKALB COUNTY SCHOOL DISTRICT WEB SITE STRUCTURE**

**2.1. Hierarchy**

2.1.1. DeKalb County School District will establish and administratively maintain one or more Web sites hosted on one or more Web servers. Material appropriate for placement on its Web sites include:

- (i) DeKalb County School District information;
- (ii) DeKalb County Board of Education information;
- (iii) Individual school information;
- (iv) Teacher or classroom information;
- (v) Student projects; and
- (vi) Extracurricular organization information.

2.1.2. The Superintendent or his/her designee will designate a District Web Publisher, responsible for maintaining the official DeKalb County School District Web site and monitoring all DeKalb County School District Web site activity for compliance with all DeKalb County Board of Education policies and implementing regulations, as well as local, state, and federal laws. The District Web Publisher has developed Web Page Publishing and Compliance Guidelines, furnished herein, for official DeKalb County School District and individual school Web materials and developed procedures for the placement and removal of such material. All material placed on the District's Web site will be consistent with these Web Page Publishing and Compliance Guidelines and approved through the compliance process established by the District Web Publisher.

**2.2. Individual School, Teacher, Student, and Extracurricular Organization Web Pages**

2.2.1. Individual schools may create Web pages under DeKalb County School District's Web site.

2.2.2. The Principal at the individual school or his/her designee will designate a School Web Publisher, responsible for managing the individual school Web pages and monitoring school, teacher, student, and extracurricular organization Web pages. All official material originating from the individual school and placed on the school Web pages will be consistent with the Web Page Publishing and Compliance Guidelines, furnished herein, and approved through the compliance process established by the District Web Publisher.

2.2.3. Teachers may create Web pages under the individual school Web pages. The teacher Web pages will be used in conjunction with class activities or to provide a resource for other teachers. Each teacher will be responsible for maintaining his/her Web pages. All material originating from the teacher and placed on the teacher Web pages will be consistent with the Web Page Publishing and Compliance Guidelines, furnished herein, and approved through the compliance process established by the District Web Publisher.

2.2.4. Students may create Web pages under the individual school Web pages as part of a classroom activity. Material presented on the student Web pages must meet the educational objectives of the class activity and be consistent with these Web Page Publishing and Compliance Guidelines.

2.2.5. Student Web pages will be removed from the individual school Web pages at the end of each term unless special arrangements are made with appropriate authorized personnel. A notice will not be provided to students prior to such removal.

2.2.6. With the approval of the individual school Principal, extracurricular organizations may create and maintain Web pages under the school Web pages. Extracurricular organizations include, but are not limited to, school sports teams, school bands and orchestra, and other clubs and student organizations as defined in the DeKalb County Board of Education Policies. Material presented on the organization Web pages must relate to organization activities and must be in compliance with the above-mentioned policies, as well as other DeKalb County Board of Education policies and implementing regulations.

2.2.7. DeKalb County School District reserves the right to remove material from teacher, student or extracurricular organization Web pages, including removal of the Web pages in their entirety, which fails to meet established educational objectives or that violates any DeKalb County Board of Education policy or implementing regulation.

### **3.0. WEB PAGE PUBLISHING AND COMPLIANCE GUIDELINES**

The following Sections, 3.1 - 3.4, set forth Web page publishing and compliance guidelines applicable to all Web publishers and Web page developers:

#### **3.1. Content, Quality and Subject Matter**

3.1.1. The DeKalb County School District Web site does not create, nor is it intended to create, a public or limited public forum. Nothing in this regulation or published on DeKalb County School District's Web site shall be interpreted or implemented so as to open the facilities of DeKalb County School District for indiscriminate use by the general public.

3.1.2. The provisions of this Technology Use policy and implementing regulation, as well as all other applicable DeKalb County Board of Education policies and implementing regulations, will govern material placed on the DeKalb County School District Web site and Web pages hosted on the District's Web server.

3.1.3. Only the District Web Publisher, School Web Publishers, and their designees will have password-protected access to DeKalb County School District's Web server to place and remove Web pages. Moreover, the District Web Publisher, School Web Publishers, and their designees will be responsible for ensuring that each and every Web page complies with these Web Page Publishing and Compliance Guidelines prior to placing the pages on DeKalb County School District's Web server. DeKalb County School District reserves the right to edit, delete, or modify Web page material as it sees fit to comply with this regulation.

3.1.4. All material on DeKalb County School District's Web site or individual school Web pages will serve an educational purpose only.

3.1.5. All material displayed on a Web page is expected to meet academic standards of proper spelling, grammar, and accuracy of information. Web pages may not contain inappropriate material or link directly to inappropriate material.

3.1.6. In questions of quality, propriety of Web page material, appearance, or content, the judgment of the District Web Publisher, with input from the School Web Publisher, will prevail.

### **3.2. Ownership**

3.2.1. Except as indicated to the contrary, all Web pages hosted on DeKalb County School District's Web server and the material displayed or performed thereon, are the property of and owned by DeKalb County School District. In the event someone other than a DeKalb County School District employee develops or maintains an individual school's Web pages (including teacher, student and extracurricular organization Web pages), this person will be required to sign a form to relinquish any ownership rights in and to the Web pages prior to first posting these Web pages. A sample form that accomplishes this purpose may be found in Exhibit D: Work Made for Hire Agreement.

3.2.2. Students may retain the copyright on the material they create that is subsequently displayed or performed on DeKalb County School District's Web site or individual school Web pages. Prior to placing the student's material on the Internet, the student must sign a permission slip in the form found in Exhibit B: Permission to Display Student Work. For students under the age of 18, the student's parent or guardian must also sign the permission slip.

3.2.3. Web pages hosted from DeKalb County School District's Web server shall not contain copyrighted or trademarked material belonging to others unless prior written permission to use, publicly display, publicly perform, or digitally transmit the material has been obtained from the owner. This permission may be in the form found in Exhibit C: Permission to Use a Third Party Work. Web page developers, School Web Publishers, and the District Web Publisher will not assume that the publication of copyrighted material on Internet qualifies as a "fair use" exemption under federal copyright law.

### **3.3. Student Information**

3.3.1. Schools may disclose appropriately designated "directory" information without prior consent, unless advised to the contrary in accordance with the Family Education Rights of Privacy Act (FERPA). Directory information includes the student's name, local mailing address, telephone number, school participation, participation in officially recognized activities and sports, photograph, weight and height (applicable to members of athletic teams), dates of attendance, degrees and awards earned and most recent previous school attended. The request to restrict directory information may be accomplished by completing the form found in Exhibit A.

3.3.2. Notwithstanding any provision to the contrary, Web pages hosted from DeKalb County School District's Web server may contain a reference to a student. This includes references to students in photographs or in honor rolls. All student references will be in the form of a first name and last initial. The school district shall notify each student's parent(s) or legal guardian(s) that he/she has the option to complete a form provided, within a reasonable time, to request that his or her student's "directory" information not be released without prior written consent.

3.3.3. Web pages hosted from DeKalb County School District's Web server shall not violate a celebrity's right of publicity by containing the name, likeness, or image of the celebrity without first obtaining permission. This may be accomplished by completing the form found in Exhibit C: Right to Use a Third Party Work and sending a copy to the celebrity to sign.

### **3.4. Additional Guidelines**

3.4.1. DeKalb County School District's Web site, including all individual school, teacher, student and extracurricular organization Web pages, will be hosted on the DeKalb County School District's Web server.

3.4.2. No "cookies," "Web bugs," or other methods of IP-address gathering will be used to track and save information on any visitor to DeKalb County School District's Web site or any Web page that comprises the Web site.

3.4.3. The DeKalb County School District Web site will not be used as a mirroring Web site.

3.4.4. The DeKalb County School District Web site will not contain public message boards or chat-room areas.

3.4.5. No confidential, secret, proprietary, personal, and non-educational information will be permitted on DeKalb County School District's Web site, not excluding the authorized use of password-protected content areas.

3.4.6. All Web pages will carry:

- (i) a stamp indicating the date the page was last updated;
- (ii) the e-mail address of the District or School Web Publisher responsible for the page;
- (iii) a link to DeKalb County School District's legal information disclaimer as it appears in Exhibit E: Legal Information, the terms and conditions of which are hereby incorporated into this regulation; and
- (iv) a current copyright notice such as "Copyright 2000, DeKalb County School District. All Rights Reserved." In addition, all Web pages shall be given titles that clearly identify them.

3.4.7. The home page for the individual school Web pages shall contain a link that returns a visitor to DeKalb County School District's home page. The home page for the individual school Web pages will include the e-mail and postal address for the school in addition to the telephone number for the school's main office.

3.4.8. Teacher, student, or extracurricular organization Web pages shall contain a link that returns a visitor to the individual school's home page. These Web pages will not contain extensive scrolling unless the page is a document.

3.4.9. Web pages will not contain extensive tiled backgrounds or large graphics because these pages are time-consuming for visitors to download and view. Also, Web pages with extensive tiling and graphics slow down DeKalb County School District's file servers and waste technology resources. As a general rule, a Web page should not take longer than one minute to download over a 14.4K-modem connection. Unless a special situation exists, graphics files shall be no larger than 60K in size.

3.4.10. Web pages hosted on DeKalb County School District's Web servers will not include links to commercial businesses or advertisements, nor will they solicit business, advertise or engage in any other selling activities in support of non-school related fund-raising or private business enterprises. Notwithstanding the above, an individual school Web page may contain the name, logo, or icon associated with a commercial business that qualifies as a "Partner in Education."

3.4.11. Web pages may not contain links to other Web pages not yet complete. If additional pages are anticipated but not yet created, the text that will provide such a link should be included. This may be converted into an actual link upon the additional page's completion.

3.4.12. Web pages hosted on DeKalb County School District's Web servers will not contain deep-links or frames.

3.4.13. Web pages may contain links to other external sites, provided these external sites meet the definition of educational purposes. Any links to external sites that fail to meet that definition will be removed.

3.4.14. Web pages hosted on DeKalb County School District's Web servers will not link to an external site by creating a hyperlink that uses the trademark, service mark or logo of the owner of the external site without first obtaining the owner's written consent.

3.4.15. A trademark or service mark that belongs to someone else shall not be used as a meta-tag in the

code that creates a Web page unless the meta-tag accurately describes the material on the Web page in question.

3.4.16. When submitting Web pages to the District Web Publisher, School Web Publisher, or designee for placement on DeKalb County School District's Web servers, the Web page developer shall also submit, when necessary, properly signed permission forms, including but not limited to:

- (i) Exhibit A: Request to Restrict Directory Information;
- (ii) Exhibit B: Permission to Display Student Work;
- (iii) Exhibit C: Permission to Use a Third Party Work; and
- (iv) Exhibit D: Work Made for Hire Agreement.

3.4.17. Any deliberate tampering with or intentional misuse of DeKalb County School District's Web site, including the technology used in the creation and maintenance of the Web site, will be considered violations of this Technology Use policy and implementing regulation. Violations are subject to discipline under the Code of Student Conduct and/or Professional Standards Code.

3.4.18. Electronic transmissions, uploading and downloading materials are all forms of copying. As specified in this Technology Use policy as well as Copyright and other Intellectual Property Laws, no unlawful copies of copyrighted materials may be knowingly reproduced, transmitted, or stored on or using DeKalb County School District's web servers.

**EXHIBIT A**

**Exhibit A: Request to Restrict Directory Information**

Board Policy mandates release of records to school officials, institutions of higher education and the military upon request unless the school has on file a non-disclosure statement signed by a parent or guardian prior to the receipt of the request. This is in compliance with FERPA (Family Education Rights of Privacy Act) which states the following:

Schools may disclose appropriately designated “directory” information without prior consent, unless advised to the contrary. Directory information includes the student's name, local mailing address, telephone number, school participation, participation in officially recognized activities and sports, photograph, weight and height (applicable to members of athletic teams), dates of attendance, degrees and awards earned and most recent previous school attended.

The school district shall notify each student’s parent(s) or legal guardian(s) that he/she has the option to complete a form provided, within a reasonable time, to request that their student’s “directory” information not be released without prior written consent.

A student attaining 18 years of age has the rights accorded to and consent request of parents transferred to the student.



**DIRECTORY INFORMATION  
RESTRICTION REQUEST**

If you do not wish to have “directory” information disclosed to the military, institutions of higher learning and/or for media publications, please complete the following by checking one or all of the options listed below:

I **do not** wish my child’s information be disclosed to the following:

- ☐ Military
- ☐ Institutions of higher education
- ☐ DeKalb website publications

_____ Parent/Legal Guardian Printed Name	_____ Child’s Name	
_____ Parent/Legal Guardian Signature	_____ Child’s School	_____ Grade
_____ Date		

**To honor this request, the school must receive this form by (date) \_\_\_\_\_.**

**Board Policy**

**Descriptor Code: IFBGC**

**Employee Computer and Internet Use**

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The DeKalb County School System provides computers, networks, and Internet access to support the educational mission of the school system and to enhance the curriculum and learning opportunities for students and school system staff.

Employees are to utilize the school system's computers, networks, and Internet services for school system-related purposes and performance of job duties. Incidental personal use of school system computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations, or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

The employee is responsible for his/her actions and activities involving school unit computers, network, and Internet services, and for his/her computer files, passwords, and accounts. General examples of unacceptable uses that are prohibited include, but are not limited to, the following:

1. Any use that is illegal or in violation of other Board of Education policies, including harassing, discriminatory, or threatening communications and behavior; violations of copyright laws, etc.;
2. Any use involving materials that are obscene, pornographic, sexually explicit, or sexually suggestive;
3. Any inappropriate communications with students or minors;
4. Any use for private financial gain, or commercial advertising or solicitation purposes;
5. Any use as a forum for communicating by e-mail or other medium with other school users or outside parties to solicit, proselytize, advocate, or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-profit. No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communicate with school employees, students, and/or their families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from their immediate supervisor;
6. Any communication that represents personal views as those of the school system or any school unit or that could be misinterpreted as such;
7. Downloading or loading software or applications without permission of the Department of Management for Information Systems;
8. Opening and forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses;
9. Sending or facilitating mass e-mails to school users or outside parties for school or non-school purposes without permission of the Department of Management for Information Systems;



10. Any malicious use or disruption of the school system's computers, networks, and Internet services or breach of security features;
11. Any misuse or damage to the school system's computer equipment;
12. Misuse of computer passwords or accounts, including providing personal passwords to non-school system personnel;
13. Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
14. Any attempt to access unauthorized sites;
15. Using school system computers, networks, and Internet services after such access has been denied, revoked or suspended; and
16. Any attempt to delete, erase, or otherwise conceal any information stored on a school system computer or network that violates these rules.

School system employees should report all known breaches of computer use or security to the Executive Director for Management of Information Systems.

The school system retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school system. The school system reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Teachers, staff members, and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff, and volunteers are expected to be familiar with the school system's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal or other appropriate administrator.

Employees shall be responsible for any losses, costs, damages incurred by the school system related to violations of this policy and/or rules.

The school system assumes no responsibility for any unauthorized charges made by employees, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers.

All rules regulations, guidelines, and etc. previously stated in this policy are also applicable to telecommunication services and equipment provided by the DeKalb County School System including, but not limited to:

1. Computer workstations and notebook computers;
2. Internet services;
3. Telephone services; and
4. Cellular telephone services.

The Superintendent shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the Board of Education of the need for future amendments or revisions to the policy/rules. The Superintendent may develop additional administrative procedures/rules

governing the day-to-day management and operations of the school system's computer systems as long as they are consistent with the Board of Education's policies/rules. The Superintendent may delegate specific responsibilities for implementation of this policy to the Executive Director for Management of Information Systems, department or unit managers, or school principals, as he/she deems appropriate.

“THE SCHOOL DISTRICT USES A PRE-PRINTED FORM FOR THIS TOPIC”

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

BUS UTILIZATION GUIDE FOR FIELD TRIP REQUESTS			
Football (players dressed)			
35 Capacity Bus			
Students		No. Buses	
1 - 20		1	
65 Capacity Bus		84 Capacity Bus	
Students	No. Buses	Students	No. Buses
21 - 55	1	56 - 72	1
73 - 110	2	111 - 144	2
145 - 165	3		
*Band, Drill Team, Cheerleaders, All Other Sports, and Trips			
35 Capacity Bus			
Students		No. Buses	
1 - 25		1	
65 Capacity Bus		84 Capacity Bus	
Students	No. Buses	Students	No. Buses
26 - 60	1	61 - 79	1
80 - 120	2	121 - 159	2
160 - 180	3	181 - 219	3
220 - 240	4	241 - 279	4
280 - 300	5	301 - 339	5

**\*BAND**            One bus may be requisitioned for instruments only. If students are riding a bus, instruments are not permitted to be placed in the aisle or step well.

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

Section: I. Instructional Program

**Administrative Regulation**

**Descriptor Code: IFCB-R**

**Field Trips and Excursions**

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EDUCATIONAL FIELD TRIPS

Adequate supervision must be provided for groups of students who go on educational field trips. The students are required to bring notes signed by the parents or guardians giving permission for the students to go on the trips.

A written plan is submitted by the teacher in charge to the principal for approval before an educational field trip is made. When a school bus is used, it must be obtained by the principal from the Executive Director of Transportation.

An educational field trip may not be made during the last two weeks of the school term except to Fernbank Science Center or to another institution or agency operated by the school system.

Section: I. Instructional Program

**Administrative Regulation**

**Descriptor Code: IG-R**

**Guidance Program**

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GUIDANCE AND COUNSELING

The program of guidance and counseling is a part of the Division of Instructional Services and Business Affairs. The purpose of the program is to assist local school personnel in developing and activating guidance and counseling services that will achieve the following:

1. Assist students to learn as much as possible about themselves.
2. Assist students to learn as much as possible about the world of work, the world of education, the society in which they live, and the interrelationships of these three.
3. Assist students to use this knowledge of self and the world to develop personal decision-making competency.

**Board Policy**

**Descriptor Code: IH**

**Academic Achievement**

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**STUDENT PROGRESS**

**MISSION:** To ensure that all students who have successfully completed requirements for elementary school promotion and high school graduation receive certificates and diplomas.

**Plan for Individual Student Progress**

The Division of Instruction shall develop approved programs of education designed to meet the needs of students. A variety of approaches shall be used to deliver educational services and to establish the conditions under which each student's opportunity to succeed is maximized. Different methodologies, materials, and testing may be used.

The resources of the school district shall be allocated to provide every student the greatest proficiency possible in the basic skills of communication, mathematics, and techniques for learning as early as possible in the school career.

Semester progress reports shall be issued six and twelve weeks into each semester. The progress of students shall be evaluated frequently and plans shall be generated to remediate deficiencies as they are discovered. A Student Deficiency Report may be issued to the student any time during the semester as deemed necessary by the teacher. An analysis of student progress shall be made no later than the six weeks into a term and shall be reported to students and parents in writing and, whenever possible, in conferences. At progress report time, when a student's work is unsatisfactory, the teacher shall present, with appropriate notations, a written plan stating objectives and tasks necessary for the student to make progress. The teacher may be assisted by other faculty members in the formulation and implementation of the plan.

Parents or guardians shall be kept informed concerning the progress of the student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop cooperatively with the parents a plan for remediation which may enhance the probability for the student to succeed.

The purpose of reports and conferences shall be to encourage students and parents to become active participants for progress with the teacher, counselor, education specialists, and principal.

Certificates and diplomas shall be provided by the DeKalb County Board of Education and shall be issued to students who meet the requirements for promotion or graduation.

Certificates of promotion shall be issued to members of the promotional classes who have completed the instructional program satisfactorily.

Diplomas shall be signed by the Chair of the Board, the Superintendent of Schools, and the principal of the high school. High school graduates shall receive diplomas and transcripts showing the courses completed and the grades earned.

**Administrative Regulation**

**Descriptor Code: IH-R**

**Academic Achievement**

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I. Diplomas

Diplomas for students meeting graduation requirements shall be ordered by the school system upon the recommendation of the principal. The principal shall file a list of students including the information needed for the diploma orders in time to ensure that the diplomas will be available for delivery on schedule. Diplomas shall be signed by the Chair of the DeKalb County Board of Education and the Superintendent of Schools.

No principal shall award a diploma until there is a certified statement on file that the student has completed graduation requirements. A certified list of graduates of each high school shall be filed in the Office of the Superintendent or designee on the day diplomas are issued.

Where diplomas are issued irregularly, as in the case of general education diploma (GED) tests or makeup work, the provision for awarding diplomas by the principal remains the same. Also, a certified statement that the students have completed the graduation requirements shall be filed in the Office of the Superintendent prior to delivery of the diplomas.

Students who complete requirements for a high school diploma at the Open Campus High School will normally participate in graduation exercises at the Open Campus High School. Such candidates for high school graduation will be granted the option of receiving a regular diploma from the DeKalb County high school previously attended provided they meet all the requirements of that school, or a diploma from the Open Campus High School provided they meet the requirements of that school. If candidates for graduation decide not to participate in the graduation exercises at the Open Campus High School, they will be permitted to receive a diploma either by mail or in person. Students who elect to participate in the graduation ceremony of the high school issuing the diploma will be permitted to do so. Students completing graduation requirements at the Open Campus High School may be permitted to purchase a class ring from the institution issuing the diploma.

Under no circumstances shall a student be given an unsigned diploma. Only students who have met all graduation requirements shall be permitted to participate in graduation exercises.

II. Certificates

Students who have fulfilled course requirements for graduation but who are unable to demonstrate the minimum competencies as set forth in the state assessment requirements for high school graduation will receive a certificate in lieu of a diploma.



**Board Policy**  
**Grading Systems**

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**Descriptor Code: IHA**

STUDENT PROGRESS

MISSION: To ensure that parents are informed of student progress by using a frequent and standardized reporting procedure.

I. Grades

A report card shall be issued to each student each semester of the school year and shall indicate the progress in each course. Students in grades K-5 will have grades displayed by letter. Students in grades 6-12 will have grades displayed numerically. The grading scale for the DeKalb County School System will be as follows:

A	90 - 100	Excellent
B	80 - 89	Good
C	71 - 79	Fair
D	70	Passing
F	Below 70	Failing

In the event that a student fails to complete a subject satisfactorily, the student shall be eligible to enroll in an appropriate course which may be available in a summer semester. A reexamination may be authorized at the discretion of the teacher and/or appropriate administrator(s).

Placement and progress in kindergarten through grade twelve shall depend on the satisfactory completion of the subjects required for each grade.

II. Grade Point Averages

Grade point averages in the DeKalb County School System will be computed on a 4.0 scale, except for International Baccalaureate and College Board Advanced Placement courses so designated by the Division of Instruction in the curriculum guides. These International Baccalaureate and Advanced Placement courses will be computed on a 5.0 scale.

4.0 Scale

A = 4  
B = 3  
C = 2  
D = 1  
F = 0

5.0 Scale

A = 5  
B = 4  
C = 3  
D = 2  
F = 0

Georgia Code	Description
Rule 160-4-02-.13	<a href="#">Statewide Passing Score</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: IHAD

Parent Conferences

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PARENT CONFERENCES

Parents or guardians shall be kept informed concerning the progress of the student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop cooperatively with the parents a plan for remediation which may enhance the probability for the student to succeed.

The purpose of reports and conferences shall be to encourage students and parents to become active participants in planning for progress with the teacher, counselor, education specialist, and principal.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
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O.C.G.A. 20-2-0240	<a href="#">Powers and dutes of SBOE</a>
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Rule 160-5-1-.02	<a href="#">School Day for Students</a>
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These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: IHB**

**Homework**

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MISSION: To ensure that homework assignment are an integral part of the learning process.
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The term “homework” refers to an assignment to be prepared outside of class.

The purposes of homework should be:

- (1) to reinforce the learning process begun in class;
- (2) to practice taught skills for mastery;
- (3) to create, stimulate, enrich, and extend interest on the part of the student.

It will be a learning activity, which should increase with complexity with the developmental level of the student; such assignments should encourage students to work more independently and to carry on investigations for themselves. Homework assignments should be meaningful and should be an application or adaptation of a classroom experience. Homework is at all times an extension of the teaching/learning experience. It should be considered the possession of the student and should be collected, evaluated and returned to the students *within reasonable time limits* to enhance the student’s achievement of the course or class objectives.

Individual schools will establish procedures for homework which will best support the delivery of the curriculum. Included in these procedures are means of communicating homework expectations to parents and students.

**Board Policy**

**Descriptor Code: IHDA**

**Salutatorian/Valedictorian**

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VALEDICTORIAN AND SALUTATORIAN

The senior student with the highest cumulative grade point average will be designated as the senior class valedictorian. The senior student with the second highest grade point average will be designated as the salutatorian. These designees shall be determined after first semester grades have been posted to student grade histories.

Only a student enrolled full-time in a DeKalb County high school for the three consecutive semesters immediately preceding the student's graduation date may be eligible for valedictorian/salutatorian recognition; however, any student who transfers more than 5 units from a school that is not accredited by one of the accrediting agencies listed below will be ineligible for valedictorian/salutatorian status.

Regular credit earned from institutions which are accredited by the Georgia Accrediting Commission, or by the equivalent accrediting association from another state is considered acceptable toward the valedictorian/salutatorian status. Only College Board Advanced Placement courses taken at an institution accredited by the Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools,

New England Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwestern Association of Colleges and Schools, and Western Association of Colleges and Schools will receive weighted grade point value toward grade point average calculation. Credit earned through a program of studies pre-approved by the Division of Instruction of the DeKalb County School System is acceptable.

In the event that two or more students are tied for the rank of valedictorian, they shall be designated as co-valedictorians and no salutatorian shall be designated.

Furthermore, in the event that there is one designated valedictorian and two or more students are tied for the rank of salutatorian, co-salutatorians shall be designated.

**Board Policy**

**Descriptor Code: IHE**

**Promotion and Retention**

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**I. Academic Placement and Promotion**

It is the policy of the DeKalb County Board of Education to comply with the requirement of the Georgia Academic Placement and Promotion Policy, O.C.G.A. sec. 20-2-282-285 and the criteria established and in effect by the State Board of Education promulgated pursuant thereto, including the implementation timelines. As of the date of this policy those laws and criteria require the following:

**A. State Requirement**

No student shall be promoted to grade 4 beginning in 2003-2004, grade 6 in 2004-2005, or grade 9 in 2005-2006 without having achieved grade level on the Criterion-Referenced Competency Test (CRCT) in reading for grade 3, and in reading and mathematics for grades 5 and 8 in accordance with O.C.G.A. 20-2-282-285. The DeKalb County Board of Education does not limit retention considerations to grades three, five and eight.

When a student does not perform at grade level on the CRCT and also does not perform at grade level on a second additional opportunity, then the principal or the principal's designee shall retain the student for the next school year except as otherwise provided in this paragraph and in accordance with O.C.G.A. 20-2-283. The school principal or the principal's designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher regarding the decision to retain the student. The notice shall describe the option of the parent, guardian or teacher to appeal the decision to retain the student and shall further describe the composition and function of the placement committee including the requirement that a decision to promote the student must be a unanimous decision of the committee.

If the parent, guardian or teacher appeals the decision to retain the student, then the school principal or designee shall establish a placement committee composed of the principal or principal's designee, the student's parent or guardian, and the teacher of the subject on the CRCT where the student failed to perform at grade level and shall notify in writing by first-class mail the parent or guardian of the time and place for convening the placement committee. The placement committee shall review the overall academic achievement in light of the performance on the CRCT and the standards and criteria adopted by the DeKalb County School System. A decision to promote must be a unanimous decision and must determine that if promoted and given accelerated, differentiated and additional instruction during the next year, the student is likely to perform at grade level as defined by the State Board of Education and the Office of Student Achievement by the conclusion of the year, and prescribe for the student whether promoted or retained, accelerated, differentiated or additional instruction as needed to perform at grade level by the conclusion of the subsequent school year, prescribe additional assessments as appropriate in addition to assessments administered to other students at the grade level during the year, and provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.

For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee. The decision of the placement committee shall not be appealed beyond the school.

It shall further be the policy of the Board of Education to act in accordance with any amendments or

revisions to Georgia law or State policy as they may occur from time to time.

B. Local Requirement

Retention of a student in grades K, 1, 2, 4, 6, 7, 9, 10, 11 or 12 in the DeKalb County School System is contingent upon the completion of the following processes:

- (1) Written and verbal notice in a timely manner provided to the parents or guardians that the student is experiencing academic difficulties.
- (2) A written plan to accelerate, differentiate or provide additional instruction to remediate the academic difficulties, and, or
- (3) A referral to the Student Support Team (SST) and written documentation of the SST disposition,
- (4) Written documentation of continuous monitoring of progress through the implementation of the plan for remediation,
- (5) Written documentation of continuous communication with the parents or guardians regarding the student's progress through the plan for remediation,
- (6) Written documentation of the effort to involve, demonstrate, and inform the parents or guardians of how they can assist in the remediation efforts for the student, and
- (7) Written documentation of the notice to parents or guardians that the student shall be retained.

Prior to the retention of a student, supporting documentation and oral comment regarding the student's academic performance must be gathered from among the student's teacher(s) whom the principal deems appropriate. Core area teachers include teachers of reading, English/language arts, mathematics, science and social studies.

II. PROMOTION AND RETENTION CRITERIA FOR SECONDARY SCHOOL STUDENTS

A. Non-Alternative Scheduled Schools (Non-Block)

Students who enter ninth grade prior to 2004-05 must satisfactorily complete a minimum of three hundred thirty hours (22 units) in order to meet the requirements for graduation. Students who enter ninth grade in 2004-05 and beyond are required to complete three hundred sixty hours (24 units) in order to meet the requirements for graduation. The requirements for promotion are as follows: to the tenth grade, 75 hours (5 units); to the eleventh grade, 150 hours (10 units); to the twelfth grade, 240 hours (16 units).

B. Alternative Scheduled Schools (Block)

Students who enter ninth grade prior to 2004-05 must satisfactorily complete a minimum of three hundred thirty hours (22 units) in order to meet the requirements for graduation. Students who enter ninth grade in 2004-05 are required to complete three hundred sixty hours (24 units) in order to meet the requirements for graduation. The requirements for promotion are as follows: to the tenth grade, 75 hours (5 units); to the eleventh grade, 150 hours (10 units); to the twelfth grade, 240 hours (16 units).

Alternative and Non-Alternative Scheduled Schools

Students who enter the ninth grade in 2005-06 and beyond are required to complete three hundred sixty hours (24 units) in order to meet the requirements for graduation. The requirements for promotion are as follows:

- a.) to the tenth grade, 90 hours (6 units), three (3) of which must be core courses and three (3) elective courses\*;

- b.) to the eleventh grade, 180 hours (12 units), six (6) of which must be core courses and six (6) elective courses\*;
- c.) to the twelfth grade, 270 hours (18 units), nine (9) core courses and nine (9) elective courses\*.

\*Core Courses: English, Mathematics, Science, Social Studies, World Languages

### **III. Grades**

A report card shall be issued to each student each semester of the school year and shall indicate the progress in each course. Students in grades K-5 will have grades displayed by letter. Students in grades 6-12 will have grades displayed numerically. The grading scale for the DeKalb County School System will be as follows:

A 90-100	Excellent
B 80-89	Good
C 71-79	Fair
D 70	Passing
F Below 70	Failing

In the event that a student fails to complete a subject satisfactorily, the student shall be eligible to enroll in an appropriate course which may be available in a summer semester. A reexamination may be authorized at the discretion of the teacher and/or appropriate administrator(s).

### **IV. Grade Point Averages**

Grade point averages in the DeKalb County School System will be computed on a 4.0 scale, except for International Baccalaureate and College Board Advanced Placement courses so designated by the Division of Instruction in the curriculum guides. These International Baccalaureate and Advanced Placement courses will be computed on a 5.0 scale.

#### **4.0 Scale 5.0 Scale**

A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

### **V. Valedictorian and Salutatorian**

A. The senior student with the highest cumulative grade point average will be designated as the senior class valedictorian. The senior student with the second highest grade point average will be designated as the salutatorian. These designees shall be determined after first semester grades have been posted to student grade histories.

B. Students who qualify for valedictorian, salutatorian and honor graduates must meet the following criteria:

1. Must have the highest grade point average (GPA) of the students with whom they are compared in the senior class (e.g. regular education), magnet education.
2. Must have enrolled as a full-time student in the DeKalb County School System for at least three full



semesters preceding the graduation date.

3. Cannot transfer more than 5 units from a school that is not accredited by one of the accrediting agencies listed below:

*Georgia Association of Christian Schools  
Georgia Accreditation Commission*

C. In the event that an education agency, organization, institution, etc. from outside the school system request that the names of one valedictorian and one salutatorian for recognition, the names submitted shall be the names of the two students with highest grade point average when calculated to the nearest decimal point that breaks the tie.

D. Regular credit earned from institutions which are accredited by the Georgia Accrediting Commission, or by the equivalent accrediting association from another state is considered acceptable toward the valedictorian/salutatorian status. Only College Board Advanced Placement course taken at an institution accredited by the Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwestern Association of Colleges and Schools, and Western Association of Colleges and Schools will receive weighted grade point value toward grade point average calculation. Credit earned through a program of studies pre-approved by the Division of Instruction of the DeKalb County School System is acceptable.

E. In the event that two or more students are tied for the rank of valedictorian they shall be designated as co-valedictorian and/or salutatorian or multiple salutatorians shall also be designated.

#### **VI. Plan for Individual Student Progress**

The Division of Instruction shall develop approved programs of education designed to meet the needs of students. A variety of approaches shall be used to deliver educational services and to establish the conditions under which each student's opportunity to succeed is maximized. Different methodologies, materials, and testing may be used.

Parents or guardians shall be kept informed concerning the progress of the student. Parent-teacher conferences are encouraged and may be requested by parents, guardians, or teachers. If the progress of a student is unsatisfactory in a subject, the teacher shall attempt to schedule a parent-teacher conference. In the conference, the teacher shall explain the reasons for difficulties and shall develop cooperatively with the parents a plan for remediation which may enhance the probability for the student to succeed.

The purpose of reports and conferences shall be to encourage students and parents to become active participants in planning for progress with the teacher, counselor, education specialist, and principal.

#### **VII. Recording and Reporting Student Progress**

Student progress and attendance shall be maintained electronically in order to provide consistent, accurate, and effective recording and reporting of this student data. Teachers will use the selected system electronic grade book software to record student progress and attendance.

Electronic recording of student data will facilitate the automatic flow of information for the purpose of providing all necessary student progress reports, including official DeKalb School System mid-semester pro

**Administrative Regulation**  
**Promotion and Retention**

**Descriptor Code: IHE-R**

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**PROMOTION AND RETENTION CRITERIA  
FOR  
ELEMENTARY SCHOOL STUDENTS**

Students must meet established state criteria in order to be promoted to designated grades. In addition, they must complete satisfactorily the DeKalb mathematics and reading levels. Students must also have performed satisfactorily in English, social studies, science-health, and spelling in accordance with concepts and objectives stated in the DeKalb County School System curriculum guide for these respective content areas.

There may be some instances in which students fail to meet the above criteria although, in the judgment of the teacher, they are working at maximum potential. These include students who have been retained one or more times previously; who are experiencing severe difficulties (social, emotional, physical); or who, for other reasons, would not benefit from retention. In such instances, the teacher will consult with the principal to provide a written rationale for promotion and place it in the student's record file.

