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Section A: School District Organization

ABB Board Powers and Duties

2/14/2006

The Rome City Schools Board of Education shall exercise its duty to govern the operations of the school district in accordance with the requirements of state and federal law and any provisions of rules, regulations, or other requirements of the State Board of Education.

ABCD Board Member Method of Election

2/14/2006

The Rome City Schools Board of Education shall consist of seven (7) members who shall serve a term of four (4) years. All members are elected at-large for the same four-year term.

ABCD A Board Member Un-Expired Term Fulfillment

2/14/2006

In the event a vacancy occurs in the office of a member of the Rome City Schools Board of Education for any reason, the remaining members of the Board shall select a qualified person to fill such vacancy in accordance with state law.

AC School District Organization Plan

2/14/2006

It is the responsibility of the Rome City Schools Board of Education to establish a District Organization Plan. The Organization Plan for the Rome City Schools shall be:

Elementary Schools.....Grades K - 6

Middle Schools.....Grades 7 - 8

High School.....Grades 9 - 12

AF School Day

2/14/2006

The length of the school day for students shall be established by the Rome City Schools Board of Education in accordance with the requirements of state law and State Board of Education rules.

AFC Emergency Closings

2/14/2006

The Superintendent of the Rome City Schools, or his/her designee, is authorized to take action to close one or more of the system's schools if conditions exist that may threaten the health and safety of students and personnel.

The Superintendent, or his/her designee, is also empowered to delay the opening hour of the school day and/or release students and personnel before the normal school day ends if hazardous conditions exist.

Section B: School Board Operations

BA Goals and Objectives

3/14/2006

We, the Rome City Schools Board of Education, believe that education is important to any modern society. In a society such as ours, it should be dedicated to the worth of the individual and committed to the nurture of free, responsible men and women. Therefore, we should, in this changing society, be impelled to foster individual fulfillment in all students. Also, we wish all our students to be worthy of this free society which is ours and to be capable of contributing to and strengthening it, for the vigor of all our lives depends upon educated men and women at every level of society.

It is our desire to develop a program of education where each student can achieve the promise that is in him/her as we consider this to be essential to our national life as well as to the individual fulfillment of those students for whom we are responsible.

As long as the Board of Education does not violate state or federal laws in the operation of its schools, and abides by established laws and regulations as set up by the State of Georgia and its duly appointed agencies, we feel that the operation of the city school system should be the function of the local community through their duly elected Board of Education.

We believe that the Board of Education is responsible to the people and therefore should attempt to reflect the opinion of the community; however, school Board members must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years. The Board of Education should fearlessly support those educational philosophies and procedures needed to promote an adequate education for this community based upon the needs of the population.

The Rome City Schools should help satisfy the emotional needs of children for love and affection, belonging, freedom from fear and guilt, self-respect, economic security, achievement and guiding purposes.

BBA Board Officers

3/14/2006

The Rome City Schools Board of Education shall annually elect by majority vote at the regular January board meeting a Chairperson and a Vice-Chairperson who shall preside in the absence of the Chairperson. In the absence of both the Chairperson and Vice-Chairperson, the attending members, [a minimum of four (4)], shall elect one of the number to preside. The Chairperson shall preside over all meetings of the Board, decide questions of order, sign official documents of the Board and perform other duties as required by state and local law.

The Chairperson and the Vice-Chairperson may have other duties delegated to them by the Board. When serving as presiding officer at any meeting of the Board, the Chairperson or Vice-Chairperson shall have the privilege of participating in debate and voting.

The Superintendent shall be the ex-officio secretary/treasurer of the Board and shall perform all duties delegated to him/her by the Board of Education, as well as those duties prescribed by law.

BBBA Board Member Duties

3/14/2006

A. No member of the Rome City Schools Board of Education, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools. His/her role is to formulate policy and to serve in an advisory capacity to the school administrators.

B. The Board shall cooperate with the State Department of Education and other educational agencies in the continued improvement of the structure of the Georgia School System.

C. The Board members shall accept any committee assignments made by the Chairman and shall perform such duties as this assignment requires in the best interest of the school system.

BBBB New Member Orientation

3/14/2006

A new Rome City Schools Board member -- or any person who has been elected (appointed) but not yet installed on the Board -- is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. Board and staff shall make every feasible effort to assist the new member to become fully informed about the Board's functions, policies, procedures, and problems.

1. The new Board member shall be strongly urged to attend a New Board Member Orientation Session, sponsored by the Georgia School Boards Association and Georgia Department of Education, as soon as possible after his/her election (appointment). In addition, all Board members are required by Georgia law to participate in at least one day of training annually to ensure the effective management and operation of local units of administration. Tuition and expenses for attendance at such training sessions previously approved by the Board and for which appropriate forms are submitted to the Superintendent shall be reimbursed by the Board, as authorized by law.

2. In the interim between appointment and actually assuming office, the new Board member will be invited to attend all meetings and functions of the Board, including executive sessions, and is to receive all reports and communications normally sent to Board members.
3. A special workshop will be convened for the primary purpose of orienting the new Board member to his or her responsibilities, to the Board's method of operation, and to school district policies and problems.
4. The new Board member is to be provided with copies of all appropriate publications and aids, including the Board policy manual and publications of the Georgia School Boards Association and National School Boards Association.
5. The Board Chairperson and the Superintendent will also confer with the new Board member as necessary on special problems or concerns.
6. Funds shall be budgeted annually to support a planned and continuing program of in-service education for its members. Individual Board members shall be reimbursed for out-of-pocket expenses incurred through participation in approved activities. The Board as a whole shall retain the authority to approve or disapprove the participation of Board members in planned activities. The public shall be kept informed through the media about the Board's continuing in-service education and about the programs anticipated for short-range and long-range benefits to our schools.

All newly elected and appointed Board members shall, before or within one (1) year after assuming office, receive orientation on the educational program objectives of Georgia and instruction and study in school finance; school law; responsiveness to the community; ethics, duties, and responsibilities of Board members; and the evaluation of the annual performance of the Superintendent.

BBC Board Committees

3/14/2006

There shall be no standing committees of the Rome City Schools Board of Education. Special committees may be appointed for specific tasks and shall automatically be dissolved when the task is completed or at any time by Board action.

BBD Board-School Superintendent Relations

3/14/2006

The Rome City Schools Board of Education believes that the legislation of policies is the most important function of a school Board, and that the execution of the policies should be the function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies, and frees the Board to devote its time to policymaking and appraisal functions.

The Board holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

In his efforts to keep the Board informed, the Superintendent will notify Board members as promptly as possible of any happenings of an emergency nature which occur in schools.

BBE School Attorney

3/14/2006

The Rome City Schools Board of Education recognizes that the increasing complexity of school district operations frequently requires procurement of professional legal services. Consequently, the Rome City Schools Board of Education shall retain an attorney or law firm for purposes of systematically securing such services.

A decision to seek legal advice or assistance on behalf of the school district shall normally be made by the Superintendent or by persons specifically authorized by the Superintendent. Such action shall occur as it is consistent with approved Board policy or standard practice and meets an obvious need of the district. It may also take place as a consequence of formal Board direction.

Many types of instances of legal assistance to the district may be considered routine and not necessitating specific Board approval or prior notice. However, when the administration concludes that unusual types or amounts of professional legal service may be required, the Board directs the administration to so advise it and to expeditiously seek either initial or continuing authorization for such service.

The attorney is an advisor to the Board and shall only react to requests of the Board and not to individual Board members.

BBFA Local School Councils

3/14/2006

The Rome City Schools Board of Education believes that parent and community involvement in the school system is critical to student achievement and effective instruction.

Each school in the Rome City Schools shall have a local school council meeting all of the requirements of state law (O.C.G.A. 20-2-86) and operating pursuant to appropriately adopted by-laws.

Whenever a vacancy occurs in the position of principal at a school, the Superintendent shall consult with the school council as he/she deems appropriate, to assist him/her in making a recommendation to the Board. A vacancy occurs in the position of principal when the position is to be filled from applications submitted to the district and not from a reassignment of existing personnel.

BCAB Regular Board Meetings

3/14/2006

In order to transact the necessary business of the Rome City Schools, the Board of Education shall meet monthly. A schedule of times and dates for regular meetings for the upcoming year shall be set at the December meeting. If and when necessary, the Board may announce special meetings to carry out its business.

1. The agenda for the meeting shall include receiving reports and information, discussion, debate, and decision making.
2. Board Policy BCBD, Agendas, shall apply to all meetings of the Board.
3. All meetings shall be held in the Boardroom of the Administration Offices at the prescribed time, unless changed by majority consent of the Board and announced or prescribed by law.
4. All other policies governing the meetings of the Board of Education shall apply to all meetings described herein.
5. All meetings of the Board at which official actions are taken are public meetings and are open to the public unless the Board goes into executive session for reasons as specified in state law.

BCAC Special Board Meetings

3/14/2006

A special Rome City Schools Board of Education meeting may be called in accordance with the requirements of state law at the discretion of the Board Chairperson or by the Superintendent with the concurrence of the Board Chairperson (or in the absence of the Board chairperson, the Vice Chairperson), or at the request of the majority of the Board.

BCB Board Procedures

3/14/2006

The Rome City Schools Board of Education shall follow the following agenda outline, unless changed by a majority vote of the Board members present:

1. Call to Order and Roll Call,
2. Approval of Minutes,
3. Approval of Financial and Other Reports,
4. Public Recognition,
5. Superintendent's Report and Recommendations,
6. Communications,
7. Unfinished Business,

8. New Business,
9. Public Participation (if needed),
10. Adjournment.

BCBD Board Meeting Agendas

3/14/2006

A prepared proposed agenda with appropriate information shall be sent to each member of the Rome City Schools Board of Education by the executive secretary at least three (3) days in advance of any regular meeting of the board. This agenda, as approved or amended at the beginning of each meeting, shall govern the order of business for the meeting. Additions or deletions to the proposed agenda shall be by majority vote of the Board members voting, a quorum being present.

BCBH Board Meeting Minutes

3/14/2006

The Rome City Schools Board secretary shall keep complete records of meetings of the Board. The minutes shall include a record of all actions taken by the Board and resolutions and motions in full, and the names of Board members making and seconding them. Reports and documents relating to a formal motion may be omitted if they are referring to and identified by title and date.

The minutes shall become part of the permanent records of the Board and shall remain in the custody of the Superintendent and available for public inspection.

BCBI Public Participation in Board Meetings

3/14/2006

Meetings of the Rome City Schools Board of Education shall be open to the public. The Board shall hold Executive Sessions as identified in Rome City Schools Board Policy BCBK.

The Rome City Schools' Board of Education recognizes the need for communicating with citizens in an effort to become more aware of matters of community interest concerning the schools and to permit the Board to explain general policies governing the operation of the schools. To provide for this communication process and to insure Board meetings will be conducted in an orderly and efficient manner, any citizen or groups of citizens may request in writing to be placed on the agenda of the Board. This request should be addressed to the Chairperson of the Rome City Schools Board of Education by 12 Noon the day immediately preceding the regularly scheduled Board meeting and state the nature of the matter to be presented. If the matter is applicable for Board consideration, the Chairperson at his/her discretion may approve the request, allot a reasonable time for presentation, and also limit citizens' speeches.

Matters being presented should relate only to those over which the Board has direct jurisdiction. Areas of local involvement must follow due process procedures at the school level and Superintendent level.

Board action on citizens' requests, if needed, may be made only after individuals or groups have made their statements and concluded their participation in the meeting.

BCBK Executive Sessions

3/14/2006

The Rome City Schools Board of Education shall go into Executive Session for the purpose of:

- holding staff meetings for investigative purposes under duties or responsibilities imposed by law,
- discussing future acquisitions of real estate,
- discussing the appointment, employment disciplinary action or dismissal of a public officer, employee, or student,
- hearing complaints or charges brought against a public officer or employee, unless he or she requests a public hearing.
- The public may be excluded in order to protect the attorney-client privilege and tax matters made confidential by Georgia Law

BD Policy Development

3/14/2006

The Rome City Schools Board of Education, representing the people of the community, is the governing body which determines all questions of policy to be employed in the conduct of the public schools.

Proposals regarding school system policy may originate from any segment of the community.

In all cases, proposed new or amended policies shall be submitted in writing to the Superintendent explicitly stating their potential contribution in furthering the goals of the school system.

The Superintendent is authorized and directed to establish and maintain administrative processes that will be needed to ensure that adequate deliberation precedes any recommendation by the Superintendent to the Board regarding a proposed policy or policy amendment.

Following full review by the Superintendent, the policy shall be brought to the Board for consideration with the Superintendent's recommendation.

Adoption Procedures

Except for policy actions to be taken on emergency measures, the adoption of Board policies shall follow this sequence which will take place at least at two regular or special meetings of the Board:

Announcement and distribution of proposed new or revised policies as an item of information including the recommendation of the Superintendent for adoption, revision or rejection.

Opportunity for concerned groups or individuals to react to policy proposals.

Discussion and final action by the Board on policy proposals.

The final vote to adopt or not to adopt shall take place no earlier than the next meeting after the meeting at which policy proposals are first placed on the agenda. The repeal of a policy shall follow the same procedures as for the adoption of a new policy or revision of an existing policy.

Emergency Procedure

On matters of unusual urgency, the Board, by a majority vote of the full Board, may take immediate action to adopt new or revised existing policies. When such immediate action is necessary, the Superintendent shall state at the meeting the reasons for this necessity.

Policy Dissemination

All policies of the Board of Education shall be placed online in accordance with procedures set by the Superintendent and will be accessible through the school system's website.