**PROMOTION AND RETENTION CRITERIA  
FOR  
MIDDLE SCHOOL STUDENTS**

Sixth, seventh, and eighth grade students must pass ten out of fourteen semester courses to be promoted to the next grade. Of the ten semester courses, the following are required for promotion: two semesters of language arts, two semesters of math, two semesters of social studies and/or science, and a combination of four other semester courses from reading, exploratory, electives, and PE/health. One eighteen-week course is a semester course; the numerical average of these six-week classes of exploratory and/or PE/health classes equals a semester course. Algebra and foreign language taken and passed in the eighth grade will receive Carnegie credit. Courses taken and grades earned in the middle school will be recorded on the permanent history.

Eighth grade students in high school must pass eight out of twelve semester courses to be promoted to the next grade. Of the eight semesters, two semesters of language arts and two semesters of math are required for promotion.

Requirements for Promotion

The promotional requirements have been established as follows:

From 6 <sup>th</sup> to 7 <sup>th</sup> grade	-	10 semester courses
From 7 <sup>th</sup> to 8 <sup>th</sup> grade	-	10 semester courses
From 8 <sup>th</sup> to 9 <sup>th</sup> grade	-	10 semester courses
From 8 <sup>th</sup> to 9 <sup>th</sup> grade (high school)	-	8 semester courses

		Number of Semester Courses	
Course		Middle School	High School
1.	Language arts	2	2
2.	Mathematics	2	2
3.	Science	2	2
4.	Social studies	2	2
5.	Reading	2	0
6.	Physical Education/Health	2	2
7.	Exploratory/electives	<u>2</u>	<u>2</u>
14		12	
(8 <sup>th</sup> grade- high school)			

**PROMOTION AND RETENTION CRITERIA  
FOR  
SECONDARY SCHOOL STUDENTS**

A minimum of three hundred fifteen hours (21units) in grades nine through twelve must be completed satisfactorily in order to meet the requirements for graduation. The requirements for promotion are as follows: to the tenth grade, 75 hours; to the eleventh grade, 150 hours; to the twelfth grade, 225 hours.\* Students who graduate 2001 and beyond are required to complete 22 units in grades nine through twelve

Section: I. Instructional Program

**Board Policy**

**Descriptor Code: IHEA**

**Make-Up Opportunities**

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**MAKE-UP WORK BY STUDENTS**

MISSION: To ensure that students who are legally absent from school are given opportunities to learn the lessons offered during absences.

When students are absent because of legal reasons as defined by Georgia law or when absences are apparently beyond their control, they shall be given opportunities to earn grades for those days absent.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Administrative Regulation**  
**Make-Up Opportunities**

**Descriptor Code: IHEA-R**

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**MAKE-UP WORK BY STUDENTS**

I. Provision for Make-up Work by Students

When a student is absent because of a legal reason as defined by Georgia law or when the absence is apparently beyond the control of the student, the student shall be given an opportunity to earn grade(s) for those days absent. Make-up work must be completed within the designated time allotted.

II. Lawful Absences

The following absences are defined as legal by Georgia law:

- A. Illness.
- B. Death in family.
- C. Religious holiday.
- D. Instances in which attendance could be hazardous as determined by the school system.
- E. Service as page for the General Assembly.
- F. Tests and physical exams for military service and the National Guard.

**Board Policy**

**Descriptor Code: IHF(1)**

**Graduation Requirements - Prior to 1993-1994**

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**HIGH SCHOOL GRADUATION REQUIREMENTS**

MISSION: To ensure that all high school grade (9-12) students are afforded quality course offerings in vocational education, general education, and college preparatory programs of study and that these course offerings meet Georgia graduation requirements.

The following requirements will be effective for students who enter the ninth grade in the 1986-87 school year through the 1992-93 school year. Students who enter the ninth grade in the 1993-94 school year or the 1994-95 school year must meet the requirements specified in Policy Code IHF (2). Students who enter the ninth grade in the 1995-96 or the 1996-97 school year must meet the requirements specified in Policy Code IHF (3). Students who enter the ninth grade in the 1997-98 school year or thereafter must meet the requirements specified in the policy designated for the respective year of entry into the ninth grade.

Please select the link below

[Effective School Year Prior to 1993-1994](#)

**BOARD POLICY**  
**Graduation Requirements – Prior to 1993-1994**

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**Descriptor Code: IHF(1)**

The high school courses authorized by the DeKalb County Board of Education shall be scheduled in each high school whenever students register in sufficient numbers and the allotment of personnel makes it possible to teach the courses efficiently.

When pupils in a school do not register in sufficient numbers to justify the scheduling of a course, a student may request to take the course at a school where it is available. The Superintendent shall be authorized to approve such a request after it has been reviewed and recommended by the counselor and principal.

**Eighth-Grade Requirements**

Eighth-grade students must complete satisfactorily 15 quarter hours (or the equivalent) each in English and mathematics before taking ninth-grade courses in these areas. Further, eighth-grade students are expected to take science, social science, one quarter of health, and two quarters of physical education. Electives may be taken in art, music, foreign language, industrial arts, and other exploratory subjects.

Students who successfully complete a minimum of nine quarter courses in the three quarters of eighth grade shall be promoted to ninth grade. Courses taken and grades earned in the eighth grade will be recorded on the permanent history. The 21 Carnegie units required for graduation must be earned in grades 9-12.

Students enrolled in the ninth grade prior to the 1986-87 school year will graduate under the requirements that were in effect the year they entered the ninth grade. Those students who qualify may receive the Georgia Seal of Endorsement for the completion of a recommended college preparatory program (the Academic Diploma requirements or the Advanced Academic Diploma with Excellence). Additional programs of study are the Advanced Fine Arts Diploma with Excellence, the Advanced Practical Arts Diploma with Excellence, and the Vocational Education Program of Studies. Special education students who complete the requirements of an Individualized Education Plan (IEP) may receive a Special Education Diploma.

**Requirements for Graduation**

(For students entering the ninth grade in the 1986-87 school year through the 1992-93 school year)

A minimum of 315 hours, 21 Carnegie units, in grades 9-12 must be completed satisfactorily in order to meet the requirements for graduation. Credit toward graduation is granted only for work completed in grades 9-12.

Remedial unit credits earned must be included among the elective unit credits. State-required unit credits must be awarded for courses which include skills and concepts generally considered to be secondary school education levels of performance. Developmental special education courses are not considered remedial.

**BOARD POLICY**  
**Graduation Requirements – Prior to 1993-1994**

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**Descriptor Code: IHF(1)**

Students who wish to receive the Vocational Education Seal of Endorsement must earn at least four vocational units, three of which must be concentrated in one of the occupational or related program areas listed below. One of the four units may include the Coordinated Vocational Academic Education (CVAE) or Related Vocational Instruction (RVI).

- |    |                               |    |                          |
|----|-------------------------------|----|--------------------------|
| A. | Vocational Agriculture        | E. | Health Occupations       |
| B. | Business Education            | F. | Marketing Education      |
| C. | Home Economics (Occupational) | G. | Industrial Arts          |
| D. | Comprehensive Home Economics  | H. | Trade and Industrial Ed. |

**VOCATIONAL EDUCATION PREPARATORY PROGRAM OF STUDY**  
**VOCATIONAL EDUCATION SEAL OF ENDORSEMENT**  
**(21 UNITS)**

English	4 units
Mathematics	2 units
Science	2 units
Social Studies	3 units
American History/Government	1 unit
*Economics	1/3 unit
*Citizenship	1/3 unit
*Social Science Electives	1/3 unit
World Studies	1 unit
Health and Safety	1/3 unit
Physical Education	2/3 unit
Computer Technology, Fine Arts or Vocational Education	1 unit
STATE REQUIRED	13 units
Required Vocational Units	4 units
State Elective Units	<u>4 units</u>
TOTAL	21 units

\*This pattern can be used as long as DeKalb schools are on the quarter system.



**GRADUATION REQUIREMENTS**  
**DIPLOMA (21 UNITS)**  
**(GENERAL PROGRAM OF STUDY)**

English	4 units
Mathematics	2 units
Science	2 units
Social Studies	3 units
American History/Government	1 unit
*Economics	1/3 unit
*Citizenship/Government	1/3 unit
*Social Science Elective	1/3 unit
World Studies	1 unit
Health and Safety	1/3 unit
Physical Education	2/3 unit
Computer Technology, Fine Arts or Vocational Education	<u>1 unit</u>
State Required	13 units
Electives	<u>8 units</u>
TOTAL	<u>21 units</u>

\*This pattern can be used as long as the DeKalb County schools are on the quarter system.

Students working toward a general diploma should concentrate their electives in areas that pertain to their postsecondary school plans.

Additional courses selected from the following are strongly recommended also:

Mathematics	Computer Technology
Science	Vocational Education
Foreign Language	Traffic Safety Education
Fine Arts (Dance, Drama, Music, Visual Arts)	Social Studies

**ACADEMIC DIPLOMA (21 UNITS)**  
**(COLLEGE PREPARATORY PROGRAM OF STUDY)**

**College Preparatory Program of Study**

Students who desire a rigorous academic experience should elect to follow this recommended Academic Curriculum. A formal seal of endorsement from the Georgia Board of Education will be awarded to those students who successfully complete the endorsed course of study.

<b><u>Course</u></b>	<b><u>Units</u></b>	<b><u>Units Must be Selected From the Following:</u></b>
English	4	Grammar and Usage Literature (American, English, and World) Advanced Composition Skills
Science	3	Biology I or Biology I Accelerated Chemistry I or Chemistry I Accelerated Earth Science I (Astronomy, Geology, Meteorology (except survey courses) Physics I or Physics I Accelerated (PSST) Scientific Tools and Techniques (STT) Second Year (II) Science Courses
Mathematics	3	Algebra I Geometry Algebra II Algebra and Trigonometry III

(For students planning to enter a college program requiring Advanced Mathematics, Algebra and Trigonometry III, and/or Calculus are highly recommended.)

<b><u>Course</u></b>	<b><u>Units</u></b>	<b><u>Units Must be Selected From the Following:</u></b>
Social Studies	3	American History/Government 1 unit *Citizenship 1/3 unit *Economics 1/3 unit *Social Science Elective 1/3 unit World History 1 unit
Foreign Language	2	Beginning Foreign Language Intermediate Foreign Language (Must be in the same language)

(Students choosing Functional Language I and II in place of Beginning Foreign Language must complete Intermediate Foreign Language to fulfill this requirement.)

* Health and Safety	1/3
* Physical Education	2/3
Computer Technology	
Fine Arts or Vocational Education	<u>1</u>

**BOARD POLICY**  
**Graduation Requirements – Prior to 1993-1994**

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**Descriptor Code: IHF(1)**

Required Units	17
Electives	<u>4</u>
TOTAL	21

\*This pattern can be used as long as the DeKalb County schools are on the quarter system.

**ADVANCED ACADEMIC DIPLOMA WITH EXCELLENCE (23 UNITS)**  
**(INCLUDES COLLEGE PREPARATORY PROGRAM OF STUDY)**

Students who desire an academic experience beyond the Advanced Academic Curriculum may elect to choose a course of study that will earn them an Advanced Academic Diploma with Excellence. In addition to the requirements listed below, students earning this diploma must maintain a Cumulative Grade Point Average of 3.50. Students who complete all of the requirements for this diploma will also receive a formal seal of endorsement from the Georgia Board of Education.

<u>Course</u>	<u>Units</u>	<u>Units Must be Selected From the Following:</u>
English	4	Grammar and Usage Literature(American, English, and World) Advanced Composition Skills
Science	3	Biology I or Biology I Accelerated Chemistry I or Chemistry I Accelerated Earth Science I (Astronomy, Geology, Meteorology (except survey courses) Physics I or Physics I Accelerated (PSST) Scientific Tools and Techniques (STT) Second Year (II) Science Courses
Mathematics	3	Algebra I Geometry Algebra II Algebra and Trigonometry III

(For students planning to enter a college program requiring advanced mathematics, Algebra and Trigonometry III, and/or Calculus are highly recommended.)

<u>Course</u>	<u>Units</u>	<u>Units Must be Selected From the Following:</u>
Social Studies	3	American History/Government 1 unit *Citizenship 1/3 unit *Economics 1/3 unit *Social Science Elective 1/3 unit World History 1 unit

**BOARD POLICY**  
**Graduation Requirements – Prior to 1993-1994**

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**Descriptor Code: IHF(1)**

Foreign Language	2	Beginning Foreign Language Intermediate Foreign Language (Must be in the same language)
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(Students choosing Functional Language I and II in place of Beginning Foreign Language must complete Intermediate Foreign Language to fulfill this requirement.)

Health and Safety	1/3
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Physical Education	2/3
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Computer Technology, Fine Arts or Vocational Education	1
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Specified Electives	<u>2</u>
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Must be taken from English, Mathematics, Science, Social Studies, and/or a third year of Foreign Language

Required Units	19
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Electives	<u>4</u>
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TOTAL	23
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**ADVANCED FINE ARTS OR PRACTICAL ARTS  
DIPLOMA WITH EXCELLENCE (23 UNITS)**

Students who desire an Advanced Fine Arts or a Practical Arts experience may elect to complete a course of study for an Advanced Fine Arts or a Practical Arts Diploma with Excellence. In addition to the course requirements listed below, students must maintain a Cumulative Grade Point Average of 3.50. Students meeting these requirements, as well as those of the Advanced Academic Curriculum, will receive a formal seal of endorsement from the Georgia Board of Education.

<u>Course</u>	<u>Units</u>
English	4
Mathematics	2
Science	2
Social Studies	
American History/Government	1 unit
*Economics	1/3 unit
*Citizenship	1/3 unit
*Soci Science Elective	1/3 unit
World Studies	1 unit

**BOARD POLICY**  
**Graduation Requirements – Prior to 1993-1994**

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**Descriptor Code: IHF(1)**

<u>Course</u>	<u>Units</u>
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Health and Safety	1/3
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\*This pattern can be used as long as DeKalb County schools are on the quarter system.

Physical Education	2/3
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Computer Technology, Fine Arts or Vocational Education **	<u>1</u>
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State Required	13
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\*\*The course selected to satisfy this requirement must be in addition to the area of study selected below.

**Fine Arts Requirement Plus General Electives**

Art	5 units plus 5 general electives =	10 units
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Choral Music	5 units plus 5 general electives =	10 units
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(To include one unit from Advanced Performance and one unit from Music Theory)

Music	5 units plus 5 general electives =	10 units
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(To include one unit from Advanced Performance and one unit from Music Theory)

**Practical Arts Requirements Plus General Electives**

Business Education	4 units plus 6 general electives =	10 units
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Cooperative	4 units plus 6 general electives =	10 units
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Vocational Education

Home Economics	4 units plus 6 general electives =	10 units
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Industrial Arts	4 units plus 6 general electives =	10 units
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Trade and Industrial Education (OEC – 6 consecutive quarters in the same area)		<u>10 units</u>
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TOTAL UNITS REQUIRED		23
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**Advanced Placement**

For students who qualify, Advanced Placement course credit may be earned in the appropriate academic area(s).

**Additional Electives**

Additional electives selected from the following disciplines are also strongly recommended:

1. A third course in foreign language or study in a second foreign language
2. Physical education, health, and safety education
3. Vocational education
4. Computer technology
5. An additional laboratory science course
6. Fine arts (drama, music, visual arts)
7. Humanities
8. Traffic safety education
9. Social studies
10. Speech

**Post-secondary Options/Joint Enrollment**

Eligible high school students who qualify may enroll in a post-secondary institution and earn both high school Carnegie unit credit and postsecondary credit hours. Students who attend Georgia public colleges or universities will not be responsible for tuition for courses taken under Postsecondary Options. Students who attend private colleges or universities in Georgia under a Joint Enrollment agreement will be responsible for the cost of such enrollment. This provision became effective for eligible students in the 1993-94 school year. (Policy Code IDCH)

**Transfer Credit**

Students transferring from accredited home, private, public, and foreign schools outside the DeKalb County School District and registering for the DeKalb County high school program may receive credit for subjects completed in standard high schools by presenting transcripts or the equivalent.

A unit shall represent satisfactory completion of instruction in a subject for two semesters or one school year. A Carnegie unit is based on 150 clock hours during the regular school year and 120 clock hours during summer school.

**Requirements for High School Diploma**

Ninth graders enrolled in the 1986-87 school term and all subsequent classes must meet the attendance requirements, the required number of Carnegie units, and the basic skills competency requirements in order to receive a high school diploma.

Learner Basic Skills Areas

Reading Skills

Mathematics Skills

Writing

**Requirements for High School Certificate of Performance**

Ninth graders enrolled in the 1986-87 school term and all subsequent classes must meet the attendance requirements and the required number of Carnegie units in order to receive a high school certificate of performance.

Local Authority and Responsibility

The DeKalb County Board of Education has established instructional support services and delivery services to uphold the multiple criteria for high school graduation:

To provide an ongoing guidance component beginning with the ninth grade for familiarizing students with graduation requirements and for examining the likely impact of individual career objectives on the program of work they plan to follow.

To provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.

To provide record keeping and reporting services that document student progress toward graduation and include information for the school, parents, and students.

To provide diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.

To provide instructional programs, curriculum and planned course guides, and remedial opportunities to assist each student in meeting graduation requirements.

To provide appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

**Board Policy**

**Descriptor Code: IHF(2)**

**Graduation Requirements - 1993-1994**

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**HIGH SCHOOL GRADUATION REQUIREMENTS**

MISSION: To ensure that all high school grade (9-12) students are afforded quality course offerings in vocational education, general education, and college preparatory programs of study and that these course offerings meet Georgia graduation requirements.

**High School Courses**

The following requirements will be effective for students who enter the ninth grade in the 1993-94 school year or the 1994-95 school year. Students who enter the ninth grade in the 1995-96 or the 1996-97 school year must meet the requirements specified in the applicable graduation policy. Students who enter the ninth grade in the 1997-98 school year or thereafter must meet the requirements specified in the policy designated for the respective year of entry into the ninth grade.

When students in a school do not register in sufficient numbers to justify the scheduling of a course, a student may request to take the course at a school where it is available. The Superintendent shall be authorized to approve such a request after it has been reviewed and recommended by the counselor and principal.

Refer to Policy Code IHE for eighth-grade requirements.

**Requirements for Graduation**

The following requirements will be effective for students who enter the ninth grade in the 1993-94 school year or the 1994-95 school year.

Please select the link below

[Effective School Year 1993-1994](#)



**BOARD POLICY**  
**Graduation Requirements - 1993-1994**

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**Descriptor Code: IHF(2)**

Students enrolled in the ninth grade prior to the 1993-94 school year will graduate under the requirements that were in effect the year they entered the ninth grade. A minimum of 315 hours, 21 units, in grades 9-12 must be completed satisfactorily in order to meet the requirements for graduation. Credit toward graduation is granted only for work completed in grades 9-12. Students may meet requirements for a High School Diploma, Academic Diploma, or Advanced Academic Diploma with Seals of Endorsement may be earned for College Preparatory, Fine Arts, or Vocational Education. Students who complete their programs of study in a magnet program environment will receive an appropriate Magnet Seal of Endorsement. Special education students who complete the requirements of an Individualized Education Plan (IEP) may receive a Special Education Diploma.

Credits shall be allocated for each diploma and seal of endorsement according to State Board Policy 160-4-2.06. Carnegie unit credit shall be awarded only for courses that include concepts and skills based on the state-mandated Quality Core Curriculum for grades 9-12.

**ESOL**

Two years of English credit may be earned through ESOL II and III. All other ESOL designations will earn elective credit only.

**Foreign Languages**

Students whose native language is not English may be considered to have met the foreign language requirement for the College Preparatory Seal of Endorsement (not to be counted toward graduation requirements) by providing proof of oral and written proficiency in their native language.

The College Preparatory Seal of Endorsement requires that the two years of the same foreign language be sequential.

Students choosing Functional Language I and II must complete Intermediate Foreign Language in order to fulfill the College Preparatory Seal of Endorsement requirement. A third or fourth year of the same language is recommended.

**Science**

All students are required to take three units of science to include physical science, biology, and another unit in science.

For the College Preparatory Seal of Endorsement, the State Department of Education provides four options:

1. Biology, chemistry, physics
2. Physical science, biology, chemistry
3. Physical science, biology, physics
4. Physical science, biology, another laboratory science

Since colleges and universities continue to seek students who pursue a rigorous course of study, options one and two are preferred by the DeKalb County School System. However, students should determine the specific science requirements of the colleges to which they intend to apply for admission.

**Advanced Placement**

For students who qualify, Advanced Placement course credit may be earned in the appropriate academic area(s).

**Additional Electives**

Additional electives selected from the following disciplines are also strongly recommended:

1. A third course in foreign language or study in a second foreign language
2. Physical education, health, and safety education
3. Vocational education
4. Computer technology
5. Laboratory science course (an additional)
6. Fine arts (drama, music, visual arts)
7. Humanities
8. Traffic safety education
9. Social studies
10. Speech

**Post-secondary Options/Joint Enrollment**

Eligible high school students who qualify may enroll in a post-secondary institution and earn both high school Carnegie unit credit and postsecondary credit hours. Students who attend Georgia public colleges or universities will not be responsible for tuition for courses taken under Post-secondary Options. Students who attend private colleges or universities in Georgia under a Joint Enrollment agreement will be responsible for the cost of such enrollment. This provision became effective for eligible students in the 1993-94 school year. (Policy Code 6410)

**Transfer Credit**

**BOARD POLICY**  
**Graduation Requirements - 1993-1994**

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**Descriptor Code: IHF(2)**

The DeKalb County Board of Education shall accept student course credit earned in a school accredited by one of the following accrediting agencies. The school shall have been accredited at the time the credit was earned.

1. Georgia Accrediting Commission
2. Middle States Association of Colleges and Schools (MSACS)
3. New England Association of Schools and Colleges (NEASC)
4. Northwest Association of Schools and Colleges (NASC)
5. Southern Association of Colleges and Schools (SACS)
6. Western Association of Schools and Colleges (WASC)
7. North Central Association of Colleges and Schools (NCACS)

The Board shall not substitute courses and exempt students from the required secondary minimum core curriculum course requirements unless the student transferred from an accredited secondary school.

A student who wishes to have credit granted for courses taken at a non-accredited elementary or secondary school or home study program shall be enrolled on probationary status based on the following criteria: (1) records of prior school(s) and/or home-study program, (2) satisfactory performance of the student for one or more grading periods, or (3) by evaluation in specific subject areas.

**Carnegie Unit**

A Carnegie unit shall represent satisfactory completion of instruction in a subject for two semesters or one school year. A unit is based on a minimum of 150 clock hours during the regular school year and 130 clock hours during summer school.

**Requirements for High School Diploma**

Ninth graders enrolled in the 1993-94 school term and all subsequent classes must meet the attendance requirements, earn required number of Carnegie units, and pass the state-mandated graduation assessment.

**Requirements for High School Certificate of Performance**

Ninth graders enrolled in the 1993-94 school term and all subsequent classes must meet the attendance requirements and earn the required number of Carnegie units in order to receive a high school certificate of performance.

**Local Authority and Responsibility**

The DeKalb County Board of Education has established instructional support services and delivery services to uphold the multiple criteria for high school graduation:

To provide an ongoing guidance component beginning with the ninth grade for familiarizing the students with graduation requirements and for examining the likely impact of individual career objectives on the program of work they plan to follow.

To provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.

To provide record keeping and reporting services that document student progress toward graduation and include information for the school, parents, and students.

To provide diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.

To provide instructional programs, curriculum and planned course guides, and remedial opportunities to assist each student in meeting graduation requirements.

To provide appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

**Board Policy**

**Descriptor Code: IHF(3)**

**Graduation Requirements - 1995-1996**

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**HIGH SCHOOL GRADUATION REQUIREMENTS**

MISSION: To ensure that all high school grade (9-12) students are afforded quality course offerings in vocational education, general education, and college preparatory programs of study and that these course offerings meet Georgia graduation requirements.

**High School Courses**

The following requirements will be effective for students who enter the ninth grade in the 1995-96 school year or the 1996-97 school year. Students who enter the ninth grade in the 1997-98 school year or thereafter must meet the requirements specified in the policy designated for the respective year of entry into the ninth grade.

The high school courses authorized by the DeKalb County Board of Education shall be scheduled in each high school whenever students register in sufficient numbers and the allotment of personnel makes it possible to teach the courses efficiently.

When students in a school do not register in sufficient numbers to justify the scheduling of a course, a student may request to take the course at a school where it is available. The Superintendent shall be authorized to approve such a request after it has been reviewed and recommended by the counselor and principal.

Refer to Policy Code IHE for eighth-grade requirements.

**Requirements for Graduation**

The following requirements will be effective for students who enter the ninth grade in the 1995-96 school year or the 1996-97 school year.

Please select the link below

[Effective School Year 1995-1996](#)

**BOARD POLICY**  
**Graduation Requirements – 1995-1996**

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**Descriptor Code: IHF(3)**

Students enrolled in the ninth grade prior to the 1995-96 school year will graduate under the requirements that were in effect the year they entered the ninth grade. A minimum of 315 hours, 21 units, in grades 9-12 must be completed satisfactorily in order to meet the requirements for graduation. Credit toward graduation is granted only for work completed in grades 9-12. Students may meet requirements for an Academic Diploma, a Technical Diploma, or an Advanced Academic Diploma with Excellence. Seals of Endorsement may be earned for College Preparatory, Fine Arts, or Vocational Education. Students who complete their programs of study in a magnet program environment will receive an appropriate Magnet Seal of Endorsement.

Special education students who complete the requirements of an Individualized Education Plan (IEP) may receive a Special Education Diploma.

Credits shall be allocated for each diploma and seal of endorsement according to State Board Policy 160-4-2.06. Carnegie unit credit shall be awarded only for courses that include concepts and skills based on the state-mandated Quality Core Curriculum for grades 9-12.

**ESOL**

Two years of English credit may be earned through ESOL II and III. All other ESOL designations will earn elective credit only.

**Foreign Languages**

Students whose native language is not English may be considered to have met the foreign language requirement for the College Preparatory Seal of Endorsement (not to be counted toward graduation requirements) by providing proof of oral and written proficiency in their native language.

The College Preparatory Seal of Endorsement requires that the two years of the same foreign language be sequential.

Students choosing Functional Language I and II must complete Intermediate Foreign Language in order to fulfill the College Preparatory Seal of Endorsement requirement. A third or fourth year of the same language is recommended.

**Science**

All students are required to take three units of science to include physical science, biology, and another unit in science.

For the College Preparatory Seal of Endorsement, the State Department of Education provides four options:

1. Biology, chemistry, physics
2. Physical science, biology, chemistry
3. Physical science, biology, physics

4. Physical science, biology, another laboratory science

Since colleges and universities continue to seek students who pursue a rigorous course of study, options one and two are preferred by the DeKalb County School System. However, students should determine the specific science requirements of the colleges to which they intend to apply for admission.

**Advanced Placement**

For students who qualify, Advanced Placement course credit may be earned in the appropriate academic area(s).

**Additional Electives**

Additional electives selected from the following disciplines are also strongly recommended:

1. A third course in foreign language or study in a second foreign language
2. Physical education, health, and safety education
3. Vocational education
4. Computer technology
5. Laboratory science course (an additional)
6. Fine arts (drama, music, visual arts)
7. Humanities
8. Traffic safety education
9. Social studies
10. Speech

**Post-secondary Options/Joint Enrollment**

Eligible high school students who qualify may enroll in a post-secondary institution and earn both high school Carnegie unit credit and post-secondary credit hours. Students who attend Georgia public colleges or universities will not be responsible for tuition for courses taken under Post-secondary Options. Students who attend private colleges or universities in Georgia under a Joint Enrollment agreement will be responsible for the cost of such enrollment. This provision became effective for eligible students in the 1993-94 school year. (Policy Code IDCH)

**Transfer Credit**

The DeKalb County Board of Education shall accept student course credit earned in a school accredited by one of the following accrediting agencies. The school shall have been accredited at the time the credit was earned.

1. Georgia Accrediting Commission
2. Middle States Association of Colleges and Schools (MSACS)
3. New England Association of Schools and Colleges (NEASC)
4. Northwest Association of Schools and Colleges (NASC)
5. Southern Association of Colleges and Schools (SACS)
6. Western Association of Schools and Colleges (WASC)
7. North Central Association of Colleges and Schools (NCACS)

The Board shall not substitute courses and exempt students from the required secondary minimum core curriculum course requirements unless the student transferred from an accredited secondary school.

A student who wishes to have credit granted for courses taken at a non-accredited elementary or secondary school or home study program shall be enrolled on probationary status based on the following criteria: (1) records of prior school(s) and/or home-study program, (2) satisfactory performance of the student for one or more grading periods, or (3) by evaluation in specific subject areas.

**Carnegie Unit**

A Carnegie unit shall represent satisfactory completion of instruction in a subject for two semesters or one school year. A unit is based on a minimum of 150 clock hours during the regular school year and 130 clock hours during summer school.

**Requirements for High School Diploma**

Ninth graders enrolled in the 1995-96 school term and all subsequent classes must meet the attendance requirements, earn required number of Carnegie units, and pass the state-mandated graduation assessment.

**Requirements for High School Certificate of Performance**

Ninth graders enrolled in the 1995-96 school term and all subsequent classes must meet the attendance requirements and earn the required number of Carnegie units in order to receive a high school certificate of performance.

**Local Authority and Responsibility**

The DeKalb County Board of Education has established instructional support services and delivery services to uphold the multiple criteria for high school graduation:



To provide an ongoing guidance component beginning with the ninth grade for familiarizing the students with graduation requirements and for examining the likely impact of individual career objectives on the program of work they plan to follow.

To provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.

To provide record keeping and reporting services that document student progress toward graduation and include information for the school, parents, and students.

To provide diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.

To provide instructional programs, curriculum and planned course guides, and remedial opportunities to assist each student in meeting graduation requirements.

To provide appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

**Board Policy**

**Descriptor Code: IHF(4)**

**Graduation Requirements - 1997-1998+**

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**HIGH SCHOOL GRADUATION REQUIREMENTS**

MISSION: To ensure that all high school grade (9-12) students are afforded quality course offerings in vocational education, general education, and college preparatory programs of study and that these course offerings meet Georgia graduation requirements.

The following requirements will be effective for students who enter the ninth grade in the 1986-87 school year through the 1992-93 school year. Students who enter the ninth grade in the 1993-94 school year or the 1994-95 school year must meet the requirements specified in Policy Code IHF (2). Students who enter the ninth grade in the 1995-96 or the 1996-97 school year must meet the requirements specified in Policy Code IHF (3). Students who enter the ninth grade in the 1997-98 school year or thereafter must meet the requirements specified in the policy designated for the respective year of entry into the ninth grade.

Please select the link below

[Effective School Year 1997-1998](#)

The high school courses authorized by the DeKalb County Board of Education shall be scheduled in each high school whenever students register in sufficient numbers and the allotment of personnel makes it possible to teach the courses efficiently.

When pupils in a school do not register in sufficient numbers to justify the scheduling of a course, a student may request to take the course at a school where it is available. The Superintendent shall be authorized to approve such a request after it has been reviewed and recommended by the counselor and principal.

### **Eighth-Grade Requirements**

Eighth-grade students must complete satisfactorily 15 quarter hours (or the equivalent) each in English and mathematics before taking ninth-grade courses in these areas. Further, eighth-grade students are expected to take science, social science, one quarter of health, and two quarters of physical education. Electives may be taken in art, music, foreign language, industrial arts, and other exploratory subjects.

Students who successfully complete a minimum of nine quarter courses in the three quarters of eighth grade shall be promoted to ninth grade. Courses taken and grades earned in the eighth grade will be recorded on the permanent history. The 21 Carnegie units required for graduation must be earned in grades 9-12.

Students enrolled in the ninth grade prior to the 1986-87 school year will graduate under the requirements that were in effect the year they entered the ninth grade. Those students who qualify may receive the Georgia Seal of Endorsement for the completion of a recommended college preparatory program (the Academic Diploma requirements or the Advanced Academic Diploma with Excellence). Additional programs of study are the Advanced Fine Arts Diploma with Excellence, the Advanced Practical Arts Diploma with Excellence, and the Vocational Education Program of Studies. Special education students who complete the requirements of an Individualized Education Plan (IEP) may receive a Special Education Diploma.

### **Requirements for Graduation**

(For students entering the ninth grade in the 1986-87 school year through the 1992-93 school year)

A minimum of 315 hours, 21 Carnegie units, in grades 9-12 must be completed satisfactorily in order to meet the requirements for graduation. Credit toward graduation is granted only for work completed in grades 9-12.

Remedial unit credits earned must be included among the elective unit credits. State-required unit credits must be awarded for courses which include skills and concepts generally considered to be secondary school education levels of performance. Developmental special education courses are not considered remedial.

**BOARD POLICY**  
**Graduation Requirements – 1997-1998+**

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**Descriptor Code: IHF(4)**

Students who wish to receive the Vocational Education Seal of Endorsement must earn at least four vocational units, three of which must be concentrated in one of the occupational or related program areas listed below. One of the four units may include the Coordinated Vocational Academic Education (CVAE) or Related Vocational Instruction (RVI).

- |    |                               |    |                          |
|----|-------------------------------|----|--------------------------|
| A. | Vocational Agriculture        | E. | Health Occupations       |
| B. | Business Education            | F. | Marketing Education      |
| C. | Home Economics (Occupational) | G. | Industrial Arts          |
| D. | Comprehensive Home Economics  | H. | Trade and Industrial Ed. |

**VOCATIONAL EDUCATION PREPARATORY PROGRAM OF STUDY**  
**VOCATIONAL EDUCATION SEAL OF ENDORSEMENT**  
**(21 UNITS)**

English	4 units
Mathematics	2 units
Science	2 units
Social Studies	3 units
American History/Government	1 unit
*Economics	1/3 unit
*Citizenship	1/3 unit
*Social Science Electives	1/3 unit
World Studies	1 unit
Health and Safety	1/3 unit
Physical Education	2/3 unit
Computer Technology, Fine Arts or Vocational Education	1 unit
STATE REQUIRED	13 units
Required Vocational Units	4 units
State Elective Units	<u>4 units</u>
TOTAL	21 units

\*This pattern can be used as long as DeKalb schools are on the quarter system.

**GRADUATION REQUIREMENTS**  
**DIPLOMA (21 UNITS)**  
**(GENERAL PROGRAM OF STUDY)**

English	4 units
Mathematics	2 units
Science	2 units
Social Studies	3 units
American History/Government	1 unit
*Economics	1/3 unit
*Citizenship/Government	1/3 unit
*Sociology Elective	1/3 unit
World Studies	1 unit
Health and Safety	1/3 unit
Physical Education	2/3 unit
Computer Technology, Fine Arts or Vocational Education	<u>1 unit</u>
State Required	13 units
Electives	<u>8 units</u>
TOTAL	<u>21 units</u>

\*This pattern can be used as long as the DeKalb County schools are on the quarter system.

Students working toward a general diploma should concentrate their electives in areas that pertain to their postsecondary school plans.

Additional courses selected from the following are strongly recommended also:

Mathematics	Computer Technology
Science	Vocational Education
Foreign Language	Traffic Safety Education
Fine Arts (Dance, Drama, Music, Visual Arts)	Social Studies

**ACADEMIC DIPLOMA (21 UNITS)**  
**(COLLEGE PREPARATORY PROGRAM OF STUDY)**

**College Preparatory Program of Study**

Students who desire a rigorous academic experience should elect to follow this recommended Academic Curriculum. A formal seal of endorsement from the Georgia Board of Education will be awarded to those students who successfully complete the endorsed course of study.

<b><u>Course</u></b>	<b><u>Units</u></b>	<b><u>Units Must be Selected From the Following:</u></b>
English	4	Grammar and Usage Literature (American, English, and World) Advanced Composition Skills
Science	3	Biology I or Biology I Accelerated Chemistry I or Chemistry I Accelerated Earth Science I (Astronomy, Geology, Meteorology (except survey courses) Physics I or Physics I Accelerated (PSST) Scientific Tools and Techniques (STT) Second Year (II) Science Courses
Mathematics	3	Algebra I Geometry Algebra II Algebra and Trigonometry III

(For students planning to enter a college program requiring Advanced Mathematics, Algebra and Trigonometry III, and/or Calculus are highly recommended.)

<b><u>Course</u></b>	<b><u>Units</u></b>	<b><u>Units Must be Selected From the Following:</u></b>
Social Studies	3	American History/Government 1 unit *Citizenship 1/3 unit *Economics 1/3 unit *Social Science Elective 1/3 unit World History 1 unit
Foreign Language	2	Beginning Foreign Language Intermediate Foreign Language (Must be in the same language)

(Students choosing Functional Language I and II in place of Beginning Foreign Language must complete Intermediate Foreign Language to fulfill this requirement.)

**BOARD POLICY**  
**Graduation Requirements – 1997-1998+**

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**Descriptor Code: IHF(4)**

* Health and Safety	1/3
* Physical Education	2/3
Computer Technology	
Fine Arts or Vocational Education	<u>1</u>
Required Units	17
Electives	<u>4</u>
TOTAL	21

\*This pattern can be used as long as the DeKalb County schools are on the quarter system.

**ADVANCED ACADEMIC DIPLOMA WITH EXCELLENCE (23 UNITS)**  
**(INCLUDES COLLEGE PREPARATORY PROGRAM OF STUDY)**

Students who desire an academic experience beyond the Advanced Academic Curriculum may elect to choose a course of study that will earn them an Advanced Academic Diploma with Excellence. In addition to the requirements listed below, students earning this diploma must maintain a Cumulative Grade Point Average of 3.50. Students who complete all of the requirements for this diploma will also receive a formal seal of endorsement from the Georgia Board of Education.

<u>Course</u>	<u>Units</u>	<u>Units Must be Selected From the Following:</u>
English	4	Grammar and Usage Literature(American, English, and World) Advanced Composition Skills
Science	3	Biology I or Biology I Accelerated Chemistry I or Chemistry I Accelerated Earth Science I (Astronomy, Geology, Meteorology (except survey courses) Physics I or Physics I Accelerated (PSST) Scientific Tools and Techniques (STT) Second Year (II) Science Courses
Mathematics	3	Algebra I Geometry Algebra II Algebra and Trigonometry III

(For students planning to enter a college program requiring advanced mathematics, Algebra and Trigonometry III, and/or Calculus are highly recommended.)

**BOARD POLICY**  
**Graduation Requirements – 1997-1998+**

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**Descriptor Code: IHF(4)**

<u>Course</u>	<u>Units</u>	<u>Units Must be Selected From the Following:</u>
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Social Studies	3	American History/Government 1 unit *Citizenship 1/3 unit *Economics 1/3 unit *Social Science Elective 1/3 unit World History 1 unit
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Foreign Language	2	Beginning Foreign Language Intermediate Foreign Language (Must be in the same language)
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(Students choosing Functional Language I and II in place of Beginning Foreign Language must complete Intermediate Foreign Language to fulfill this requirement.)

Health and Safety	1/3
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Physical Education	2/3
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Computer Technology, Fine Arts or Vocational Education	1
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Specified Electives	<u>2</u>
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Must be taken from English, Mathematics, Science, Social Studies, and/or a third year of Foreign Language

Required Units	19
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Electives	<u>4</u>
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TOTAL	23
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**ADVANCED FINE ARTS OR PRACTICAL ARTS  
DIPLOMA WITH EXCELLENCE (23 UNITS)**

Students who desire an Advanced Fine Arts or a Practical Arts experience may elect to complete a course of study for an Advanced Fine Arts or a Practical Arts Diploma with Excellence. In addition to the course requirements listed below, students must maintain a Cumulative Grade Point Average of 3.50. Students meeting these requirements, as well as those of the Advanced Academic Curriculum, will receive a formal seal of endorsement from the Georgia Board of Education.

<u>Course</u>	<u>Units</u>
English	4
Mathematics	2



**Descriptor Code: IHF(4)**

\*This pattern can be used as long as DeKalb County schools are on the quarter system.

**\*\*The course selected to satisfy this requirement must be in addition to the area of study selected below.**

Art                                      5 units plus 5 general electives =                      10 units

Choral Music                      5 units plus 5 general electives =                      10 units

(To include one unit from Advanced Performance and one unit from Music Theory)

Music                                      5 units plus 5 general electives =                      10 units

(To include one unit from Advanced Performance and one unit from Music Theory)

### **Practical Arts Requirements Plus General Electives**

Business Education                      4 units plus 6 general electives =                      10 units

Cooperative                      4 units plus 6 general electives =                      10 units

## Vocational Education

Home Economics                      4 units plus 6 general electives =                      10 units

Industrial Arts                      4 units plus 6 general electives =                      10 units

**BOARD POLICY**  
**Graduation Requirements – 1997-1998+**

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**Descriptor Code: IHF(4)**

Trade and Industrial Education (OEC – 6 consecutive quarters in the same area)	<u>10 units</u>
TOTAL UNITS REQUIRED	23

**Advanced Placement**

For students who qualify, Advanced Placement course credit may be earned in the appropriate academic area(s).

**Additional Electives**

Additional electives selected from the following disciplines are also strongly recommended:

1. A third course in foreign language or study in a second foreign language
2. Physical education, health, and safety education
3. Vocational education
4. Computer technology
5. An additional laboratory science course
6. Fine arts (drama, music, visual arts)
7. Humanities
8. Traffic safety education
9. Social studies
10. Speech

**Post-secondary Options/Joint Enrollment**

Eligible high school students who qualify may enroll in a post-secondary institution and earn both high school Carnegie unit credit and postsecondary credit hours. Students who attend Georgia public colleges or universities will not be responsible for tuition for courses taken under Postsecondary Options. Students who attend private colleges or universities in Georgia under a Joint Enrollment agreement will be responsible for the cost of such enrollment. This provision became effective for eligible students in the 1993-94 school year. (Policy Code IDCH)

**Transfer Credit**

Students transferring from accredited home, private, public, and foreign schools outside the DeKalb County School District and registering for the DeKalb County high school program may

receive credit for subjects completed in standard high schools by presenting transcripts or the equivalent.

A unit shall represent satisfactory completion of instruction in a subject for two semesters or one school year. A Carnegie unit is based on 150 clock hours during the regular school year and 120 clock hours during summer school.

**Requirements for High School Diploma**

Ninth graders enrolled in the 1986-87 school term and all subsequent classes must meet the attendance requirements, the required number of Carnegie units, and the basic skills competency requirements in order to receive a high school diploma.

**Learner Basic Skills Areas**

Reading Skills  
Mathematics Skills  
Writing

**Requirements for High School Certificate of Performance**

Ninth graders enrolled in the 1986-87 school term and all subsequent classes must meet the attendance requirements and the required number of Carnegie units in order to receive a high school certificate of performance.

**Local Authority and Responsibility**

The DeKalb County Board of Education has established instructional support services and delivery services to uphold the multiple criteria for high school graduation:

To provide an ongoing guidance component beginning with the ninth grade for familiarizing students with graduation requirements and for examining the likely impact of individual career objectives on the program of work they plan to follow.

To provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.

To provide record keeping and reporting services that document student progress toward graduation and include information for the school, parents, and students.

To provide diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.

To provide instructional programs, curriculum and planned course guides, and remedial opportunities to assist each student in meeting graduation requirements.

To provide appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

**VIRTUAL COURSES (DISTANCE LEARNING)**

Virtual courses corresponding to courses in the DeKalb County School System curriculum will be accepted according to the DeKalb Board of Education Policy concerning Graduation Requirements – 1997-1998+, Descriptor Code: IHF(4). The Division of Instruction's Virtual Review Committee must review every request for virtual course credit to be recorded on a DeKalb School System transcript prior to taking the course unless that credit is earned through a virtual course offered by the DeKalb County School System.

Section: I. Instructional Program

**Board Policy**

**Descriptor Code: IHF(5)**

**Graduation Requirements - 2002-2003+**

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**HIGH SCHOOL COURSES**

For students who enter the ninth grade in the 2004-2005 school year and thereafter, a minimum of 24 units in grades nine through twelve must be completed satisfactorily in order to meet the requirements for graduation.

**GRADUATION EXERCISES**

**Suggested Form For Use in Graduation Exercises**

**PRINCIPAL:**

It is with pride that I present to you, \_\_\_\_\_, as a representative of the DeKalb County Board of Education, the class of \_\_\_\_\_ (year). I certify that these students have met all course requirements and earned 21 Carnegie units; therefore, I request the release of the diplomas and certificates.

**REPRESENTATIVE OF THE BOARD:**

On the basis of your certification, I accept your recommendation. The academic achievement of this class meets the course requirements as established by the Southern Association of Colleges and Schools, by the Georgia Board of Education, and by the DeKalb County Board of Education. As a representative of the DeKalb County Board of Education, I authorize the presentation of the diplomas to this class.

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

## **HIGH SCHOOL PROGRAM OF STUDY**

### **Introduction**

We agree with the philosophy and belief of the *High Schools That Work* (HSTW) network that, in the right school environment, students can learn complex academic and technical concepts if they are challenged to meet higher academic standards. HSTW provides a framework of goals, key practices and key conditions for accelerating learning and setting higher standards and at the same time encourages districts to develop local policies to address the following:

- Raise the mathematics, science, communication, problem-solving and technical achievement of more students to the national average and above.
- Blend the essential content of traditional college-preparatory studies - mathematics, science and language arts - with quality vocational and technical studies by creating conditions that support school leaders, teachers and counselors in carrying out key practices.
- Advance local policies and leadership initiatives necessary to sustain a continuous school-improvement effort.

Further, the centerpiece of *High Schools That Work* is a curriculum that blends the essential content of college-preparatory mathematics, science, language arts and social studies courses with modern vocational-technical studies in grades nine through twelve. The HSTW-recommended curriculum includes:

- At least four credits in English courses with the content and performance standards of college-preparatory English;
- At least three credits in mathematics courses with the content and performance standards of college-preparatory Algebra I, geometry, Algebra II and trigonometry;
- At least three credits in science, including two credits in courses with the content and performance standards of college-preparatory biology, chemistry, physics or applied physics;
- At least three social studies credits in courses with the content and performance standards of college-preparatory courses;
- At least four credits in an academic or a vocational-technical major;
- At least two credits in related academic and technical fields, including at least one-half credit in a basic computer course covering word processing, database entry, presentation software and use of the Internet and e-mail.

## **HIGH SCHOOL PROGRAM OF STUDY**

In response to this belief and in coordination with efforts already under way as a member district of the national *High Schools That Work* high school reform network, we believe that it

is important to increase standards and course requirements, especially at the senior year level, for high school graduation

The following requirements will be effective beginning with students who enter the ninth grade in the 2004-2005 school year and thereafter.

The administration shall provide support as needed for student success. Support will include ensuring equitable access to programs and services as needed for students to successfully complete the curriculum requirements (e.g., As world languages are required for high school graduation, those students who do not currently have access to the program or course in their assigned middle or high school will be offered those services in the future and, in the interim, through other options such as distance learning.).

Also, the administration and other staff will identify students who require special support (i.e., test scores below grade level) and provide access to acceleration through programs such as summer school, extended day, and so on for more time on task as part of a safety net (including, but not limited to, elementary school mathematics) to ensure success for all students.



**HIGH SCHOOL PROGRAM OF STUDY**

	<u>Basic Diploma</u>	<u>Diploma with Specialization***</u>	<u>Honors Diploma w/ Distinction†</u>
English	4^	4^	4^
Math	4^	4^	4^
Science	4^	4^	4^
Social Studies, including:	4^	4^	4^
Citizenship	.5		
Economics	.5		
World Studies	1		
American History	1		
Health/Physical Education	2*	2*	2*
Fine Arts	1	***	1
World Languages	1**	***	3
Career/Technical Education	1**	***	1
Electives***	3	6***	1
TOTAL	24	24	24

^ During each school year, including the senior year, a student must complete as a minimum a course in language arts, mathematics, science, and social studies. Exceptions must be expressly approved by the superintendent of schools.

\* One half credit for health and one half credit for physical education are required for all students. Students may be exempt from the second credit if they are participating in designated activities such as athletics, marching band, dance, etc.

\*\* Students will be encouraged to take 2 credits of world languages and 2 credits of career technology education as part of the elective concentration.

\*\*\* Students will be required to select elective courses based on one of three areas of concentration: Mathematics/Science; Humanities; or Career/Technical Education. Course selections must include a minimum of one credit from the following: fine arts; world languages; or Technology/Career Preparatory electives.

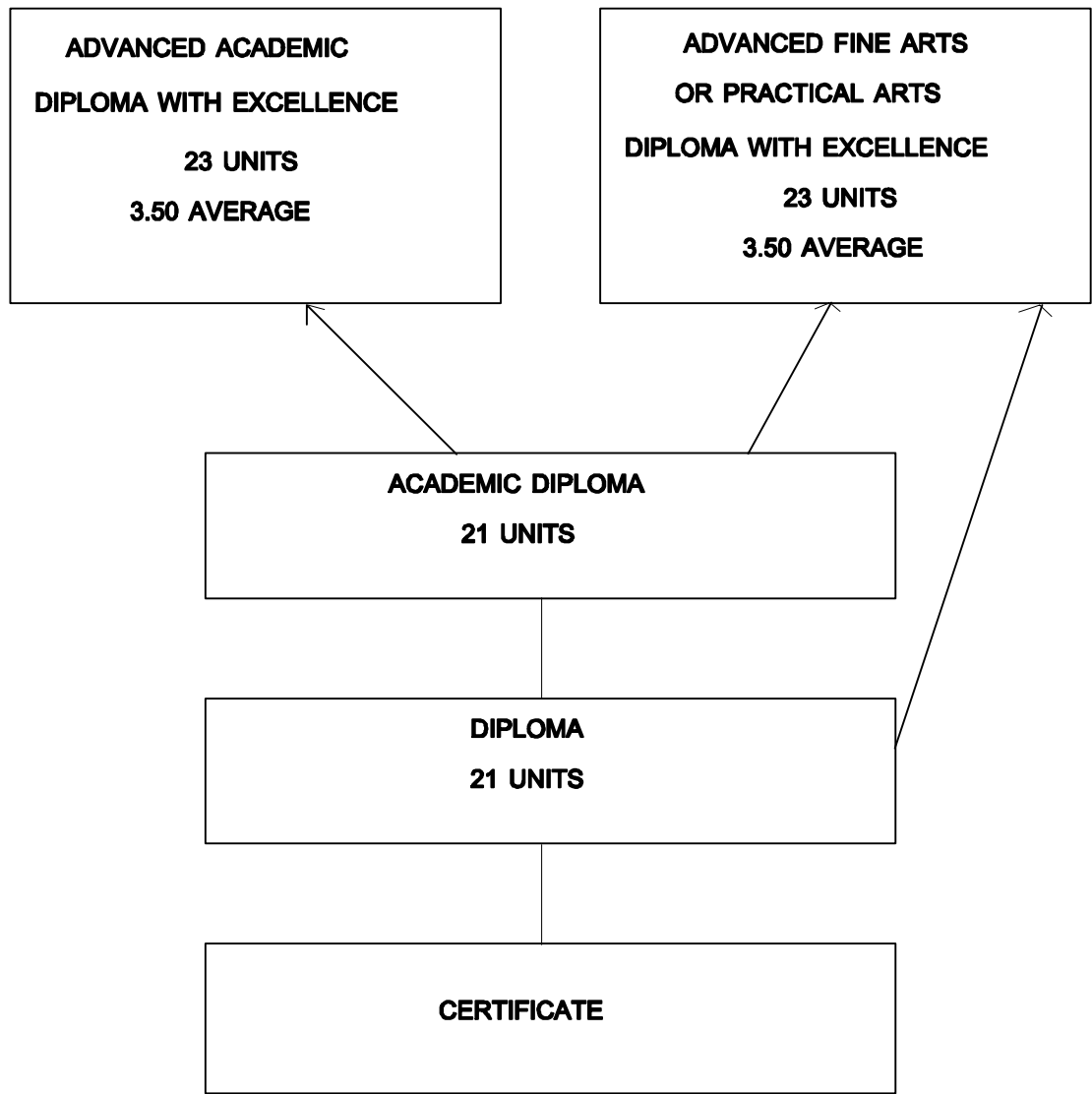
† Requires a 3.5 CGPA.

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**ISSUED: January 5, 2004**

**DEKALB COUNTY BOARD OF EDUCATION**

HIGH SCHOOL GRADUATION DIPLOMAS



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ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

HIGH SCHOOL PROGRAMS OF STUDY

(EACH PROGRAM OF STUDY REQUIRES ONE YEAR OF ALGEBRA OR ITS EQUIVALENT)

High School Diploma Program of Study			Academic Diploma/ College Preparatory Program of Study Leading to a Seal of Endorsement			Advanced Academic Diploma with Excellence Program of Study 3.5 CGPA		
	<u>Units</u>	<u>Qtr Hrs</u>		<u>Units</u>	<u>Qtr Hrs</u>		<u>Units</u>	<u>Qtr Hrs</u>
English	4	60	English *	4	60	English *	4	60
Math	3	45	Math **	3	45	Math **	3	45
Science	3	45	Science ***	3	45	Science ***	3	45
Citizenship	1/3	5	Citizenship	1/3	5	Citizenship	1/3	5
Economics	1/3	5	Economics	1/3	5	Economics	1/3	5
Social Science Electives	1/3	5	Social Science Electives	1/3	5	Social Science Electives	1/3	5
World Studies	1	15	World History	1	15	World History	1	15
American History	1	15	American History	1	15	American History	1	15
			Foreign Language	2	30	Foreign Language	2	30
Health	1/3	5	Health	1/3	5	Health	1/3	5
Physical Education	2/3	10	Physical Education	2/3	10	Physical Education	2/3	10
Computer Tech., Fine Arts, Vocational Ed., Foreign Language, ROTC	3	45	Computer Tech., Fine Arts, Vocational Ed., ROTC	1	15	Computer Tech., Fine Arts, Vocational Ed., ROTC	1	15
						Specified Electives English, Math, Science, Soc. Studies, Foreign Lang.	2	30
Electives	4	60	Electives****	4	60	Electives****	4	60
<b>TOTAL</b>	<b>21</b>	<b>315</b>	<b>TOTAL</b>	<b>21</b>	<b>315</b>	<b>TOTAL</b>	<b>23</b>	<b>345</b>
*****								
<b>OR</b>			<b>OR</b>			<b>OR</b>		
<b>Voc. Ed. Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Bus. Ed., HE, IA, Occup. Ed.)	4	60	<b>****Voc. Ed. Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Bus. Ed., HE, IA, Occup. Ed.)	4	60	<b>****Voc. Ed. Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Bus. Ed., HE, IA, Occup. Ed.)	4	60
<b>OR</b>			<b>OR</b>			<b>OR</b>		
<b>Fine Arts Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Instr. music, vocal music, visual arts)	4	60	<b>****Fine Arts Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Instr. music, vocal music, visual arts)	4	60	<b>****Fine Arts Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Instr. music, vocal music, visual arts)	4	60
<b>AND</b>								
Electives	2	30						
<b>TOTAL</b>	<b>21</b>	<b>315</b>	<b>TOTAL</b>	<b>21</b>	<b>315</b>	<b>TOTAL</b>	<b>23</b>	<b>345</b>

\* English

Grammar/Usage/Advanced Composition Skills Literature (American,English,World)
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\*\* Math

Algebra I Geometry Algebra II Algebra and Trigonometry III
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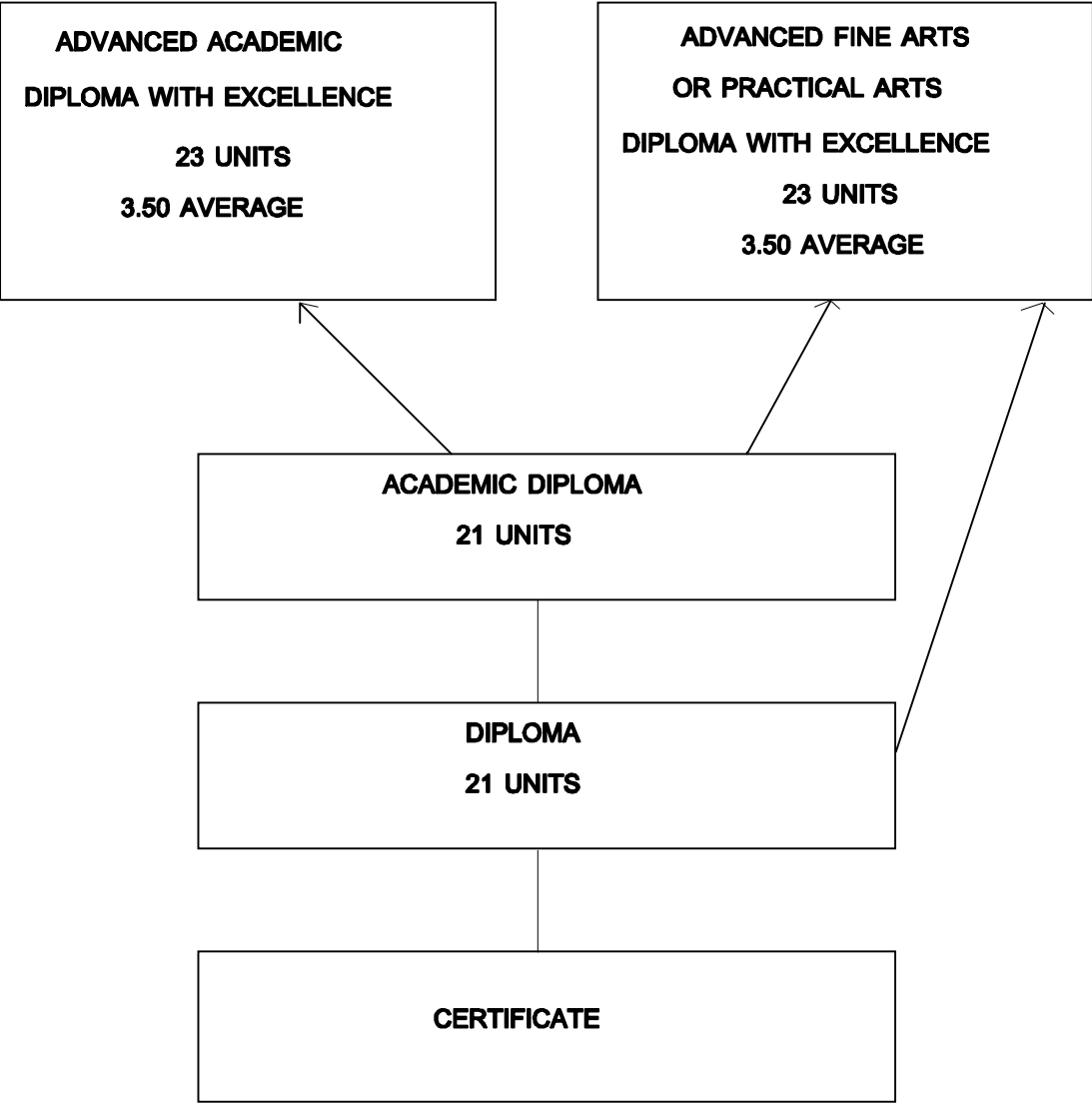
\*\*\* Science

Biology, Chemistry, Physics (Preferred) Physical Science, Biology, Chemistry (Preferred) Physical Science, Biology, Physics Physical Science, Biology, another Laboratory Science
---

ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

HIGH SCHOOL GRADUATION DIPLOMAS



ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

HIGH SCHOOL PROGRAMS OF STUDY

(EACH PROGRAM OF STUDY REQUIRES ONE YEAR OF ALGEBRA OR ITS EQUIVALENT)

High School Diploma Program of Study			Academic Diploma/ College Preparatory Program of Study Leading to a Seal of Endorsement			Advanced Academic Diploma with Excellence Program of Study 3.5 CGPA		
	<u>Units</u>	<u>Qtr Hrs</u>		<u>Units</u>	<u>Qtr Hrs</u>		<u>Units</u>	<u>Qtr Hrs</u>
English	4	60	English *	4	60	English *	4	60
Math	3	45	Math * *	3	45	Math * *	3	45
Science	3	45	Science * * *	3	45	Science * * *	3	45
Citizenship	1/3	5	Citizenship	1/3	5	Citizenship	1/3	5
Economics	1/3	5	Economics	1/3	5	Economics	1/3	5
Social Science Electives	1/3	5	Social Science Electives	1/3	5	Social Science Electives	1/3	5
World Studies	1	15	World History	1	15	World History	1	15
American History	1	15	American History	1	15	American History	1	15
			Foreign Language	2	30	Foreign Language	2	30
Health	1/3	5	Health	1/3	5	Health	1/3	5
Physical Education	2/3	10	Physical Education	2/3	10	Physical Education	2/3	10
Computer Tech., Fine Arts, Vocational Ed., Foreign Language, ROTC	3	45	Computer Tech., Fine Arts, Vocational Ed., ROTC	1	15	Computer Tech., Fine Arts, Vocational Ed., ROTC	1	15
						Specified Electives English, Math, Science, Soc. Studies, Foreign Lang.	2	30
Electives	4	60	Electives****	4	60	Electives****	4	60
<b>TOTAL</b>	<b>21</b>	<b>315</b>	<b>TOTAL</b>	<b>21</b>	<b>315</b>	<b>TOTAL</b>	<b>23</b>	<b>345</b>
*****								
<b>OR</b>			<b>OR</b>			<b>OR</b>		
<b>Voc. Ed. Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Bus. Ed., HE, IA, Occup. Ed.)	4	60	<b>****Voc. Ed. Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Bus. Ed., HE, IA, Occup. Ed.)	4	60	<b>****Voc. Ed. Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Bus. Ed., HE, IA, Occup. Ed.)	4	60
<b>OR</b>			<b>OR</b>			<b>OR</b>		
<b>Fine Arts Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Instr. music, vocal music, visual arts)	4	60	<b>****Fine Arts Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Instr. music, vocal music, visual arts)	4	60	<b>****Fine Arts Electives</b> for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Instr. music, vocal music, visual arts)	4	60
<b>AND</b>								
Electives	2	30						
<b>TOTAL</b>	<b>21</b>	<b>315</b>	<b>TOTAL</b>	<b>21</b>	<b>315</b>	<b>TOTAL</b>	<b>23</b>	<b>345</b>

\* English

Grammar/Usage/Advanced Composition Skills Literature (American,English,World)
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\* \* Math

Algebra I Geometry Algebra II Algebra and Trigonometry III
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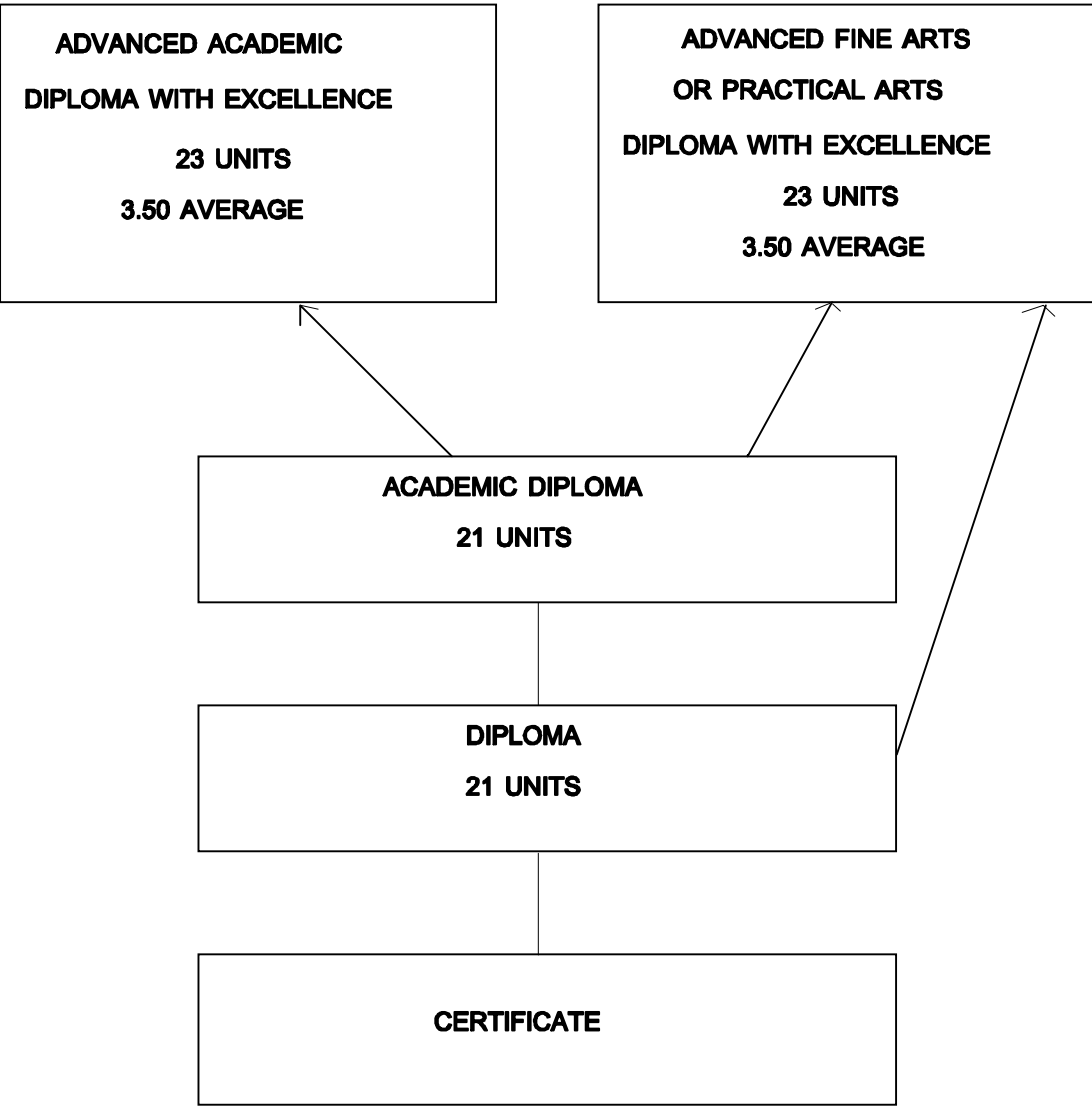
\* \* \* Science

Biology, Chemistry, Physics (Preferred) Physical Science, Biology, Chemistry (Preferred) Physical Science, Biology, Physics Physical Science, Biology, another Laboratory Science
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ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

HIGH SCHOOL GRADUATION DIPLOMAS



ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

HIGH SCHOOL PROGRAMS OF STUDY

(EACH PROGRAM OF STUDY REQUIRES ONE YEAR OF ALGEBRA OR ITS EQUIVALENT)

High School Diploma Program of Study			Academic Diploma/ College Preparatory Program of Study Leading to a Seal of Endorsement			Advanced Academic Diploma with Excellence Program of Study 3.5 CGPA		
	Units	Qtr Hrs		Units	Qtr Hrs		Units	Qtr Hrs
English	4	60	English *	4	60	English *	4	60
Math	3	45	Math **	3	45	Math **	3	45
Science	3	45	Science ***	3	45	Science ***	3	45
Citizenship	1/3	5	Citizenship	1/3	5	Citizenship	1/3	5
Economics	1/3	5	Economics	1/3	5	Economics	1/3	5
Social Science Electives	1/3	5	Social Science Electives	1/3	5	Social Science Electives	1/3	5
World Studies	1	15	World History	1	15	World History	1	15
American History	1	15	American History	1	15	American History	1	15
			Foreign Language	2	30	Foreign Language	2	30
Health	1/3	5	Health	1/3	5	Health	1/3	5
Physical Education	2/3	10	Physical Education	2/3	10	Physical Education	2/3	10
Computer Tech., Fine Arts, Vocational Ed., Foreign Language, ROTC	3	45	Computer Tech., Fine Arts, Vocational Ed., ROTC	1	15	Computer Tech., Fine Arts, Vocational Ed., ROTC	1	15
						Specified Electives English, Math, Science, Soc. Studies, Foreign Lang.	2	30
Electives	4	60	Electives****	4	60	Electives****	4	60
TOTAL	21	315	TOTAL	21	315	TOTAL	23	345
*****								
OR			OR			OR		
Voc. Ed. Electives for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Bus. Ed., HE, IA, Occup. Ed.)	4	60	****Voc. Ed. Electives for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Bus. Ed., HE, IA, Occup. Ed.)	4	60	****Voc. Ed. Electives for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Bus. Ed., HE, IA, Occup. Ed.)	4	60
OR			OR			OR		
Fine Arts Electives for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Instr. music, vocal music, visual arts)	4	60	****Fine Arts Electives for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Instr. music, vocal music, visual arts)	4	60	****Fine Arts Electives for Seal of Endorsement (45 of the 60 hrs. must be in one of these areas: Instr. music, vocal music, visual arts)	4	60
AND								
Electives	2	30						
TOTAL	21	315	TOTAL	21	315	TOTAL	23	345

\* English

Grammar/Usage/Advanced Composition Skills Literature (American,English,World)
---

\*\* Math

Algebra I Geometry Algebra II Algebra and Trigonometry III
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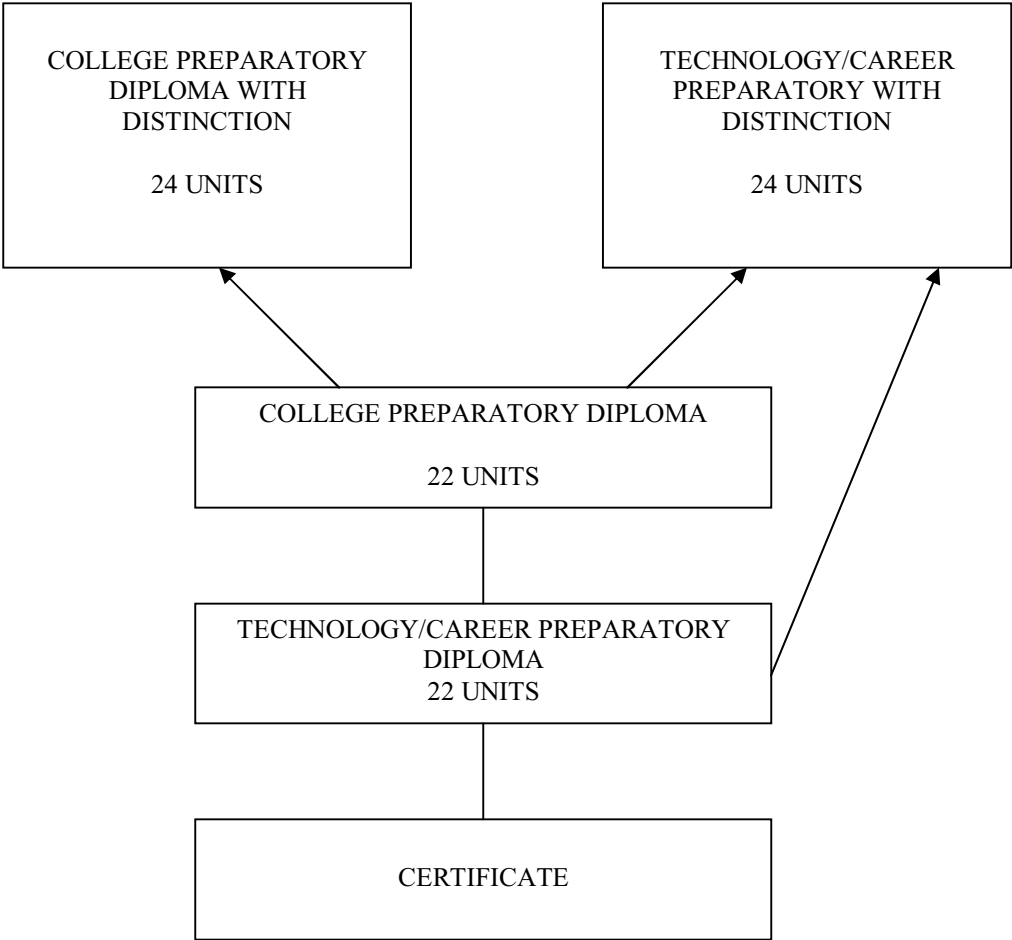
\*\*\* Science

Biology, Chemistry, Physics (Preferred) Physical Science, Biology, Chemistry (Preferred) Physical Science, Biology, Physics Physical Science, Biology, another Laboratory Science
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ISSUED: 09/11/2000

DEKALB COUNTY BOARD OF EDUCATION

**HIGH SCHOOL GRADUATION DIPLOMAS**



**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**



Exhibit  
Graduation Requirements

Descriptor Code: IHF~E(9)

IHF-E(9)							
HIGH SCHOOL PROGRAMS OF STUDY							
(EACH PROGRAM OF STUDY REQUIRES ONE YEAR OF ALGEBRA OR ITS EQUIVALENT)							
+++ Technology/Career Preparatory		+++ Technology/Career Preparatory with Distinction		+++ College Preparatory Academic Diploma/College Preparatory Program of Study Leading to a Seal of Endorsement		+++ College Preparatory with Distinction Advanced Academic Diploma with Excellence Program of Study 3.5 CGPA	
	<u>Units</u>		<u>Units</u>		<u>Units</u>		<u>Units</u>
English	4	English	4	English *	4	English *	4
Math	3	Math	3	Math **	4	Math **	4
Science	3	Science	3	Science ***	3	Science ***	3
Citizenship	1/2	Citizenship	1/2	Citizenship	1/2	Citizenship	1/2
Economics	1/2	Economics	1/2	Economics	1/2	Economics	1/2
World Studies	1	World Studies	1	World Studies	1	World Studies	1
American History	1	American History	1	American History	1	American History	1
				World Language	2	World Language	2
Health/Physical Education	1	Health/Physical Education	1	Health/Physical Education	1	Health/Physical Education	1
Technology/Career Preparatory Units	4	Technology/Career Preparatory Units	4	Computer Tech., and/or Fine Arts, and/or Technology/Career Prep.	1	Computer Tech., Fine Arts, Technology/Career Prep.	1
Computer Technology and/or Fine Arts and/or Technology/Career Prep. and/or World Languages	1					Specified Elective (from English, Math, Science, Soc. Studies, World Lang.)	2
Electives	3	Electives	3	Electives	4	Electives ****	4
Core Courses Elective (English/Math/Science/Social Studies/World Language)		Core Courses Elective (English/Math/Science/Social Studies/World Language)			22		
TOTAL	22	TOTAL	22	TOTAL		TOTAL	24
<b>Fine Arts Electives</b> for Seal of Endorsement (2 of the 3 elective units must be in one of the areas: Instr. music, vocal music, visual arts) <b>Technology/Career Preparatory</b> Seal of Endorsement (3 of which must be concentrated in one area program)		<b>Fine Arts Electives</b> with Seal or Endorsement (2 of the elective units must be in one of these areas: instrumental music, vocal music, visual arts) <b>Technology/Career Preparatory</b> Seal or Endorsement (3 of which must be concentrated in one program area) <b>Technology/Career Preparatory</b> with Distinction and Excellence Seal of Endorsement GPA in Technology/Career Preparatory subjects 3.5		<b>Fine Arts Electives</b> for Seal of Endorsement (2 of the 3 elective units must be in one of the areas: Instr. music, vocal music, visual arts)		<b>Fine Arts Electives</b> for Seal of Endorsement (2 of the 3 elective units must be in one of the areas: Instr. music, vocal music, visual arts) <b>College Preparatory with Distinction and Excellence</b> Seal of Endorsement core GPA 3.5	

\* English

\*\* Math

\*\*\* Science

**Exhibit**  
**Graduation Requirements**

**Descriptor Code: IHF~E(9)**

Composition/Literature (American, English, World)

Algebra I/Geometry/Algebra II/Algebra and Trigonometry  
III/Discrete mathematics/AP Statistics/Calculus

Biology, Chemistry, Physics (Preferred)/Physical Science,  
Biology, Chemistry (Preferred)/Physical Science, Biology,  
Physics/Physical Science, Biology, another Laboratory  
Science

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

Section: I. Instructional Program

**Administrative Regulation**

**Descriptor Code: IHF-R(1)**

**Graduation Requirements**

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HIGH SCHOOL COURSES

(The following requirements will be effective beginning with students who enter the ninth grade in the 1984-85 school year.)