BH Board Code of Ethics

2/8/2011

The Rome Board of Education desires to operate in the most ethical and conscientious manner possible and to that end the board adopts this Code of Ethics and each member of the board agrees that he or she will:

Domain I: Governance Structure

1. Recognize that the authority of the board rests only with the board as a whole and not with individual board members and act accordingly.
2. Support the delegation of authority for the day-to-day administration of the school system to the local superintendent and act accordingly.
3. Honor the chain of command and refer problems or complaints consistent with the chain of command.

4. Recognize that the local superintendent should serve as secretary, ex-officio to the board and should be present at all meetings of the board except when his or her contract, salary or performance is under consideration.

5. Not undermine the authority of the local superintendent or intrude into responsibilities that properly belong to the local superintendent or school administration, including such functions as hiring, transferring or dismissing employees.

6. Use reasonable efforts to keep the local superintendent informed of concerns or specific recommendations that any member of the board may bring to the board.

Domain II: Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for the educational welfare of children attending schools within the school system.

2. Participate in all planning activities to develop the vision and goals of the board and the school system.

3. Work with the board and the local superintendent to ensure prudent and accountable uses of the resources of the school system.

4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.

5. Uphold and enforce all applicable laws, all rules and regulations of the State Board of Education and the board and all court orders pertaining to the school system.

Domain III: Board and Community Relations

1. Seek regular and systemic communications among the board and students, staff and the community.

2. Communicate to the board and the local superintendent expressions of public reaction to board policies and school programs.

Domain IV: Policy Development

1. Work with other board members to establish effective policies for the school system.

2. Make decisions on policy matters only after full discussion at publicly held board meetings.

3. Periodically review and evaluate the effectiveness of policies on school system programs and performance.

Domain V: Board Meetings

1. Attend and participate in regularly scheduled and called board meetings.
2. Be informed and prepared to discuss issues to be considered on the board agenda.
3. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the school system during executive session of the board.
6. Make decisions in accordance with the interests of the school system as a whole and not any particular segment thereof.
7. Express opinions before votes are cast, but after the board vote, abide by and support all majority decisions of the board.

Domain VI: Personnel

1. Consider the employment of personnel only after receiving and considering the recommendation of the local superintendent.
2. Support the employment of persons best qualified to serve as employees of the school system and insist on regular and impartial evaluations of school system staff.
3. Comply with all applicable laws, rules, regulations, and all board policies regarding employment of family members.

Domain VII: Financial Governance

1. Refrain from using the position of board member for personal or partisan gain or to benefit any person or entity over the interest of the school system.

Conduct as Board Member

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the board.
2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.

3. Communicate in a respectful professional manner with and about fellow board members.
4. Take no private action that will compromise the board or school system administration.
5. participate in all required training programs developed for board members by the board or the State Board of Education.
6. File annually with the local superintendent and with the State Board of Education a written statement certifying that he or she is in compliance with this Code of Ethics.

Conflicts of Interest

1. Announce potential conflicts of interest before board action is taken.
2. Comply with the conflicts of interest policy of the board, all applicable laws and Appendix B of the Standards document.

Upon a motion supported by a two-thirds (2/3) vote, the board may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the board. The board member accused of violating this Code of Ethics will have thirty (30) days notice prior to a hearing on the matter. The accused board member may bring witnesses on his or her behalf to the hearing, and the board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the board that the accused board member has violated this Code of Ethics, the board shall determine an appropriate sanction.

A board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the board to sanction a board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the board.

BHA Board Member Conflict of Interest

2/8/2011

The Rome Board of Education shall adhere to these Conflict of Interest provisions, as set forth in state law.

Financial Governance

1. No Board member shall use or attempt to use his or her official position to secure unwarranted privileges, advantages, or employment for himself or herself, his or her immediate family member, or others.
2. No Board member shall act in his or her official capacity in any matter where he or she, his or her immediate family member, or a business organization in which he or she has a material financial

interest that would reasonably be expected to impair his or her objectivity or independence of judgement. Compliance with Code Section 20-2-505 shall not constitute a violation of this paragraph.

3. No Board member shall solicit or accept or knowingly allow his or her immediate family member or business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing that board member in the discharge of his or her official duties. This paragraph shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office if the local board of education member has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local board of education member in the discharge of his or her official duties. For purposes of this paragraph, a gift, favor, loan, contribution, service, promise, or other thing of value shall not include the items contained in subparagraphs (a)(2)(A) through (a)(2)(J) of Code Section 16-10-2.

4. No Board member shall use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, his or her immediate family member, or any business organization with which he or she is associated.

5. No Board member or any of his or her immediate family members or business organization in which he or she has an interest shall represent any person or party other than the local board of education or local school system in connection with any cause, proceeding, application, or other matter pending before the local school system in which he or she serves or in any proceeding involving the local school system in which he or she serves.

6. No Board member shall be prohibited from making an inquiry for information on behalf of a constituent if no fee, reward, or other thing of value is promised to, given to, or accepted by the local board of education member or his or her immediate family member in return therefor.

7. No Board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the local board of education, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.

8. No Board member may also be an officer in any organization that sells goods or services to that local school system, except as provided in Code Section 20-2-505 and excluding nonprofit membership organizations.

9. No Board member shall be deemed in conflict with these provisions if, by reason of his or her participation in any matter required to be voted upon by the local board of education, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any

greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.

10. No Board member shall sell to any county board any supplies or equipment used, consumed, or necessary in the operation of any public school in this state unless there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase pursuant to this subsection for supplies or equipment that is equal to or greater than \$10,000.00 shall be approved by a majority of the members of the board in an open public meeting. Any member violating this shall be guilty of a misdemeanor.

11. No local board may do business with a bank or financial institution where a Board member is an employee, stockholder, director or officer when such board member owns 30% or more stock in that institution.

12. 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.

13. No Board member shall accept a monetary fee or honorarium in excess of \$101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity that directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.

Conduct As Board Member

1. No Board member shall disclose to or discuss any information which is subject to attorney-client privilege belonging to the local board of education to any person other than other Board members, the Board attorney, the local school superintendent, or persons designated by the local school superintendent for such purposes unless such privilege has been waived by a majority vote of the whole Board.

2. No Board member shall vote on the employment or promotion of any of his or her immediate family members. No immediate family member of a Board member may be employed or promoted unless a public, recorded vote is taken separately from all other personnel matters.

3. No Board member may be employed in any position in the school district in which they serve.

4. No Board member shall hold another county office.

5. No Board member shall be employed by the State Department of Education or serve concurrently as a member of the State Board of Education.

6. No Board member shall serve on the governing body of a private elementary or secondary educational institution.

Each member of this Board understands and acknowledges that no person shall be eligible for election as a member of a local board of education unless he or she:

- (1) Has read and understands the code of ethics and the conflict of interest provisions applicable to members of local boards of education and has agreed to abide by them; and
- (2) Has agreed to annually disclose compliance with the State Board of Education's policy on training for members of local boards of education, the code of ethics of the local board of education, and the conflict of interest provisions applicable to members of local boards of education.

Each person offering his or her candidacy for election as a member of a local board of education shall file an affidavit with the officer before whom such person has qualified for such election prior to or at the time of qualifying, which affidavit shall affirm that he or she meets all of the qualifications required pursuant to this subsection. This subsection shall apply only to local board of education members elected or appointed on or after July 1, 2010.

CL Councils, Cabinets, and Committees

3/14/2006

Visiting Committees

If invited, professional personnel of the Rome City Schools Board of Education may serve on one (1) visiting committee per school year provided the absence is approved in advance by the principal and followed-up with a request to the central office on the regular professional leave form. The Superintendent is authorized to approve additional service at his/her discretion.

DCC Budget Preparation Procedures

4/11/2006

As one of its fundamental duties and responsibilities, the Rome City Schools Board of Education shall adopt an annual fiscal budget to coincide with the state fiscal year, July 1 through June 30. The level of budget control is set at the Fund level. Once approved, the budget shall be delivered to the Georgia Department of Education (GA DOE) by their required deadline.

In order to develop a budget, the Board directs the Superintendent to draft a budget proposal to be distributed to the City Commission and the Board of Education prior to the Board Budget Work Session.

Following the adoption of the School Budget, the Board of Education shall present a required local appropriations request to the Rome City Commission.

The Superintendent of Schools shall be authorized to make expenditures and commitments within the limitations of the budget and in accordance with the specific regulations of the Board and administrative plans approved by the Board.

DCL Fund Balance

8/9/2011

The Rome City Board of Education recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the District and is fiscally advantageous for both the District and its taxpayers. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the District to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The School District also seeks to maintain the highest possible credit ratings which are dependent, in part, on the School District's maintenance of an adequate fund balance.

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) Nonspendable fund balance - amounts that are not in a spendable form (e.g., inventory, prepaid items) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).

- 2) Restricted fund balance - amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).

- 3) Committed fund balance - amounts that can be used only for the specific purposes determined by a formal action of the Board of Education. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the Board's commitment in connection with future construction projects).

- 4) Assigned fund balance - amounts intended to be used by the government for specific purposes. Intent can be expressed by the Board of Education or by a designee to whom the Board of Education delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

5) Unassigned fund balance - includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance - The Board of Education is the District's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board.

Assigned Fund Balance - The Board of Education has authorized the Superintendent and the Director of Finance as officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Board, and unassigned fund balance), the District will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

DFK Gifts and Bequests

4/11/2006

It shall be the policy of the Rome City Schools Board of Education ("Board") to accept or deny donations from any source. It shall also be the policy of the Board to encourage donations from legitimate sources, including booster clubs. However, in order to assist the school system in maintaining compliance with the Georgia Equity in Sports Act, any donations made to the athletic programs of the school system and accepted by the Board must be accompanied by either a valuation of such donation or an accounting of actual costs incurred by the donor regarding the donation.

The Superintendent shall establish other criteria for the evaluation of offers and acceptance of donations to the school system. Donations shall include real or personal property donated, as well as donations of services.

The Board shall only consider receipts of donations that conform to state and federal laws and to policies of the Board, including but not limited to, any applicable safety standards.

DIE Fraud Protection

12/13/2016

The Rome City Board of Education utilizes the Code of Ethics for Educators to guide employee behavior and address administrative regulations to guard against inappropriate conduct such as

fraudulent activity, waste, abuse, and corruption. These procedures are relative to all areas and programs.

The school district fraud procedure is established to facilitate the development of controls that will aid in the detection and prevention of fraud, waste, abuse, or corruption against Rome City Schools. It is the intent of the Board of Education to promote consistent and ethical organizational behavior by providing guidelines and assigning appropriate responsibilities related to the detection and prevention of fraud.

Fraud:

The intentional deception perpetrated by an individual or individuals, or an organization or organizations, either internal or external to federal, state, or local governments, which could result in a tangible or intangible benefit to themselves, others, or the district or could cause detriment to others or the district, state, or federal governments. Fraud includes a false representation of a matter of fact, whether by words or by conduct, by false or misleading statements, or by concealment of that which should have been disclosed, which deceives and is intended to deceive.

Waste:

The intentional or unintentional, thoughtless or careless expenditure, consumption, mismanagement, use or squandering of district, state, or federal resources to the detriment or potential detriment of the district. Waste also includes incurring unnecessary costs as a result of inefficient or ineffective practices, systems, or controls.

Abuse:

Excessive or improper use of a thing, or to employ something in a manner contrary to the natural or legal rules for its use. Intentional destruction, diversion, manipulation, misapplication, maltreatment, or misuse of resources. Extravagant or excessive use as to abuse one's position or authority. Abuse can occur in financial or non-financial settings.

Corruption:

A form of dishonest or unethical conduct by a person entrusted with a position of authority, often to acquire personal benefit.

Examples of Fraud, Waste, Abuse, and Corruption are:

Personal use of district-owned vehicles

Violations of system and/or state procurement

Excessive or unnecessary purchases

Falsification of official documents (time-sheets, leave reports, travel vouchers, etc.)

Contract fraud

Inappropriate expenditures

Bribery

Embezzlement

Theft or misuse of school funds or property

Reporting of Fraud, Waste, Abuse, or Corruption

Rome City Board of Education employees shall be encouraged to report verbally or in writing to their supervisor, department head, or other appropriate authority, evidence of activity by a district department, agency, or employee constituting: A violation of local, state, or federal law, rule or regulation; Fraud; Misappropriation of resources; Substantial and specific danger to the public health and safety, or Gross mismanagement, a gross waste of monies, or gross abuse of authority

Further, it is the rule of this school district that employees be free of intimidation or harassment when reporting to public bodies about matters of public concern, including offering testimony to or testifying before appropriate legislative panels.

Any and all reports of suspicious activity and/or suspected fraud, waste, or abuse, shall be investigated. The Rome City School System shall not tolerate fraud, waste, abuse, or corruption of any kind, and any reported cases of suspected fraud, waste, abuse, or corruption will be thoroughly investigated to determine if disciplinary, financial recovery, and/or criminal action should be taken.

Confidentiality:

All reports of suspected fraud, waste, abuse, or corruption must be handled under the strictest confidentiality. Only those directly involved in the investigation should be given information. Informants may remain anonymous but should be encouraged to cooperate with the investigators and should provide as much detail and evidence of alleged fraudulent act as possible.