Requirements for Graduation

A minimum of three hundred fifteen hours (21 units) in grades nine through twelve must be completed satisfactorily in order to meet the requirements for graduation. The requirements for promotion are as follows: to the tenth grade, 75 hours; to the eleventh grade, 150 hours; and to the twelfth grade, 225 hours.

Section: I. Instructional Program

**Administrative Regulation**

**Descriptor Code: IHF-R(2)**

**Graduation Requirements**

---

HIGH SCHOOL COURSES

(The following requirements will be effective beginning with students who enter the ninth grade in the 1984-85 school year.)

Requirements for Graduation

A minimum of three hundred fifteen hours (21 units) in grades nine through twelve must be completed satisfactorily in order to meet the requirements for graduation. The requirements for promotion are as follows: to the tenth grade, 75 hours; to the eleventh grade, 150 hours; and to the twelfth grade, 225 hours.

Section: I. Instructional Program

**Administrative Regulation**

**Descriptor Code: IHF-R(3)**

**Graduation Requirements**

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HIGH SCHOOL COURSES

(The following requirements will be effective beginning with students who enter  
A minimum of three hundred fifteen hours (21 units) in grades nine through twelve the ninth grade in the  
1984-85 school year.)

Requirements for Graduation must be completed satisfactorily in order to meet the requirements for  
graduation. The requirements for promotion are as follows: to the tenth grade, 75 hours; to the eleventh  
grade, 150 hours; and to the twelfth grade, 225 hours.

Section: I. Instructional Program

**Administrative Regulation**  
**Graduation Requirements**

**Descriptor Code: IHF-R(4)**

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**HIGH SCHOOL COURSES**

(The following requirements will be effective beginning with students who enter the ninth grade in the 1997-98 school year or thereafter.)

Requirements for Promotion

The requirements for promotion are as follows: to the tenth grade, 5 units; to the eleventh grade, 10 units; and to the twelfth grade, 16 units.

Requirements for Graduation

A minimum of 22 units in grades nine through twelve must be completed satisfactorily in order to meet the requirements for graduation.

Board Policy

Descriptor Code: II

Testing Programs

---

STUDENT ASSESSMENT

MISSION: To ensure that a standardized testing program is implemented for the assessment and improvement of instruction.

The DeKalb County School System shall plan, organize, and manage a systemwide program for student assessment and accountability through the Department of Assessment and Accountability. The program shall be aligned to the goals of the Board of Education and shall be designed to assess the written and taught curriculum of the state of Georgia and the DeKalb School System. The assessment and accountability program shall include use of formative and summative assessment data and other data collection measures to guide budgetary, curricular, instructional and professional development decisions regarding student achievement in order to adjust, improve or terminate programs and instructional practices.

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DeKalb County Schools

Date Adopted: 11/12/2001

Georgia Code	Description
Rule 160-3-1-.07	<a href="#">Testing Programs - Student Assessment</a>
O.C.G.A. 20-2-0140	<a href="#">SBOE to establish competencies and uniformly sequenced core curriculum</a>
O.C.G.A. 20-2-0151	<a href="#">General and career education programs</a>
O.C.G.A. 20-2-0281	<a href="#">Assessment of effectiveness of educational programs</a>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: II-R**

**Testing Programs**

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**Student Assessment and Accountability**

**I. Administrative Procedures**

A. The Department of Assessment and Accountability shall plan, organize and manage a system-wide program for student assessment and accountability through the Department of Assessment and Accountability. The assessment and accountability program shall include, but not be limited to, expectations of student achievement commensurate with the goals of the DeKalb Board of Education. The program shall include various measurements of student achievement, data bases of such measurements, analyses and interpretation of data for trends in achievement, and recommendations to adjust, improve or terminate programs and instructional practices. The Department of Assessment and Accountability shall maintain compliance with state law regarding assessment, 20-2-281 and laws regarding accountability systems as defined in House Bill 1187, and in Part 3 of Article 2 of Chapter 14 of Title 20 as listed below:

20-14-30 Creation of performance based accountability assessment program. (Georgia Department of Education and Office of Education Accountability performance-based systems)

20-14-31 Establishing standards for satisfactory performance. (Georgia Department of Education Report Cards and Office of Education Accountability Report Card indicators of quality and satisfactory performance)

20-14-32 Obtaining nationally comparative results and benchmarks. (SAT-9, PSAT, SAT, AP Exams, ACT, SAT II, Aptitude Assessments)

20-14-33 Indicators of quality learning in individual schools; comparisons to state standards; rating schools; providing information; uniform definition of "dropout" and "below grade level;" annual review.

20-14-34 School report cards; required information dissemination of reports. (Georgia Department of Education Report Cards and Office of Education Accountability Report Card indicators of quality and satisfactory performance)

20-14-35 Office powers; on-site audits; report findings and recommendations; authorization of other school audits.

20-14-36 Written procedures; training. (Assessment Plan)

20-14-37 Creation of school awards system recognizing progress and achievements in schools. (Pay for Performance, Office of Education Accountability Report Cards and Incentives in 2004-2005)

20-14-38 Financial awards; proclamations by Governor. (Office of Education Accountability Report Cards)

20-14-39 Funding of award system. (Pay for Performance, OEA Report Cards beginning in 2004-2005)

20-14-40 Confidentiality of identifiable individual student information. (Test Security Procedure)

20-14-41 Appropriate levels of intervention for failing schools; master or management team;



membership; annual reports. (State School Improvement Teams, District Level Instructional Teams)

B. The Department of Assessment and Accountability shall plan, organize and manage a program to assist all schools in maintaining accreditation with the Southern Association of Colleges and Schools (SACS).

## II. Assessment and Accountability Plan

A. The Department of Assessment and Accountability shall develop a system-wide plan for student assessment and accountability that is aligned with the annual goals of the Board of Education and the written and taught curriculum of the state of Georgia; The Quality Core Curriculum (QCC), and district-wide curriculum of the DeKalb Board of Education. The plan shall employ formative measures to augment summative student assessment data to identify student achievement and trends in learning and can include, but not be limited to, climate surveys, parent, teacher and student surveys, authentic and performance-based assessments, and portfolios.

B. The Assessment Plan shall be communicated to the Board of Education, Superintendent, schools and stakeholders through meetings, the newspaper and the web site for the DeKalb County School System. The data shall be in a form that provides usable feedback to all stakeholders so that appropriate decisions can be made regarding the curriculum, curriculum delivery, student learning, and assessment. The plan shall be available for review by the public at the district office complex of the DeKalb County School System.

## III. Assessment and Accountability Processes

### **A. Test Security**

1. A Test Coordinator shall be identified for each school by the building principal. It shall be the responsibility of the principal and the test coordinator to ensure that correct and appropriate test security procedures are followed for storing, monitoring and administering the tests.

2. The Director for Assessme

Board Policy

Descriptor Code: IJ

Evaluation of Instructional Program

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**Mission: To provide quality research, to utilize available data, and to extend support to all departments in delivering a quality instructional program.**

Instructional programs shall be evaluated for effectiveness on the same cycle as the district adopts textbooks. The Associate Superintendent for Curriculum and Instruction shall approve requests for program evaluations.

A program is defined as a set of activities or other offerings organized into an instructional delivery system used to support the curriculum adopted by the DeKalb County Board of Education.

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DeKalb County Schools

Date Adopted: 12/3/2001

Georgia Code	Description
O.C.G.A. 20-2-0281	<a href="#">Assessment of effectiveness of educational programs</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Section: I. Instructional Program

**Board Policy**

**Descriptor Code: IJA**

**School Improvement Teams**

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**SCHOOL IMPROVEMENT PLAN**

**Mission: To establish a standardized school improvement plan for all schools.**

The DeKalb School System shall require each school and educational center to submit to the Division of Instruction a standardized school improvement plan at the beginning of each school year. The plan will be inclusive of SACS.

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DeKalb County Schools

Date Adopted: 12/3/2001

Board Policy

Descriptor Code: IKDA

Flag Displays

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THE SCHOOL DAY

Each student in the DeKalb County School System shall be afforded the opportunity to recite the “Pledge of Allegiance to the Flag of the United States of America” during each school day.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0310	<a href="#">Student directory information; voter and selective service registration; pledge of allegiance</a>
O.C.G.A. 50-03-3	<a href="#">Display of state flag</a>
O.C.G.A. 50-03-4.1	<a href="#">Displaying copies of national motto and American and Georgia flags</a>

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**Board Policy**

**Descriptor Code: IKDB**

**Graduation Ceremonies**

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GRADUATION AND PROMOTION EXERCISES

MISSION: To ensure that students who have successfully completed requirements for promotion or graduation be given the opportunity to participate in promotion and/or graduation exercises.

Exercises may be scheduled for the promotion of elementary pupils to the secondary schools after the completion of the program prescribed for the elementary grades. If these exercises are scheduled, they shall be developed under the direction of the principals and faculties.

Appropriate exercises shall be scheduled for the presentation of diplomas to the students who have completed the requirements for grades one through twelve, and specifically the requirements for academic units. The graduation programs shall be scheduled on dates after the completion of the number of instructional days scheduled for the senior classes. The programs shall be under the direction of the principals and faculties of the high schools.

**Administrative Regulation**

**Descriptor Code: IKDB-R**

**Graduation Ceremonies**

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GRADUATION/PROMOTION EXERCISES

Graduation Exercises (Secondary)

Each principal is responsible for scheduling and planning one yearly graduation program for the school to be held at the close of the spring quarter. A representative of the DeKalb County Board of Education or school administration will be present to release the diplomas to the principal for distribution to members of the graduating class. See Exhibit IHF-E.

Promotion Exercises (Elementary)

Each elementary school shall have an appropriate ending grade promotion exercise without emphasis on elaborateness of dress or ceremony. This procedure includes other recognition programs.

Promotion exercises in the elementary schools shall be scheduled at times which do not conflict with examinations or graduation schedules of the middle schools or high school in their respective attendance areas.

**Board Policy**

**Descriptor Code: IKI**

**Lesson Plans**

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LESSON PLANS

Mission: To ensure that all instruction in DeKalb County schools is planned appropriately in order for all students to achieve optimal academic success.

Teachers shall develop and implement lesson plans for instruction in each course. These plans will be based on the adopted curriculum as written in each course guide pursuant to Policy 6152. The plans will reflect the use of the adopted curriculum, adopted materials for instruction, and differentiated instruction to meet the needs of students. Lesson plans shall be submitted for review by administrators on a regular basis in order to ensure alignment with Board adopted curriculum. Lesson plans will be used to monitor the delivery of the written curriculum.

**Administrative Regulation**

**Descriptor Code: IKI-R**

**Lesson Plans**

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LESSON PLANS

DeKalb County teachers must plan for instruction. A lesson plan should be detailed enough to be interpreted by a substitute teacher, department chair, principal, or coordinator. These plans are primarily for use in helping students to attain the objectives outlined in DeKalb Curriculum Guide. They must reflect the content and objectives for the current semester as stated in the guides.

Individual schools may design their own form of lesson plan. Assistance in developing these will be given by the department chair and assistant principal for instruction.

Several strategies should be included in daily lesson plans to maintain student engagement and to address student differences. A lesson plan should include content, objectives, strategies, materials needed, and evaluative process.

Instructional coordinators are available to assist teachers in developing acceptable plans when this service is needed or requested.



EQUAL OPPORTUNITY PRACTICES

MISSION: To ensure that all individuals in this multicultural and diverse society have an equal opportunity in all aspects of the operation of the school system.

It is the policy of the DeKalb County Board of Education to promote equal opportunity on the basis of age, sex, race, color, religion, national origin, disability, and handicap in its educational programs, activities, employment practices, purchasing procedures, and placement of contracts.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0131	<a href="#">Objectives and purposes of QBE program</a>
O.C.G.A. 20-2-0240	<a href="#">Powers and dutes of SBOE</a>
US Code	
20 USC 1682	<a href="#">Federal administrative enforcement; report to Congressional committees</a>
20 USC 1703	<a href="#">Denial of equal educational opportunity prohibited</a>
29 USC 794	<a href="#">Nondiscrimination under Federal grants and programs</a>
20 USC 1701	<a href="#">Equal Educational Opportunities Act of 1974</a>
29 USC 705	<a href="#">Rehabilitation Act of 1972</a>
42 USC 2000c	<a href="#">Title IV of the Civil Rights Act</a>
20 USC 1681	<a href="#">Title IX of the Education Amendments of 1972</a>

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**Administrative Regulation**  
**Equal Educational Opportunities**

**Descriptor Code: JAA-R**

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**NONDISCRIMINATION**

Procedures for administering the Board’s policy of nondiscrimination are found in the DeKalb County School System’s Affirmative Development for the DeKalb County School System handbook. Copies of the handbook shall be maintained in the Office of the Executive Director for Employment Services and Affirmative Development and the DeKalb County Board of Education.

**Board Policy**

**Descriptor Code: JB**

**Student Attendance**

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**MISSION:** To ensure that DeKalb County Board of Education attendance policies fulfill state law, State Board of Education rule, and the DeKalb County Student Attendance Protocol as written in the DeKalb County Student Code of Conduct which under Board Policy JCD shall have the effect of policy and shall be maintained by the Department of Student Relations.

**A. Attendance**

All children who are between their seventh and sixteenth birthdays and who reside in the DeKalb County School District shall enter school on the opening date and attend regularly thereafter or be enrolled in a private school or home-study program which meets the requirements of state law. This policy excludes children who are specifically exempted according to Georgia Board of Education policy and Georgia law.

If the school system is made aware that a child between the ages of seven and sixteen is not enrolled in a public school, private school, or home-study program, the Superintendent has the authority and responsibility to file proceedings in court to enforce the mandatory school attendance law.

**B. Excused Absences**

It is the policy of the board of education to excuse students from school for the following reasons:

1. Personal illness
2. Death or illness in the immediate family
3. Religious holidays
4. Service as page for the General Assembly
5. Instances where attendance by the student will be hazardous
6. Tests and physical exams for military service and the National Guard
7. Students eligible to vote in a public election may be allowed no more than one day for registering to vote or voting in a public election

With proper medical verification, a student may be eligible for hospital/homebound instruction as outlined in the State Board of Education rule 160-4-2-.31 hospital/homebound instruction.

**C. Absent/Tardy Excuse**

No student should be admitted to class after being absent from school the day before unless the student holds a legitimate excuse signed by the parent or guardian stating a reason for the absence. If the student does not present an excuse, the principal may use discretion in handling the situation. Excuses for tardiness shall be handled in the same manner.

**D. Unexcused Absences and Chronic Tardiness**

Unexcused absences and tardiness shall be addressed as written in the Code of Student Conduct. School days missed as a result of an out of school suspension shall not count as unexcused days for the purpose of determining student truancy and provisions for make-up work shall be provided.

## **E. Grades and Absences**

Final course grades of students shall not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons
2. Make-up work for excused absences was completed satisfactorily

## **F. Excessive Absenteeism and Epidemic Control**

Any day that attendance is less than 90 percent, the principal of each school shall have the number of absences called in to the public information office no later than 11:30 a.m.

If it appears there may be an epidemic or threat of an epidemic, the Director of Public, Press and Partner Relations will report this information to the DeKalb County Health Department.

This information shall also be available for inquiries from local, state, and federal health agencies after noon on each day of such reported absences.

## **G. Withdrawal Criteria**

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following uniform criteria for withdrawing students.

1. Appropriate school personnel are authorized to withdraw a student who:
  - a. Has missed more than 10 consecutive days of unexcused absences;
  - b. Is not subject to compulsory school attendance; and
  - c. Is not receiving instructional services through homebound instruction or instructional services required by the federal Individual with Disabilities Education Act (IDEA).
  - d. The Superintendent or the Superintendent's designee shall use his or her best efforts to notify the parent, guardian, or other person who has charge of a student if the school system plans to withdraw such student who is younger than 18 years of age and is not subject to compulsory school attendance.
2. Appropriate school personnel are authorized to withdraw a student subject to compulsory attendance if the Superintendent or Superintendent's designee has determined the student is no longer a resident of the local school system or is enrolled in a private school or home study program.
3. Appropriate school personnel shall withdraw students retroactive to the first day of the consecutive absences.

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DeKalb County Schools

Date Adopted: 8/8/2005

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0699	<a href="#"><u>Disposition of Children Taken Into Custody</u></a>
O.C.G.A. 20-2-0700	<a href="#"><u>Reports by Peace Officers to School Authorities</u></a>
O.C.G.A. 20-2-0690.2	<a href="#"><u>Establishment of Student Attendance Protocol Committee</u></a>
O.C.G.A. 20-2-0691	<a href="#"><u>Minimum Annual Attendance Required</u></a>
O.C.G.A. 20-2-0696	<a href="#"><u>Duties of Visiting Teachers and Attendance Officers</u></a>
O.C.G.A. 20-2-0690.1	<a href="#"><u>Mandatory education for children between 6 and 16</u></a>
O.C.G.A. 20-2-0692	<a href="#"><u>General Assembly pages granted excused absences</u></a>
O.C.G.A. 20-2-0693	<a href="#"><u>Exemptions</u></a>

- O.C.G.A. 20-2-0694 [Administration/enforcement of attendance reqts.](#)
- O.C.G.A. 20-2-0695 [Employing attendance officers in addition to visiting teachers](#)
- O.C.G.A. 20-2-0697 [Cooperation of principals and teachers with attendance officers and visiting teachers](#)
- O.C.G.A. 20-2-0698 [Assumption of temporary custody of truant children by peace officers](#)
- O.C.G.A. 20-2-0701 [Mandatory reporting of truants to juvenile or other courts](#)

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**Board Policy**

**Descriptor Code: JBB**

**Entrance Age**

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REGISTRATION

MISSION: To ensure the official registration of students.

A. General Information

A child shall be eligible to register in a DeKalb County school if that child resides with a parent or legal guardian who is domiciled within the DeKalb County School District.

A birth certificate or a certificate of registration is required for each child seeking enrollment in the DeKalb County School System.

A student shall register in the school serving the attendance area in which the student is legally domiciled, except for the following situations:

1. If the student participates in the Majority-to-Minority Program.
2. If the student participates in a Magnet Program or Theme School.
3. If the student attends a school where the parent or guardian is a full-time employee.
4. If the Board approves other situations.

A student who moves into the DeKalb County School District may transfer to a DeKalb school by presenting a registration record and a transcript of the academic record from the school previously attended. The DeKalb County Board of Education will not admit a student into the school system who has been suspended or expelled from another Georgia public school system during the period of such suspension or expulsion.

Because the legal standards governing suspension from public schools do not apply to private institutions, students suspended or expelled from such institutions cannot be presumed to have forfeited their rights to a public education; therefore, the Board may admit a student into the public school system who has been suspended or expelled from a private school or public school from another state during the period of such suspension or expulsion.

However, a preadmission hearing to determine whether the cause for a particular student's suspension or expulsion from private school would justify suspension or expulsion from the DeKalb County School System may be required. Such a preadmission hearing shall be conducted in the same manner as required for long-term suspensions from the school system. If the student's conduct justifies suspension or expulsion from the school system, the student may be barred from admission for the time authorized by the school system rules governing long-term suspension or may be admitted to one of the school system alternative programs. Each case is subject to review.

B. Immunization Information

A student shall not be admitted to a DeKalb County school unless the student shall first be immunized against diphtheria, pertussis, poliomyelitis, tetanus, measles, rubella (German measles), and mumps. It is also recommended that children be immunized against Hepatitis B.

A student's parent or guardian shall furnish to the school officials a certificate from a physician licensed under the laws of Georgia or public health department confirming that the child has been immunized before the child can be admitted to school. This certificate must be on a form provided by the Department of Human Resources. [O.C.G.A. § 20-2-771(b)]

Any school official permitting a student to enroll in a DeKalb County school in violation of O.C.G.A. § 20-2-771(h) and any parent or guardian of any child failing to comply with the provisions of this section shall be guilty of a misdemeanor. [O.C.G.A. § 20-2-771(h)]

If in the discretion of either the local health authority having jurisdiction or any physician licensed under the laws of the state of Georgia, any child having a physical disability which may contraindicate vaccination must have a certificate to that effect issued by the health authority or physician in lieu of a certificate of vaccination. This exemption shall not apply when such disability has been removed. [O.C.G.A. § 20-2-771(e)]

Immunization requirements do not apply if the parent or legal guardian of a child objects on the grounds that immunization conflicts with the religious beliefs of the parent or guardian. To comply with this requirement, the parent or guardian must furnish the school an affidavit in which the parent or guardian swears under oath that the immunization required conflicts with the religious beliefs of the parent or guardian. Immunization may be required when a disease is in epidemic stages. [O.C.G.A. § 20-2-771(e)]

C. Early Childhood Enrollment

1. Handicapped From Birth Through Age Four

Children, ages birth through four years, who have handicapping conditions so severe as to necessitate early intervention, may be eligible for special education services. [O.C.G.A. § 20-2-152(a)]

2. Prekindergarten

To enroll in prekindergarten, (a voluntary program), a child must have attained the age of four by September 1 of the school year and must be immunized according to the provisions below. A birth certificate or certificate of registration showing that the child is or will be four years of age on or before September 1 of the school year must be presented to the school officials before the child will be permitted to register. Eligibility rules for state-funded and federally-funded prekindergarten programs must also be met.

3. Kindergarten

Enrollment in the DeKalb County School System kindergarten program shall be on a voluntary basis for those children otherwise qualified. To enroll in kindergarten, a child must have attained the age of five by September 1 of the fiscal year and be immunized as provided for below. However, a child who was a legal resident of one or more other states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in a public kindergarten, or a kindergarten accredited by a state or regional association, shall be eligible for enrollment in the general education programs if the child is to attain the age of five by December 31 of the fiscal year and is otherwise qualified. [O.C.G.A. § 20-2-151(b)(1)(B)]

4. First Grade

A birth certificate or a certificate of registration showing that the child is or will be six years of age on or before September 1 of the school year must be presented to a school official before the student will be

permitted to register as provided by O.C.G.A. § 20-2-151(b)(2). However, a child who was a legal resident of one or more other states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment in the general education programs if the child is to attain the age of five for kindergarten or six for first grade by December 31 of the fiscal year and is otherwise qualified. [O.C.G.A. § 20-2-151(b)(1)(B)]

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0150	<a href="#">Eligibility for enrollment</a>
O.C.G.A. 20-2-0151	<a href="#">General and career education programs</a>
O.C.G.A. 20-2-0152	<a href="#">Special Education Services</a>
O.C.G.A. 20-4-10	<a href="#">State Board of Technical and Adult Education established; members, officers</a>
US Code	
20 USC 1412	<a href="#">State eligibility</a>

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**Administrative Regulation**

**Descriptor Code: JBB-R**

**Entrance Age**

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REGISTRATION

Enrollment in the DeKalb County School System kindergarten program shall be on a voluntary basis for those children qualified. To enroll in kindergarten, a child must have attained the age of five by September 1 of the fiscal year (unless qualified under out-of-state provisions listed in Board Policy Code JBB) and be immunized as outlined in the school system's policy on registration.

**I. Elementary School Registration**

A. Registration

Student registration shall be a responsibility of the principal. Written plans for the registration of students shall be completed by the principal for presentation to teachers on the first day of the preplanning period.

In the event a student is eligible for admission under out-of-state provisions of Georgia Law, the principal shall advise the parents of the social, emotional, and maturational benefits that will be obtained by the student remaining in an appropriate setting. Should the parent reject this recommendation, the principal shall request that the parent sign a waiver permitting the student to continue the previous assignment.

Each student who meets the school admission requirements of the DeKalb County Board of Education is entitled to register. Student insurance is offered as a service by the school system and is not a requirement for student registration. It is desirable that parents join the local Parent Teacher Association, but this is not a prerequisite for registration. Physical facilities for registration must be set up so that parents understand that the payment of money is not a requirement.

B. Plans and Materials for Registration

1. Registration forms for new and returning students.
2. Insurance materials.
3. DeKalb handbook.
4. Bus schedule(s).
5. Telephone directory.
6. Map of attendance area.
7. Annual school calendar.

C. First Grade Specifics

1. Ensuring compliance with age requirements (Six years old by midnight September 1 for entry to grade one).

2. Preparing registration card.
3. Preparing census card.
4. Checking and filing immunization record and dental and health certificates.
5. Checking and recording birth certificate information on registration card.
6. Proof of residency.

D. Other Grade Specifics

1. Checking and making necessary changes on registration card for each student previously enrolled.
2. Preparing registration card for each student enrolling for the first time.
3. Bringing census cards up to date for previously enrolled students.
4. Preparing census cards for new student enrollees.
5. Verifying records on new students.
6. Placing adequate signs in corridors directing parents and students to proper place for registration.
7. Placing signs over rooms indicating use of the rooms.
8. Preparing information booths for registration day.
9. Organizing school patrol to help in handling traffic.
10. Distributing materials for registration.

E. Registration Day

Teachers' schedules to be planned by the principal or designee. Teachers' responsibilities include:

1. Checking registration data.
2. Collecting report cards and other records from new students.
3. Collecting money and enrollment forms for student medical insurance, recording names on school list, and issuing receipts and other information.
4. Distributing handbook and other information to parents.
  - a. Bus schedule.
  - b. Room assignment.
  - c. Directions for first day of school.
5. Preparing receipt books for secretary.
  - a. Number and amount collected written on each book.
  - b. Teacher's name, grade, and inclusive receipt numbers on each book.
6. Preparing and signing medical insurance list for secretary.

7. Reconciling money collected with receipts issued (i.e., money and completed books left with secretary).
8. Turning in number of students registered to secretary (to be telephoned to the district office).

## II. High School Registration

### A. Registration

Student registration shall be a responsibility of the principal or designee. Registration begins in the spring of each year with a conference including the parent, student, and counselor. At that time the student is placed in subjects and courses.

Throughout the summer, conferences are held for scheduling new students.

Principals are to provide information to parents on the opening of school. This can be done effectively through newspaper releases, letters mailed to homes, and information booths at school.

Student medical insurance is offered as a service by the school system and is not a requirement for student registration. It is desirable that parents join the local Parent Teacher Student Association, but this is not a requirement for student registration.

### B. Registration Day.

Registration hours are 8 a.m. - 4 p.m.

An information desk is set up in the main lobby of the school.

Grade level registration areas are set up in the building with proper markers and signs to show their locations. Teachers are assigned to stations. Alternate lunch periods are assigned in order to have someone on duty continuously.

### C. Procedure

1. Previously enrolled students receive homeroom assignments.
2. Academic records of new students are verified.
3. New students may be administered standardized tests for placement purposes.
4. Registration cards on each student are brought up to date.
5. Handbooks are distributed.
6. All students are offered the following optional services on a cost basis:
  - a. Student medical insurance (required for students participating in athletics).
  - b. Yearbook.
  - c. Literary magazine subscription.
  - d. Newspaper subscription.

- e. Lock for locker, if necessary.
- 7. The number of students registered is reported to the district office by the principal.
- 8. The counseling offices are open all day for referrals and conferences.

D. First Day of School

- 1. An information desk is set up in the main lobby of the school.
- 2. Returning students report to assigned homerooms.
- 3. New students are tested and registered by counseling and guidance personnel.
- 4. During the homeroom period the items listed below are handled:
  - a. Student schedules distributed.
  - b. Schedule errors corrected (other schedule changes made by student's counselor as soon as possible after first day).
  - c. Information forms completed.
  - d. Bus schedules distributed.
  - e. Building plan explained.
  - f. Opening day activities reviewed.
  - g. Fees collected for optional services from students who did not pay on registration day.
- 5. In addition to regular classroom activities, teachers will distribute textbooks and make assignments.

**Board Policy**

**Descriptor Code: JBC**

**School Admissions**

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GUARDIANSHIP OF A STUDENT

Requests to enroll a student whose residence is in some place other than the legal residence of the living, natural parents may be resolved under the following regulation:

There is no provision in Georgia law for a guardianship for school purposes. Therefore, there must be other compelling reasons for establishing a guardianship where the minor has living parents. Under the law, a guardianship of a minor may be established. If the natural parents are living, they must relinquish all parental rights to the child.

In such cases, the Probate Court appoints a Guardian adult to represent the minor, to investigate the proposed guardian's character and fairness for the trust to be reposed in the guardian, and to determine the need for appointment of a guardian. Assuming that the report is favorable and the letter relinquishing parental rights is secured, the guardian may then post a \$1,000 surety bond with the Court, as required by law, and take the oath of office.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0150	<a href="#">Eligibility for enrollment</a>
O.C.G.A. 20-2-0151	<a href="#">General and career education programs</a>
O.C.G.A. 20-2-0181	<a href="#">Calculation of program weights to reflect base school size</a>
O.C.G.A. 20-2-0240	<a href="#">Powers and dutes of SBOE</a>

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Board Policy

Descriptor Code: JBC(1)

Homeless Students

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HOMELESS STUDENTS

Children who meet the definition of homeless as set forth in section 103 of the Stewart B. McKinney Homeless Assistance Act and who are located within the DeKalb County School District may present themselves to the school principals in the respective attendance areas where the children's parents/guardians reside.

The principal shall either enroll the child or require the child to continue enrollment in the school district of origin for the remainder of the school year, whichever is in the child's best interest.

Any dispute regarding the educational placement of a homeless child shall be presented to the Executive Director for Administration of Student Assignments and Discipline for resolution. If the matter is not resolved at that level, the dispute shall be brought to the Superintendent or designee for final resolution.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0131	<a href="#">Objectives and purposes of QBE program</a>
O.C.G.A. 20-2-0150	<a href="#">Eligibility for enrollment</a>
O.C.G.A. 20-2-0151	<a href="#">General and career education programs</a>
O.C.G.A. 20-2-0240	<a href="#">Powers and dutes of SBOE</a>
O.C.G.A. 20-2-0293	<a href="#">Student attending school in system other than system of student's residence</a>
O.C.G.A. 20-2-0690.1	<a href="#">Mandatory education for children between 6 and 16</a>
O.C.G.A. 20-2-0694	<a href="#">Administration/enforcement of attendance reqts.</a>
US Code	
42 USC 11431	<a href="#">Stewart B. McKinney Homeless Assistance Act</a>
42 USC 2000e	<a href="#">Title VII, 1987 Amendment</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Section: J. Students

**Board Policy**

**Descriptor Code: JBC(3)**

**Social Security Numbers**

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SOCIAL SECURITY NUMBERS

MISSION: To establish procedures for obtaining Social Security numbers from students and for waiving this requirement.