DJCB

Salary Deductions

4/11/2006

It shall be the policy of the Rome Board of Education that payroll deductions may be authorized for the following reasons:

1. Dues for professional organizations;
2. Premiums on approved insurance plans;
3. Payments to approved tax deferred annuity plans (i.e. VALIC);

4. Voluntary contributions or other payments to agencies meeting the requirements set forth in regulations to be developed by the superintendent and staff; and
5. Legally mandated deductions, including those for federal and state income tax, social security and retirement plans/

The Superintendent and staff shall develop regulations including the process for obtaining signed authorization from the individual employee, the timing of payroll deductions and any other matters necessary to implement this policy.

DJD Expense Reimbursements

12/13/2016

Travel

School system personnel who are authorized to travel within or outside of the school system as part of their assigned duties shall be reimbursed for transportation in accordance with Statewide Travel Regulations developed by the Department of Audits and Accounts and the Office of Planning and Budget.

Expenses for lodging, subsistence, and other related expenses associated with overnight travel are limited to the state recommended travel allowance, unless prior approval otherwise is authorized by the Superintendent. Reimbursement for applicable expenses must have approval of the principal, and/or program-related district administrator and is limited to the amount budgeted for that purpose.

A request for reimbursement shall be made on the system expense statement form.

DJE Purchasing

4/11/2006

Ordering and Payment of Supplies

A. No payments may be charged to the Rome City School System without securing an approved purchase order. The purchase order shall be completed and approved by the principal (and/or his/her designee) and signed by the Superintendent (and/or his/her designee). Special Program orders must also be signed by the program director (i.e. athletic program, band program, federal programs, etc.).

B. Instructional materials, textbooks, and library allotments will be determined in the Superintendent's office, but ordering within the designated allotment will be the responsibility of the individual school.

C. Payment of bills shall be made by the Superintendent. Each check shall be signed by the Superintendent and countersigned by the bookkeeper. At each monthly meeting a monthly financial statement shall be presented to the Board of Education. Any member of the Board may call for detailed information on any listed expenditure.

Code of Conduct for Purchasing

It shall be the policy of the Rome City Schools Board of Education to expect all persons who are engaged in the award and administration of contracts to adhere to the following code of conduct:

No employee, officer, or agent of the Rome City Schools Board of Education shall participate in the selection or in the award or administration of a contract with the Rome City Schools if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:

- a. the employee, officer, or agent;
- b. any member of his/her immediate family;
- c. his or her partner;
- d. an organization which employs or is about to employ any of the above.

The Rome City Schools Board of Education employees, agents, or officers shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

The purchase during the school day of any item or service from a contractor for individual use is prohibited.

The removal of supplies, equipment, food or school property is prohibited.

The outside sale of items such as used equipment will be sold by contract between the Rome City Schools Board of Education and the outside agency. Individual sales by any school person to an outside agency or other school person are prohibited.

Failure of any employee to abide by the above stated code could result in a fine, or suspension, or both or dismissal. Interpretation of the code will be given at any time by contacting the Superintendent and/or his/her designee. The Rome Board of Education will not be responsible for any other explanation or interpretation which anyone presumes to make on behalf of the Rome Board of Education.

DJED Bids and Quotations

4/11/2006

It shall be the policy of the Rome City Schools Board of Education to adhere to an approved plan for procuring items for the school nutrition program.

A procurement plan will be written, approved by the Rome City Schools Board of Education, and signed by the Superintendent to govern all procurement activities of the school nutrition program. The plan will be reviewed annually, with any changes requiring Board approval. All persons involved in procurement activities for the school nutrition program will be required to sign the code of conduct as outlined in the approved procurement plan.

DJEI Vendor Relations

4/11/2006

Interruptions

It shall be the policy of the Rome Board of Education that no teacher shall permit any of his or her time, or that of the school, to be occupied in school hours by agents of books or apparatus, lecturers, or exhibitors, or other persons not connected with the schools; and no advertising of any business or outside enterprise or announcing of any meeting or entertainment, either orally or by circular, shall be permitted during school hours, except by special permission of the principal, nor shall any teacher have private pupils in any place of the school during the school sessions.

DK Student Activities Funds Management

4/11/2006

The Rome City Schools Board of Education is charged with providing free education for students and adopting policies governing contracts and/or purchases for or on behalf of students.

1. 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.
2. 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.
3. School personnel shall maintain a clear audit trail from receipt of the funds to the disbursement of the funds.
4. The Board shall provide for an annual audit of student activity funds.
5. The Board shall have the authority to sell any unserviceable or surplus property at its discretion. Before any sale is made, the Board shall adopt a resolution declaring that the property is no longer necessary for school purposes and specifying the terms and manner of the sale. The Board shall reserve the right to reject all bids and shall authorize the superintendent to conduct the sale at public

outcry after advertisement. The Board shall also reserve the right to sell surplus property at private sale.

6. The accounting methods used shall comply with Generally Accepted Accounting Principles and/or rules issued by the Georgia Department of Education.

7. The Board shall pay for the cost of an external audit from the funds being audited.

Fees, Fines, and Charges

The Quality Basic Education Act (QBE) provides that neither tuition nor fees may be charged for state-funded courses. (However, O.C.G.A. 20-2-133 of QBE provides that the Georgia Board of Education may establish categories for which students may be expected to provide their own materials, supplies, or equipment.)

Basic instructional materials required to complete each course of study funded for credit under QBE will be provided by the school system.

Students may be required to supply materials basic to all courses, such as paper, pencils, crayons, and pens. Any required materials above and beyond these shall be provided by the school district.

The school system may require students to provide clothing appropriate for each course. A definition of such clothing may be generic but not specific to brand. Special safety equipment or clothing for any basic course shall be provided by the school system.

The school system may charge fees for extracurricular activities but will not charge as a condition of attendance or credit within the normal academic program. Examples of legitimate charges which may be made include but are not limited to the following:

- Gate admissions
- Student publications
- Graduation fees (if participation is not required)
- Replacement/repair costs for loss or abuse of school system property
- Activity fees

Fees or Fines for Damage To or Loss of School Property

The Rome City Schools Board of Education retains the right to charge students a reasonable fee for restitution of lost, damaged, or abused school system property, including textbooks, library books, or media materials.

Students shall be notified in writing that failure to pay those charges may result in sanctions permitted by law such as withholding report cards, diplomas, or certificates of progress until restitution is made. This will not affect legal property rights of students. Opportunity shall be given for the student(s) and/or parent(s) to meet with appropriate school officials to discuss any fines levied against the student(s) and work out payment arrangements, if necessary.

Disposition of Property

Rome City Schools shall have the authority to sell or otherwise dispose of any items of obsolete, underutilized, unserviceable, unneeded, or unnecessary real or personal property and equipment ("Surplus Property"). However before the sale or disposition of any single item of Surplus Property with an estimated present value of more than \$5,000.00 the Board of Education shall review the proposed item (s) of Surplus Property to be disposed and provide authorization to the Superintendent, or to the Superintendent's designee, before conducting said sale or disposition of said Surplus Property. Surplus Property may be offered for sale or disposition by sealed bid, public auction, private sale, negotiated contract, on-line auction, or such other manner of sale or disposition, and upon such terms, as are deemed to be reasonable and in the best interests of the Rome City Schools. Rome City Schools shall have the broadest flexibility allowed by law relative to the disposition or sale of Surplus Property.

This policy shall neither apply to nor govern the sale or disposition of Title I property. The disposition of Title I property shall be made pursuant to applicable federal and state laws governing the sale or disposition of such Title I property and Rome City Schools written procedures.

EB Buildings and Grounds Management**4/11/2006**

It shall be the policy of the Rome Board of Education that principals shall have charge of the school buildings, the furniture, apparatus, school grounds, and other property of the Board located at their respective school and shall see that the same are kept in good order. The principals shall be responsible for the sanitary conditions of the school buildings and premises. Principals are custodians of all instructional materials in the school and are required to make quarterly inventories as required by law.

Maintenance and Operation of School Plants

- A. It shall be the responsibility of the principal to see that buildings and grounds for each school campus are properly cleaned and maintained.
- B. All work order requests should be made on a requisition form and sent to the Director of Maintenance. When the maintenance has been completed, the principal shall be notified.
- C. At the end of the school year, each principal will send to the central office a list of major and minor repairs needed.
- D. The custodians shall be under the immediate control and supervision of the respective school principals. Each principal shall outline for his/her custodians what will constitute adequate care and maintenance of the buildings and grounds and shall check periodically to ascertain if all assigned duties are properly carried out.

EDAE Private Vehicles

4/11/2006

A mission of the Rome City Schools Board of Education is to ensure the safe transportation of students to and from school and to and from extra-curricular activities.

The Rome City Schools in cooperation with the City of Rome Transit Department provides daily bus transportation for Rome City students.

The Superintendent is charged with developing administrative regulations outlining school bus safety procedures and special transportation provisions as the need becomes apparent.

Students may not be transported by school system employees in privately-owned vehicles, except in cases of extreme emergency, or with prior approval from the Superintendent or designee.

EDC Transportation Safety

4/11/2006

It shall be the policy of the Rome Board of Education that all bus drivers shall be knowledgeable of and comply with all state laws and State Board of Education rules regarding traffic laws pertaining to the operation of school buses and on school bus operations and safety.

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

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

EDDA Special Use of School Buses

4/11/2006

A mission of the Rome City Schools Board of Education is to ensure the safe transportation of students to and from school and to and from extra-curricular activities.

The Rome City Schools in cooperation with the City of Rome Transit Department provides daily bus transportation for Rome City students.

The Superintendent is charged with developing administrative regulations outlining school bus safety procedures and special transportation provisions as the need becomes apparent.

Students may not be transported by school system employees in privately-owned vehicles, except in cases of extreme emergency, or with prior approval from the Superintendent or designee.

School Lunches

The Rome City Schools Board of Education believes that school lunches should be maintained at a reasonable price and accordingly shall use State allocated food service funds to supplement federal funds as a means of keeping sale prices within reach of paying children.

Sale of Competitive Food on School Premises

The Board recognizes its responsibility to the children of this community to provide them a cost efficient and nutritional food program.

For the purpose of this policy the following terms have been defined:

1. Elementary school and below means Kindergarten to 6th grade.
2. Minimal nutritional value food means soda water (carbonated beverages), chewing gum, candies with minimum nutritional value, and water ices (frozen flavored waters).

In schools defined as "elementary schools and below" Rome City Schools Board of Education prohibits the sale of foods of minimal nutritional value from the beginning of the day through the end of the last meal period.

In all schools, the Rome City Schools Board of Education prohibits the sale of foods of minimum value during the breakfast or lunch schedules.

Proceeds from the sale of competitive foods shall benefit the school's nonprofit meal program, or the school, or student organizations approved by the school.

EEA Free and Reduced Nutrition Programs

4/11/2006

The Rome City Schools Board of Education recognizes its responsibility to provide free or reduced priced meals for needy children under the State and federal guidelines.

The Superintendent shall establish eligibility requirements for free and reduced priced meals. The program shall be operated within the parameters of State and federal guidelines.

General Statements Concerning Wellness:

- Children need access to healthful foods and opportunities to be physically active in order to grow learn and thrive.
- Good health fosters student attendance and education.
- Obesity rates have doubled in children and tripled in adolescents over the past two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity.
- Heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity are often established in childhood.
- Nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies and snack cakes.
- Schools districts/LEAs around the country are facing significant fiscal and scheduling constraints.
- Community participation is essential to the development and implementation of successful school wellness policies.

The Rome City School District is committed to providing a school environment that promotes and protects children's health, well-being and ability to learn by supporting healthy eating and physical activity.

- RCS will engage students, parents, teachers, school nutrition professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school-wide nutrition and physical activity policies.
- All students in K-8 will have opportunities, support and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served will meet the nutrition recommendations of the Healthy Hunger-Free Kids Act of 2010.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; and will provide clean, safe and pleasant settings and adequate time for students to eat.

To achieve these policy goals:

Rome City Schools will create a Wellness Coalition to develop, implement, monitor, review and revise the school Wellness Policy. The School Wellness Coalition consists of a group of individuals representing the school and community, and includes parents, students, and representatives of the school food authority, teachers, and health professionals.

The Rome City Schools Wellness Coalition consists of 13 members from several different stakeholder groups.

- 1 Elementary teacher
- 1 Academic Coach
- 1 Community Representative
- 1 Principal
- 2 School Nurses
- 2 Rome High students
- 2 Rome High parents
- 3 School Nutrition Managers (1 from elementary, middle and high Schools)

Local Wellness Policy Components:

1. Nutrition Education Goals
2. Physical Activity Goals
3. Nutrition Standards

Nutrition Education and Promotion:

- Is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.
- Will be evident in the cafeteria setting by bulletin boards, posters, and menus that promote fruits, vegetables, whole grain products, and low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices.
- Materials are provided to USDA Team Nutrition schools. All of Rome City Schools are Team Nutrition schools.
- Schools will participate in monthly promotions that will include National School Lunch Week and National School Breakfast Week. Other monthly promotions will keep students engaged in learning about healthy eating and being physically active to achieve optimal health.
- School Nutrition Director will develop nutrition education curriculum to promote the school nutrition program and the good nutrition that the program offers.

Physical Activity:

Daily Physical Education K-8:

- All students in K-8 will be administered the President's Physical Fitness Test.
- Students in K-6 will receive 30-45 minutes of physical activity per week.
- Students in grades 7-8 will take 9 weeks of daily concentrated physical education. Various sports and recreational activities will be explored in an effort to motivate students to a lifetime of fitness activity.

- Students will spend at least 50 percent of physical education class participating in moderate to vigorous physical activity.
- Students in K-4 will receive supervised recess on days when physical education is not offered and students in grades 5-6 will receive supervised recess weekly in addition to weekly physical education.
- Teachers will encourage moderate to physical activity verbally and through the provision of space and equipment.

Nutritional Guidelines of foods and beverages available on campus:

As of July 1, 2014, all foods sold outside of a regular meal service during the school day must meet the Smart Snacks Requirements as issued by USDA.

Campus is defined as an area that the students have access to during the school day.

School Meals:

Meals served through the National School Lunch Program (NSLP) and Breakfast Program (SBP) will:

- Be appealing and attractive to students
- Be served in clean and pleasant settings
- Meet, at a minimum, nutrition requirements established by local, state and federal regulations
- Offer a variety of fruits and vegetables daily.
- Serve a variety of milk, including fat-free flavored and unflavored and 1% unflavored.

Rome City Schools will engage students through taste tests of new entrees sold through the school meal programs. This will enable a higher acceptability of new, healthful and appealing choices for all students. RCS will also share nutritional content of meals with students, parents and staff. Nutritional information will be made available through menus, the website, cafeteria menu boards or other point of service materials.

Students/Parents are not be allowed to bring commercial food or soft drinks into the cafeteria area. The school will have a designated area for parents to sit with their children if they bring food during meal periods.

Breakfast: To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, Rome City Schools will:

- Operate the School Breakfast Program.
- Notify parents and students of the availability of the School Breakfast Program and the ability of continuing to offer breakfast at no charge to all RCS students.
- Encourage parents to provide a healthy breakfast to their children through the cafeteria web page, and take home materials, such as monthly newsletters.

Meal Times and Scheduling:

Rome City Schools:

- Will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch.
- Will schedule meal periods at appropriate times, e.g., lunch should be scheduled between 10:00 and 1:00.

Other School-based Activities

Cafeteria Atmosphere

- School dining areas have sufficient space for students to sit and consume meals.
- School dining areas are clean, safe, pleasant environments that are reflective of the value of the social aspects of eating.
- Enough serving area is provided to ensure student access to school meals with a minimum of wait time.
- Meal times are scheduled near the middle of the day.
- Students are given adequate time to enjoy healthy meals with friends.

School Fundraising Activities:

Fund raisers that sell food items will only sell foods after the students have had half of their seat time to consume their meal. (10 minutes of seat time) These items must also meet the federal smart snack guidelines or have an exemption on file.

Rewards:

RCS will not use food or beverages, especially those that do not meet the nutrition standards for foods and beverage sold, as rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as punishment.

Celebrations:

RCS will limit celebrations that involve food during the school day to no more than two parties per class per year. When celebrations occur, parents will be encourage to bring pre-packaged foods that are nutritious and safe.

Communications with Parents:

Rome City Schools will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school will post nutrition tips on our website. RCS will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above mentioned nutrition standards.

Monitoring and Policy Review

Monitoring:

The Rome City School Principal will ensure compliance with established nutrition and physical activity wellness policies. School nutrition staff will ensure compliance with nutrition policies within school foodservice areas and will report on this matter to the School Nutrition Director.

Policy Review:

The policy will be reviewed at quarterly meetings and changes introduced at the end of each school term if needed.

The Wellness Policy will be made available to the public on the Rome City Schools website under the school nutrition program page.

Competitive Foods

The Sale of Competitive Foods

The Board of Education for Rome City School District is committed to providing students with nutritious food and beverage options during the school day on the school campus. The School day is defined as the period from the midnight (12:00 am) before, until 30 minutes after the end of the official school day. School campus includes all areas of the property under the jurisdiction of the school that are accessible to students during the school day. This includes outdoor eating areas, parking lots, school stores, etc.

Food sold in schools must:

1. Comply with the general criteria:

Be a "whole grain-rich" grain product containing 50% or more whole grains by weight, or have whole grains as the first ingredient; or

- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination food that contains at least 1/4 cup fruit and/or vegetable.
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).**
- *If water is the first ingredient, the second ingredient must be one of the items above.

**This criterion expires June 30, 2016

2. And meet. at a minimum, the Nutrition Standards for all foods sold in schools:

Calorie limits:

- Snack items: = 200 calories
- Entrée items: = 350 calories

Sodium limits:

- Snack items: = 200 mg
- Entrée items: = 480 mg

Fat limits:

- Total fat: =35% of calories
- Saturated fat: < 10% of calories
- Trans fat: zero grams

Sugar limit:

- = 35% of weight from total sugars in foods

3. Or qualify for an exemption from the Nutrition Standards.

4. Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.

Beverages sold in schools must:

1. Be one of the allowable beverages for all grades

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.

2. Comply with the size limits for each grade

- Elementary schools may sell up to 8-ounce portions
- Middle schools and high schools may sell up to 12-ounce portions
- There is no portion size limit for plain water.

3. High Schools may allow additional “no calorie” and “lower calorie” beverage options to their students.

- No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain = 5 calories per 8 fluid ounces or = 10 calories per 20 fluid ounces.

- No more than 12-ounce portions of beverages with = 40 calories per 8 fluid ounces, or = 60 calories per 12 fluid ounces.

Other Requirements

Fundraisers

- The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards (optional: except that they may not be sold in the cafeteria).
- All snacks sold in schools must meet the aforementioned nutritional requirements.
- The standards do not apply during non-school hours, on weekends, during class parties, and at off-campus fundraising events.

Exempted Fundraisers

Per the State Board Rule 160-5-6-.01, the Board of Education for the Rome City school district will allow 30 fundraisers per school per school year not to exceed 3 days in length. Exempted fundraisers will not occur 30 minutes prior until 30 minutes after the end of breakfast or lunch meal service.

Questions regarding approved snacks may be directed to Director of School Nutrition at 706-236-5050.

Addresses increasing “whole foods” (whole grains, unprocessed foods, or fresh produce) sold/served outside of USDA meals.

Addresses food not being used as a reward.

Addresses limiting sugar content of beverages sold/served outside of USDA meals.

Addresses serving size limits for beverages sold/served outside of USDA meals.

Addresses access to free drinking water.

Regulates food sold for fundraising at all times (not only during the school day).

Section 4: Physical Education and Physical Activity

Addresses time per week of physical education for elementary school students.

Addresses time per week of physical education for middle school students.

Addresses times per week of physical education for high school students.

Addresses adequate equipment and facilities for physical education.

Addresses physical education waiver requirements (substituting physical education requirement with other activities).

Regular physical activity breaks are provided for elementary students during classroom time, not including PE and recess.

Addresses not restricting physical activity as punishment.

Addresses provision of daily recess in elementary school.

GAAA Equal Opportunity Employment

5/9/2006

The Rome City Schools does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

Complaints Procedure

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.

The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the Complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.

Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will

be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.

The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.

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

The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

GAD Professional Learning Opportunities

12/12/2017

It shall be the policy of the Rome City Schools Board of Education to provide professional learning opportunities for all school system personnel, school board members, and school council members.

1. Professional learning is defined as learning opportunities that are aligned with the approved comprehensive School Improvement Plan of a school or school system.
2. Professional learning addresses the assessed needs of all students, and school and system personnel.

The Board of Education recognizes the importance of establishing, coordinating, and maintaining professional learning programs that address the assessed needs of all students and school and system personnel. Funds budgeted for professional learning shall be used for activities that enhance the skills and knowledge of all School System personnel, school board members and school council members which directly relate to improving student achievement.

The Superintendent shall cause to be prepared and implemented a system-level Comprehensive LEA Improvement Plan (CLIP) that includes professional learning as a major component, developed according to priorities that are determined annually by the local board of education. All components of the local CLIP for professional learning shall be consistent with State Board of Education rules.

The Superintendent shall appoint a Professional Learning Coordinator whose job description shall include detailed responsibilities and functions for administering, coordinating, and directing the local professional learning program. The Superintendent shall ensure that the Board receives an annual report describing the progress in meeting the goals and objectives of the comprehensive professional learning plan.

A Professional Learning Committee shall be appointed annually to advise and assist the system Coordinator in the assessment of professional learning needs, determination of priorities, content and quality of activities, evaluation of the program and modification of the professional learning portion of the system's CLIP.

The Superintendent and appropriate staff shall facilitate the development and implementation of procedures for assuring that each school within the School System has a Schoolwide Improvement Plan (SIP) that addresses comprehensive professional learning as a major component and is aligned with the system CLIP. The SIP of each school shall include all components specified in State Board Rule 160-3-3-.04.

A. Designated Professional learning funds may be expended for one or more of the following:

(i) Staffing options and compensation to support a professional learning coordinator, instructional coaches, mentors, and teacher and principal leaders;

(ii) Compensation to teachers, leaders, and instructional coaches for facilitating professional learning outside contracted hours;

(iii) Release time for teachers to serve as mentors/instructional coaches;

(iv) Substitute teacher salaries/benefits for release time for teachers to participate in professional learning;

(v) Travel for professional learning purposes;

(vi) Professional and technical service fees and expenses for instructors and consultants;

(vii) Instructional equipment, materials and supplies for professional learning purposes;

(viii) Training materials and supplies;

(ix) Stipends.

(x) Reimbursement for expenditures of persons who successfully complete conferences, workshops or courses approved by the professional learning coordinator and in accordance with the RCS policy DJD.

B. RCS will approve stipend amounts based upon prior budget approval from district and, if applicable, state director(s). Stipends may be awarded only if the following conditions exist:

(i) There is evidence that the knowledge, skills, practices, and dispositions gained from the professional learning activity are aligned to an approved individual plan, or a school or LEA initiative and/or product, and/or specific goals; and

(ii) There is evidence that the knowledge, skills, practices, and dispositions developed through participation in or facilitation of professional learning have been implemented/demonstrated in the classroom/work setting; and

(iii) Participation occurs beyond regular contract hours, days, or school year.

C. Funds budgeted for professional learning shall be used to enhance the knowledge, skills, practices, and dispositions primarily of certified personnel related to improving teaching and learning as measured by student achievement.

D. Expenses may be paid for a degree, additional coursework and/or certification endorsements earned at the request and approval of the LEA to meet an identified LEA need.

E. State and federal funds designated for professional learning shall not be used to pay stipends to school board members or to school council members who are not employees of the LEA.

The Superintendent is authorized to implement additional administrative procedures to carry out this policy.

GAE Complaints and Grievances

5/9/2006

Section 1. Purpose: Informational Resolution Preferred

It is the purpose of this policy to implement the provisions of O.C.G.A. 20-2-989.5, et seq. In accordance with the foregoing, it is the policy of the Rome City Schools Board of Education that certified personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The Board of Education encourages all employees to resolve their complaints informally in a spirit of collegiality where possible. This policy and procedure is available where such efforts do not succeed, or where, for any other reason, the certificated employee desires to pursue this procedure.

Section 2. Definitions

"Level One Administrator" means the principal of a school with respect to teachers and other certificated personnel assigned to that school. With respect to the certified Administrators supervised by the Superintendent, the "Level One Administrator" shall be the Superintendent. In any case not covered by this paragraph, the "Level One Administrator" shall be the supervisory certificated person designated by the Board or in the absence thereof, by the Superintendent.

"Central Office Administrator" means the local school system Superintendent.

"Complaint" means any claim or grievance by a certificated employee of this school district which is filed pursuant to this policy and which comes within the scope of the policy.

"Notification" means delivery in person by a person designated by the Superintendent to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested or statutory overnight delivery, to the last known address of the party notified.

Section 3. Scope of Complaint; Exclusions

Scope. Unless excluded by paragraph (b) hereof, this complaint and grievance procedure is applicable to any claim by any professional employee certificated by the Professional Standards Commission who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements of this school district or with which the district is required to comply.

Exclusions. This procedure shall not apply to:

- Performance ratings contained in personnel evaluation and professional development plans pursuant to Code Section 20-2-210;
- Job performance;
- Termination, non-renewal, demotion, suspension, or reprimand of any employee, as set forth in Code Section 20-2-940;
- The revocation, suspension, or denial of certificates of any employee, as set forth in Code Section 20-2-984.5.

A certified employee who chooses to appeal under Code Section 20-2-1160, shall be barred from pursuing the same complaint under this policy.

Section 4. Hearing Rights; Evidence; Representation; Decisions; Records

Hearing & Evidence

The complainant shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses at each level, but the complainant may not present additional evidence at the Second or Third Hearing levels unless notice of the Complainant's intention and the evidence to be

presented are submitted in writing five (5) days prior to the hearing to the Administrator who will preside at such level, and in the case of the local board, to the Superintendent. When hearing an appeal from a prior level, the local Board of Education shall hear and decide all appeals de novo.

Representation.

The Complainant and the administrator against whom the complaint is filed or whose decision is appealed shall be entitled to the presence of an individual, including an attorney to assist in the presentation of the complaint and the response thereto, at the Central Office Administrator and at the local Board of Education level. The presence of any individual other than the Complainant and the Administrator at Level One is prohibited, except witnesses who present testimony or documents.

Hearing Officer.

The local Board of Education may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

Overall Hearing Time Schedules.

The overall time frame from the initiation of the complaint until rendition of the decision by the local board and notification thereof to the Complainant shall not exceed sixty (60) days.

Automatic Referral to Next Level.

Any complaint not processed by the administrator or the local unit of administration within the time frame required by this policy shall be forwarded to the next level for determination.

Records.

Accurate records of the proceedings at each level shall be kept; the proceedings shall be recorded by mechanical means; all evidence shall be preserved and made available to the parties at all times; and all costs and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the local Board of Education; provided however, the cost of transcribing the transcript of evidence and proceedings before the local Board shall be borne by the party requesting same, and all costs of the record on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

Decisions.