No student shall be denied enrollment in the DeKalb County School System for declining to provide a Social Security number or for declining to apply for such a number.

The Superintendent shall ensure that sufficient public notice is given annually of the information required for students who will enter schools in the DeKalb County School System. Such public notice shall be provided in English or any other language prevalent in the school system and shall include the statement cited in paragraph one.

The Superintendent shall establish procedures for obtaining Social Security numbers from students and for waiving this requirement. These procedures, using language appropriate for the parent, guardian, student, or person enrolling the student, shall include the following notations:

1. A Social Security number is requested for each student.
2. Providing the Social Security number is voluntary.
3. A waiver of the Social Security number requirement is provided.

The Superintendent shall provide the following forms:

1. An application for a Social Security number .
2. A waiver for an individual to sign stating a preference not to provide the Social Security number.

The Superintendent shall ensure that student Social Security numbers are treated in the same confidential manner as all other records and in accordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA).

The Superintendent shall make provisions for assigning a temporary number to a student who is applying for a Social Security number or a permanent student identification number if a Social Security number is not provided.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0150 [Eligibility for enrollment](#)

O.C.G.A. 20-2-0240 [Powers and duties of SBOE](#)

#### Rule 160-5-1-.24    [Procedure for Requesting Student Social Security Numbers](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



TRANSFER CREDIT

Students transferring from accredited home, private, public, and foreign schools outside the DeKalb County School District and registering for the DeKalb County high school program may receive credit for subjects completed in standard high schools by presenting transcripts or the equivalent.

A unit shall represent satisfactory completion of instruction in a subject for two semesters or one school year. A Carnegie unit is based on 150 clock hours during the regular school year and 120 clock hours during summer school.

Georgia Code	Description
O.C.G.A. 20-2-0240	<a href="#">Powers and duties of SBOE</a>
Rule 160-5-1-.15	<a href="#">Acceptance of Transfer Credit and/or Grades</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy

Descriptor Code: JCB

Nonresident Students

NON-RESIDENT STUDENTS

Non-resident students shall not be accepted for enrollment in the DeKalb County School District except in the following situations:

- A. Residents of federal reservations.
- B. Tuition students presently enrolled.
- C. Students having a parent or guardian who is a full-time teacher, professional, or other employee of the DeKalb County School System.
- D. Foreign students and hardship cases, not in conflict with court decisions, which may be approved by the Superintendent or designee.

DeKalb County Schools		Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>	
O.C.G.A. 20-2-0133	<a href="#"><u>Free public instruction; exceptions; eligibility; transfer and utilization; funding</u></a>	
O.C.G.A. 20-2-0160	<a href="#"><u>Determination of enrollment; determination of funding</u></a>	
O.C.G.A. 20-2-0293	<a href="#"><u>Student attending school in system other than system of student's residence</u></a>	
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.		

Board Policy

Descriptor Code: JBCBA

Tuition

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**TUITION**

MISSION: To ensure that non-resident students attending schools in the DeKalb County School System are charged appropriate tuition.

A tuition, which does not exceed the average locally financed per student cost for the preceding year and which excludes the required local fair share funds, shall be collected from non-resident pupils. An estimated amount, based on projected current year per pupil expenditures, shall be included in the proposed budget for tuition. The tuition charge shall be established after the end-of-year financial report has been submitted to the state.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0133 [Free public instruction; exceptions; eligibility; transfer and utilization; funding](#)

O.C.G.A. 20-2-0150 [Eligibility for enrollment](#)

O.C.G.A. 20-2-0160 [Determination of enrollment; determination of funding](#)

O.C.G.A. 20-2-0168 [Distribution of federal funds; summer school programs; year-round operation](#)

Art. 8, Sec. 1, Par. 1 [Public Education; free public education prior to college or post-secondary level; support by taxatio](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: JBF**

**Released Time**

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EARLY RELEASE

MISSION: To maintain instructional opportunities and provisions which allow students to participate in early-release programs.

High school students who need fewer than six courses per semester to maintain an average of five and one-half Carnegie units per semester for three or four years of high school attendance may qualify for an early-release program. This program, depending on individual student progress toward graduation, may consist of four or five consecutive periods of instruction.

The DeKalb County Board of Education recognizes that early-release programs of a planned educational nature may provide valuable educational experiences for students. Therefore, the Board also supports early educational release programs that provide those opportunities for students enrolled in vocational and special education work-study programs. This program of instruction provides elective credits that may apply toward the student's graduation requirements.

The Superintendent shall develop regulations for implementation of this program that shall comply with the Georgia Board of Education policy and will include parental consent, academic progress toward graduation, and program evaluation.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
<a href="#">Rule 160-5-1-.02</a>	<a href="#">School Day for Students</a>
<a href="#">Rule 160-4-02-.16</a>	<a href="#">Scheduling for Instruction</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: JBF-R**

**Released Time**

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EARLY RELEASE

I. Course Load Requirements for Participation

- A. Seniors must be able to meet the requirements for graduation by the end of the school year in order to participate in an early release program.
- B. Juniors must complete 16 Carnegie units by the end of the school year.
- C. Sophomores must complete ten Carnegie units by the end of the school year.
- D. Freshmen must complete five Carnegie units by the end of the school year.

II. Other Requirements for Participation

- A. Participants must have written approval from parents/guardian.
- B. A passing grade is required in each course each semester of participation.
- C. Punctuality and good conduct are essential for continued participation.
- D. A satisfactory verification of the program each semester is required for continued participation during the semester.

The principal has the right to revoke the privilege of participation for any student who violates the district guidelines.

The DeKalb County Board of Education allows students to participate in the early educational release program under the following criteria:

1. Each student is enrolled in a work-study program as part of the student's total course load.
2. Parental/guardian consent shall be required from parents of students involved in the early education release program.

The program design will include the following criteria:

1. Sound objectives exist for the early educational release program.
2. A process exists and is followed for informing the parents/ guardian about the program objectives and obtaining parental agreement for the student's participation.
3. An evaluation process exists to monitor program operation and inform the DeKalb County Board of Education about program success.

**Board Policy**

**Descriptor Code: JCD**

**Student Conduct**

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CONDUCT

**MISSION:** To establish standards for student conduct and for the administrative use of corporal punishment.

An enrolled student shall be eligible to attend a DeKalb school provided the student adheres to school rules and dress codes as well as regular attendance, and acceptable behavior in the school and during travel to and from school.

A student may be suspended or expelled for violation of school rules or for other sufficient reasons. For serious and persistent violations of school rules and regulations or for other sufficient reasons, a student may be expelled from school. A recommendation for expulsion shall be the expected outcome for those who have been found to have committed serious offenses including, but not limited to, the possession or use of dangerous weapons. A recommendation for expulsion shall also be the expected outcome for those who have been found to be involved in the sale of illicit drugs including, but not limited to, alcoholic beverages; offenses involving physical violence; destruction of school property; or threats to destroy school property. Expulsion of students shall be based on the decision of a Student Evidentiary Hearing Committee, appointed by the Superintendent, as outlined in the DeKalb Policy Code JCEB on Student Discipline Hearings.

Any student who is enrolled in a school in the DeKalb County School System and who is determined to have transported, possessed, or used a firearm at any campus, school, facility, or school activity under the jurisdiction of the DeKalb County Board of Education shall be expelled from the system for a period of not less than one year. The Superintendent or designee may modify or waive the expulsion on a case-by-case basis.

Principals and assistant principals, in order to maintain proper control and discipline of students under their care and supervision, may, in the exercise of sound discretion, administer corporal punishment on students subject to the following requirements:

1. Corporal punishment may not be excessive or severe.
2. Corporal punishment shall never be used as a first line of punishment for misbehavior unless the student is informed beforehand that specific behavior could occasion its use.
3. Corporal punishment must be administered by a principal or an assistant principal in the presence of a witness who shall be a principal, assistant principal, or a designated member of the faculty. The student and the witness must be informed (in the presence of each other) by the principal or assistant principal of the reason for the punishment before the punishment is administered. Such punishment must be administered in the privacy of an office.
4. The principal or assistant principal who administers corporal punishment must provide the student's parent, upon request, a written explanation of the reason for the punishment and the name of the witness who was present.

5. Corporal punishment shall not be administered to a student whose parent or legal guardian has filed with the principal, upon the enrollment of the student in a school, a statement requesting that corporal punishment not be administered to the child until the parental statement is revoked.

Specific guidelines for the implementation of this policy are published in the Student Rights and Responsibilities Handbook as adopted by the Board and as amended. This handbook shall have the effect of policy and shall be maintained by the Department of Student Relations.

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DeKalb County Schools

Date Adopted: 9/11/2000

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 20-2-0740	<a href="#"><u>Annual report by LBOE regarding disciplinary and placement action</u></a>
O.C.G.A. 20-2-0741	<a href="#"><u>Applicability; not infringe on IDEA rights</u></a>
O.C.G.A. 20-2-0751.1	<a href="#"><u>Expulsion policy for students bringing weapons to school</u></a>
O.C.G.A. 20-2-0751.2	<a href="#"><u>Students subject to disciplinary orders of other schools</u></a>
O.C.G.A. 20-2-0751.4	<a href="#"><u>Policies prohibiting bullying; assignment to alternative school; notice</u></a>
O.C.G.A. 20-2-0751.5	<a href="#"><u>Required provisions for student code of conduct</u></a>
O.C.G.A. 20-2-0751.6	<a href="#"><u>Disciplinary policy for students committing acts of physical violence against school employees</u></a>
O.C.G.A. 20-2-0753	<a href="#"><u>Tribunal following allegations of assault and battery</u></a>
O.C.G.A. 20-2-0756	<a href="#"><u>Reports to law enforcement officials</u></a>
O.C.G.A. 16-11-127	<a href="#"><u>Carrying deadly weapons to or at public gatherings</u></a>
O.C.G.A. 16-11-127.1	<a href="#"><u>Carrying weapons within school safety zones, at school functions or on school property</u></a>
O.C.G.A. 16-13-30	<a href="#"><u>Purchase, possession, manufacture, distribution or sale of controlled substances or marijuana</u></a>
O.C.G.A. 16-05-21	<a href="#"><u>Aggravated assault</u></a>
O.C.G.A. 16-06-1	<a href="#"><u>Rape</u></a>
O.C.G.A. 20-2-1183	<a href="#"><u>Possession of electronic communication devices in school</u></a>
O.C.G.A. 20-2-1184	<a href="#"><u>Mandatory reporting of students committing certain prohibited acts</u></a>
O.C.G.A. 20-2-0050	<a href="#"><u>County school districts; county board for each county</u></a>
O.C.G.A. 20-2-0059	<a href="#"><u>LBOE rule-making authority</u></a>
O.C.G.A. 20-2-0735	<a href="#"><u>Adoption of policies by LBOEs to improve student learning environment</u></a>
O.C.G.A. 20-2-0736	<a href="#"><u>Student codes of conduct; distribution</u></a>
O.C.G.A. 20-2-0737	<a href="#"><u>Reports by teacher of violations of student code of conduct; parental notice</u></a>
O.C.G.A. 20-2-0738	<a href="#"><u>Authority of teacher to remove student from classroom; procedures</u></a>
O.C.G.A. 20-2-0751	<a href="#"><u>Expulsion/Suspension definitions</u></a>
O.C.G.A. 20-2-0752	<a href="#"><u>Establishment of disciplinary hearing officers, panels or tribunals; rules and regs</u></a>
O.C.G.A. 20-2-0754	<a href="#"><u>Tribunal procedures</u></a>
O.C.G.A. 20-2-0767	<a href="#"><u>Alternative Education Systems - definitions of expulsion/suspension</u></a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Section: J. Students

Board Policy

Descriptor Code: JCDA

Student Behavior Code

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BULLYING

**The following policy relating to bullying shall become effective July 1, 1999. It shall apply only to students in grades six through 12.**

It shall be the policy of the board that bullying of a student by another student is prohibited. In accordance with Georgia law, bullying is defined as:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Discipline for any act of bullying shall be within the discretion of the principal which may range from a reprimand to out-of-school suspension. However, upon a finding that a student has committed the offense of bullying for the third time in a school year, at a minimum the student shall be assigned to an alternative education program.

The Superintendent shall develop rules and procedures which carry out the provisions of this policy. In addition, the superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the prohibition by ensuring the posting of such information at each middle and high school and by ensuring inclusion of such information in student and parent handbooks.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0751.5 [Required provisions for student code of conduct](#)

Rule 160-4-08-.15 [Student Discipline](#)

O.C.G.A. 20-2-0735 [Adoption of policies by LBOEs to improve student learning environment](#)

O.C.G.A. 20-2-0736 [Student codes of conduct; distribution](#)

O.C.G.A. 20-2-0737 [Reports by teacher of violations of student code of conduct; parental notice](#)

O.C.G.A. 20-2-0738 [Authority of teacher to remove student from classroom; procedures](#)

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**Board Policy**  
**Student Smoking**

**Descriptor Code: JCDA**

TOBACCO USE BY STUDENTS

MISSION: To ensure that school property is tobacco-free.

The use or possession of tobacco or smokeless tobacco by students on school premises is prohibited at all times. The Superintendent is authorized to develop procedures for enforcing this policy. For the purposes of this policy, tobacco in a motor vehicle shall not be considered as "in possession" unless it is found on a student while in a motor vehicle.

DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0142 [Prescribed courses; development/dissemination of instructional materials on effects of alcohol](#)

O.C.G.A. 20-2-0050 [County school districts; county board for each county](#)

O.C.G.A. 20-2-0059 [LBOE rule-making authority](#)

**US Code**

20 USC 6083 [Nonsmoking policy for children's services](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**  
**Student Smoking**

**Descriptor Code: JCDA-R**

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TOBACCO USE BY STUDENTS

Procedures for enforcing the policy on use of tobacco are found in the school system handbook, Administrative Procedures for Student Discipline. Copies of this handbook are to be maintained in the principal's office in each school.

**Board Policy**

**Descriptor Code: JCDAB**

**Student Alcohol Use**

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ALCOHOL AND OTHER DRUG USE BY STUDENTS

MISSION: To provide drug education programs for students.

I. General

The DeKalb County School System shall take positive action through education, counseling, parent involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and manufacture, distribution, dispensing, and /or possession with intent to distribute and/or use of behavior-affecting substances. These substances shall include but not be limited to alcohol and alcoholic beverages, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, and all other legal and/or illegal drugs or substances (cocaine, marijuana, LSD, barbiturates, and anabolic steroids, etc.). The unlawful possession or the use of alcohol or illicit drugs is wrong and harmful.

The DeKalb County Board of Education shall provide age-appropriate, developmentally-based drug and alcohol education and prevention programs which address the legal, social and health consequences of drugs and alcohol use and shall provide information to all students in the system about effective techniques for resisting peer pressure to use illicit drugs or alcohol. These programs will also provide information about drug and alcohol counseling, rehabilitation, and re-entry programs available to students.

A controlled substance is defined as any drug or substance listed in schedule I through schedule V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) which includes but is not limited to marijuana, cocaine, heroin, opiates, and amphetamines. Not included are substances used in accordance with a valid prescription issued by a physician, dentist, psychiatrist, or other agent licensed by the state to prescribe legal drugs.

A. Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student must not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroid, or intoxicant at any time while on school property or at school-sponsored activities. State laws provide serious penalties for the possession of or use of controlled substances at the following locations:

1. en route to school or from school,
2. on school property or within 1,000 feet of school property, or
3. off the school grounds at a school activity, function, or event.

1. Procedure for handling incidents in the schools involving the possession, sale, manufacture, distribution, dispensing, and/or use of drugs, alcohol, or any other behavior-affecting substances shall be as outlined in the Student Rights and Responsibilities brochure.

2. Administrators and staff will cooperate with the police department by making every effort to identify and report the source of supply and by developing an in-service program for staff members.

3. Administrators and staff will make every effort to help students who have a drug problem by providing counseling and drug abuse education. They will also cooperate with the DeKalb County Health Department and individual physicians in appropriate health education and health care.

B. Distribution of Information

A copy of this policy shall be provided to all parents and students.

C. Program Review

There shall be a biennial review of this program (a) to determine its effectiveness, (b) to implement changes to the program if needed, and (c) to ensure that the disciplinary sanctions imposed by this policy are consistently enforced.

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DeKalb County Schools Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 16-13-32.4	<a href="#">Manufacturing, distributing, dispensing or possessing controlled substances in on or near schools</a>
O.C.G.A. 19-07-6	<a href="#">Reporting juvenile drug use</a>
O.C.G.A. 20-2-1184	<a href="#">Mandatory reporting of students committing certain prohibited acts</a>
O.C.G.A. 20-2-0144	<a href="#">Mandatory instruction re: alcohol and drug use</a>
O.C.G.A. 03-3-21	<a href="#">Selling liquor close to school grounds</a>
Rule 160-4-02-.12	<a href="#">Comprehensive Health and Physical Education Program Plan</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: JCDAC**

**Student Drug Use**

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ALCOHOL AND OTHER DRUG USE BY STUDENTS

MISSION: To provide drug education programs for students.

I. General

The DeKalb County School System shall take positive action through education, counseling, parent involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and manufacture, distribution, dispensing, and /or possession with intent to distribute and/or use of behavior-affecting substances. These substances shall include but not be limited to alcohol and alcoholic beverages, prescription drugs, over-the-counter drugs, look-alike drugs, inhalants, pills, tablets, capsules, and all other legal and/or illegal drugs or substances (cocaine, marijuana, LSD, barbiturates, and anabolic steroids, etc.). The unlawful possession or the use of alcohol or illicit drugs is wrong and harmful.

The DeKalb County Board of Education shall provide age-appropriate, developmentally-based drug and alcohol education and prevention programs which address the legal, social and health consequences of drugs and alcohol use and shall provide information to all students in the system about effective techniques for resisting peer pressure to use illicit drugs or alcohol. These programs will also provide information about drug and alcohol counseling, rehabilitation, and re-entry programs available to students.

A controlled substance is defined as any drug or substance listed in schedule I through schedule V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) which includes but is not limited to marijuana, cocaine, heroin, opiates, and amphetamines. Not included are substances used in accordance with a valid prescription issued by a physician, dentist, psychiatrist, or other agent licensed by the state to prescribe legal drugs.

A. Narcotics, Alcoholic Beverages, and Stimulant Drugs

A student must not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, cocaine, marijuana, controlled substance, alcoholic beverage, anabolic steroid, or intoxicant at any time while on school property or at school-sponsored activities. State laws provide serious penalties for the possession of or use of controlled substances at the following locations:

1. en route to school or from school,
2. on school property or within 1,000 feet of school property, or
3. off the school grounds at a school activity, function, or event.

1. Procedure for handling incidents in the schools involving the possession, sale, manufacture, distribution, dispensing, and/or use of drugs, alcohol, or any other behavior-affecting substances shall be as outlined in the Student Rights and Responsibilities brochure.

2. Administrators and staff will cooperate with the police department by making every effort to

identify and report the source of supply and by developing an in-service program for staff members.

3. Administrators and staff will make every effort to help students who have a drug problem by providing counseling and drug abuse education. They will also cooperate with the DeKalb County Health Department and individual physicians in appropriate health education and health care.

B. Distribution of Information

A copy of this policy shall be provided to all parents and students.

C. Program Review

There shall be a biennial review of this program (a) to determine its effectiveness, (b) to implement changes to the program if needed, and (c) to ensure that the disciplinary sanctions imposed by this policy are consistently enforced.

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DeKalb County Schools

Date Adopted: 9/11/2000

<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 16-13-32.4	<a href="#">Manufacturing, distributing, dispensing or possessing controlled substances in on or near schools</a>
O.C.G.A. 19-07-6	<a href="#">Reporting juvenile drug use</a>
O.C.G.A. 20-2-1184	<a href="#">Mandatory reporting of students committing certain prohibited acts</a>
O.C.G.A. 20-2-0144	<a href="#">Mandatory instruction re: alcohol and drug use</a>
O.C.G.A. 03-3-21	<a href="#">Selling liquor close to school grounds</a>
Rule 160-4-02-.12	<a href="#">Comprehensive Health and Physical Education Program Plan</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**  
**Student Drug Use**

**Descriptor Code: JCDAC-R**

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DRUG ABUSE

Procedures for handling illegal drugs on school property are found in the DeKalb County School System's Student Rights and Responsibilities Handbook, and in the handbook, Administrative Procedures for Student Discipline. Copies of the brochure and handbook shall be maintained in the principal's office in each school.

**Board Policy**  
**Bus Conduct**

**Descriptor Code: JCDAD**

STUDENT CONDUCT ON BUSES

The parents of guardians of students have the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the day. The school has the authority to discipline a student for any misconduct occurring on the way to or from school. Once the student boards the bus, the student is expected to conduct him/herself on the bus in a manner consistent with the established standards for classroom behavior.

Students who do not conduct themselves properly on a bus shall be brought to the attention of the principal by the bus driver. A student who cannot conduct themselves properly on a bus shall be brought to the attention of the principal by the bus driver. A student who cannot conduct him/herself properly on a bus may have the riding privileges suspended. In such a case, the parent or guardian of the student involved shall be responsible for transporting the student to and from school. In cases of bus vandalism, the student and parent/guardian shall be held responsible.

All students, grades K-12, shall be instructed annually in emergency evacuation and safe riding practices on school buses. The Director of Transportation shall work with school principals and bus drivers to ensure that this is accomplished.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0188	<a href="#">Student transportation</a>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>
Rule 160-5-3-.13	<a href="#">Student Safety</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.



**Board Policy**

**Descriptor Code: JCDAE**

**Weapons**

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STUDENTS WEAPONS IN SCHOOL

The presence of weapons on school property is detrimental to the welfare and safety of the students and school personnel, and is a violation of state law.

No person shall carry, possess, or have under such person's control any weapon or explosive compound within a school safety zone, or in any school building, on school premises, at any school sponsored function or activity, including football games, basketball games, track contests and other similar or related functions; in any school vehicle or bus; or in a private vehicle parked on school property, or on other public or private property in proximity to school property while attending school or a school sponsored or school related function. For purposes of this policy, the following definitions apply:

1. A "school safety zone" is defined as the area in or within 1,000 feet of any real property owned by or leased to any public elementary school, secondary school or the board of education and used for elementary or secondary education.
2. "Weapon" means and includes:
  - a. any firearm, herein defined as having the meaning set forth in 18 USC 921 (a) (3,4), i.e. any weapon, including a starter gun which will or is designed to or may be readily converted to expelling a projectile by the action of an explosive, or any other "destructive device," defined to include;
    - (1) any explosive, incendiary, or poison gas;
    - (a) bomb,
    - (b) grenade,
    - (c) rocket having a propellant charge of more than four ounces,
    - (d) missile having an explosive or incendiary charge or more than one-quarter ounce,
    - (e) mine, or
    - (f) device similar to any of the devices described in the preceding clauses;
  - (2) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
  - (3) any combination of parts either designed or intended for use in converting any device into a destructive device described in subparagraph 1 or 2 and from which a destructive device may be readily assembled.

The term "destructive device" shall not include any device which is neither designed or redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device, surplus ordinance sold, loaned or given by the Secretary of the Army pursuant to the provisions of section 4684 (2), 1484, or 4686 or Title X; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, or is an antique.

- b. any dirk, bowie knife, switchblade knife, ballistic knife, or other knife; or
- c. straight-edge razor, razor blade; or
- d. spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, no chuck, numchaku, shuriken, or fighting chain; or:
- e. any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled and which may be known as a throwing star or Oriental dart, or any weapon of like kind, or
- f. any stun gun or taser as defined in O.C.G.A. § 16-11-106 (a); or
- g. toy weapons; or
- h. any other object that can be considered by the school administration a weapon.

#### Exceptions

The exceptions to this policy are those individuals specifically provided by Georgia law which is now, or may hereafter, be specified.

The Superintendent shall prepare and have posted in a prominent place in each school the following notice:

IT IS UNLAWFUL FOR ANY PERSON TO CARRY, POSSES OR HAVE UNDER CONTROL ANY WEAPON AT A SCHOOL BUILDING, SCHOOL FUNCTION OR ON SCHOOL PROPERTY OR ON A BUS OR OTHER TRANSPORTATION FURNISHED BY THE SCHOOL.

THE TERM "WEAPON" MEANS AND INCLUDES ANY PISTOL, REVOLVER, OR ANY WEAPON DESIGNED OR INTENDED TO PROPEL A MISSILE OF ANY KIND, OR ANY DIRK, BOWIE KNIFE, SWITCHBLADE KNIFE, BALLISTIC KNIFE, ANY OTHER KNIFE, STRAIGHT EDGED RAZOR OR RAZOR BLADE, SPRING STICK, METAL KNUCKS, BLACKJACK, OR ANY FLAILING INSTRUMENT CONSISTING OF TWO OR MORE RIGID PARTS CONNECTED IN SUCH A WAY TO ALLOW THEM TO SWING FREELY, WHICH MAY BE KNOWN AS A NUN CHUCK, OR FIGHTING CHIAN, THROWING STAR OR ORIENTAL DART, OR ANY WEAPON OF LIKE KIND, AND STUN GUN OR TASER.

VIOLATION MAY RESULT IN EXPULSION FROM SCHOOL FOR ONE YEAR AND/OR CRIMINAL PROSECUTION.

(O.C.G.A. §§16-11-127.1; 15-11-37; P.L. 103-2270)

#### Penalties

Any employee who has reasonable cause to believe that a student or other person is in violation of this policy shall make a written report of that fact and the name of the person suspected to the principal of the school or the principal's designee.

#### DeKalb County Board of Education

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DeKalb County Schools

Date Adopted: 9/11/2000

#### Georgia Code

#### Description

O.C.G.A. 16-11-106 [Possession of firearm or knife during commiss](#)

**Board Policy**  
**Use of Electronic Devices by Students**

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**Descriptor Code: JCDAF**

ELECTRONIC COMMUNICATION DEVICES

Students may possess and use electronic communication devices in accordance with procedures promulgated by the Superintendent. Such procedures shall provide that electronic communication devices may not be used during instruction time and do not interfere with the educational mission of the schools or pose a safety hazard.

Statutory requirement: O.C.G.A. sec. 20-2-1183

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DeKalb County Schools

Date Adopted: 9/8/2003

Georgia Code	Description
O.C.G.A. 20-2-1183	<a href="#">Possession of electronic communication devices in school</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**  
**Student Dress Code**

**Descriptor Code: JCDB-R**

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DRESS AND MANNERS

Each student in the DeKalb County School System shall receive instruction concerning appropriate dress and manners while at school. Each principal shall develop a definite plan to foster appropriate attitudes in these areas.

To make the plan effective, parental understanding and cooperation are necessary. Each principal shall inform parents of school policies and objectives relative to the development of desirable attitudes in these areas.

Board Policy  
Student Complaints and Grievances

Descriptor Code: JCE

GRIEVANCE POLICY FOR STUDENTS

MISSION: To ensure that students are afforded a grievance procedure.

The DeKalb County Board of Education prohibits discrimination on the basis of age, sex, race, color, religion, national origin, sexual orientation, disability, or handicap. Students are entitled to a grievance procedure to deal with their discrimination complaints. An administrative procedure has been developed, implemented, and publicized so that students having discrimination complaints know how to obtain a prompt, orderly, and fair resolution to their discrimination concerns or other grievances.

DeKalb County Schools

Date Adopted: 9/11/2000  
Last Revised: 2/10/2003

Georgia Code	Description
O.C.G.A. 20-2-1160	<a href="#">LBOE tribunal power to determine local school controversies; appeals; special ed provisions</a>
O.C.G.A. 20-2-0050	<a href="#">County school districts; county board for each county</a>
O.C.G.A. 20-2-0057	<a href="#">Organization of LBOEs; chairperson and secretary; quorum; record of proceedings</a>
US Code	
20 USC 1681	<a href="#">Title IX of the Education Amendments of 1972</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Student Discrimination**

**Descriptor Code: JCE(1)**

**STUDENT HARASSMENT BY DISTRICT EMPLOYEES**

MISSION: To provide a learning environment for students free from harassment based on race, color, age, national origin, gender, sexual orientation, disability, or religion.

No employee of the DeKalb County School System shall in the course and scope of his/her employment harass or discriminate against any student, parent or guest in the school system based on race, color, age, national origin, gender, sexual orientation, disability, or religion. The Superintendent shall establish procedures for the enforcement of this policy.

DeKalb County Schools

Date Adopted: 2/10/2003

Georgia Code	Description
O.C.G.A. 20-2-1160	<a href="#">LBOE tribunal power to determine local school controversies; appeals; special ed provisions</a>
US Code	
20 USC 1415	<a href="#">Procedural safeguards</a>
34 CFR 104.36	<a href="#">Procedural safeguards to ID, evaluate, disability nondiscrimination in school programs</a>
34 CFR 106.8(b)	<a href="#">Designation of responsible employee and adoption of grievance procedures for sex discrimination</a>
34 CFR 99.20	<a href="#">FERPA - amendment of the student's education records</a>
34 CFR 99.21	<a href="#">FERPA - Amending education records; right to a hearing</a>
20 USC 1232g	<a href="#">Family Educational Rights and Privacy Act of 1974 (FERPA)</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: JCE-R**

**Student Complaints and Grievances**

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STUDENT GRIEVANCE

Students are entitled to a grievance procedure to deal with their discrimination complaints. The purpose of this procedure is to describe a process that can be used to resolve such complaints.

Students are encouraged to discuss matters informally with local school professional personnel such as teachers, counselors, and administrators. Additional assistance can be provided through the Department of Secondary Instruction, Social Worker Unit. These central office staff members include social workers and guidance personnel.

If a student feels that a formal complaint should be made, then the student should use the following complaint process:

- Step 1 - Assistant Principal or Lead Teacher
- Step 2 - Principal
- Step 3 - Area Executive Director
- Step 4 - Superintendent

The following provisions apply to formal complaints:

1. The complaint must be filed within thirty (30) calendar days of the alleged action.
2. At each step, the complaint is to be presented orally and in writing describing how the school or system is in noncompliance and should include the date the alleged discrimination took place. Assistance will be provided as necessary to complete written complaints.
3. If the complaint alleges an act of discrimination against the principal, an assistant principal, or lead teacher, then the complaint process should begin at step three.
4. A response to the complaint shall be made as soon as practical after the complaint has been submitted. The presentation of the complaint at each step can include evidence, witnesses, and documentation.
5. A student may appeal a decision to the next step in the process. Appeals must be written giving specific reasons for reconsideration. Such written appeals should be made within ten (10) working days of receipt of the decision at the previous level.
6. An opportunity shall be provided for a student to explain orally a written appeal within five (5) working days after the written appeal is received.
7. Appeals must be answered within five (5) working days of the meeting.

8. Time limits may be extended upon mutual consent of both parties.
9. Persons are protected from harassment, reprisal, or retaliation as a result of having filed a complaint or participating in the process.
10. The confidentiality of any information related to complaints or proceedings which would identify directly or indirectly any parties to the complaint, including the person filing the complaint and any persons named in the complaint and any persons named in the allegations, should be strictly protected and such information shall not be disseminated except to those who have a discernible need to know.
11. Notwithstanding any other provision herein to the contrary, school employees to whom oral or written complaints of sexual harassment are made shall make a report where the alleged harassment has occurred as soon as practical following the complaint. All such complaints shall be investigated expeditiously to the extent necessary to determine the merits of the charges. Investigations shall include written or recorded statements where complainants and witnesses will agree to give them.
12. In all cases of alleged discrimination, an investigation shall occur to the extent necessary to determine the validity and scope of the allegations. In all cases where some evidence exists of sexual discrimination or harassment, the Superintendent shall be notified and a written report of the investigative findings shall be filed with him.
13. Nothing contained herein shall prevent the school system from investigating suspected cases of discrimination based on age, sex, race, color, religion, national origin, sexual orientation, disability, or handicap.



**Board Policy**

**Descriptor Code: JCEB**

**Student Hearing Procedure**

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HEARINGS, DISCIPLINARY

**MISSION:** To ensure that any student who commits a serious offense is afforded a student evidentiary hearing.

The DeKalb County Board of Education authorizes a committee of certificated personnel to hear student discipline cases and to expel or suspend for extended periods of time any student guilty of violating an approved or adopted regulation for student conduct published by the DeKalb County School System.

Members of the Student Evidentiary Hearing Committee shall be selected by the Supervisor of Student Relations or designee and shall be composed of one building-level administrator, three representatives from the Department of Special Services, and a hearing officer. The three members from the Department of Special Services will include a psychologist, a social worker, and a special educator. No fewer than three members are required to be present, and decisions shall require an affirmative vote of at least the majority of the committee hearing the case.

The committee shall conduct evidentiary hearings on all student discipline cases involving possible long-term suspensions beyond ten school days or possible expulsions. At the evidentiary hearing, students may be represented by legal counsel, may subpoena witnesses, and may cross-examine school system witnesses.

Decisions made by the committee may be appealed to the Superintendent or to the Board, depending on circumstances. Appeal requests pertaining to long-term suspension, transfer to the alternative school, restitution, expulsion, and any committee decision involving cases of alleged assault or battery by a student upon any student or employee of the school system will be directed to the Board. The Board shall conduct the appeal by reviewing a transcript of the record. Appeal requests pertaining to probation and/or short-term suspension (ten days or less) will be directed to the Superintendent. The parent and/or guardian will be notified in writing of appeal decisions within ten workdays from the date the request for appeal is received.

Appeal requests must be in writing and submitted to the Superintendent within 20 calendar days from the decision of the committee. The written notice of appeal must set forth the reasons, together with any supporting arguments, as to why the Student Evidentiary Hearing Committee's decision is alleged to be incorrect. The notice must further specify what portion or portions of the record support appellant's contentions. No new evidence will be allowed. The Superintendent or the Board will review the record and shall render the decision in writing.

When a quorum of the Board, acting in official capacity, has heard and adjudicated an appeal from the Student Evidentiary Hearing Committee, the decision will not be reconsidered by the Board unless new and significant evidence has been discovered, such evidence that was not available at the time the matter was originally heard by the Student Evidentiary Hearing Committee. In all cases, the student or parent may petition the Board for reconsideration after six months.

The Superintendent may suspend the enforcement of the action of the Student Evidentiary Hearing

Committee pending the outcome of an appeal before the Board.

Georgia Code	Description
O.C.G.A. 20-2-0753	<a href="#">Tribunal following allegations of assault and battery</a>
O.C.G.A. 20-2-0756	<a href="#">Reports to law enforcement officials</a>
O.C.G.A. 20-2-0755	<a href="#">Authorization of disciplinary officer, panel or tribunal</a>
O.C.G.A. 20-2-0758	<a href="#">Legal actions not prohibited</a>
O.C.G.A. 20-2-0759	<a href="#">Children in K-5 (repealed)</a>
O.C.G.A. 20-2-1160	<a href="#">LBOE tribunal power to determine local school controversies; appeals; special ed provisions</a>
O.C.G.A. 20-2-0752	<a href="#">Establishment of disciplinary hearing officers, panels or tribunals; rules and regs</a>
O.C.G.A. 20-2-0754	<a href="#">Tribunal procedures</a>
O.C.G.A. 20-2-0757	<a href="#">Applicability of public inspection and open meeting laws</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Section: J. Students

**Administrative Regulation**  
**Student Hearing Procedure**

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**Descriptor Code: JCEB-R**

HEARINGS, DISCIPLINARY

Procedures for conducting evidentiary hearings for all student discipline cases are found in the DeKalb County School System's Student Rights and Responsibilities Handbook and in the handbook, Administrative Procedures for Student Discipline. Copies of the brochure and handbook shall be maintained in the principal's office in each school.