Each decision shall be made in writing and dated, and shall contain findings of fact and reasons for the particular decision reached.

Notice.

The decision at each level shall be delivered to the Complainant by a person designated by the Superintendent, either (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested or statutory overnight delivery). Notice to the Complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified

mail, return receipt requested or by statutory overnight delivery to the address stated in the complaint or, if not contained in the complaint, to the last known address of the Complainant on file with the Board of Education.

Section 5. First Level; Presentation; Time; Contents

The complaint shall be presented in writing to the Level One Administrator within ten (10) calendar days after the most recent incident upon which the complaint is based. The complaint shall include the following:

- The mailing address of the Complainant to which all notices and other documents may be mailed;
- The intent of the Complainant to utilize this complaint procedure, clearly stated;
- A reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied;
- A brief statement of the facts reasonably calculated to show how such statute, policy, rule or regulation was violated or misapplied, and how it substantially affects the employment relationship of the Complainant; and
- A statement of the relief desired.

The Superintendent shall prepare forms for use in accordance with the foregoing requirements.

Section 6. First Level Hearing and Decision

The Level One Administrator shall record the date of filing on the complaint, and shall give notice to the Complainant of the time and place of the hearing, either by mail or hand delivery. When notice is given by mail, it shall be sent by certified mail or statutory overnight delivery to the address set forth in the complaint. If no address was included in the complaint, then the notice shall be sent to the last known address of the Complainant on file with the Board of Education. The Level One Administrator shall conduct a hearing on the complaint and render a decision thereon within ten (10) days of the filing of the complaint. The decision shall be dated and a copy shall be sent to the complainant as provided in Section 4 above. Where service or notice is made by certified mail or statutory overnight delivery as provided above, it shall be deemed to have been perfected when timely deposited in the mail, regardless of whether it was actually received or not.

Section 7. Second Level; Appeal from First Level to Central Office Administrator

A Complainant dissatisfied with the decision of the first level shall be entitled to appeal to the Central Office Administrator by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the Complainant is notified of the Level One decision. The Central Office Administrator shall record the date of the filing of the appeal and shall notify the Complainant in writing of the time and place of the hearing in the same manner as provided in Section 6 above. The Central Office Administrator shall obtain copies of all minutes, transcripts, documents and other records relating to the complaint and shall conduct a hearing and render a decision within ten (10) calendar days of the date of the filing of the appeal, or the hearing may be

conducted by any designated representative of the Central Office Administrator who shall promptly submit his or her recommendations and findings to the Central Office Administrator for final decision. The decision shall be rendered and served on the Complainant and his attorney in accordance with Section 4(h).

Section 8. Third Level; Appeal to Board of Education

A Complainant or Level One Administrator dissatisfied with the decision of the Central Office Administrator may appeal to the Board of Education by filing written notice of appeal with the Office of the Superintendent. The appeal must be filed within ten (10) calendar days after the date of the decision as provided in Section 4. The Superintendent shall record the date of filing on the appeal, and shall promptly give written notice in the same manner as provided in Section 6 above to the Complainant of the time and place of hearing. The Complainant and the Administrators against whom the complaint is filed or whose decision is being appealed shall be entitled to appear before the Board of Education and be heard. The Board of Education may direct that a pre-hearing conference be held prior to the hearing to identify issues and facilitate presentation. The local board shall conduct a hearing and render its decision in writing within twenty (20) calendar days after the hearing, and perfect service thereof on the Complainant and his attorney, all in accordance with Section 4.

Section 9. Appeals to State Board

Appeals from the decision of the local Board of Education shall be governed by the State Board Rule governing appeals and O.C.G.A. 20-2-1160.

Section 10. Reprisals Prohibited

No certificated personnel shall be subjected to reprisals as a result of filing any complaint under this policy. Any reprisals may be referred to the Professional Standards Commission.

Section 11. Collective Bargaining Disclaimer

Nothing in this policy shall be construed to permit or foster collective bargaining by or on behalf of any employee or group of employees.

Section 12. Repealer

All policies and parts of policies in conflict herewith are repealed.

GAEB Harassment

5/9/2006

It is the policy of the Rome City Schools Board of Education to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and

appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of their school or to the appropriate coordinator designated in policy GAAA - JAA, who will implement the board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

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

GAG Staff Conflict of Interest

5/9/2006

The Rome City Schools Board of Education is aware of the potential problems associated with nepotism in personnel assignments which result in staff conflict of interest. To minimize the potential for such conflict, the Board directs the Superintendent to ensure that supervisors are not placed in a position where they would, as an ordinary function of their position, directly supervise a person of the second degree of affinity or consanguinity or nearer. Any family members similarly related to Board members or the Superintendent shall not be eligible for initial employment while the related Board member or Superintendent is in office.

For the purpose of this policy, a family member is defined as a spouse, parent, child, parent-in-law, child-in-law, niece, nephew, niece or nephew-in-law or any relative living in the immediate household of the employee. This definition also applies to guardianship or "step" relationships.

Recognizing the rights and responsibilities of employees of the Rome City School System to exercise their rights of freedom of speech and the right to engage in political activity, and; recognizing that school property and school time which are paid for by all citizens of divergent political views should not be used for partisan political purposes, now therefore:

I. The Rome City Schools Board of Education does not condone the following conduct:

- The official expression of a position of opinion in favor of or against a political candidate, in such a manner as would indicate that a school employee is using the position of the school in furtherance of said candidate.
- Solicitation of funds during school hours, or on school property for or on behalf of any candidate.
- Attempted use by any employee of the Rome City School System of his/her position of authority to try to attempt to solicit contributions or try to influence the vote of any subject to his/her authority.
- Posting of any notices or distribution of any campaign material which relate to any candidate and which is to be posted in or upon school property or is to be distributed by any employee or person acting on behalf of the Rome City School System unless, before being posted or distributed, permission is granted to do so by the Rome City Schools Board of Education.

II. Nothing in this policy will be interpreted as prohibiting teachers from conducting appropriate classroom activities which encourage students to become involved in the political process for candidates, parties, or issues of the student's choice; nor shall this policy prohibit the use of political figures as resource persons in the classroom as the teacher may appropriately decide.

GAK(1) Criminal Background Check**2/21/2012**

A criminal record check will be conducted at or prior to employment on every person who is employed by the Board of Education for the first time to fill either a full-time or part-time certified or classified position with the Rome Board of Education.

For initial hiring purposes, the employee either shall be fingerprinted or shall provide a signed consent on a form designated by the School District, including the employee's full name, address, social security number and date of birth, based upon the requirement of state law or applicable rule or regulation. A clearance certificate verifying a satisfactory criminal background check may be required based on the requirements of state law and rules of the Professional Standards Commission.

Subsequent criminal record checks shall be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. All certified personnel whose employment is continued with the Rome Board of Education shall have a criminal record

check made upon any certificate renewal application to the Professional Standards Commission. All classified employees whose employment is continued with the Rome Board of Education shall have subsequent criminal record checks on a periodic basis, not to exceed every five years, using procedures and schedules to be determined by the Superintendent or designee.

Any cost of such record checks for all personnel shall be paid by the applicant or employee.

Criminal record check information shall be used by the school district and its officials and employees only for the purpose of determining whether to grant regular employment, and in any administrative or judicial proceeding calling such employment into question. Such information shall be stored, restricted, and disposed of in such manner as may be required by federal and state authorities. A breach of confidentiality or the inappropriate use of criminal background check information may constitute a workplace violation and may be grounds for disciplinary action including, but not limited to, termination and/or reporting to the Professional Standards Commission.

The Superintendent shall establish such procedures, fees and regulations needed to administer this policy.

GAM Staff Rights and Responsibilities

5/9/2006

Reporting of Student Conduct Violations

It is the intention of the Rome City Schools Board of Education to ensure the safety of the students and staff of the school system to the fullest extent possible, and to create an atmosphere within the school suitable for learning.

1. In accordance with state law, any employee of the Rome City Schools Board of Education who has reasonable cause to believe that a student has violated a rule or rules in the Student Code of Conduct pertaining to:

- a. weapons,
- b. firearms,
- c. sexual offenses,
- d. drugs and controlled substances,
- e. aggravated battery

shall immediately report the act and the name of the student to the principal of that school or the principal's designee.

2. The principal or designee who receives a report made pursuant to section (1) of this policy who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the school system superintendent and to the appropriate police authority.

The use of illicit drugs and the unlawful possession and use of alcohol by employees of the Rome City Schools Board of Education is wrong and harmful. An employee shall not possess, sell, use, transmit, or be under the influence of any illicit drug or alcohol:

1. on the school grounds during and immediately before or immediately after school hours;
2. on the school grounds at any other time when the school is being used by any school group;
3. off the school grounds at a school activity, function, or event; or
4. en route to or from school or a school function.

The Rome City Schools Board of Education declares that the manufacture, distribution, sale or possession of controlled substances, marijuana and other dangerous drugs in an unlawful manner or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to the public health, safety and welfare. With this in mind, the Board declares that its work force must be absolutely free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes, but is not limited to, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol in the employee's workplace. This prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty.

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be subject to disciplinary action. At a minimum, such an employee shall be suspended for a period of not less than two months and shall be required to complete, at his or her own expense, a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the board. At a maximum, such an employee may be terminated from his employment with the school system. Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be terminated from his or her employment and shall be ineligible for employment for a period of five years from the most recent date of conviction.

If, prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the Official Code of Georgia and approved by the Board, the employee shall be entitled to maintain his or her employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to

protect persons or property. No statement made by an employee to the Superintendent or the Superintendent's designee in order to comply with this code section shall be admissible in any civil, administrative or criminal proceeding as evidence against the public employee. The rights granted by this policy shall be available to an employee only once during a five year period and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Free Work Force Act and any subsequent amendments thereof.

As a condition of employment, each employee must abide by the terms of this policy and must notify the Board within five days after any arrest on any drug-related criminal charge and further notify the board within five days of any conviction of a drug-related offense.

A copy of this policy shall be disseminated directly to all employees.

The Board of Education shall not consider for employment any applicant who has been convicted for the first time of any drug offense as described above for a three month period from the date of conviction nor shall the Board of Education consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five year period from the most recent date of conviction.

For purposes of this policy, "conviction" refers to any final conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation.

No certified employee or employee with a contract for a definite term shall be subject to suspension or termination pursuant to this policy except in compliance with the provisions of the Fair Dismissal Act of Georgia, Official Code of Georgia Annotated 20-2-940 through 947. This policy is not intended and shall not be interpreted as prohibiting the school system from taking appropriate disciplinary action against any employee where there exists evidence that an employee uses, distributes or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use the statement of any employee to the superintendent requesting treatment as described in this policy.

The School District shall provide such staff development as required by state or federal law to inform employees of the dangers of drug abuse, the availability of employee assistance and drug counseling and treatment and the terms of this policy.

GAN Employee Tobacco Use

11/11/2008

The Rome City Schools Board of Education, in accordance with the "Georgia Smoke Free Air Act of 2005", shall prohibit tobacco use at any time in any school building or property owned or leased by the school system, or at any time in any school-owned vehicle, including any school buses, or at any

school sponsored activity on campus or off campus. This prohibition includes the use of tobacco products by employees at all times, including when such employees are directly instructing or supervising students. Direct supervision includes coaching, band directing, acting as a sponsor or advisor of a club or similar school organization and other instructional roles. Employees shall not store or possess tobacco or tobacco-related products on their person or in their belongings in such a manner that such products are visible to students.

No student, staff member, school visitor, or volunteer is permitted to possess or use any tobacco product at any time, including non-school hours 24 hours per day, seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by the Rome City Schools;
- On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by Rome City Schools; or
- At any school-sponsored or school-related event on-campus or off-campus.

School district employees who violate this policy may be subject to appropriate disciplinary action, including reprimand, suspension with or without pay or termination.

GANNA Infectious Diseases

5/9/2006

No student shall be denied access to, nor shall an otherwise qualified individual be denied employment in the educational programs of the Rome City Schools Board of Education solely because he or she is infected with a communicable disease. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Board of Education after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board of Education's physician if in the judgment of the superintendent it is necessary to consult a private physician.

The Board of Education provides educational opportunities for its employees to become informed concerning transmission of HIV infection and procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary.

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

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

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

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

Neither the Board of Education nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

Definitions:

Communicable disease--a disease that can be directly or indirectly transmitted from one person to another.

HIV infection--an infection in which the human immuno-deficiency virus is present.

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

GBA Professional Personnel Compensation Guides and Contracts 12/12/2017

Individuals signing contracts with the Rome City Schools' Board of Education are legally bound by those contracts, as is the Board.

If an individual wishes to be released from his/her contract he/she must make such a request to the Board. If the Board feels that the individual's reasons for wishing to be released are valid, it may declare the contract null and void. If the Board decides not to release the individual from the contract,

and if the individual does not fulfill the terms of the contract, the Board will seek to have the individual's certification revoked by the Georgia Professional Standards Commission (GAPSC), if that individual is certified.

An individual who does not fulfill the terms of his/her contract is declared to be insubordinate, and is subject to termination by the Board. Excessive absences, outside the scope of personal leave, sick leave, and maternity leave as mandated by Georgia law shall be considered non-fulfillment of the contract.

Employee compensation will be awarded according to assigned position and determined annually.

GBC Professional Personnel Recruitment

5/9/2006

The goal of the Rome City Schools Board of Education is to secure quality employees needed to operate an effective and efficient school system. Because the Board seeks to employ or appoint the best persons available, the Board intends for the system to conduct effective recruitment and selection procedures based upon initiative, alertness to good candidates, and proper provisions.