Section: J. Students

**Board Policy**

**Descriptor Code: JD**

**Student Discipline**

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STUDENT DISCIPLINE OF HANDICAPPED STUDENTS

Substantive Rules

All substantive school rules applying to regular students shall apply to special education students, unless specifically provided to the contrary in a student's I.E.P. All IEPs shall have a statement that "all substantive school rules that apply to regular students shall apply to (the student in question – by name)" and specifically excepting those rules which the student, by reason of his/her handicap, cannot be expected to comply. Each I.E.P. shall specify that the parents have received a copy of the school rules.

Procedural Rules

Procedures in special education disciplinary actions are defined, with specificity, by statutory dictates. Procedures in special education disciplinary actions do not follow the procedures for discipline of regular students. All disciplinary actions for special education students shall follow those procedures.

All IEPs shall contain specific behavioral management and disciplinary techniques as appropriate for the individual student.

Section: J. Students

**Administrative Regulation**

**Descriptor Code: JD-R**

**Student Discipline**

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STUDENT OFFENSES AND DISCIPLINE PROCEDURES

Principals are responsible for maintaining a suitable educational atmosphere in the schools. A list of student offenses and discipline procedures is contained in the school system handbook entitled Administrative Procedures for Student Discipline. Copies of the handbook are to be maintained in the principal's office in each school.

**Board Policy**

**Descriptor Code: JDD**

**Student Suspension**

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**SUSPENSIONS**

Principals have the power and authority to suspend students for violation of reasonable rules or regulations. Students who are suspended shall not be permitted to be on campus during their period of suspension/expulsion.

**Short-term Suspension.** Suspension for ten days or less can be administered with due process procedures that are much less formal. These steps must be followed:

The student should be advised informally of the charges.

If the student denies the charges, an explanation of the evidence the authorities have and an opportunity to present the student's side of the case should be granted.

There need be no delay between the time notice is given and the "hearing" is held.

Confrontation, right of counsel, and right of the student to call witnesses need not be afforded the student.

Even these informal procedures need not be afforded where the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the notice and hearing should be afforded as soon as practicable.

**Long-term Suspension.** Where the suspension is for a period in excess of ten days or where outright expulsion is involved, either for the remainder of the school year or longer, the student shall be afforded due process rights of notice and hearing, which are more formal than those involved where suspension is for ten days or less. In the case of long-term suspension or expulsion, due process includes:

A written statement of charges which, if proven, would justify suspension or expulsion and a list of witnesses and a statement of the facts they will testify to:

Notice reasonably calculated to apprise the student of the pending action and to afford the student an opportunity to present a defense;

Notice of the right to be represented by counsel and compulsory process to require attendance of witnesses;

A hearing with opportunity to respond.

**In-School Suspension Program** The DeKalb County Board of Education believes that disruptive students should be reassigned to isolated, individually oriented in-school suspension programs rather than be suspended or expelled from school. Secondary level in-school suspension programs shall be provided in DeKalb County as provided by the Georgia Board of Education and as authorized by O.C.G.A. §20-2-155.

Georgia Code	Description
O.C.G.A. 01-4-1	<a href="#">State legal holidays</a>
O.C.G.A. 20-2-1160	<a href="#">LBOE tribunal power to determine local school controversies; appeals; special ed provisions</a>
O.C.G.A. 20-2-0155	<a href="#">School climate management program; model codes of behavior and discipline</a>
O.C.G.A. 20-2-0751	<a href="#">Expulsion/Suspension definitions</a>
O.C.G.A. 20-2-0765	<a href="#">Notice to parents re: chronic disciplinary problem student</a>
O.C.G.A. 20-2-0766	<a href="#">Students returning from expulsion/suspension; notice, conferences</a>
<p>These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.</p>	

**Board Policy**

**Descriptor Code: JDDA**

**Assignment to Alternative Programs**

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**ALTERNATIVE EDUCATION PROGRAM**

In accordance with Georgia law, effective July 1, 1999, the Board shall establish either individually or in collaboration with another school system or systems an alternative educational program. This program shall be for students in grades six through 12 who violate the student code of conduct. Applications for grants to support this program shall be made to the State Board of Education.

The alternative education program thus established shall provide a learning environment that includes the objectives of the quality core curriculum; the goal of the program shall be to enable students to make the transition back to a regular school program. Course credit in the alternative education program shall be earned in the same manner as in other education programs.

The Superintendent shall make or cause to be made annual progress reports to the State Board of Education. These reports shall be made in accordance with the requirements of Code Section 20-2-769(e) (1-4).

The Board reserves the right to establish or operate an alternative education program different from or in addition to the state-prescribed program. The Board recognizes, however, that no state funds shall be distributed to operate an alternative education program that does not meet requirements established by law.



**Board Policy**

**Descriptor Code: JDE**

**Expulsion**

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**EXPLUSION**

Principals have the power and authority to suspend students for violation of reasonable rules or regulations. Students who are suspended will not be permitted to make up work missed during the period of suspension or expulsion. Students who are suspended shall not be permitted to be on campus during their period of suspension/expulsion.

**Short-term Suspension.** Suspension for ten days or less can be administered with due process procedures that are much less formal. These steps must be followed:

- The student should be advised informally of the charges.
- If the student denies the charges, an explanation of the evidence the authorities have and an opportunity to present the student's side of the case should be granted.
- There need be no delay between the time notice is given and the "hearing" is held.
- Confrontation, right of counsel, and right of the student to call witnesses need not be afforded the student.
- Even these informal procedures need not be afforded where the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such cases, the notice and hearing should be afforded as soon as practicable.

**Long-term Suspension.** Where the suspension is for a period in excess of ten days or where outright expulsion is involved, either for the remainder of the school year or longer, the student shall be afforded due process rights of notice and hearing, which are more formal than those involved where suspension is for ten days or less. In the case of long-term suspension or expulsion, due process includes:

- A written statement of charges which, if proven, would justify suspension or expulsion and a list of witnesses and a statement of the facts they will testify to:
  - o Notice reasonably calculated to apprise the student of the pending action and to afford the student an opportunity to present a defense;
  - o Notice of the right to be represented by counsel and compulsory process to require attendance of witnesses;
  - o A hearing with opportunity to respond.

**In-School Suspension Program** The DeKalb County Board of Education believes that disruptive students should be reassigned to isolated, individually oriented in-school suspension programs rather than be suspended or expelled from school. Secondary level in-school suspension programs shall be provided in DeKalb County as provided by the Georgia Board of Education and as authorized by O.C.G.A § 20-2-155.

- O.C.G.A. 20-2-0751.2 [Students subject to disciplinary orders of other schools](#)
- O.C.G.A. 20-2-0751.6 [Disciplinary policy for students committing acts of physical violence against school employees](#)
- O.C.G.A. 20-2-1160 [LBOE tribunal power to determine local school controversies; appeals; special ed provisions](#)
- O.C.G.A. 20-2-0155 [School climate management program; model codes of behavior and discipline](#)
- O.C.G.A. 20-2-0751 [Expulsion/Suspension definitions](#)
- O.C.G.A. 20-2-0765 [Notice to parents re: chronic disciplinary problem student](#)
- O.C.G.A. 20-2-0766 [Students returning from expulsion/suspension; notice, conferences](#)
- O.C.G.A. 20-2-0767 [Alternative Education Systems - definitions of expulsion/suspension](#)
- O.C.G.A. 20-2-0768 [Expulsion/suspension for commission of a felony; alternative education system](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: JE-R**

**Guidance Program**

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GUIDANCE AND COUNSELING

The program of guidance and counseling is a part of the Division of Instructional Services and Business Affairs. The purpose of the program is to assist local school personnel in developing and activating guidance and counseling services that will achieve the following:

1. Assist students to learn as much as possible about themselves.
2. Assist students to learn as much as possible about the world of work, the world of education, the society in which they live, and the interrelationships of these three.
3. Assist students to use this knowledge of self and the world to develop personal decision-making competency.

Section: J. Students

**Board Policy**

**Descriptor Code: JF**

**Academic Achievement**

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**CERTIFICATES AND DIPLOMAS**

MISSION: To ensure that all students who have successfully completed requirements for elementary school promotion and high school graduation receive certificates and diplomas

Certificates and diplomas shall be provided by the DeKalb County Board of Education and shall be issued to students who meet the requirements for promotion or graduation.

Certificates of promotion shall be issued to members of the promotional classes who have completed the instructional program satisfactorily.

Diplomas shall be signed by the Chair of the Board, the Superintendent of Schools, and the principal of the high school. High school graduates shall receive diplomas and transcripts showing the courses completed and the grades earned.

**Administrative Regulation**

**Descriptor Code: JF-R**

**Academic Achievement**

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**CERTIFICATES AND DIPLOMAS**

Diplomas

Diplomas for students meeting graduation requirements shall be ordered by the school system upon the recommendation of the principal. The principal shall file a list of students including the information needed for the diploma orders in time to ensure that the diplomas will be available for delivery on schedule. Diplomas shall be signed by the Chair of the DeKalb County Board of Education and the Superintendent of Schools.

No principal shall award a diploma until there is a certified statement on file that the student has completed graduation requirements. A certified list of graduates of each high school shall be filed in the Office of the Superintendent or designee on the day diplomas are issued.

Where diplomas are issued irregularly, as in the case of general education diploma (GED) tests or makeup work, the provision for awarding diplomas by the principal remains the same. Also, a certified statement that the students have completed the graduation requirements shall be filed in the Office of the Superintendent prior to delivery of the diplomas.

Students who complete requirements for a high school diploma at the Open Campus High School will normally participate in graduation exercises at the Open Campus High School. Such candidates for high school graduation will be granted the option of receiving a regular diploma from the DeKalb County high school previously attended provided they meet all the requirements of that school, or a diploma from the Open Campus High School provided they meet the requirements of that school. If candidates for graduation decide not to participate in the graduation exercises at the Open Campus High School, they will be permitted to receive a diploma either by mail or in person. Students who elect to participate in the graduation ceremony of the high school issuing the diploma will be permitted to do so. Students completing graduation requirements at the Open Campus High School may be permitted to purchase a class ring from the institution issuing the diploma.

Under no circumstances shall a student be given an unsigned diploma. Only students who have met all graduation requirements shall be permitted to participate in graduation exercises.

Certificates

Students who have fulfilled course requirements for graduation but who are unable to demonstrate the minimum competencies as set forth in the state assessment requirements for high school graduation will receive a certificate in lieu of a diploma.

**Board Policy**  
**Student Insurance Program**

**Descriptor Code: JGA**

**INSURANCE**

MISSION: To provide insurance plans for DeKalb County students.

The DeKalb County Board of Education may provide an insurance plan for students as an optional service to make it possible for students to participate in group insurance.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 33-24-9	<a href="#">Approval/disapproval of insurance forms</a>
O.C.G.A. 33-30-3	<a href="#">"Blanket accident and sickness insurance" defined</a>
O.C.G.A. 33-30-9	<a href="#">Payment of benefits under blanket accident and sickness policies</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Policy  
Communicable Diseases

Descriptor Code: JGCC

COMMUNICABLE DISEASES (STUDENTS)

MISSION: To protect the health and welfare of all individuals in the school community.

The DeKalb County Board of Education recognizes the importance of protecting the health and welfare of students, teachers, and other employees from the spread of communicable diseases. Board policy and administrative procedures concerning such diseases should be consistent with the requirements of law, including the policies of the Georgia Board of Education, and should reflect current medical knowledge and research. A student whose medical condition poses a substantial threat to the health or safety of the school community may be removed from school until the student's medical condition no longer poses such a threat. Both the decision to remove and the decision to readmit the student should be based upon the advice of public health or other medical experts. An appropriate alternative educational program may be made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or under other conditions required by law.

The administration shall provide an educational program about communicable diseases, including AIDS, for students.

DeKalb County Schools		Date Adopted: 9/11/2000
<b>Georgia Code</b>	<b>Description</b>	
O.C.G.A. 20-2-0940	<a href="#">Grounds/procedure for terminating or suspending contract of employment (Fair Dismissal law)</a>	
O.C.G.A. 24-9-47	<a href="#">Disclosure of AIDS confidential information</a>	
O.C.G.A. 31-12-4	<a href="#">Quarantine of diseased persons</a>	
O.C.G.A. 31-22-9.1	<a href="#">HIV tests - Who may perform test</a>	
Rule 160-1-3-.03	<a href="#">Communicable Diseases</a>	
<b>US Code</b>		
29 USC 706	<a href="#">Allotment percentage</a>	
29 USC 794	<a href="#">Nondiscrimination under Federal grants and programs</a>	

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Administrative Regulation**

**Descriptor Code: JGCC-R**

**Communicable Diseases**

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**COMMUNICABLE DISEASES (STUDENTS)**

When a student has or is a carrier of a communicable disease which may pose a substantial threat to the health or safety of the school community, or where the principal of the school has a reasonable basis for suspecting that a student has or is a carrier of such a disease, the Superintendent or designee should require a medical evaluation of the student. The evaluation should address the nature of the disease, the nature and extent of any threat it poses to the health or safety of the school community, and measures that could be taken to eliminate or reduce any such threat, and any medical grounds for removing the student from school or otherwise restricting the student's attendance at school. If the Superintendent or designee deems a medical evaluation to be appropriate, it may be conducted by the student's physician, by public health personnel, or other medical experts selected by the Superintendent or designee. The Superintendent or designee may remove the student from school during the evaluation period.

Upon completion of the medical evaluation, the Educational Support Team shall be convened to review the medical report and to consider the student's educational needs. The Educational Support Team, composed of a representative from Services for Exceptional Children, the student's principal, and a teacher shall invite the participation of the student's parent or guardian, and, where appropriate, the student's physician, public health personnel, and other medical experts. If, on the basis of the evaluation, the Educational Support Team determines that a student has or is a carrier of a dangerous communicable disease and that unrestricted attendance of such student would pose a substantial threat to the health or safety of the school community, the Educational Support Team shall determine whether an alternative educational program should be made available to the student. Decisions regarding an appropriate alternative educational program should be based on the length of the student's expected absence from school; the student's physical condition, behavior, and neuralgic development; the expected type of interaction with others and the risks and benefits to the student and to others from such interaction; the wishes of the parent/guardian and student; legal requirements; and other relevant factors. Reevaluation shall be conducted at least every school year.

If, on the basis of the evaluation, the Educational Support Team determines that the student's unrestricted attendance at school would not pose a substantial threat to the health or safety of the school community, the student shall be permitted to attend. The Educational Support Team may take whatever measures it deems appropriate to facilitate the student's attendance.

In appropriate cases, the Educational Support Team may arrange for information about the communicable disease at issue to be made available to the community and may take other steps to address community concerns.

All notices, reports, actions, hearings, and decisions that contain personally identifiable information about a student who has or who is reasonably suspected of having or being a carrier of a dangerous communicable disease shall be strictly confidential. The personnel who are made aware of the student's condition shall be kept to a minimum for those requiring that information needed to ensure proper care of the student and to detect situations where the potential for transmission of the disease may increase.

Each student shall follow routine procedures for handling blood and other body fluids, regardless of whether any students with dangerous communicable diseases are known to be in attendance. Teachers,



administrators, and other employees should be educated about such procedures and their importance.

#### Cleanup and Handling of Body Fluids or Matter

When it is necessary to clean up or handle any blood, body fluids, vomit, fecal matter, or urine, the following practices should be observed:

1. Disposable gloves should be worn during the cleaning process.
2. Surfaces soiled with the above substances should be promptly disinfected using a bleach solution (1 part bleach to 10 parts water) or other similar strong disinfectant.

**Board Policy**  
**Medicines**

**Descriptor Code: JGCD**

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MEDICATION, ADMINISTRATION OF PRESCRIBED

The health of a child is an important factor in the learning process. Cooperation among the health department, the private medical sector, the home, and the school is essential. In general, the administration of medication to pupils while in the schools is to be avoided. Treatment schedules which allow doses to be given at times other than during school hours are preferred and encouraged. When, however, a parent or physician directs that medication should be administered to a student during school hours and when certified health personnel are unavailable, the principal must arrange for the administration of the medication(s) according to the parent's written directive. The principal, with the advice of the health department personnel, will be responsible for the establishment of a safe method of storage for medication (s).

The term "medication" shall mean all legal substances including but not limited to prescription drugs, over-the-counter drugs, inhalants, pills, tablets, capsules, and all other legal drugs. Any student required to take medication while at school will follow the procedures designated by a school administrator.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0774 [Self administration of asthma medication](#)

O.C.G.A. 16-13-73 [Labeling prescription containers of dangerous drugs](#)

O.C.G.A. 16-13-75 [Drugs to be kept in original container](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**AUTHORIZATION TO ADMINISTER PRESCRIBED MEDICATION  
TO  
A DEKALB COUNTY SCHOOL STUDENT WHILE IN SCHOOL**

Date\_\_\_\_\_

I hereby request the DeKalb County School System, through its designated authority, to administer the medication herewith provided according to the instructions contained on the attached physician's statement, to my child, \_\_\_\_\_.  
(Please print.)

\_\_\_\_\_  
(Parent/Guardian Signature)

Please attach a physician's statement that indicates the type of medication, dosage, and time it is to be taken.

-----

To be completed at school and copy returned to parent:

Unless otherwise indicated on the physician's statement, administration of medication will terminate three months from the original date of this form. In order to continue medication, a new form must be submitted no later than \_\_\_\_\_.  
(Date of Termination)

\_\_\_\_\_  
(Principal)

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

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**PHYSICIAN'S STATEMENT**

Date \_\_\_\_\_

Name of Pupil \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Time medication is to be given during school day \_\_\_\_\_

Expected duration of administration of medication \_\_\_\_\_

Possible side effects \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Print Physician's Name \_\_\_\_\_

Physician's Address \_\_\_\_\_

Physician's (City, State, Zip) \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Administrative Regulation**  
**Medicines**

**Descriptor Code: JGCD-R**

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MEDICATION, ADMINISTRATION OF PRESCRIBED

Staff members of the DeKalb County Health Department and the DeKalb County School System are prohibited from providing or administering any medication, including aspirin, to a student except as authorized by the parent/guardian in accordance with the procedures that follow. Except in emergency situations, only oral medications are administered. Emergency medications are administered in schools according to prearrangements involving appropriate medical and school personnel and the parent.

I. Parental Consent

Written parental consent for the administration of medication to the student is required as follows:

- A. For each discrete illness and for each medication ordered, whether given simultaneously or sequentially
- B. Every three months for a chronic illness requiring long-term administration of medication (does not apply to a standing order for emergency medication)

II. Responsibility of Parent/Guardian

The parent/guardian is responsible for the following:

- A. Obtaining form, "Authorization to Administer Prescribed Medication to a DeKalb County Public School Student While in School," from the school, as well as a statement from the attending physician [Exhibits JGCD-E (1) and JGCD-E (2)].
- B. Assuring that the physician's statement includes:
  - 1. Name of student.
  - 2. Name of the medication.
- 3. Dosage and hours medication is to be given during the school day.
- 4. Expected duration of administration of medication.
- 5. List of possible side effects/contraindicators.
- C. Personally delivering to the school principal the completed medication authorization form, the physician's statement, and the medication, properly labeled by a pharmacist (Under no circumstances will either school or health department personnel administer medication brought to school by the student.).
- D. Providing completed signed forms as required by Item I, page 1
- E. Submitting to the school written notification from the physician of any change in dosage or

time of administration of medication.

F. Assuring that the first day's dosage of any new prescription has been given at home.

G. Personally collecting from the school any unused portion of the medication within one week after expiration of the physician's order (Medication not personally collected by the parent/guardian is destroyed.).

### III. Responsibility of Principal

The principal is responsible for the following:

A. Assuring that the administering of medication to a student meets the requirements of this regulation.

B. Reviewing and determining the following:

1. The medication authorization form is properly completed.
2. Each prescription is accompanied by a separate medication authorization form and physician's statement.
3. The statement from the physician includes all information as required in Item II B.
4. The medication is properly labeled.
5. The first day's dosage of any new prescription has been given to the student at home.

C. Establishing the date when a written renewal of the physician's order will be required, if necessary (Item I. B.), and informing the parent/guardian of the date by which any unused portion of the medication must be personally collected (This will be accomplished by entering the dates in the last section of the medication authorization form and returning a copy of the form to the parent/guardian.)

D. Filing the original of the completed medication authorization form and the physician's statement with the student's health record.

E. Prohibiting any change in dosage or time of administration of medication unless authorized in writing by the physician and assuring that the administration of medication is not continued without a renewal order from the physician.

F. Storing all medications kept in the school in a secure area that is accessible only to authorized personnel.

G. Destroying any unused portion of the medication not personally collected by the parent/guardian within one week after expiration of the physician's order.

H. Assuring that all physicians' orders for medications given in school are reviewed by the public health nurse and the school medical advisor.

I. Maintaining a current listing of students receiving medications, including the following information:

1. Student's name.
2. Name of medication.

3. Date initially prescribed or represcribed and termination date.
4. Dosage and time medication is to be administered.

IV. Administering Medication

A. In schools where assigned health personnel are available on a daily basis, it is the responsibility of the school health personnel to arrange for medications to be given according to schedule.

B. In schools where health personnel are not assigned on a daily basis, it is the responsibility of the principal to arrange for the administration of medications according to schedule.

C. In schools where a student health worker is assigned, the health worker must obtain the authorization of a school health nurse prior to administering medication, with a valid parent authorization.

**Board Policy**  
**Student Safety**

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**Descriptor Code: JGF**

**EYE PROTECTION**

MISSION: To provide eye protection equipment to all students, employees, and visitors using or observing machines or operations.

I. All persons shall wear appropriate industrial-quality eye protection equipment at all times while participating in or observing vocational, industrial arts, chemical, physical, or any other course of instruction involving exposure to any of the following:

- A. Molten metal or other molten materials.
- B. Milling, sawing, turning, shaping, cutting, grinding, or stamping on any solid materials.
- C. Heat treatment, tempering, or kiln-firing of any metal or other materials.
- D. Gas or electric arc welding or other forms of welding process.
- E. Repair or servicing of any vehicle.
- F. Caustic or explosive materials.
- G. Finishing materials and solvents.
- H. Injurious radiations or other hazards.

II. Each school shall provide eye protection equipment to every student, teacher and visitor while using or observing machines or operations same as in paragraph (I) above.

A. Each school shall keep eye protection equipment that is clean, in good repair, durable, capable of being disinfected, and that meets the requirements specified in "Practice for Occupational and Educational Eye and Face Protection," American National Standards Institute, Z87.1-1968. Use of equipment with structural or optical defects shall be prohibited.

B. A person whose vision requires the use of eye glasses shall be provided goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.

III. Each school that uses lasers in classrooms and laboratories shall register them with the Georgia Department of Human Resources and adhere to the Rules and Regulations for Laser Radiation, Chapter 290-5-27, Georgia Department of Human Resources.



<b>Georgia Code</b>	<b>Description</b>
O.C.G.A. 16-11-106	<a href="#"><u>Possession of firearm or knife during commission of or attempt to commit certain crimes</u></a>
O.C.G.A. 16-11-127.1	<a href="#"><u>Carrying weapons within school safety zones, at school functions or on school property</u></a>
O.C.G.A. 16-05-21	<a href="#"><u>Aggravated assault</u></a>
O.C.G.A. 20-2-1130	<a href="#"><u>Traffic safety around schools; duties of law enforcement and school officials</u></a>
O.C.G.A. 20-2-1180	<a href="#"><u>Penalty for loitering on school premises or within school safety zone</u></a>
O.C.G.A. 20-2-1185	<a href="#"><u>School safety plans</u></a>
O.C.G.A. 20-2-0016	<a href="#"><u>Safety Inspections</u></a>
O.C.G.A. 20-8-5	<a href="#"><u>Law enforcement powers of school security personnel; certification; carrying of weapons/firearms</u></a>
O.C.G.A. 20-9-1	<a href="#"><u>Eye protective devices required for certain courses</u></a>
<b>US Code</b>	
18 USC 922	<a href="#"><u>Unlawful acts</u></a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**  
**Emergency Drills**

**Descriptor Code: JGFA**

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**CIVIL PREPAREDNESS**

MISSION: To ensure the safety and well-being of all students and school personnel during natural disasters or invasions by hostile individuals, groups, or foreign governments.

The DeKalb County Board of Education shall authorize the establishment and maintenance of appropriate and comprehensive guidelines for the school system’s civil preparedness. Adequate preparation shall be addressed in order to ensure maximum protection for school children and school personnel.

Georgia Code	Description
O.C.G.A. 20-2-0016	<a href="#">Safety Inspections</a>
O.C.G.A. 20-2-0188	<a href="#">Student transportation</a>
O.C.G.A. 20-2-0261	<a href="#">Common minimum facility requirements</a>
O.C.G.A. 20-2-0059	<a href="#">LBOE rule-making authority</a>

### Rule 160-5-3-.13 Student Safety

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**Administrative Regulation**  
**Emergency Drills**

**Descriptor Code: JGFA-R**

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**CIVIL/EMERGENCY PREPAREDNESS**

The Division of Instructional Services and Business Affairs has developed comprehensive procedures to be used in the event an emergency arises from a natural or man-made disaster.

The procedures will be updated annually according to the guidelines of the Georgia Emergency Management Agency (GEMA) and the Division of Instructional Services and Business Affairs. Two copies will be issued to each school administrator. One copy should be maintained in the school, and the other copy should be taken home by the administrator.

Section: J. Students

**Administrative Regulation**

**Descriptor Code: JGFGA-R**

**First Aid**

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ILLNESS IN SCHOOL

No student who shows evidence of acute illness shall be permitted to remain in school. If a question arises regarding an illness, especially an illness suspected of being contagious, the principal shall consult the doctor, school nurse, or nurse on duty in the DeKalb County Health Department.

In cases of illness requiring treatment, parents shall be called and their instructions followed. If parents cannot be reached, medical aid shall be obtained for the student on an emergency basis.

Standard first aid procedures shall be followed for routine illness.

A communicable disease chart shall be obtained from the DeKalb County Health Department and shall be readily available in the school at all times.

Refer to Policy Code JGCC for further information regarding communicable diseases.

**Board Policy**

**Descriptor Code: JGI**

**Child Abuse or Neglect**

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CHILD ABUSE AND NEGLECT

MISSION: To ensure proper reportage of suspected child abuse and neglect

Any principal, teacher, counselor, or other school administrator having cause to believe that a child under the age of eighteen has had physical injury or injuries inflicted other than by accidental means by a parent or caretaker, has been exploited by a parent or caretaker, or has been sexually assaulted by a parent or caretaker must report such incidents to the Social Work Unit of the Department of Secondary Instruction. A social worker will be responsible for investigating and reporting any assigned case to the DeKalb County Department of Family and Children Services, Protective Services Division, or the DeKalb County Department of Public Safety, Youth Division, in accordance with the provision of O.C.G.A. § 19-7-5.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 15-11-58	<a href="#">Child welfare - removing a child from home</a>
O.C.G.A. 16-06-9	<a href="#">Prostitution</a>
O.C.G.A. 19-05-1	<a href="#">Divorce; referral for alternate dispute resolution</a>
O.C.G.A. 19-07-5	<a href="#">Reporting child abuse</a>
O.C.G.A. 20-2-1184	<a href="#">Mandatory reporting of students committing certain prohibited acts</a>
O.C.G.A. 49-05-041	<a href="#">Persons and agencies permitted access to records</a>
Rule 160-4-08-.04	<a href="#">Child Abuse and Neglect Reporting</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**ALLEGED CHILD ABUSE OR NEGLECT REPORT**

School \_\_\_\_\_

Date of Allegation \_\_\_\_\_

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Phone Number of Parent/Guardian \_\_\_\_\_

Date Informed of Allegation \_\_\_\_\_

Person Who Was Allegedly Involved in the Incident:

Name	Position	Sex
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Nature and Description of Alleged Abuse/Neglect: (Include location, date, time and complete description of circumstances and any evidence and names of possible witnesses. If additional information such as witness statements is attached to this report, please note in the space below "SEE ATTACHED.")

Name of Person Reporting the Initial Allegation: (Indicate if the person is a DeKalb County School System employee, a student, a parent, or other.)

ALLEGED INCIDENT HAS BEEN REPORTED TO THE FOLLOWING:

(Check below to confirm report to proper authorities and investigative personnel)

- \_\_\_ DeKalb Family and Children Services \*(Date Contacted:\_\_\_\_\_)
- \_\_\_ School Detective/Police (Attached report must be signed and dated.)
- \_\_\_ School Social Worker (Attached report must be signed and dated.)
- \_\_\_ School Administrator (Attached report must be signed and dated.)
- \_\_\_ Area Executive Director shall receive a copy of this form and attached reports.
- \_\_\_ Department of Personnel shall receive a copy of this form and attached reports.

(Name of Administrator Completing This Report)	(Date of Report)
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(\*DFACS report of findings will be attached to this report and sent to the Department of Personnel.)

7400463/896

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Administrative Regulation**

**Descriptor Code: JGI-R**

**Child Abuse or Neglect**

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CHILD ABUSE AND NEGLECT

In cases of suspected child abuse by non-school employees, two offices should be notified via telephone, FAX, or e-mail:

1. The office of the school detective.
2. The office of the school social worker.

In cases of suspected child abuse by an employee of the DeKalb County School System, four offices should be notified via telephone, FAX or e-mail:

1. The office of the deputy superintendent for school administration.
2. The office of the area executive director.
3. The office of the school detective.
4. The office of the school social worker.

All cases of suspected child abuse involving a staff member and a student should also be promptly reported to the office of the deputy superintendent for school administration on a form entitled "Alleged Child Abuse or Neglect Report." This report can be sent via e-mail or FAX. Courier may be used if e-mail or FAX is not available.



Section: J. Students

**Board Policy**

**Descriptor Code: JHB**

**Student Activities Funds Management**

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CONTRACTS ON BEHALF OF STUDENTS

Funds collected from students and from other sources for student activities shall be expended for the purpose of the project, including school-related incidental expenses incurred by teachers and other school personnel.

1. School personnel shall have itemized receipts for cash purchases; other purchases shall be supported by purchase orders or contracts and paid only upon receipt of original invoices.
2. School personnel shall not require the collection of funds from students for expenditures that are included in the school system's budget.
3. School personnel shall maintain a clear audit trail from receipt of the funds to the disbursement of the funds.
4. The School System shall provide for an annual audit of student activity funds by either an internal or external auditor.
5. The School System shall return to the contributing students any surplus funds from a completed project. Deficits in funding shall be managed by the schools(s) involved.
6. The School System shall use an accounting system that complies with generally accepted accounting principles and rules issued by the department.
7. The School System shall pay the cost of external audits from the funds being audited.

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DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

[O.C.G.A. 20-2-0500 Regulations for contracts over \\$100](#)

[O.C.G.A. 20-2-0501 Noncompliance with rules re: contracts/purchases over \\$100](#)

[O.C.G.A. 20-2-0962 Quarterly reports by principals; audits by boards](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Section: J. Students

**Board Policy**

**Descriptor Code: JHC**

**Student Organizations**

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**SCHOOL ORGANIZATIONS**

Systemwide administrative procedures governing student organizations shall be provided to all principals. Local procedures, developed by each principal, shall be established to implement and extend systemwide administrative procedures.

All student organizations must be approved by the principal of the school. Only organizations which promote positive character, positive morals, good health, and high academic standards may be approved by the principal.

All funds collected by a student organization must be in accordance with bookkeeping procedures prescribed by the comptroller of the DeKalb County School System and the principal of the school.

Popularity contests, games of chance, raffles, and lotteries for school-related fund-raising purposes are prohibited.

Students shall register for clubs and activities and shall use registration forms signed by the students and parents or guardians. Students' memberships may be limited to two clubs unless special conditions justify memberships in additional organizations. (Procedure Code JHC-R addresses equal access guidelines as they relate to registration for clubs, activities, and athletic teams.)

**Administrative Regulation**  
**Student Organizations**

**Descriptor Code: JHC-R**

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**REGISTRATION FOR CLUBS, ACTIVITIES, AND ATHLETIC TEAMS  
AND  
EQUAL ACCESS GUIDELINES**

I. General

Students shall be encouraged to participate in clubs, organizations, and teams operating in the schools. Opportunities shall be provided for all students to develop good character and leadership ability.

Membership shall depend on meeting certain standards of scholarship, athletic achievement, or other criteria, provided that standards are set in advance and membership is open for all who meet the standards. No club or organization shall deny membership on the basis of age, sex, race, color, religion, national origin, disability, or handicap. A student may not belong to more than one athletic team competing interscholastically at the same time.

Students shall register for each club, activity, organization or team, using a registration form which shall be signed by the student and the parent(s) or guardian(s).

II. Religious, Political, and Philosophical Organizations

Official recognition is to be given to religious, political, philosophical, and other like organizations that desire to become part of the student activities program in the school system's high schools. Such recognition carries with it equal access to the school newspaper, bulletin board, the public address system, and the annual club fair.

A. Requirements for Official Recognition.

In order to qualify for official recognition, religious, political, and philosophical organizations must meet the following requirements:

1. The organization's activities must be voluntary and student-initiated.
2. Sponsorship of the activities by the school or its agents or employees is prohibited.
3. Employees or agents of the school may be present at religious meetings in a non-participatory capacity only.
4. The organization's activities may not materially or substantially interfere with the educational activities within the school.
5. Nonschool persons may not direct, conduct, control, or regularly attend activities of student groups.

B. Disclaimer of Endorsement or Sponsorship of Religious, Political, and Philosophical Ideas

While official recognition is to be given to religious, political, and philosophical organizations, the local school and/or school system's name is not to be identified with: (1) the aims, policies, or opinions of any such student activities program as mandated by federal law, and (2) the school and school system's official recognition, endorsement, or sponsorship of religious speech or of the ideas expressed by such organizations.

Any printed literature distributed by such organizations must include the following disclaimer in an obvious and easy-to-read location: "The aims, policies, and opinions of this organization are not endorsed or sponsored by \_\_\_\_\_ High School or the DeKalb County School System."

C. Teacher/Sponsor's Role

Certain club and organization activities require the attendance of an adult supervisor. A teacher, administrator, or other school employee may be assigned to monitor the activity pursuant to the following guidelines:

1. the school official is to be present only for custodial oversight of the organization to ensure order and good behavior as well as to assure that the requirements set forth in II(A) are followed; and
2. the school official may not promote, lead, or participate in any activity of the organization.

D. Distribution of Printed Literature

1. Each school will provide an information center located in the front office, lobby, or some readily accessible area that will serve as the school vehicle through which recognized student activity organizations may affect distribution or display of approved literature and/or materials.

2. Recognized student activity organizations are prohibited from distributing any literature and/or materials in the school or on school property except at regularly scheduled meetings or activities for its membership or through the information center with the exception of official school publications such as the school newspaper or yearbook.

3. All literature and/or materials must be approved by the principal or designee before being placed in the information center. The following are prohibited:

- a. materials which are vulgar, obscene, or pornographic;
- b. materials which advertise or promote the use of drugs, alcohol, or tobacco;
- c. materials which advocate the violation of local school rules, Board of Education policies, municipal ordinances, and state or federal laws;
- d. materials which promote popularity contests, games of chance, raffles, or lotteries;
- e. materials which attack individuals, ethnic, religious, or racial groups, whether within or without the school;
- f. publications which aim to create hostility and violence in the school or community; and
- g. political endorsements.

4. Religious, political, or philosophical student organizations that have met the requirements for official recognition must include a disclaimer on any printed literature distributed.

**STATEMENT BY CUSTODIAL/MONITOR SCHOOL EMPLOYEE**

The undersigned has agreed to act as the custodial/monitor for the \_\_\_\_\_  
\_\_\_\_\_ Club. It is understood that under federal law, religious, political, and  
philosophical organizations must meet the following requirements:

1. Participation in the organization's activities must be voluntary and student-initiated.
2. Sponsorship of the activities by the school or its agents or employees is prohibited.
3. Employees or agents of the school may be present at religious meetings, but only in a non-participatory capacity.
4. Activities may not interfere materially and substantially with the orderly conduct of educational activities within the school.
5. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

I agree that I will abide by these rules, I will monitor the organization to ensure good student behavior, and I will report any violation of these rules by club members or others to the principal.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

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**EQUAL ACCESS GUIDELINES  
REQUEST FORM FOR THE DISTRIBUTION OF LITERATURE**

**DATE OF REQUEST:** \_\_\_\_\_

This request has been made by one of the following:

☐ Individual Student: \_\_\_\_\_

☐ Student Organization: \_\_\_\_\_

☐ Student's Name: \_\_\_\_\_

Method of Distribution:

☐ Information Center

☐ Organization Meeting

☐ Hand-to-Hand Distribution

Requested Date(s) of Distribution: \_\_\_\_\_

Description of Materials to be Distributed: \_\_\_\_\_

Date Received by Principal: \_\_\_\_\_ Time \_\_\_\_\_

☐ Approved

☐ Disapproved

Principal's Signature: \_\_\_\_\_

Date Returned to Student: \_\_\_\_\_ Time \_\_\_\_\_

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Board Policy**  
**Solicitations**

**Descriptor Code: JK**

**FUND-RAISING ACTIVITIES**

MISSION: To prohibit fund-raising activities from being sponsored by the DeKalb County School System or individual school units in order to ensure time on task.

The DeKalb County School System, its individual schools, or centers shall not sponsor fund-raising activities.

Parent Teacher Associations, booster clubs, and other local school support groups may conduct fund-raising activities within approved guidelines and procedures.

Pupil organizations in secondary schools may fund an approved budget by using established local and district guidelines. These organizations may also cooperate with community agencies in raising funds, communicating information, and providing other services within the guidelines.

Pupils in elementary schools shall not participate in fund-raising activities involving selling items or soliciting contributions, pledges, or orders.

All approved, systemwide, fund-raising activities must be processed through the DeKalb Employees Foundation, Inc.

DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 16-12-22 [Commercial gambling](#)

O.C.G.A. 20-2-1180 [Penalty for loitering on school premises or within school safety zone](#)

O.C.G.A. 20-2-0310 [Student directory information; voter and selective service registration; pledge of allegiance](#)

Art. 1, Sec. 2, Par. 8 [Lotteries and nonprofit bingo games](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**APPROVED LIST OF COMMUNITY ORGANIZATIONS  
FOR FUND-RAISING ACTIVITIES**

A.G. Rhodes Home, Inc.	Hillside, Inc.
Alzheimer's Foundation, Georgia Chapter	Huntington's Disease Society
American Cancer Society	Georgia Division Justice Center of Atlanta, Inc
American Kidney Fund	Kidney Foundation
American Lung Association of Georgia	Latin American Association
American Red Cross, Metropolitan Atlanta Chapter	LeKotek of Georgia, Inc.
American Social Health Association	Leukemia Society
Arrive Alive Atlanta	Literacy Action, Inc.
Arthritis Foundation, Georgia Chapter	March of Dimes
Association of Battered Women of Clayton County	Mental Health Association of Fayette County, Inc.
Atlanta Community Food Bank	Mental Health Association of Metropolitan Atlanta
Atlanta Jewish Community Center	Metro Atlanta Council on Alcohol & Drugs, Inc.
Atlanta Legal Aid Society	Metropolitan Atlanta Crime Commission
Atlanta Urban League, Inc.	Metropolitan Atlanta OIC
Auditory Education Center	Multiple Sclerosis
Bedford Pine Child & Family Resources Center, Inc.	Nicholas House
Big Brother/Big Sisters of Metro Atlanta, Inc.	Parent to Parent of Georgia, Inc.
Blind & Low Vision Services of North Georgia	Planned Parenthood Association of the Atlanta Area, Inc.
Bobby Dodd Center, Inc.	Reach, Inc. (Central Palsy Center)
Boy Scouts of America, Inc., Atlanta Area Council	Retarded Citizens-Atlanta
Boy Scouts of America, Inc., Flint River Council	Rockdale Emergency Relief Fund
Boy Scouts of America, Inc., Northeast Georgia Council	Saint Jude's Recovery Center, Inc.
Boys & Girls Club of Metropolitan Atlanta, Inc.	Scottdale Child Development Center, Inc.
Camp Fire Boys & Girls, Atlanta Council	Scottish Rite Hospital for Children
Carrie Steele-Pitts Home, Inc.	Senior Citizens Services of Metropolitan Atlanta
Catholic Social Services, Inc.	Sheltering Arms Child Development and Family Support
Center for the Visually Impaired	Sickle Cell Foundation of Georgia, Inc.
Christian Emergency Help Centers	The Bridge Family Center of Atlanta, Inc.
Clayton Aging Program, Inc.	The Howard Schools, Inc.
Clayton County Family Care	The Hub Counseling and Education Center
Cobb County Family Resources	The Link Counseling Center
Council on Battered Women, Inc.	The Odyssey Family Counseling Center
DeKalb Community Council on Aging	The Salvation Army
DeKalb County Partners in Education, Inc.	Traveler's Aid of Metropolitan Atlanta
DeKalb Tech Foundation, Inc.	United Negro College Funds, Inc.
Diabetes Association of Atlanta, Inc.	United Way
Douglas County Retardation Association	USO Inc., of Georgia
Douglas Senior Services	USO Overseas Operation
Easter Seal Society of North Georgia	Visiting Nurse Health System
Epilepsy Foundation of America, Georgia Chapter	YMCA of Cobb County
Families First	YMCA of Metropolitan Atlanta
Fayette Senior Services, Inc.	YMCA, Butler Street
FOCUS (Families of Children Under Stress)	YMCA, Cobb County
Gate City Day Nursery Association	YMCA, State
Georgia Caring Program for Children Foundation	YWCA of Greater Atlanta
Georgia Center for Children	
Georgia Council on Child Abuse, Inc.	
Georgia Radio Reading Service, Inc.	
Georgia Special Olympics	
Girl Inc., of Cobb County	
Girl Scouts, Northwest Georgia Council, Inc.	
Girl Scouts, Pine Valley Council, Inc.	
Goodwill Industries of Atlanta, Inc.	
Gwinnett Children's Shelter	
Heart Association	



**Exhibit  
Solicitations**

**Descriptor Code: JK~E**

Henrietta Egleston Hospital for Children  
Jewish Family Service  
Jewish Vocational Services

**Cross Ref.:      Also KEB      Solicitations**

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Administrative Regulation**  
**Solicitations**

**Descriptor Code: JK-R**

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FUND RAISING

A balanced program of funding for instructional materials and equipment is provided to each school to support adequately a quality program of instruction in each subject area included in the program of studies. Therefore, students shall not be used by teachers or other school officials to raise funds to acquire supplies, equipment, buildings, land, or services for use in the operation or maintenance of the educational program. However, the school system recognizes the potential educational value in school/community interaction and cooperation and the need for funds to operate high school-sponsored organizations. High school-sponsored organizations may cooperate with community agencies in raising funds, communicating information, and providing other services within established local and district guidelines. Also, high school-sponsored organizations may fund an approved budget within the local and district guidelines.

I. District Guidelines for High Schools

A. The distribution of materials must be restricted to out-of-school hours and announcements and explanations of activities must be limited to no more than five minutes in a prescheduled high school student assembly. No assembly may be scheduled exclusively for this purpose.

B. All participation of staff and students must be on a voluntary basis.

C. Requests for monetary donations from staff and students are prohibited during school hours and/or during work hours. No employee or student should be pressured to contribute at any time.

D. High school-sponsored organizations may cooperate with only those community organizations that are recommended by the DeKalb School Employees Foundation for such purposes. (Exhibit 8400)

E. The DeKalb School Employees Foundation publishes and distributes to all schools and departments, for optional participation by DeKalb high school students, an approved list of community organizations according to the following criteria:

1. The organization must be approved by the IRS as a nonprofit, charitable organization.

2. The organization must be licensed as a Georgia corporation.

3. The employees and officers must be adequately bonded.

4. The organization must have low administrative cost. The foundation will publish the previous fiscal year administrative cost for each fund-raising organization being recommended.

5. Participation must not necessitate absence from school.

6. Activities shall be limited to those that have recognized educational value.

7. All funds raised must go directly to the community organization. No rebates shall be permitted to the high school, high school-sponsored organization, or individuals.

8. All activities must be nonpolitical, nonsectarian, and noncommercial.

F. The fact that an organization is listed does not give the organization the right to operate in a high school. This decision is the responsibility of each high school principal. Being on the list does not imply endorsement of the organization or its programs. In addition, the absence of an organization on the list does not indicate that the organization is without merit.

## II. Guidelines for Fund Raising in Secondary Schools, Elementary Schools, and Parent Support Groups in Elementary and Secondary Schools

### A. Secondary Schools

#### 1. Procedures

a. All student organizations must be authorized by the principal and sponsored by a faculty member.

b. The program activities and budgets of student organizations and classes must be approved by the principal.

c. All funds collected must be accounted for through bookkeeping procedures prescribed by the comptroller of the DeKalb County School System and the principal of the school. The bookkeeping procedures to be prescribed shall include receipts, deposits, issuance of checks, encumbrances, and purchasing.

d. All student organizational activities must be conducted on a voluntary basis and must not interfere or conflict with or detract from instructional time.

e. Popularity contests, games of chance, raffles, and lotteries are prohibited.

f. The sale of products other than those listed in the fund-raising activities approved annually by the DeKalb County Board of Education is prohibited. (See II.A.2. below.)

#### 2. Approved Fund-raising Activities

a. Admission to high school athletic, entertaining, or performing arts events

b. High school publications (annuals, annual photographs, literary magazines, newspapers, etc.)

c. Authorized high school organization membership dues

d. Items produced by the students in conjunction with the instructional program and donated to an authorized high school organization (art projects, Junior Achievement products, shop products, etc.)

e. School concession stand stock, school spirit items, and programs

f. Items derived through environmental management projects, such as the collection of paper, glass, or aluminum

g. Services, such as car washes, shall not be held on school property or

involve the use of water metered through a school facility.

h. Ads for high school publications under the following conditions:

(1) Advertising for the following is prohibited:

(a) Tobacco products

(b) Items unlawful for sale to minors

(c) Pornography

(d) Any material or activity which is denigrating or scurrilously attacks individuals or ethnic, religious, or racial groups; or publications or activities which contain obscenities or pornography; or which aim at creating hostility and violence

(2) Advertising which is nonpolitical and nonsecta

Section: J. Students

**Board Policy**

**Descriptor Code: JQKA**

**Foreign Students**

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FOREIGN STUDENTS

Foreign students may apply for registration in the DeKalb County School System. A foreign student is defined as follows:

- A. An immigrant who is an alien lawfully admitted for permanent residence and who has an Alien Registration Card.
- B. A non-immigrant who is an alien in the United States temporarily residing in the DeKalb County School District and possessing an Arrival-Departure Record or Form I-94.

Foreign students who are currently enrolled in schools in the United States other than schools in the DeKalb County School System and who request transfers will be subject to the rules and regulations applying to other students. The DeKalb County Board of Education shall reserve the right to reject any and all non-resident students.

**Administrative Regulation**

**Descriptor Code: JQKA-R**

**Foreign Students**

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FOREIGN STUDENTS, ADMITTANCE OF

Students of immigrant, refugee, asylee, and non-immigrant status may apply for admission to the DeKalb County School System. An immigrant student is defined as any alien who has been lawfully admitted for permanent residence and has an Alien Registration Card. A refugee is a person legally admitted to the United States under the Immigration and Nationality Act (INA) as amended. Such a person would enter the United States with a Form I-94 (Section 207). An asylee is a person legally admitted to the United States under Section 208 INA as amended. A parolee encompasses a variety of situations in which temporary entry or stay in the United States is authorized. A non-immigrant student is defined as an alien entering the United States, temporarily residing in DeKalb County, and possessing an Arrival-Departure Record or Form I-94.

I. Students of immigrant, refugee, and asylee status living in the DeKalb County School District shall be enrolled without cost through the normal registration procedures of the International Student Center (ISC) and shall be assigned to the school in the attendance area in which the student's parents reside.

II. Students of non-immigrant status who are temporarily residing in DeKalb County may apply for registration through the International Student Center. If such students are residing with their parents or legal guardians, they shall be enrolled without cost through normal International Student Center registration.

III. The guidelines for application of non-immigrant students applying for I-20 forms are as follows:

A. The International Student Center (ISC) coordinator may issue, with a school principal's approval, a Form I-20 for a potential student who is residing in the home country for enrollment in the DeKalb County School System, if the student provides the following:

1. Evidence from the American Consulate in the home country that the student passed an English proficiency test.
2. Verification that funds for living and incidental expenses are available.
3. Transcripts, translated and notarized, from all previous schools attended.

B. A registration form and verification of residence must be obtained from the school to which the non-immigrant student is applying.

C. Those students who come to live with relatives or friends are not considered to be exchange students and, therefore, must pay tuition unless a guardian is assigned by the DeKalb County court. The amount of tuition is the same as an out-of-state student.

D. Non-immigrant students who are in the United States applying for admittance to a DeKalb County school via Form I-20 or other form must do so through the International Student Center. Decisions concerning admittance and tuition status will be based on the following:

1. Validity of the visa held and expiration date of Form I-94.
  2. Proof of residence in DeKalb County.
  3. Verification that funds for living and incidental expenses are available.
  4. Transcripts, translated and notarized, from all previous schools attended.
  5. Evidence of English proficiency by passing the TOEFL (540 score) test as the ESL II post-test administered by ISC. The TOEFL will not be administered by ISC.
- E. A non-immigrant student's eligibility for continued enrollment will be revoked for failure to obey the rules and regulations of the DeKalb County School System and regulation contained in the I-20 application.
- IV. A non-immigrant student enrolled prior to January 1, 1978, may be allowed to continue attendance in the DeKalb County School System. The DeKalb County School System reserves the right to reject any and all non-immigrant students.
- V. Students entering on an approved reciprocal exchange program may enroll without tuition. An exchange program may be approved by the coordinator for foreign languages. For a student to apply for tuition-free admission, the exchange program under which one applies must comply with the following conditions:
- A. Prove non-profit status.
  - B. Prove reciprocity.

Section: J. Students

**Board Policy**

**Descriptor Code: JR**

**Student Records**

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MISSION: To ensure that all student records are recorded accurately and maintained properly.

A record of attendance for each student shall be maintained. The social worker and other appropriate agents shall enforce the Compulsory School Attendance Law (O.C.G.A. § 20-2-690.1).

An accurate cumulative record shall be maintained for every child enrolled in the DeKalb County School System.

Only students, parents, legal guardians, and authorized school personnel shall have access to the cumulative records without a subpoena.

Military recruiters or an institution of higher education shall have access to secondary school student's names, addresses and telephone listing upon request unless a parent or legal guardian has previously notified the district in writing not to release such information without prior written parental consent.

The school district shall notify all secondary student's parents or legal guardians that they have the option to complete a form provided, within a reasonable time, to request that his or her student's name, address and telephone listing not be released without prior written consent.

A student attaining 18 years of age has the rights accorded to and consent request of parents transferred to the student.

Written objection to the accuracy or authenticity of data recorded in the cumulative record shall become a part of the record upon request of the students, parents, or legal guardians.

School officials will provide complete or partial transcripts from the cumulative record upon the request of parents, legal guardians, students, former students, and educational institutions.

The cumulative records of students shall be maintained in accordance with state retention guidelines.

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DeKalb County Schools

Date Adopted: 9/11/2000  
Last Revised: 3/10/2003

**Georgia Code**

**Description**

O.C.G.A. 15-11-66 [Delinquent children - court adjudication](#)

O.C.G.A. 19-07-5 [Reporting child abuse](#)

O.C.G.A. 20-2-1013 [Free textbook system; care and protection of textbooks and materials](#)

O.C.G.A. 20-2-0160 [Determination of enrollment; determination of funding](#)

O.C.G.A. 20-2-0320 [Information Steering Committee re: QBE Program](#)

O.C.G.A. 20-2-0697 [Cooperation of principals and teachers with attendance officers and visiting teachers](#)



[O.C.G.A. 20-2-0720 Inspection of student's records by parents](#)  
[O.C.G.A. 20-2-0757 Applicability of public inspection and open meeting laws](#)  
[O.C.G.A. 24-9-47 Disclosure of AIDS confidential information](#)  
[O.C.G.A. 31-22-9.1 HIV tests - Who may perform test](#)  
[O.C.G.A. 40-5-22 Requirements for licensure; school attendance requirements](#)  
[O.C.G.A. 49-05-040 Child Abuse and Deprivation Records; definitions, confidentiality of records](#)  
[O.C.G.A. 50-18-70 Inspection of public records](#)  
[O.C.G.A. 50-18-72 When public disclosure is not required](#)  
[Rule 160-5-1-.14 Transfer of Student Records](#)

**US Code**

20 USC 1232g [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#)  
20 USC 1232h [General Education Provisions Act \(20 U.S.C. § 1232h\), as amended, 1994](#)

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**NOTIFICATION OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the DeKalb County School System receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) 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 the school system to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school system decides not to amend the record as requested by the parent or eligible student, the school system will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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 school system as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the DeKalb County Board of Education; a person or company with whom the school system has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school system discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

**Exhibit  
Student Records**

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**Descriptor Code: JR~E**

Upon request, the school system discloses secondary student's name, address and telephone listings to military recruiters and institutions of higher education unless parent or legal guardian has requested in writing that such information not be released without prior written consent.

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**ISSUED: 09/11/2000**  
**LAST REVISED: 03/10/2003**

**DEKALB COUNTY BOARD OF EDUCATION**

Board Policy

Descriptor Code: JS

Student Fees, Fines, and Charges

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FEES, COLLECTION OF

**MISSION:** To ensure that students are not denied educational opportunities contingent upon prerequisite fees .

The DeKalb County Board of Education provides funds for the operation of DeKalb County schools, and no fees shall be collected as a prerequisite for registration for school attendance and for courses.

Basic materials required to complete each course of study in which students are enrolled will be provided. Students have the option of utilizing basic materials provided by the school system or of providing equivalent approved materials at their own expense.

All students are expected to supply basic supplies such as paper, pencils, crayons, pens, and notebooks, but no specific types or brands of materials may be required. The school system shall provide all instructional materials required in the course guides as well as all materials required for study by an entire class of students.

Students are required to wear appropriate attire. Students are required to wear athletic shoes in physical education classes. Uniforms may be deemed to be appropriate at certain schools.

The school system shall provide limited inventories of certain instruments to students enrolled in the instrumental music program. A list of these instruments is as follows:

ELEMENTARY

Baritone	Miscellaneous
Bass Clarinet	Oboe
Bassoon	Piano
Cello	Tuba
Double Bass	Viola
French Horn	

SECONDARY

Alto Clarinet	Mellophone
Baritone	Miscellaneous Percussion
Baritone Saxophone	Oboe
Bass Clarinet	Piano
Bass Trombone	Piccolo
Bassoon	Tenor Saxophone
Cello	Tuba
Double Bass	Viola
French Horn	

It is permissible to charge fees for extracurricular activities as long as such charges are not made a condition of attendance or credit within the regular day academic program.

Legitimate charges include but are not limited to the following charges:

- Activity fees
- Gate admissions
- Graduation fees (if participation is not required)
- Replacement/repair costs for loss or abuse of school system property
- Student publications

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0133	<a href="#">Free public instruction; exceptions; eligibility; transfer and utilization; funding</a>
O.C.G.A. 20-2-0168	<a href="#">Distribution of federal funds; summer school programs; year-round operation</a>
Art. 8, Sec. 1, Par. 1	<a href="#">Public Education; free public education prior to college or post-secondary level; support by taxatio</a>
Rule 160-5-1-.12	<a href="#">Student Fees and Charges/Required Student Equipment and Materials</a>

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**Administrative Regulation**  
**Student Fees, Fines, and Charges**

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**Descriptor Code: JS-R**

**FEES, COLLECTION OF**

If approval is obtained by the principal from the Superintendent for the purchase of consumable supplies used by pupils in instructional activities, the following procedure is required:

1. All money must be receipted.
2. If one receipt is written for the total collected, a list of the students contributing and the amounts contributed by each must be attached to the receipt.

For further information, refer to the Local School Accounting Handbook for DeKalb County School System.

**Board Policy**  
**Public Information Program**

**Descriptor Code: KB**

**PUBLIC RELATIONS**

MISSION: To promote a positive environment in DeKalb County schools in which there is an awareness of, involvement in, and support for the system and its educational mission.

The DeKalb County Board of Education believes (1) that the public schools belong to the people who create them by consent and support them by taxation; (2) that the schools are only as strong as the informed DeKalb citizens and knowledgeable school system staff; and (3) that this support is based on knowledge of, understanding about, and participation in the aims and efforts of the public schools.

The Board affirms, through policies and goals, its commitment (1) to keep the citizens and staff of the system regularly and accurately informed, through appropriate means of communication, about policies, programs, problems, and planning of the school system; (2) to solicit the advice and counsel of parents, students, staff, and others on basic issues through appropriate channels (such as Parent Teacher Associations, advisory councils, and other community groups); (3) to charge the administrative, instructional, and operational staff with the duty to carry out this policy as an integral part of regular activities and responsibilities; and (4) to cooperate with the news media as the primary purveyors of public information, recognizing their right to all the facts and their obligation to publish them in a responsible manner.

Parents, students, staff, and others may, at any time, offer suggestions on policies by submitting in writing the suggested additions, changes, or deletions, to the policies to the office of the Superintendent for consideration and possible recommendation to the Board.

DeKalb County Schools

Date Adopted: 9/11/2000

**Georgia Code**

**Description**

O.C.G.A. 20-2-0242 Local school systems; LUA's; local governing bodies

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**Administrative Regulation**

**Descriptor Code: KB-R**

**Public Information Program**

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**PUBLIC RELATIONS**

Public relations shall be a continuing responsibility of all school personnel. Each principal and staff member shall be responsible for the establishment and maintenance of an effective school-community relations program at both local and system-wide levels.

I        News Releases

All news releases concerning the DeKalb County School System, except those relating to general athletic events or routinely scheduled local informational activities, must be cleared through the Department of Public, Press, and Partner Relations. This procedure will serve to avoid duplication of information, maintain consistency with respect to the total program, and coordinate an accurate and timely file of media contacts.

Principals, their designees, and other administrative staff members are encouraged to offer school news and information to the news media. When appropriate, administrators working directly with the news media are responsible for clearance of information through the Department of Public, Press, and Partner Relations. It is further suggested that the Department of Public, Press, and Partner Relations be used in publicizing most school news.

II.        Interviews, Personal Contacts

When communicating with the media about a school matter under their supervision, administrators should respond directly to the media representative, then immediately inform the Department of Public, Press, and Partner Relations about the nature of the question and the response given. In instances where the subject concerns personnel, student interviews, matters beyond the administrator's area of responsibility or expertise, or where there is reasonable doubt about the nature of the subject under discussion, the media representative must be referred to the Department of Public, Press, and Partner Relations.



**Board Policy**

**Descriptor Code: KCA**

**Public Participation in Board Meetings**

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The DeKalb County Board of Education encourages citizens to be involved in public education. To facilitate this involvement, the Board will listen to citizen comments immediately following the call to order and prior to the adoption of the agenda for its regularly scheduled work sessions.

The following guidelines will be observed for receiving and hearing comments from citizens during the public comment portion of the work sessions:

- The Board encourages individuals to contact the Superintendent, his administrative staff and/or local school administrators in an effort to secure a satisfactory solution to any concerns prior to referral to the Board of Education.
- All persons wishing to address the Board during the citizen comment portion of the work sessions will be given a copy of this policy.
- To be eligible those wishing to speak must submit in writing to the board office via letter, fax, or e-mail a request to speak which must be received no later than 12:00 noon on the day of the Board Work Session. Such requests shall include information regarding the topic to be addressed and previous steps taken to resolve the concern prior to making the request to speak. In addition, speakers may complete their own Request to Comment card in person between 4:45 and 5:45 p.m. on the day of the work session. Cards must be completely filled out. Speakers will be heard in the order they submit their requests. Each speaker addressing the Board shall have a maximum of three (3) minutes to speak.
- The public comment portion of the meeting will be a maximum of one (1) hour or 20 speakers.
- It shall be out of order for any citizen to verbally and/or physically attack an employee of the school system in a public meeting.
- The Board will not allow abusive language, threats, comments, jeers, applause or shouts from the floor. Disruptive persons will be asked to leave the meeting room.

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Board Policy  
Public Hearings

Descriptor Code: KCC

MEETINGS

The Board of Education shall conduct public forums from time to time, especially when dealing with controversial issues or matters of deep community concern, to receive input from citizens on policy issues, the educational program, and school administration.

DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code

Description

- O.C.G.A. 20-2-1160 [LBOE tribunal power to determine local school controversies; appeals; special ed provisions](#)
- O.C.G.A. 20-2-0752 [Establishment of disciplinary hearing officers, panels or tribunals; rules and regs](#)
- O.C.G.A. 20-2-0754 [Tribunal procedures](#)
- Rule 160-1-3-.04 [School Law Tribunals and Appeals](#)
- Rule 160-1-3-.07 [Consolidated Hearings Under Individuals with Disabilities Act \(IDEA\) Section 504](#)

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**Board Policy**  
**Solicitations**

**Descriptor Code: KEB**

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DeKalb County Schools

Date Adopted: 9/11/2000

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American Kidney Fund	Kidney Foundation
American Lung Association of Georgia	Latin American Association
American Red Cross, Metropolitan Atlanta Chapter	LeKotek of Georgia, Inc.
American Social Health Association	Leukemia Society
Arrive Alive Atlanta	Literacy Action, Inc.
Arthritis Foundation, Georgia Chapter	March of Dimes
Association of Battered Women of Clayton County	Mental Health Association of Fayette County, Inc.
Atlanta Community Food Bank	Mental Health Association of Metropolitan Atlanta
Atlanta Jewish Community Center	Metro Atlanta Council on Alcohol & Drugs, Inc.
Atlanta Legal Aid Society	Metropolitan Atlanta Crime Commission
Atlanta Urban League, Inc.	Metropolitan Atlanta OIC
Auditory Education Center	Multiple Sclerosis
Bedford Pine Child & Family Resources Center, Inc.	Nicholas House
Big Brother/Big Sisters of Metro Atlanta, Inc.	Parent to Parent of Georgia, Inc.
Blind & Low Vision Services of North Georgia	Planned Parenthood Association of the Atlanta Area, Inc.
Bobby Dodd Center, Inc.	Reach, Inc. (Central Palsy Center)
Boy Scouts of America, Inc., Atlanta Area Council	Retarded Citizens-Atlanta
Boy Scouts of America, Inc., Flint River Council	Rockdale Emergency Relief Fund
Boy Scouts of America, Inc., Northeast Georgia Council	Saint Jude's Recovery Center, Inc.
Boys & Girls Club of Metropolitan Atlanta, Inc.	Scottdale Child Development Center, Inc.
Camp Fire Boys & Girls, Atlanta Council	Scottish Rite Hospital for Children
Carrie Steele-Pitts Home, Inc.	Senior Citizens Services of Metropolitan Atlanta
Catholic Social Services, Inc.	Sheltering Arms Child Development and Family Support
Center for the Visually Impaired	Sickle Cell Foundation of Georgia, Inc.
Christian Emergency Help Centers	The Bridge Family Center of Atlanta, Inc.
Clayton Aging Program, Inc.	The Howard Schools, Inc.
Clayton County Family Care	The Hub Counseling and Education Center
Cobb County Family Resources	The Link Counseling Center
Council on Battered Women, Inc.	The Odyssey Family Counseling Center
DeKalb Community Council on Aging	The Salvation Army
DeKalb County Partners in Education, Inc.	Traveler's Aid of Metropolitan Atlanta
DeKalb Tech Foundation, Inc.	United Negro College Funds, Inc.
Diabetes Association of Atlanta, Inc.	United Way
Douglas County Retardation Association	USO Inc., of Georgia
Douglas Senior Services	USO Overseas Operation
Easter Seal Society of North Georgia	Visiting Nurse Health System
Epilepsy Foundation of America, Georgia	Chapter YMCA of Cobb County
Families First	YMCA of Metropolitan Atlanta
Fayette Senior Services, Inc.	YMCA, Butler Street
FOCUS (Families of Children Under Stress)	YMCA, Cobb County
Gate City Day Nursery Association	YMCA, State
Georgia Caring Program for Children Foundation	YWCA of Greater Atlanta
Georgia Center for Children	
Georgia Council on Child Abuse, Inc.	
Georgia Radio Reading Service, Inc.	
Georgia Special Olympics	
Girl Inc., of Cobb County	
Girl Scouts, Northwest Georgia Council, Inc.	
Girl Scouts, Pine Valley Council, Inc.	
Goodwill Industries of Atlanta, Inc.	
Gwinnett Children's Shelter	
Heart Association	
Henrietta Eggleston Hospital for Children	
Jewish Family Service	

**Exhibit  
Solicitations**

**Descriptor Code: KEB~E**

Jewish Vocational Services

**Cross Ref.:      Also JK              Solicitations**

**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Administrative Regulation**  
**Solicitations**

**Descriptor Code: KEB-R**

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**FUND RAISING**

A balanced program of funding for instructional materials and equipment is provided to each school to support adequately a quality program of instruction in each subject area included in the program of studies. Therefore, students shall not be used by teachers or other school officials to raise funds to acquire supplies, equipment, buildings, land, or services for use in the operation or maintenance of the educational program. However, the school system recognizes the potential educational value in school/community interaction and cooperation and the need for funds to operate high school-sponsored organizations. High school-sponsored organizations may cooperate with community agencies in raising funds, communicating information, and providing other services within established local and district guidelines. Also, high school-sponsored organizations may fund an approved budget within the local and district guidelines.

I. District Guidelines for High Schools

A. The distribution of materials must be restricted to out-of-school hours and announcements and explanations of activities must be limited to no more than five minutes in a prescheduled high school student assembly. No assembly may be scheduled exclusively for this purpose.

B. All participation of staff and students must be on a voluntary basis.

C. Requests for monetary donations from staff and students are prohibited during school hours and/or during work hours. No employee or student should be pressured to contribute at any time.

D. High school-sponsored organizations may cooperate with only those community organizations that are recommended by the DeKalb School Employees Foundation for such purposes. (Exhibit KEB-E)

E. The DeKalb School Employees Foundation publishes and distributes to all schools and departments, for optional participation by DeKalb high school students, an approved list of community organizations according to the following criteria:

1. The organization must be approved by the IRS as a nonprofit, charitable organization.
2. The organization must be licensed as a Georgia corporation.
3. The employees and officers must be adequately bonded.
4. The organization must have low administrative cost. The foundation will publish the previous fiscal year administrative cost for each fund-raising organization being recommended.
5. Participation must not necessitate absence from school.
6. Activities shall be limited to those that have recognized educational value.
7. All funds raised must go directly to the community organization. No rebates shall be

permitted to the high school, high school-sponsored organization, or individuals.

8. All activities must be nonpolitical, nonsectarian, and noncommercial.

F. The fact that an organization is listed does not give the organization the right to operate in a high school. This decision is the responsibility of each high school principal. Being on the list does not imply endorsement of the organization or its programs. In addition, the absence of an organization on the list does not indicate that the organization is without merit.

## II. Guidelines for Fund Raising in Secondary Schools, Elementary Schools, and Parent Support Groups in Elementary and Secondary Schools

### **A. Secondary Schools**

#### 1. Procedures

a. All student organizations must be authorized by the principal and sponsored by a faculty member.

b. The program activities and budgets of student organizations and classes must be approved by the principal.

c. All funds collected must be accounted for through bookkeeping procedures prescribed by the comptroller of the DeKalb County School System and the principal of the school. The bookkeeping procedures to be prescribed shall include receipts, deposits, issuance of checks, encumbrances, and purchasing.

d. All student organizational activities must be conducted on a voluntary basis and must not interfere or conflict with or detract from instructional time.

e. Popularity contests, games of chance, raffles, and lotteries are prohibited.

f. The sale of products other than those listed in the fund-raising activities approved annually by the DeKalb County Board of Education is prohibited. (See II.A.2. below.)

#### 2. Approved Fund-raising Activities

a. Admission to high school athletic, entertaining, or performing arts events.

b. High school publications (annuals, annual photographs, literary magazines, newspapers, etc.).

c. Authorized high school organization membership dues.

d. Items produced by the students in conjunction with the instructional program and donated to an authorized high school organization (art projects, Junior Achievement products, shop products, etc.).

e. School concession stand stock, school spirit items, and programs.

f. Items derived through environmental management projects, such as the collection of paper, glass, or aluminum.

g. Services, such as car washes, shall not be held on school property or involve the use of water metered through a school facility.

h. Ads for high school publications under the following conditions:

(1) Advertising for the following is prohibited:



- (a) Tobacco products
  - (b) Items unlawful for sale to minors
  - (c) Pornography
  - (d) Any material or activity which is denigrating or scurrilously attacks individuals or ethnic, religious, or racial groups; or publications or activities which contain obscenities or pornography; or which aim at creating hostility and violence.
- (2) Advertising which is nonpolitical and nonsectarian in nature
  - (3) Advertising which is in good taste and reflects the values of the community
- i. Admission to productions by student, professional, or semiprofessional groups presented at a time that does not conflict with instructional hours

**B. Elementary Schools**

School-related fund-raising activities involving elementary school students are prohibited under the standards of the Southern Association of Colleges and Schools. Parent support groups may conduct fund-raising activities as outlined in II.C. below.

**C. Parent Support Groups (PTA, Sports, Academic Groups, etc.)**

- 1. The organization must be authorized by the principal and exist to enhance the curriculum goals of the school.
- 2. The organization's program of activities and budget must be planned in conjunction with and be approved by the principal.
- 3. Activities must not conflict with or detract from instructional time.
- 4. Popularity contests, games of chance, raffles, and lotteries are prohibited.
- 5. All items purchased for use by the students and/or faculty become the property of the DeKalb County Board of Education and must be entered on the inventory of the school.
- 6. Advertising by parent support groups must conform to the school system's policy on advertising. Sales by parent support groups must not be made to employees or students on school property before, during, or after their regular day. Sales by parent support groups at special occasions (carnivals, festivals, etc.) on nights or non-school days are permitted.
- 7. Elementary school students are prohibited from participating in door-to-door, fund-raising activities sponsored by the school or by a school-related organization in which students would be selling items or soliciting contributions, pledges, or orders.
- 8. Deficit financing and deferred payments are vigorously discouraged.

**III. Local High School Guidelines**

Each high school will establish local guidelines for cooperation with community organizations. The list of activities of community organizations recommended by the DeKalb County School Employees Foundation, Inc., will be used in selecting a reasonable number of activities to be supported by the high

school-sponsored organizations.

**Board Policy**

**Descriptor Code: KG**

**Use of School Facilities**

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**FACILITIES**

The Superintendent shall have authority to permit a community group of citizens or a community organization to use a school building and grounds for activities related to civic programs; the Superintendent may delegate this authority to the principal. If permission is granted, the Superintendent shall require appropriate safety and fire protection measures, a statement of purpose for use of the facility, an agenda for the activity or meeting and shall collect the expenses for utilities and custodial services and any other costs (see KG-R).