In operating the most effective and efficient school system possible, the Superintendent may recommend to the Board the transfer or reassignment of personnel into positions that best meet the needs of the school system. Positions which are filled through transfers or lateral reassignments shall not be considered vacant within the meaning of this policy and shall not be subject to the announcement, advertisement or any other provision of this policy.

Job announcements shall be posted on the Georgia Professional Standard Commission's website, TeachGeorgia, or other state approved websites, so as to comply with applicable state statutes and approved State Board of Education rules. Job announcements shall be posted on the school system's website. Hard copies of job announcements shall be posted on a central bulletin board at the central office of the Board of Education.

The Board of Education will accept applications for employment continuously for all positions, both certified, non-certified, and for transfers within the system. Applications on file are considered current for a period of one year from the date of receipt and will be considered as vacancies occur. Applicants may submit applications to the Board of Education using either the on-line application or by submitting a paper application.

It is the policy of the Board that the recruitment and selection of personnel be conducted in such a way as to insure nondiscrimination on the basis of race, color, national origin, gender, age, religion, or disability.

Reduction in Force*Section I.-Responsibilities and Prerogatives of Board of Education*

The most important functions of the Rome City Schools Board of Education are to employ personnel and manage resources within the limitations defined by the funding sources of the school system. Consequently, it shall be the prerogative of the Rome City Schools' Board of Education (hereinafter the "Board") to abolish job positions, to reduce the length of the work year and salary of certificated or non-certificated personnel (hereinafter "to downgrade") and/or to reduce the number of employees when seeking to cope effectively with program changes or financial exigency.

Section II-Reasons for Reduction in Force (Hereinafter "RIF")

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

- a. A decrease in student enrollment in the School District which would necessitate a decrease in personnel or a discontinuation of programs;
- b. A change in state or local curriculum, personnel, or financial practices which would necessitate a change in or elimination of program or services provided by the Rome City School System;
- c. A lack of funding for programs, personnel, or services provided by the Rome City School System;
- d. Any reasonable reorganization plan to achieve a more efficient school system.

Section III-Applicability of Policy

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

Section IV-RIF Procedure

When the Superintendent of the Rome City School System determines that the application of this reduction in force policy is necessary, it shall be his or her primary responsibility to prepare for presentation to the Board of Education a plan for reduction in force (RIF) in the affected program area(s). In developing a RIF plan, the Superintendent shall insure that a reduction in force does not reduce the quality of programs in the school system.

In making recommendations for termination or downgrading of employee positions, the Superintendent may consider any position or employee of the Rome City Schools' Board of Education.

Factors to be considered by the Superintendent in devising a RIF plan shall include, first and foremost, the professional expertise, effectiveness and overall job performance of individual employees as reflected in annual evaluations as well as the Superintendent's own observations and knowledge. Only where demonstrated competence and expertise are equal among employees shall other factors such as tenure status, level of certification, and length of continuous service with the Rome City Schools' Board of Education be considered in order to make recommendations for the termination or downgrading of an employee's position.

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

Section V-Notice and Hearing Procedures

If the Board acts at the recommendation of the Superintendent to abolish or to downgrade an employee's position, the Superintendent shall notify the affected employee in a manner consistent with the provisions of Georgia's Fair Dismissal Law and he or she shall have whatever rights the Fair Dismissal Act provides for such employee.

GBQ Professional Personnel Retirement

5/9/2006

Local Retirement Policy

Employees of the Rome City Schools Board of Education shall receive local retirement pay based upon years of service in the Rome City School System. The amount of retirement pay due shall be calculated according to the formulas and definitions and regulations shown below:

A. General Definitions and Regulations

1. Years of service is defined in the same manner as defined by the State Department of Education.

a. Minimum number of days required to be employed during a contract year to qualify for a year of experience.

- Ten (10) months' employees - minimum of 120 days
- Eleven (11) months' employees - minimum of 140 days

- Twelve (12) months' employees - minimum of 160 days

b. Contract year is defined as follows:

- Ten (10) months' employees - 190 days
- Eleven (11) months' employees - 210 days
- Twelve (12) months' employees - July 1-June 30

2. Must be employees of the Rome City Schools Board of Education at the time of, and for the ten (10) consecutive years immediately preceding retirement.

3. The daily rate of pay shall be computed on the salary of the employee in effect at the time of retirement.

- a. For ten (10) months' employees, the daily rate shall be computed on a 190-day work year.
- b. For eleven (11) months' employees, the daily rate shall be computed on a 210-day work year.
- c. For twelve (12) months' employees, the daily rate shall be computed on a 233-day work year.

B. Retirement Pay

1. At the time of retirement, the employee must qualify for retirement and be eligible to receive retirement pay according to policies and regulations of the Teacher Retirement System or the Public School Employees Retirement System in effect at that time.

2. Retirement pay shall be calculated as follows:

- Two (2) days' pay for each year of service in the Rome City School System.

3. Retirement pay to the retiree shall be paid by separate check accompanying the employee's final paycheck unless the employee notifies the system in advance of their pending retirement and can then elect to receive their retirement pay in one of the following ways:

- a. Two checks, one accompanying the December paycheck and one accompanying the final employee's paycheck.
- b. Twelve checks, one accompanying each paycheck during the last year of employment.

4. No matter which payment option chosen, retirement pay cannot count toward the base pay for calculating retirement benefits from the Teacher's Retirement System.

GBR Professional Personnel Working Conditions

7/9/2013

Employee's Children Attendance Guidelines:

It will be the policy of the Rome City Schools Board of Education to provide the following benefit to Rome City School employees:

- All employees of the Rome City Schools Board of Education may enroll their children in the city schools tuition free in accordance with existing attendance regulations.
- All employees of the Rome City Schools Board of Education may enroll their children at the school of their choice based on availability.
- Once the child of an employee has entered a school under the provisions of this policy, the child will not be required to change schools if the employee changes worksites within the system as long as it is mutually beneficial to the student and school, as defined by an A or B average, an excellent discipline record, and satisfactory attendance that is aligned with current Rome City requirements of all students.
- If an employee separates from employment with Rome City Schools, children of the employee may continue to be enrolled at the current school until the end of the current school year. The parent of the children may then apply to be a tuition student according to Rome Board of Education Policy JBCB.

GBRC Professional Personnel Work Loads

5/9/2006

The teachers of the Rome City School Board of Education shall have a minimum workday for which basic State pay is earned is eight hours and the minimum workweek is forty hours. A schedule designating the beginning and end of each workday for teachers will be set by the Superintendent. Circumstances may sometimes necessitate a longer workday.

The minimum workday for which the basic State pay is earned shall entail such duties as teaching, teacher preparation, staff meetings, conferences with students and parents, planning conferences, developing IEPs and other extra class responsibilities.

Every teacher who is employed in grades K-5 for more than half of the regular school day shall be provided a duty-free lunch of not less than 30 consecutive minutes in accordance with the provisions of state law.

GBRGA Professional Personnel Consulting

5/9/2006

In no way shall non-school work or consultative work interfere with the performance of an administrator's regular assigned responsibilities.

Personal leave policies set up by the Rome City Schools Board of Education shall be used in situations where personnel are serving as paid consultants.

GBRH Professional Personnel Leaves and Absences

10/8/2013

Professional (Certified) Personnel - Leave and Absences

This policy shall apply to all certified employees of the Rome City Schools Board of Education. All employees are required to follow the work calendar established by the Board of Education and may take leave from work only in accordance with this policy or other leave policies enacted by the board of education. Unless otherwise provided by the board of education, principals and other supervisors are not authorized to rearrange the work calendars of employees.

Accrual of Sick Leave and Absences for Medical and Related Reasons

Each certified employee of the Board of Education shall be entitled to sick leave, with full pay, computed on the basis of one and one-fourth (1 $\frac{1}{4}$) working days for each completed month (20 school days of service).

All unused sick leave shall be accumulated from one fiscal year to the next up to a maximum of one hundred and twenty (120) days. Certified employees are on ten months, eleven months, and twelve months contracts. Certified employees earn 12 $\frac{1}{2}$ days for 10 months, 13 $\frac{3}{4}$ days for 11 months, and 15 days for 12 month contracts. Sick leave accumulated by a certified employee is transferable from one Georgia public school system to another, up to a maximum of 45 days.

A first-year beginning teacher with no accumulated sick leave shall be advanced 12 $\frac{1}{2}$ days of sick leave ; however, if a teacher exceeds the 12 $\frac{1}{2}$ days limit and/or does not complete the entire school term, overpaid leave will be deducted from his/her summer salary.

The leave provided for under this policy is available only for personal illness, injury, exposure to contagious diseases, absences necessitated by illness in the employee's immediately family or death of an immediate family member. Leave due to illness, injury, or death in the immediate family in excess of three (3) consecutive days shall require special approval of the superintendent.

For any absence in which sick leave is used, the Superintendent or his/her designee shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for three consecutive days of sick leave, a physician's certificate may be requested by the Superintendent or designee.

For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, sisters, brothers, grandparents, grandchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, former legal guardian or a relative for whom the employee is legally responsible.

Personal Leave

An employee may take three (3) days of personal leave (from earned sick leave, if available) if prior approval of the absence has been given by the employee's immediate supervisor and if the presence of the employee requesting absence is not essential for effective school operation and not in conflict with other related policies. The employee requesting leave must submit a leave request form to the immediate supervisor and receive approval at least three (3) days prior to leave. Extenuating circumstances may be considered by the immediate supervisor in approving leave requests received without three days notice. Unless otherwise approved by the Superintendent, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after a student holiday.*

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

Requests for personal leave in excess of three (3) days within the school year, if warranted by extremely extenuating circumstances, shall be submitted to the Superintendent in writing and shall always carry a deduction of a day's pay.

In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent, in his or her discretion, determines that such leave should be granted due to an emergency or extenuating circumstances beyond the employee's control. The Superintendent may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available. No more than fifteen percent (15%) of the staff at a school shall be given personal leave on any given day. Those requesting personal leave first shall be given priority. Extenuating circumstances may be considered by the principal.

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

Professional Leave

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

The principal or immediate supervisor must approve a request for professional leave before the request is submitted to the Superintendent. The request must be submitted on the appropriate professional leave form and be received by the Superintendent two (2) weeks prior to the requested absence. The Superintendent may establish other procedures for facilitating the processing of requests.

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

The allotment of professional leave days shall be at the discretion of the Superintendent

Observance of Religious Holidays

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

Jury and Witness Leave

Each person employed by the Board shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed for reasons arising out of their employment with the school system must remit the jury/witness pay they receive to the Board of Education unless they receive approval by the Superintendent to keep the pay and have it deducted from the monthly salary or personal leave.

Military Leave

All employees of the Board of Education are entitled to paid leave not to exceed eighteen (18) days in any one federal fiscal year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or state of Georgia. Employees also are entitled to leave not exceeding thirty (30) days in any one federal fiscal year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States armed forces. Employees who have military commitments shall inform their direct supervisor and the Superintendent, in writing, of their ordered duties and provide a copy of the ordered duty immediately upon receiving notice of such duty. Employees shall cooperate to the extent possible in scheduling

such leave so as to minimize the disruption in those employee's duties and the mission of the Board of Education.

Family and Medical Leave Act (FMLA)

See Board Policy GBRIG

12-Month Professional Personnel Vacation, and Personal Leave

Vacation

Twelve-months' certificated administrative and supervisory personnel shall earn paid annual vacation at the rate of .833 for each full month employed (10 days annually). After ten (10) full years of cumulative twelve-months' employment with the Rome City School System, and beginning with the eleventh (11th) year, a twelve-months' employee shall earn one (1) additional day per year until the maximum of fifteen (15) days have been earned (this provision is retroactive to the first year of twelve months' employment). Vacation shall be earned for each full month completed during the contract year, beginning on July 1 and ending on June 30 annually. Vacation days may not be accumulated.

Annual vacation earned from July 1 to June 30 of the contract year shall be taken between July 1 and July 31 (13 months) at a time approved by the Superintendent.

Personnel who are separating from the school system will be allowed to include earned vacation in their specific date of termination.

Personal Leave

Twelve months' certificated administrative and supervisory personnel shall be entitled to three (3) days personal leave annually to be taken between July 1 and June 30 of the contract year. Personal leave is not accumulative and shall be approved three (3) days in advance by the immediate supervisor and superintendent. In keeping with state law, personal leave is charged against the employee's earned sick leave.

A maximum of the (10) consecutive days, not including weekend days, shall be approved for any combination of vacation, paid holidays, and personal leave.

All provisions of this policy shall become effective on July 1, 2009.

GBRIG Federal Family and Medical Leave Act

5/14/2013

It is the purpose of this policy to set in summary form the provisions of the Family and Medical Leave Act ("Act"). The Rome City Schools Board of Education does not intend by this policy to create any

additional Rights to leave not provided by the Act; provided, however, the Board does wish to extend the rights of the Family and Medical Leave Act to certain employees who have worked at least 12 months for the Board. The Board does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent or contrary to the Act is unintentional and shall not be given effect. As to the interpretation of this policy, the Board's employees should look to the Act itself and its regulations.

A. Eligible Employees

Employees of the Rome Board of Education ("Board of Education") who have been employed by the Board of Education for at least 12 months immediately prior to requesting leave and who either (a) have worked at least 1250 hours during the previous 12 months or (b) are classified as full-time employees in their position, are eligible to take 12 weeks of unpaid leave under the Family and Medical Leave Act ("FMLA").

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

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

The entitlement pursuant to birth and placement of a child expires at the end of the six-month period beginning on the date of such birth or placement.