School facilities and school activities shall not be used for commercial purposes. Regional stadiums may be leased by recognized professional sport teams for a period of not less than one playing season, provided such season does not conflict with DeKalb County School System activities, if the Board determines that such property is surplus for those periods of time. The sale, use or possession of alcohol shall not be allowed on any school property, except that regional stadiums may be leased on a case by case basis to board-authorized entities allowing for licensed sale of alcohol for a time specific event or playing season that does not conflict with DeKalb County School System activities.

The DeKalb County Board of Education may elect to contract with non-profit community groups to offer extended-day programs in DeKalb County School System facilities. In the event such educational programs are approved, the Board may waive usage fees, utility charges, and other fees associated with such use, provided, however, that labor charges may not be waived when school system employees are required to work overtime in order to prepare facilities for use or to act in a custodial manner while facilities are being used.

The following categories are required to have insurance:

1. Any entity using a stadium, gymnasium, or other special facility.
2. Entities using the DeKalb County School System's facilities for purposes other than governmental and school or school-support activities, except as otherwise provided herein
3. Entities that require three or more school system employees to support the activity being conducted on school system premises will be required to reimburse the school system the cost of the premium for a Workers' Compensation insurance policy for the employees who work on the event.
4. Entities providing extended-day educational programs.

It is further required that organizations and/or individuals that are required to have Insurance when utilizing school facilities provide insurance coverage as follows:

1. Workers' Compensation
2. Public Liability

Personal Injury  
\$300,000 each occurrence

Property Damage  
\$50,000 each accident  
\$100,000 aggregate

Property damage must include fire, legal, and liability insurance. The DeKalb County Board of Education is to be named as the insured on any policy.

3. In cases where three or more school system employees will be used to support the activity, the Board must be reimbursed for the cost of a Workers' Compensation policy on the DeKalb employees for assigned to the event.

School-support and school-related organizations, such as parent-teacher associations and school-approved, extracurricular organizations, may be exempted from all usage fees, utility charges, and other fees associated with such use. Labor charges may not be waived when school system employees are required to work overtime in order to prepare facilities for use or to act in a custodial manner while facilities are being used. Any activity request shall include a statement of purpose for use of the facility and an agenda for the activity/meeting prior to approval.

In case of a natural disaster or national emergency, such organizations as Civil Defense and Red Cross shall have use of any school facility that may be needed for the benefit of the public.

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DeKalb County Schools

Date Adopted: 8/9/2004  
Last Revised: 10/10/2005

**Georgia Code**

**Description**

O.C.G.A. 20-2-0520 [Acquiring/disposing of school sites; building, repairing, renting, and furnishing schools](#)

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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**CHARGES FOR USE OF FACILITIES OTHER THAN STADIA**  
**Elementary Schools, Middle Schools, or High Schools**

<u>Classroom</u>	<u>(Fee per classroom)</u>	
1-5 classrooms	\$30.00	minimum for the first three hours or less
	\$10.00	per hour or fraction thereof above three hours
6 or more classrooms	\$25.00	minimum for the first three hours or less
	\$ 8.00	per hour or fraction thereof above three hours
June-August	\$16.00	Flat rate per day Maximum – 8 hours (Subject to Summer Utility Rate in effect)
<u>Cafeteria, Commons, Auditorium or Gym</u>	\$75.00	minimum for the first three hours or less
	\$20.00	per hour or fraction thereof above three hours
<u>Kitchen (when used)</u>	\$99.00	additional
Food Service manager/ personnel and/or <u>custodial personnel</u>	One and one-half times the employee's hourly rate for each employee, in addition to above charges	
Setting up/Removing Chairs or Special <u>Set Ups</u>	\$100.00	additional
Public Address System <u>(when used)</u>	\$ 35.00	additional
<u>Announcer</u>	\$ 30.00	additional

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**Administrative Regulation**

**Descriptor Code: KG-R**

**Use of School Facilities**

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**FACILITIES**

School facilities, including playgrounds, buildings, and equipment, may be used on an expense basis by community groups for purposes related to or directly connected with community welfare. A statement of purpose for use of facilities and an agenda for the activity or meeting shall accompany request for use of facilities. These expenses shall be collected from all out-of-school groups with the exception of parent-teacher associations, civil defense organizations, and governmental agencies. All governmental agencies using school facilities must submit to the office of the Deputy Superintendent for Administration and Business Affairs a cost report which shows the date of use, the name of the agency/department using the facility, statement of purpose for use and agenda for activity/meeting, and the estimated cost for use of the facility. Exclusive use of any school facility shall be granted on a scheduled basis only by the school principal or the appropriate administrator. For long-term use of a building, playground, or equipment, both parties should sign an agreement covering the cost and term of use.

All school facilities shall be used under the supervision of the principal, who is at all times responsible for school facilities and equipment. A school system employee responsible to the principal shall be in charge when school facilities are used by out-of-school groups, with expense for this service a part of the expense to be collected. No funds need be received when approved governmental agencies utilize school facilities. For accounting purposes, these agencies must submit to the office of the Deputy Superintendent for Administration and Business Affairs a report covering estimated cost as described in Exhibit KG-E. Any salaries due as a result of services rendered by school system employees should be collected in keeping with Board Policy Code: KG and forwarded to the Payroll Unit of the Department of Finance. Exhibit KG-E indicates a schedule of charges for use of facilities. When cafeteria facilities are involved, at least one food service employee shall supervise the use of cafeteria equipment and facilities. This employee shall be responsible directly to the principal.

All monies collected by principals for use of facilities shall be transmitted to the Deputy Superintendent for Administration and Business Affairs along with the Use of Facilities Form at the end of the calendar month. Hours for personnel involved with groups using facilities must be designated as such and transmitted to the Payroll Section in accordance with current payroll procedures. Payment for these personnel services will be handled through the Payroll Section.

The DeKalb County School System shall assume no responsibility for accidents which occur to out-of-school groups using school facilities. It shall be the responsibility of the leader of any out-of-school group participating in any activity which involves students on school property to present to the principal signed parental statements acknowledging that this activity is sponsored by an out-of-school group. The principal shall not make school facilities available until the leader has signed a statement of compliance with this arrangement.

No construction shall be made on school property by any group, nor any alterations made to existing school facilities, except when written permission from the Office of the Superintendent is secured.

The Use Agreement Form which reflects the action of the Board requiring liability and Workers' Compensation insurance for individuals, groups, and organizations desiring to use school facilities must be

negotiated. Items included in the Use Agreement Form which are not applicable must be marked as "N/A" and initialed by both parties.

Send a copy to the Department of Finance for approval before finalizing the Use Agreement Form. All special stipulations and considerations must be included as a part of the Use Agreement Form including statement of purpose and agenda for activity/meeting. A copy of the negotiated Use Agreement Form must be kept on file in the office of the school principal and/or administrator responsible for handling the details of this contract.



**Board Policy**

**Descriptor Code: KHD**

**Gifts to Staff**

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**GIFTS TO SYSTEM PERSONNEL**

MISSION: To promote employee business decisions that are free of impropriety.

Employees shall not accept or solicit for themselves or for others anything of value from any person, corporation, or other entity doing business with or attempting to do business with the DeKalb County School System. Any employee who is offered any gift from a person, corporation, or other entity doing business with or attempting to do business with the school system shall advise the Superintendent and the Chair of the DeKalb County Board of Education of such an offer.

Business lunches or dinners in the normal course of a business day shall be exempt from this policy. All lunches or dinners shall be reasonable in price.

Gifts to system employees by pupils or patrons shall not be required or expected. Letters of appreciation from individuals and resolutions expressing gratitude from organizations are in most cases more appropriate than material gifts. Such expressions may be considered as a basis for recognition of personnel of the school system who have rendered meritorious service.

School system employees shall not be placed under pressure to participate in school, departmental, or district solicitation. No person shall approach, advise, or lead any subordinate into expecting that they should give in any solicitation effort.

Personnel of the school system are not permitted to accept or purchase from a student in the school system any materials or substances, consumable or nonconsumable, which are against school rules and regulations for the student to have in possession on school property or at a school-sponsored activity.

The giving or receiving of gifts motivated by personal affection or gratitude shall not be regarded as a violation of this policy. When gifts are given, they shall not be elaborate or expensive. However, no gifts of a value exceeding \$20.00 may be made to any Board of Education member while that person is holding office.

This policy shall not be interpreted so as to prevent the giving and accepting of incentives, awards, and appreciation gifts between schools and businesses which have a formal relationship under the Partners-in-Education Program or programs under Board supervision. This policy shall not prevent employees from working in fund-raising activities for community and civic groups.

Violation of this policy by any employee shall be reported to the Board. Violation of this policy by an entity doing business with or attempting to do business with the school system shall subject such entity to being barred from further business relationships with the school system.

**Administrative Regulation**

**Descriptor Code: KIB-R**

**Special Interest Materials Distribution**

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**Research, Surveys, and Questionnaires**

**Mission: To provide quality research, to utilize available data, and to extend support to all departments in delivering a quality instructional program.**

Before any survey, questionnaire, or other data collecting instruments are administered, the department of Research and Program Evaluation shall first approve it in writing. This policy shall apply to requests made by employees of the DeKalb County School System and/or external requests to conduct research within the district. Approval will be based on consistent procedures in keeping with established policies.

Any study that involves data collection through observations, interviews, surveys, tests, and other data collection devices is defined as "research" and is subject to these policies and procedures.

**Board Policy**

**Descriptor Code: KJ**

**Advertising in the Schools**

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**ADVERTISING AND SELLING**

MISSION: To prevent students and staff from becoming involved in commercial enterprises under the auspices of the school system.

Personnel of the school system shall not advertise instructional materials, school supplies, or other items which may be available for purchase in stores and other commercial establishments.

Personnel shall not sell reference books, magazines, dictionaries, other instructional books, manuals, or school supplies to parents or to pupils.

Advertising materials, such as leaflets, coupons, posters, and discount offers shall not be distributed by teachers or students except as explained below.

Schools may be permitted to use and distribute materials imprinted with a business or industry name or logo, provided the materials are to be used for instructional or incentive purposes in conjunction with the Partners-in-Education Program.

School property or facilities may be used for advertising purposes only with the prior written approval of the DeKalb County Board of Education. Under no circumstances shall any such advertising activity interfere with the educational process.

The Superintendent or designee shall approve and execute contracts for calendar posters of athletic teams for advertising purposes if such is requested by a local school principal, and the contract must provide that posters be produced at no expense to the school system, that a specific percentage of advertising sales be provided to the school system, with all proceeds paid to the Board of Education, unless otherwise directed by the Board, and the proceeds going to the local school for use in its athletic program.

**Administrative Regulation**

**Descriptor Code: KK-R**

**Public Sales on School Property**

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PHOTOGRAPHY, COMMERCIAL

I. High Schools

The taking of student pictures for the school yearbooks, for student identification, and for other approved purposes shall be scheduled at a time that does not interrupt the student's instruction schedule. Photographic activities must be scheduled before or after the regular school day, during study hall that is not incorporated into a regular class period, during the student's lunch period (provided it does not delay punctual return to class), or on a day when school is not in session.

A plan for all photographic activities in the high schools must be submitted to and approved by the area executive director. The principal is responsible for implementing and supervising the plan of photographic activities which has been approved by the area executive director and is held personally accountable for the proper enforcement of the procedures regarding commercial photography.

Other commercial photography at a high school is not permitted as a school-conducted activity.

II. Elementary Schools

Commercial photography in the elementary school is not permitted as a school-conducted or school-sponsored activity. After school hours, the principal may permit the school building to be used for photographic activities by the Parent Teacher Association and other community organizations, as provided in the DeKalb Policy Code KG.

**Administrative Regulation**

**Descriptor Code: KM-R**

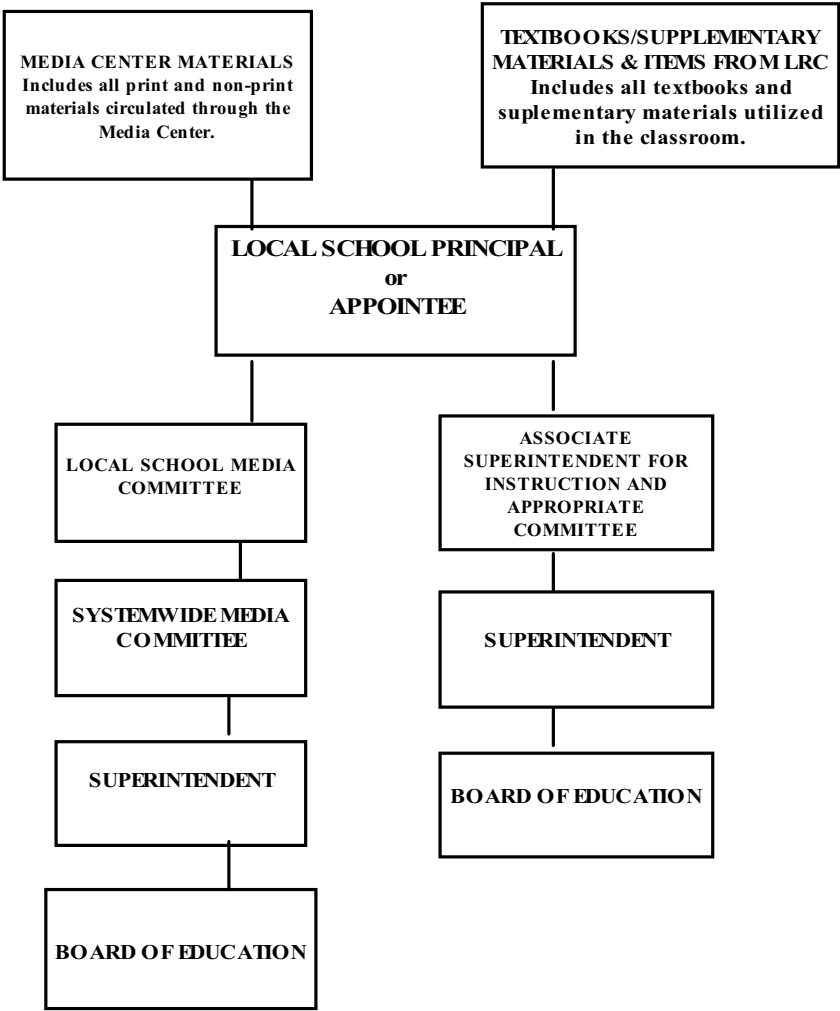
**Visitors to School**

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SAFETY

All visitors will be required to report to the front office, state their name and business, and receive an ID badge. Staff members should be encouraged to refer visitors without a badge to the front office immediately.

**PROCEDURES FOR CHALLENGED MATERIALS**



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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**

**INSTRUCTIONAL MEDIA**  
**REQUEST FOR RECONSIDERATION OF**  
**INSTRUCTIONAL MEDIA**

School	Principal
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Type of Media (book, film, recording)	Title of Media	Copyright Date
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Author/Editor/Artist/ Composer	Distributor/Producer/ Publisher
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What brought this material to your attention? (Review, lists, work of mouth, assignment? If a review or list, be specific giving name of publication, issue, and page \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Have you read, viewed, or listened to the entire item? \_\_\_\_\_

Is the item a part of a set or series? \_\_\_\_\_

If so, did you read, view, or listen to all of the set or series? \_\_\_\_\_

3. State specific objections to the material. (Use extra sheet, if necessary.

\_\_\_\_\_

4. What do you consider to be the theme of this material? \_\_\_\_\_

\_\_\_\_\_

5. What do you consider good about this material? \_\_\_\_\_

\_\_\_\_\_

6. For what age group would you recommend this material? \_\_\_\_\_

7. Are you aware of the judgment of this material by critics? \_\_\_\_\_

\_\_\_\_\_

**Exhibit**  
**Complaints about Instructional Materials**

**Descriptor Code: KNBA~E(2)**

8. Do you object to what you know about the author or producer? \_\_\_\_\_  
\_\_\_\_\_

9. Do you think the author's or producer's experiences are reflected in this material? \_\_\_\_\_  
If so, in what way? \_\_\_\_\_

10. What would you like the school to do about this material?

☐ Do not require it of students.

☐ Withdraw it from students under the age of \_\_\_\_\_

☐ Place it on reserve status to be used only with written parental permission.

☐ Withdraw it from all students.

☐ Other \_\_\_\_\_

11. Other comments: (Use extra sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Complainant represents:

\_\_\_\_\_ Self

\_\_\_\_\_ Name of Organization \_\_\_\_\_

\_\_\_\_\_ Identification of other group \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

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**ISSUED: 09/11/2000**

**DEKALB COUNTY BOARD OF EDUCATION**



**Administrative Regulation**

**Descriptor Code: KNBA-R**

**Complaints about Instructional Materials**

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**CHALLENGED MATERIALS**

Objection and challenge may arise concerning instructional media used in the school system. In such an event, the procedures listed below shall be followed:

**A. Media Center Materials**

1. The principal of his/her appointee shall listen to the parent's or patron's objection and make reasonable efforts to resolve the issue. (Note: Challenged materials may not be removed without adhering to the procedure that follows.)
2. If this attempt is not successful, the principal or his/her appointee shall explain the DeKalb County procedure for reconsideration of instructional media to the parent or patron.
3. If the parent or patron wishes to make a formal challenge, he/she shall be given the designated DeKalb County form entitled "Request for Reconsideration of Instructional Media." [See Exhibit IFA-E (2).]
4. The completed form shall be submitted to the principal within ten (10) school days. The principal must then submit copies to the chairperson of the local school media committee and the director of Educational Media. No action shall be taken unless the official form is completed submitted to the principal.
5. The challenged material shall remain in circulation until the request for reconsideration is processed and a final decision is reached by the local school media committee. However, sufficient copies may be recalled by the media specialist as needed for review by members of the media committee.
6. After the reconsideration form has been received, the principal shall meet with the local school media committee as soon as possible to consider the request and evaluate the material.
7. The local school media committee shall examine the challenged material in its entirety. The following items shall be considered by the committee in the evaluation process:
  - (a) Professional reviews.
  - (b) Age and maturity level of students.
  - (c) Theme of the material.
  - (d) Intended use of the material.
  - (e) Literary merit.
  - (f) Contribution of the material in presenting different points of view within the collection.
  - (g) Material as a whole rather than passages out of context.

(h) Other considerations applicable to the situation.

8. The local school media committee shall then meet to discuss the challenged material and its relationship to the goals and objectives for the school and the curriculum. The parent or patron may appear before the committee to make an oral presentation in support of his/her request for reconsideration of library media center materials. The presentation shall be limited to a maximum of ten (10) minutes. Upon completion of the presentation the parent or patron shall leave in order to permit the committee to deliberate in private.

9. During the meeting, all material shall be examined, all points of view presented, and the views of all committee members considered. After careful deliberation, the committee shall make a decision by individual printed and signed ballots. The ballots shall be tallied immediately in the presence of the committee.

10. The local school media committee shall prepare a written report concerning the decision of the committee. This report is to be filed in the office of the principal with a copy sent to the director of Educational Media.

11. The principal shall notify the complainant of the decision of the committee by letter with a copy to the director of Educational Media. If the complainant is not satisfied with the decision of the local school committee, he/she may appeal within ten (10) school days to the system-wide media committee. A letter requesting the appeal and a copy of the DeKalb County "Request for Reconsideration of Instructional Media" completed by the complainant shall be sent to the director of Educational Media for review by the system-wide media committee.

12. If the decision of the system-wide media committee is not acceptable to the complainant, an appeal may be made to the superintendent and then to the DeKalb County Board of Education.

**B. Textbooks/Supplementary Materials and Items from the Learning Resources Center**

1. The principal or his/her appointee shall listen to the parent's or patron's objection and make reasonable efforts to resolve the issue. (Note: Challenged textbooks/supplementary materials and items from the Learning Resources Center may not be removed without adhering to the procedure that follows.)

2. If this attempt is not successful, the principal or his/her appointee shall explain the DeKalb County procedure for reconsideration of instructional media to the parent or patron.

3. If a parent or patron wishes to make a formal challenge, he/she shall be given the designated DeKalb County form entitled "Request for Reconsideration of Instructional Media." [See Exhibit IFA-E (2).] The completed form shall be returned to the principal within ten (10) school days.

4. The challenged material shall remain in circulation until a decision is reached by the appropriate system-level committee.

5. The completed form for reconsideration of textbooks/supplementary materials and items from the Learning Resources center shall be forwarded immediately to the associate superintendent for Instruction. The associate superintendent and the appropriate system-level committee shall evaluate the material.

6. The parent or patron may appear before the committee to make an oral presentation in support of his/her request for reconsideration. The presentation shall be limited to a maximum of ten (10) minutes. Upon completion of the presentation, the parent or patron shall leave in order to permit the committee to deliberate in private.

7. During the meeting, all material shall be examined, all points of view presented, and the views of all committee members considered. After careful deliberation, the committee shall make a decision by

individual secret ballot. The ballots shall be tallied immediately in the presence of the committee and the complainant shall be notified by letter of the decision.

8. If the decision of the system-wide committee is not acceptable to the complainant, and appeal may be made to the superintendent and then to the DeKalb County Board of Education.

**C. Implementation of Statement**

This procedural statement shall be implemented by the personnel of the DeKalb School System with final responsibility resting with the DeKalb County Board of Education. The coordinated efforts of personnel identified in the procedures shall be required for full implementation.

\*The complete Procedures for the Implementation of the Instructional Media and Equipment Policy is in the Handbook for Library Media Specialists.

Section: L. Interorganizational Relations

**Board Policy**

**Descriptor Code: LD**

**School-General Government Relations**

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**GOVERNMENTAL AGENCIES, COOPERATION WITH**

MISSION: To maintain a cooperative school system and government relationship which will ensure a healthy environment for the well being of all students.

In the operation of the DeKalb County School System, there are official relationships with agencies such as the Department of Public Safety, the Department of Public Health, the Department of Public Welfare, the Juvenile Court, the Civil Defense Agency, the Atlanta Regional Commission, the DeKalb Planning Commission, the DeKalb County Board of Commissioners, and the DeKalb County Grand Jury. The Superintendent shall cooperate with these and other agencies as an official responsibility. The Superintendent may, when it is in the best interest of the DeKalb County School System, cooperate with other public and private agencies.

**Board Policy**

**Descriptor Code: LDAF**

**Public Health Authorities**

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PROBLEMS OF SOCIETY WHICH REACH CRISIS PROPORTIONS

MISSION: To maintain cooperative school system and community agency relationships which will ensure a healthy environment for all students and which will support emergency measures .

The DeKalb County Board of Education shall cooperate with agencies and institutions in the community to develop a healthy environment for the mental and emotional well-being of young people. The Board shall also specifically provide and support emergency measures which are needed to meet crises emerging from the complexities of a dynamic society, such as drug abuse, environmental destruction, behavioral upheaval, communicable diseases, and other problems which reach emergency proportions within the community or school. The following measures should be taken:

1. Development of relevant instructional programs to meet problems which emerge in our society.
2. Reorientation of counseling programs with inservice education to equip the staff to assist parents and students in crisis situations and to develop problem-solving abilities.
3. Maintenance of a cooperative relationship with law enforcement and other public and community agencies .
4. Cooperation with representatives of community agencies, institutions, and parents in an effort to solve problems.
5. Reporting abuses or suspected abuses to school administrators .

**Board Policy**

**Descriptor Code: LDAH**

**Parks Department**

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The DeKalb County Board of Education adopted the following resolution with the DeKalb County Board of Commissioners in support of the cooperative use of schools and parks:

WHEREAS, the DeKalb County Board of Education and the DeKalb County Board of Commissioners are mutually interested in promoting the fullest possible use of public facilities which are owned and operated by the Board of Commissioners or by the Board of Education; and

WHEREAS, it is recognized that public participation in worthwhile recreational activities contributes both to individual health and to the well being of our society as a whole; and

WHEREAS, the provision of meaningful leisure opportunities can be properly recognized as a governmental service; and

WHEREAS, in order to minimize duplication in the provision of these services, and to maximize potential for quality programs, both agencies are committed to cooperate with one another whenever feasible;

BE IT THEREFORE RESOLVED that the DeKalb County Board of Education and the DeKalb County Board of Commissioners support the concept of cooperative use of schools and parks in an effort to created an improved quality of life for all DeKalb County citizens in an efficient and cost-effective manner.

BE IT FURTHER RESOLVED that it is the intent of the Board of Commissioners and the Board of Education for this cooperative effort on the part of the respective staffs to include:

1. Site coordination to include site selection, joint use of sites, joint leases and permits, cooperation related to site disposal and spatial standards.
2. Facility planning related to timing of construction, master planning, site layout, joint development, and standardization of equipment where practical.
3. Facility maintenance procedures to reduce duplication and to share expertise.
4. Operational procedures to improve program coordination, reduce duplication, foster joint sponsorship, and share staff expertise.
5. Policy and legislative action to explore and recommend changes which will be mutual benefit.

**Administrative Regulation**

**Descriptor Code: LDAJA-R**

**Interrogations and Investigations**

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RELEASE OF STUDENTS

The release of any student in attendance in a DeKalb County school to an officer of the law shall be made after one of the following conditions has been met:

- I. A release order is granted by the Office of the Superintendent.
- II. A release order is granted by legal authorities in the following circumstances:
  - A. Pursuant to a warrant, in which case the principal shall be shown the warrant.
  - B. Pursuant to an order of detention issued from the Juvenile Court, in which case the principal shall be shown the order.
  - C. When an officer states that a felony has been committed, has reasonable cause to believe that the student is guilty, and actually arrests the student.
- III. When an officer is investigating a crime and is interested in the student as a material witness, the principal shall not release the student to the officer without the consent of the parent or person lawfully in charge of the student.

Consent may be granted by the actual presence of the parent with the officer; by written consent of the parent; by telephone consent of the parent, if in the opinion of the principal it is *bona fide* and reliable; and by consent of the probation officer of the Juvenile Court when the student is a ward of the court.

When consent cannot be obtained, the principal may allow the officer to interrogate the student at the school in the presence of the principal or assistant principal.

No student may be released from a DeKalb County school to an officer of the law unless that officer signs a receipt assuming full responsibility for the care of the student.

In all cases, the principal shall attempt to discourage officers from making arrests or interrogating students during school hours and shall request the officers to wait before making an arrest until the student has been returned home.

**Board Policy**

**Descriptor Code: LEC**

**Booster Organizations**

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**Booster Clubs/Parent Volunteer Organizations**

The DeKalb County Board of Education encourages parent participation in all aspects of student life in the DeKalb County School District. Parents and others who wish to support school programs are encouraged to participate in the various booster clubs and other parent organizations that play such an important role in supporting, encouraging and advancing school programs. The term "booster club" in this policy refers to all volunteer parent organizations that operate to support school programs in the DeKalb County School District, except PTA's and PTSA's which are still subject to all other applicable DeKalb County School District rules and regulations.

The following rules and regulations have been established by the DeKalb County School District as basic and broad guidelines for the establishment and operation of all booster clubs that support DeKalb County School District schools:

1. The sole purpose of a booster club is to support a school and its programs. Accordingly, all booster clubs must be approved by the principal of each individual school;
2. A copy of each booster club's: (1) constitution; (2) by-laws; (3) annual approved budget; and (4) listing of officers and board members (with contact information) must be submitted to the principal before booster club activities begin each year. Each booster club will have a written constitution, stating clearly defined objectives to be implemented by the club;
3. All fund raisers, projects and activities to be conducted by a booster club must be planned in conjunction with, and have the prior written approval of, the principal, or his/her designee. Booster clubs must follow Georgia law and all applicable DeKalb County School District ("School District") guidelines, including those pertaining to fund-raising activities and advertising;
4. The principal or his/her designated representative is strongly encouraged to attend all booster club meetings of the general membership and may attend other booster club meetings at his/her discretion. The "school sponsor", or his/her designated representative of each booster club individual activity, will attend each booster club meeting. The "school sponsor" is the person on the staff of the school who has been identified and named by the principal to work with a booster club in some capacity;
5. The principal, the sponsor and the booster club will work together to ensure that all booster club meetings are scheduled at a mutually convenient date, site and time;
6. At least thirty days prior to the election, the booster club will announce to its general membership, the principal and sponsor, its election for officers. The school district strongly recommends that, at the time of his/her election, each officer of a booster club is a parent or guardian of a student currently enrolled in the school that the booster club supports;
7. Booster club activities must not conflict with, or detract from, instructional time;
8. Each booster club will develop a written yearly budget, with input from the sponsor and the school's principal. The booster club's budget will be designed to support the program needs that cannot be met by the school;
9. In its constitution, each booster club will have procedures for an annual financial accounting audit. The principal and the booster club members will receive from the booster club, a written copy of the booster club's annual financial report, as well as, a financial report to be submitted, at a minimum, on a quarterly basis. The superintendent may order, at any time, that the booster club's financial



- records be audited, at the school district's expense, by an independent accounting firm or accountant designated by the superintendent;
10. All booster clubs are encouraged to become incorporated and to file with the Internal Revenue Service for 501(c)(3) non-profit, charitable status. Prior to funds being collected at the start of the school year, all booster clubs that handled funds in excess of \$1,000.00 during the previous school year must ensure that its officers and employees are adequately bonded. Deficit financing and deferred payments are not allowed;
  11. Booster clubs are responsible for their own tax filings and accounting and must obtain their own federal tax identification number. Booster club funds must never be commingled with student activity funds or other school or school district funds. All funds collected from a booster club fundraiser or otherwise obtained by a booster club must be deposited into the booster club's bank account. Disbursement from the booster club's bank account will be by check only and all disbursements will be properly documented, i.e., receipts, invoices, etc. Each check written by a booster club must contain the signatures of two booster club officers -- (1) the president and (2) the treasurer. Provided proper authorization exists in either the booster club's by-laws or constitution, the vice president's signature may be substituted for the president's signature on a booster club check when the president is unavailable. Booster clubs may donate funds to a school or to the school district. When these funds are deposited in a school or school district account, the booster club relinquishes all control over these funds;
  12. All gifts given to the school by a booster club will be accepted by the principal, with a signed statement, a copy of which shall be given to the booster club, indicating that the gift has become the property of the DeKalb County School District, with the school becoming the custodian of the gift;
  13. No member of the school or school district's faculty, administration or staff may hold any office in a booster club, appear on a signature card for any booster club bank account, or sign checks for a booster club. Any financial obligation incurred by a booster club shall be solely that of the booster club;
  14. All questions by booster club members concerning booster club policy of the DeKalb County School District should be directed to the principal, his/her designated representative, or to the designee of the superintendent; and,
  15. The superintendent, at his/her sole discretion, may dissolve any booster club that does not adhere to these guidelines, including, but not limited to, those that exhibit serious financial irregularities. The assets of the dissolved booster club will be disbursed in accordance with the bylaws of the booster club and the laws of the State of Georgia. If the booster club has no bylaws, then, upon dissolution, its assets will become the property of the school district.

**Board Policy**

**Descriptor Code: MBB**

**Museums**

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FERNBANK SCIENCE CENTER

The Fernbank Science Center is an integral part of the DeKalb County School System. It is an extension to the regular elementary, secondary, adult, and postsecondary school program. The center is designed to enhance the scientific literacy and the related proficiency of the lay, student, and professional populations of DeKalb County, the metropolitan area, and the state of Georgia.

Instructional materials developed at Fernbank shall be correlated to science courses being taught in the DeKalb schools. Each instructional activity shall be designed to meet the level of understanding of each participating group. Programs conducted by Fernbank staff members shall be directed toward teacher inservice, a supplement to classroom science curricula, and public presentations.

Inquiries concerning course materials, schedules, and specific policies and regulations shall be directed to the Supervisor of Fernbank Science Center. Visits to the center by school groups must be on a scheduled basis.

**Board Policy**

**Descriptor Code: MFB**

**Student Teaching and Internships**

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PRACTICUM AND INTERNSHIP

MISSION: To ensure that college students who participate in a practicum, internship, or student teaching activity receive a quality training experience.

Colleges and universities frequently require supervised practicums and internships/student teaching experiences for college credit. Both are usually required for state licensure in the fields of teaching, counseling, psychology, and social work.

PRACTICUM

The practicum is the field experience that immediately precedes student teaching/internship. This experience requires that the student be placed with a master teacher/counselor. During the practicum, the student will participate in a variety of activities to include team teaching/counseling, working with small groups or individuals, and assisting the master teacher/counselor in a variety of ways. The DeKalb County School System will accommodate the practicum experience provided it meets the following standards:

1. The application for a practicum must be approved by the Associate Superintendent for Instruction or designee.
2. The student must purchase liability insurance to provide protection from educational malpractice.
3. The practicum must be accomplished within the academic school year during regular work hours.
4. The time required for practicum experiences must not exceed 10 hours per week for school system employees. Any requirement beyond 10 hours will necessitate a leave of absence on the part of the employee.
  - a. The nature of the practicum activities must be sanctioned by the college and the school principal.
  - b. Practicum activities must be scheduled so that they will not infringe upon normal professional responsibilities.
5. Students engaged in a practicum are subject to the same professional practices as all other employees.

STUDENT TEACHING/INTERNSHIP

The student teaching/internship experience is a formal preparation phase which is supervised jointly by the cooperating teacher/counselor, principal, and designated college supervisor. After a reasonable period of orientation, the student teacher/intern assumes increasing responsibility until the experience closely resembles the actual teaching/counseling position. The DeKalb County School System will accommodate

the student teaching/internship experience provided it meets the following standards:

- 1. The application for a student teaching/internship must be approved by the Associate Superintendent for Instruction or designee.
- 2. The student must purchase liability insurance to provide protection from educational malpractice.
- 3. The student teaching/internship must be accomplished within the academic school year during regular work hours.
- 4. Student teachers/interns must commit a full-time effort to the student teaching/internship experience in a manner similar to that of a teacher/counselor who works approximately 8 hours per day. This requires that student teachers/interns, who are school system employees, take a leave of absence for the duration of the internship/student teaching experience.
- 5. Student teachers/interns are subject to the same professional practices as all other employees.

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DeKalb County Schools

Date Adopted: 9/11/2000

Georgia Code	Description
O.C.G.A. 20-2-0833	<a href="#">Additional payments to supervisors of student teachers</a>

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**Board Policy**

**Descriptor Code: MK**

**Educational Accreditation Agency Relations**

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**ACCREDITATION OF SCHOOLS**

MISSION: To ensure that schools under the jurisdiction of the DeKalb County Board of Education are standard and accredited.

The Superintendent of Schools shall be authorized to file applications for accreditation of the schools operated by the DeKalb County Board of Education with the Accrediting Commission of the Southern Association of Colleges and Schools (SACS).

The Board, in the adoption of a budget, shall endeavor to provide the finances for programs of instruction and supplementary activities which will meet the standards of the Georgia Department of Education and SACS.

In developing policies for administration and supervision, qualifications for teachers and other personnel, and salary schedules, and in appropriating funds for libraries, laboratories, and other areas of instruction, the standards of the accrediting commissions shall be considered.

**Administrative Regulation**

**Descriptor Code: MK-R**

**Educational Accreditation Agency Relations**

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ACCREDITATION OF SCHOOLS

Schools in the DeKalb County School System are accredited by the Southern Association of Colleges and Schools (SACS).

Each year the local school principal must submit compliance reports for the school.

Each school must conduct a SACS evaluation every ten years and must submit an interim report the fifth year.

Expenses for accreditation are paid by the school system.