Entitlement for leave associated with illness of a child occurs only where the child is under eighteen (18) years of age, or incapable of self-care due to mental or physical disability regardless of age.

B. Definitions

“Active duty or call to active duty status” means a call or order to active duty in support of a contingency operation pursuant to various sections of Title 10 of the United States Code as defined in 29 C.F.R. § 825.800.

“Contingency Operation” means a military operation designated by the Secretary of Defense as one in which Armed Forces members are or may be involved in military actions, operations, or hostilities against an enemy of the U.S. or an opposing military force, or a military operation that results in the call or order to, or retention on, active duty as defined in FMLA Regulation § 825.800.

“Covered Active Duty” means, for members of the regular Armed Forces, duty during deployment to a foreign country; for members of a Reserves component of the Armed Forces, duty during deployment to a foreign country under a call or order to active duty pursuant to federal law.

“Covered Service Member” (for qualifying exigency leave) means the employee’s spouse, child or parent under a federal call or order to covered active duty.

“Covered Service Member” (for military caregiver leave) means the employee’s spouse, child, parent or next of kin who is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to take care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

“Health-care provider” means a doctor of medicine, doctor of chiropractic, or doctor of osteopathy legally authorized to practice in this state.

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

“Next of Kin” of a covered service member means the nearest blood relative other than the covered service member’s spouse, parent, son or daughter, in the following order of priority; blood relatives granted legal custody, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative for purposes of FMLA caregiver leave.

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

"Parent" means a biological parent or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in law."

"Parent of covered service member" means a biological parent or one who acted in place of a parent of the covered service member. The term does not include parent "in law."

"Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

"Serious Injury or Illness" means, an injury or illness incurred by a covered service member in the line of duty on active duty (or that existed before active duty and was aggravated by line of duty active service) that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating. In the case of a veteran, "serious injury or illness" means a qualifying injury or illness, as defined by the Secretary of Labor, incurred during or aggravated by active duty during the five years before undergoing treatment, recuperation, or therapy, and that manifested itself before or after the member became a veteran.

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

"Son or daughter of a covered service member" means a covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member acted in the place of a parent, and who is of any age.

"Spouse" means a husband or wife.

C. Amount and Type of Leave

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

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

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

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

The Rome Board of Education will require that any accumulated paid leave be substituted for all or part of the otherwise unpaid FMLA leave under the terms and conditions of the District’s normal leave policies GBRH and GCRG.

Accrued personal leave or vacation leave shall be used for:

- (1) the birth and first-year care of a child; or
- (2) the adoption or foster placement of a child.

Accrued sick leave, personal leave or vacation leave shall be used for:

- (1) the serious illness of an employee's spouse, child, or parent; or
- (2) the employee's own illness.

D. Intermittent or Reduced Leave

An employee is not permitted to take leave on an intermittent or reduced leave schedule unless it is medically necessary. The Rome Board of Education will require a certification, in the form described in Section G below, to document the medical necessity of such intermittent leave.

E. Notification of Leave

If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to the personnel office. If such an advance notice is not possible, the employee must give notice to the personnel office as soon as practicable, ordinarily within one or two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the approval of the health care provider, so that any corresponding leave will not disrupt unduly the operations of the school district.

F. Benefits and Return to Work

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

The Rome Board of Education may recover any health care premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired, unless the employee did not return due to a serious health condition of the employee or the employee's spouse, parent or child, or other circumstances beyond the employee's control. The Rome Board of Education may require certification from the health care provider that a serious health condition of the employee or family member prevented the employee from returning to work.

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

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

G. Required Certification and Reporting

The Rome Board of Education requires that a request for leave due to a serious health condition be supported by certification by the appropriate health care provider of the eligible employee or the son, daughter, spouse, or parent of the employee on a form to be provided by the Rome Board of Education. This certification must include (1) the date on which the serious health condition commenced, (2) the probable duration of the condition, (3) the purpose of the leave is to care for a son, daughter, spouse or parent ("family member"), a statement that the employee is needed to care for the family member and the estimated amount of time needed for such care, and (4) if the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his/her job functions. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the Rome Board of Education.

The Rome Board of Education, at its own expense, may obtain the opinion of a second health care provider of the Board's choice, if the Board should choose to do so. If a conflict exists between the first opinion in the certification and the second opinion, the Board may, at its own expense, obtain a third opinion from a health care provider upon which the Board and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both the Board and the Employee. Upon an employee's return to work after leave for the employee's own serious health condition, the Board may require the employee to obtain certification from his/her health care provider that the employee is able to resume work.

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

H. Special Provisions

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

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

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

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

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

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

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

The Board of Education may deny coverage under this policy to an employee whose salary is in the highest ten per-cent (10%) of the employees employed by the Board if such denial is necessary to prevent substantial and grievous economic injury to the System's operation as determined by the Board.

The Superintendent shall make, keep, and preserve records showing compliance with the Family and Medical Leave Act of 1993 and in accordance with the Fair Labor Standards Act of 1938 and Federal Regulations.

Grievances shall be reported according to the Complaints and Grievances Policy (GAE).

GBRL Employee Dress Code

5/9/2006

The Rome City Schools Board of Education recognizes that educators are professionals who should command the respect of students and parents alike. Educators are professionals and they shall dress in a neat and appropriate manner. The Board also believes that professional dress by its instructional staff enables teachers to command greater respect from students and, as a result, ensure a learning environment more conducive to education.

Therefore, it is the policy of the Board of Education that all teachers, school administrators, clerical staff, and members of the instructional staff, including paraprofessionals assigned to the classroom,

shall dress in a professional manner. Attire for special occasions and special school functions may be designated by the school administration. The superintendent or school principals are responsible for implementing this policy.

GCRA(1) Drug Screening of Bus Drivers

5/9/2006

The Rome City Schools Board of Education is dedicated to providing safe and efficient transportation for students transported on school buses. The Board recognizes that safe student transportation depends on unimpaired judgment, physical dexterity, reflex action, and unimpaired senses of sight and hearing, of employees in safety-sensitive functions. The goal of this Board is to provide our employees and students with an environment that promotes health and safety.

Operating a school bus or other commercial vehicle requires a Commercial Driver's License (CDL) and is considered a safety-sensitive function. Individuals who are employed by the Board of Education to operate safety-sensitive vehicles include, but are not limited to: mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers, and administrators. In order to meet this goal, we hereby endorse the U.S. Department of Transportation, Federal Highway Administration's anti-alcohol and controlled substances policies and regulations. This Board will not tolerate unauthorized use, abuse, possession or sale of alcohol or controlled substances by its employees.

Individuals who have positive controlled substance test results shall be terminated, as shall individuals whose test results reveal blood alcohol concentrations 0.04 and above and individuals who refuse to submit to a required alcohol or controlled substance test. Individuals whose tests results reveal blood alcohol concentrations of at least 0.02, but less than 0.04, and individuals who engage in other conduct prohibited by the regulations may, in the Board of Education's discretion, be terminated.

Drivers must inform their immediate supervisor of any therapeutic drug use, whether by prescription or "over the counter", and must provide a statement from their treating physician that the substance does not adversely affect the driver's ability to operate the bus.

GCRD Classified Personnel Overtime Pay

5/9/2006

The Rome City Schools Board of Education authorizes overtime in accordance with administrative regulations set forth by the Superintendent. Overtime is defined as time worked beyond the additional 40-hour work week (Sunday through Saturday) including 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 and annual leave. Employees are not to perform overtime work or direct that overtime work be performed without the determination of the supervisor of the employee that there is no other viable alternative. Cases

involving approval for overtime compensation shall be the result of emergency situations, limited timelines or when additional responsibilities are assigned individuals on a temporary basis. The supervisor who makes such a determination shall certify such determination in writing, in advance, and shall certify the amount of overtime approved for such classified employee, in advance, and shall obtain the signature of the employee, in advance, as to the amount of overtime authorized so that the employee, before working said overtime, shall know the maximum amount of overtime that has been authorized for that calendar week. No supervisor shall authorize any overtime for any classified employee unless the specific amount to be authorized first approved by the Director of Budget and Finance or his/her designee. Compensation will be reimbursed at one and one-half the employee's regular rate of pay or compensatory leave at the same rate. Violation of this policy concerning prior approval for overtime work may result in disciplinary action against the employee, up to and including termination.

All classified employees who are considered "non-exempt" under the Fair Labor Standards Act (FLSA) and are legally entitled to compensation for overtime work as provided by law and in accordance with this policy shall comply with any requirements of the District for documenting time actually worked and shall be responsible for insuring the accuracy of such records.

An organization renting school facilities shall be informed that they will be obligated to pay any personnel costs incurred by the District pursuant to the renting of school facilities, including payment of hourly personnel costs and overtime compensation.

Employees shall be informed of the requirements of this policy on an annual basis. The Superintendent is authorized to develop and implement regulations to carry out this policy.

GCRG Classified Personnel Leaves and Absences

10/8/2013

Support (Non-certified) Personnel – Leave and Absences

This policy shall apply to all support personnel of the Board of Education. All employees are required to follow the work calendar established by the Board of Education and take leave from work only in accordance with this policy or other leave policies enacted by the board of education. Unless otherwise provided by the board of education, principals and other supervisors are not authorized to rearrange the work calendars of employees.

Accrual of Sick Leave and Absences for Medical and Related Reasons

Bus Drivers Sick Leave

Bus Drivers shall be entitled to sick leave, with full pay, computed on the basis of one and one-fourth (1 ¼) working days for each completed month of service during a school term of nine (9) months or a total of eleven and one-fourth (11 ¼) days per school year. All unused sick leave shall be

accumulated from one fiscal year to the next up to a maximum of one hundred and twenty (120) days. Sick leave accumulated by bus drivers is not transferable from one school system to another.

Paraprofessionals, Clerical Personnel, Custodial, Maintenance and School Nutrition Program (SNP) Managers Personnel Sick Leave

Paraprofessionals, central office and school secretaries, custodial, maintenance, and school nutrition managers (SNP) personnel shall earn one and one-fourth (1 1/4) days of paid sick leave after one calendar month of employment. Thereafter, one and one-fourth (1 1/4) days of paid sick leave may be earned per one calendar month of completed employment. This time will, when not used, accumulate up to a maximum of one hundred and twenty (120) days. Sick leave accumulated by these personnel is not transferable from one school system to another.

School Nutrition Program (SNP) Assistants

School Nutrition Program Assistants (those that earn hourly wages) may accumulate sick leave at the rate of two (2) day per completion of three (3) calendar months of employment up to six (6) days per school year. Sick leave days may accumulate to a maximum of sixty (60) days for SNP assistants. The leave provided for under this policy for these groups of employees is available only for personal illness, injury, exposure to contagious diseases, absences necessitated by illness in the employee's immediate family or death of an immediate family member. Leave due to illness, injury, or death in the immediate family in excess of three (3) consecutive days shall require special approval from the superintendent.

For any absence for which sick leave is used, the Superintendent or his/her designee shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, the Superintendent shall have the right to require a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for three (3) consecutive days of sick leave, a physician's certificate may be requested by the Superintendent or designee.

For the purpose of absences for medical and related reasons, members of the immediate family are defined as: spouse, children, father, mother, sisters, brothers, grandparents, grandchildren father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, former legal guardian or a relative for whom the educator is legally responsible.

Personal Leave

An employee may take three (3) days of personal leave (from earned sick leave, if available) if prior approval of the absence has been given by the employee's immediate supervisor and if the presence of the employee requesting absence is not essential for effective school operation and not in conflict with other related policies. The employee requesting leave must submit a leave request form to the immediate supervisor and receive approval at least three (3) days prior to the leave. Extenuating circumstances may be considered by the immediate supervisor in approving leave requests received without three days notice. Unless otherwise approved by the Superintendent, personal and

professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after a student holiday.*

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

Requests for personal leave in excess of three (3) days within the school year, if warranted by extremely extenuating circumstances, shall be submitted to the Superintendent in writing and shall always carry a deduction of a day's pay.

In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent, in his or her discretion, determines that such leave should be granted due to an emergency or extenuating circumstance beyond the employee's control. The Superintendent may refuse to allow an employee to take personal or professional leave if a qualified substitute is not available. No more than 15% of the staff at a school shall be given personal leave on any given day. Those requesting personal leave first shall be given priority. Extenuating circumstances may be considered by the principal.

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

Professional Leave

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

The principal or immediate supervisor must approve a request for professional leave before the request is submitted to the Superintendent. The request must be submitted on the appropriate professional leave form and be received by the Superintendent two (2) weeks prior to the requested absence. The Superintendent may establish other procedures for facilitating the processing of requests.

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

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

Observance of a Religious Holiday

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

Jury and Witness Leave

Each person employed by the Board shall be allowed to leave with pay for the purpose of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as a school system employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed for reasons arising out of their employment with the school system must remit the jury/witness pay they receive to the Board of Education unless they receive approval by the Superintendent to keep the pay and have it deducted from the monthly salary or personal leave.

Military Leave

All employees of the Board of Education are entitled to paid leave not to exceed eighteen (18) days in any one federal fiscal year for the purpose of complying with ordered military duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States armed forces. Employees who have military commitments shall inform their direct supervisor and the Superintendent, in writing, of their ordered duties and provide a copy of the ordered duty. Employees shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employee's duties and the mission of the Board of Education.

Family and Medical Leave Act

See Board Policy GBRIG

Twelve Months Support Personnel Vacations and Paid Holidays

Vacation

Twelve months' non-certificated support personnel shall earn paid annual vacation at the rate of .833 for each full month employed (10 days annually). After ten (10) full years of cumulative twelve months' employment with the Rome City School System, and beginning with the eleventh (11th) year, a twelve months' employee shall earn one (1) additional day per year until the maximum of fifteen (15) days has been earned (this provision is retroactive to the first year of twelve months' employment). Vacation shall be earned for each full month completed during the contract year, beginning July 1 and ending on June 30 annually. Vacation days may not be accumulated.

Annual vacation earned from July 1 to June 30 shall be taken between July 1 and July 31 (13 months) of the contract year at a time approved by the Superintendent.

Personnel who are separating from the school system will be allowed to include earned vacation in their specific date of termination.

Personal Leave

Twelve months' non-certificated support personnel shall be entitled to three (3) days personal leave annually to be taken between July 1 and June 30 of the contract year. Personal leave is not accumulative and shall be approved three (3) days in advance by the immediate supervisor and Superintendent. In keeping with state law, personal leave is charged against the employee's earned sick leave.

A maximum of ten (10) consecutive days, not including weekend days, shall be approved for any combination of vacation, paid holidays, and personal leave.

All provisions of this policy shall become effective on July 1, 2009.

IDAG Values /Character Education

6/13/2006

Character Education

The Rome City Schools Board of Education shall facilitate the instruction of character education in the following ways:

In an effort to foster the development of critical thinking, ethical and lawful behavior and responsible citizenship, a framework for the teaching of character education shall be developed in grade levels K-12.

Using the framework, instructional staff members at each school shall provide opportunities for student growth in responsibility, independence and leadership. These opportunities shall be extended to staff members and parents. Parental input shall be used to establish the expected outcomes of this program.

Each school shall foster and maintain a safe and orderly environment that emphasizes honesty, integrity, trustworthiness, responsibility, good citizenship and self-discipline.

IDB Health and Physical Education

6/13/2006

The Rome City Schools Board of Education shall develop and implement a comprehensive health and physical education program for all grades in accordance with requirements of State Board of Education rules.

The program shall include information and concepts in the following areas: Alcohol and other drug abuse, disease prevention, environmental health, nutrition, personal health, sex education/AIDS education, safety, mental health, growth and development, consumer health, community health, health careers, family living, motor skills, physical fitness, lifetime sports and outdoor education. Each elementary school shall provide a minimum of 90 contact hours of instruction at each grade level K-5 in Health and Physical Education.

Schools will make available instruction in Health and Physical Education for grade levels 6 - 12

IDBA Sex Education

6/13/2006

(1) Definition

Sex education/AIDS prevention instruction - a planned program that shall include instruction relating to the handling of peer pressure, promotion of high self-esteem, local community values, and abstinence from sexual activity as an effective method of preventing acquired immune deficiency syndrome and the only sure method of preventing pregnancy and sexually transmitted diseases. This instruction shall emphasize abstinence from sexual activity until marriage and fidelity in marriage as important personal goals.

(2) Requirements

The Rome City Schools Board of Education shall develop and implement an accurate, comprehensive health and physical education program that shall include information and concepts in accordance with the requirements set forth in state board rules.

The Board of Education shall develop procedures to allow parents and legal guardians to exercise the option of excluding their child from sex education and AIDS prevention instructional programs.

Sex education and AIDS prevention instruction shall be part of a comprehensive health program.

Prior to the parent's or legal guardian's making a choice to allow his or her child or ward to take the specified unit of instruction, he or she shall be told what instruction is to be provided and have the opportunity to review all instructional materials to be used, print and nonprint. Any parent or legal guardian of a child to whom a course of study in sex education is to be taught shall have the right to elect, in writing, that such child not receive such course of study.

The Board of Education shall establish a committee to review annually sex education/AIDS prevention instructional materials and make recommendations concerning age/grade level use. Recommendations made by the committee shall be approved by the Board before implementation. The committee shall be composed primarily of non-teaching parents who have children enrolled in the local public schools and who represent the diversity of the student body augmented by others such as educators, health professionals and other community representatives. The committee should also include a male and female student currently attending the 11th or 12th grade in the public schools.

The Rome City Schools Board of Education is committed to offering the citizens of this community quality educational programs at the elementary and secondary level. In keeping with that purpose, the Board endorses and allows eligible students to participate in the dual/joint enrollment and advance placement programs made available by the Georgia Board of Education, the Georgia Student Finance Commission, public colleges, universities, and technical institutes, and directs the Superintendent to develop procedures for implementation of those programs, in accordance with the requirements of State Board Rule 160-4-2-.34 Dual and Joint Enrollment Programs.

In order to participate, the student must have completed all of the academic requirements of the 10th grade (high school sophomore) and be classified as an 11th grader (high school junior) or 12th grader (high school senior) by the student's eligible high school.

Students who participate in such programs at post-secondary institutions while still enrolled as high school students may receive credit at the high school and/or at the post-secondary institution as specified by the requirements for each type of program contained in the State Board rule.

Procedures shall be developed:

- to facilitate joint enrollment and advanced placement programs with appropriate public post-secondary institutions;
- for scheduling approved courses between the high school and the eligible post-secondary institution(s);
- to provide information regarding procedures for enrollment of eligible students in post-secondary institution(s);
- for ensuring appropriate transcription of the student's grades earned at the post-secondary institution and, once received, for their proper inclusion in calculating secondary cumulative grade point average;
- to ensure that student counseling and other support services are accessible, and that students, parents or guardians have received counseling services and understand their responsibilities and possible consequences of participation in the program per State Board Rule 160-4-2-.34;
- to accommodate those students who do not participate, fail, or leave before completing that program;
- to ensure that by April 1 of each school year, general information about post-secondary education opportunities is made available to all students who will be eligible at the beginning of the next school quarter/semester or school year; and
- to certify to the Georgia Department of Education the number of students taking the Advanced Placement Examinations, total fees charged and such additional information as the Department requires regarding Advanced Placement Examinations.

It shall be a policy of the Rome City Schools Board of Education that a special program be provided for children identified as "Intellectually Gifted".

Under the direction of the Superintendent, or their designee, identification, placement, continuation, re-entry and delivery model criteria applicable to all intellectually gifted students will be established and maintained in accordance with the Georgia Department of Education Requirements. The guidelines for the criteria can be found in the Rome City Schools Gifted Procedures Manual.

IDE(3) Competitive Interscholastic Activities, Grades 6-12**6/11/2019**I. Grades 9-12

The Board of Education endorses and adopts the requirements set forth in the guidelines of the Georgia High School Association (GHSA), including any amendments thereto, for determining the eligibility of students in grades 9-12 to participate in competitive interscholastic activities.

The Board directs the Superintendent to maintain and distribute the current GHSA guidelines to all schools in the system that sponsor competitive interscholastic activities, and to ensure compliance with those guidelines.

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

To be eligible for participation, an individual must be enrolled full time in the school that sponsors the competitive activity.

II. Grades 6-8

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

The Superintendent is directed to ensure that each school principal properly supervises and regulates competitive activities in his or her school and that all staff members adhere to the requirements set forth in this policy.

Each principal of a school covered by the policy shall maintain documentation of adherence to the requirements of this policy.

The following limitations are placed on all schools having students on teams in Grades 8 or below:

- Teams having players in Grades 6-8 must not play more than 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.)
- Practices held in any sport on a day preceding a school day may not begin prior to the end of the regular school day and must end prior to 7 p.m.
- 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 p.m. Only one school day per week may be used by any team for interscholastic athletic games.

IDFA Gender Equity in Sports

6/13/2006

In compliance with the Equity in Sports Act, O.C.G.A. Section 20-2-315, no student enrolled in the Rome City Schools shall, on the basis of gender, be excluded from participation in, be denied the benefits of, be treated differently from another student, or otherwise be discriminated against in any interscholastic or intramural athletics offered by the school system, nor shall the school system provide any such athletics separately on such basis, except as specifically authorized by the Act itself.

As a part of achieving this goal, the school system annually shall notify all of its students of the name, office address, and office telephone number of the equity in sports coordinator. This notification shall be included in the code of conduct and distributed to all students.

An equity in sports grievance procedure will be developed by the superintendent, consistent with the requirements of state law and designed to implement the purposes of this policy. The grievance procedure will provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the Act.

The school system shall comply with all the requirements of state board rules concerning gender equity in sports, including records retention and the filing of any and all reports.

All donations of services or items, including booster club support, to any athletic program, shall be accepted or rejected in accordance with the Board's policy concerning donations to the school system.

Grievance Procedures

The following grievance procedures provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the Georgia Equity in Sports Act.

The student, parent, or guardian must submit a complaint on the form included in Exhibit 1 and submit the completed form to the Principal. The Principal shall date-stamp the complaint when received.

The Principal shall take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The Principal may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation.

The Principal shall render a decision in writing no later than 30 calendar days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision.

A copy of such decision shall be provided to the complainant within five (5) calendar days of the date of the decision.

A complainant shall have the right to appeal such decision to the Board within thirty-five (35) calendar days of the date of the decision. The request for appeal must be submitted by the complainant in writing to the Superintendent. The Superintendent's office shall date-stamp the complaint when received.

The Board shall review all materials related to the matter and render a decision in writing no later than thirty (30) calendar days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision shall set forth the essential facts and rationale for the decision.

A copy of such decision shall be provided to the complainant with five (5) calendar days of the date of the decision.

A complainant may appeal a decision of the Board to the State Board of Education in accordance with the procedures specified in O.C.G.A. Section 20-2-1160.

IED Scheduling for Instruction

6/13/2006

The Board of Education believes that public education is enhanced when instructional time provided for students is not interrupted by non-instructional activities. Consequently, for students in grades K-12, time away from classes shall be limited to 60 instructional hours per year for school-sponsored non-instructional activities, unless otherwise approved by Board of Education in accordance with this policy.

This policy is to be applied in such areas as scheduling interscholastic contests, meetings and trips involving school organizations and in-school activities away from the classroom such as club meetings, work on newspapers and yearbooks, and other school-sponsored activities.

1. Definitions:

For the purpose of this policy, instructional activity is defined as time spent on instruction provided or coordinated by a certified teacher or substitute teacher, which relates directly to the course content as defined in local system curriculum guides or in locally adopted state guides. Testing, counseling, health screenings and a maximum of 10 clock hours of early dismissed time for parent-teacher conferences are deemed to be instructional activities.

School-sponsored noninstructional activity is defined as a function during the school day that is held under the auspices or sponsorship of a school or school system. Field trips are deemed to be noninstructional when the activities do not relate directly to state approved course objectives.

2. Approval of Additional School-Sponsored Non-instructional Absences

The Board of Education will observe the following procedures for the evaluation and approval of individual student absences beyond the maximum 60 hours allowed for school-sponsored noninstructional activity.

A written request for absence shall be submitted by the student through the school principal to the Superintendent or his or her designee 30 days in advance of the anticipated date(s) of absence. Under emergency circumstances, the Superintendent may waive the 30 day requirement.

The student's request must contain the dates of the anticipated absence, background information explaining the reasons for the first 10 days of absences due to school sponsored non-instructional activities, and a rationale to support approval of additional days, including an explanation of how such additional activities away from class will be academically and instructionally beneficial to the student.

The school principal will verify the reasons for the 10 allowable absences and provide a recommendation for approval or disapproval of the request for additional absences.

The Superintendent will evaluate the student's request and the principal's recommendation and present them to the Board with a recommendation for approval or disapproval.

The decision of the Board, the student's name and the non-instructional activity for which the absences will be taken will be reflected in the official Board minutes. The student will be notified of the disposition of the request.

Applications for consideration will be on an individual student basis; exceptions will not be granted for entire groups, clubs, or teams of students.

3. Hardship Waivers

The Board of Education requires that all students in grades 9 through 12 be scheduled for a full class load, except for students who are fifth year seniors, participating in a joint enrollment program as defined in State Board rules, or exempted by a hardship waiver as specified in this policy. The Board recognizes that extenuating circumstances beyond the control of the student may create a hardship for the student or his/her parents which may require the student's school day to be less than a full day.

The Superintendent of Schools is authorized to waive the minimum class load requirement for students in grades 9 through 12 if the Superintendent finds a hardship for one of the following reasons:

- Economic;
- Family emergencies such as death or illness;
- Student's health;
- Any other good and sufficient reason which, in the Superintendent's discretion, creates a hardship for the student or parent.

Hardship waiver requests shall be submitted in writing to the Superintendent. The Superintendent or his/her designee shall evaluate each request on a case by case basis and forward the decision in writing to the student's parents or legal guardian within 10 school days of the submission of the request.

The decision of the Superintendent may be appealed to the Board of Education. Such an appeal must be made in writing within 10 school days after the decision of the Superintendent.

IEDA Unstructured Break Time

6/13/2006

The Rome City Schools Board of Education allows the scheduling of unstructured break time for students in kindergarten and grades 1 through 8. The school principal is authorized to determine the length, frequency, timing, and location of breaks at each school.

The principal is charged with the responsibility of determining which grades, if any, will be permitted unstructured break time during the school day. The principal is charged with the task of determining the length, frequency, timing and location of breaks. The principal is responsible for ensuring that all students during unstructured break time are properly supervised by an authorized adult, and for ensuring that unstructured break time is scheduled so as to support academic learning.

Breaks may be withheld from students for disciplinary or academic reasons if prior notice of such is provided to the students.

Copyright Policy

The Rome City Schools Board of Education prohibits the unauthorized duplication of copyrighted material; textbooks, audio and visual media, computer software, and other creative materials in their various forms as covered by the above mentioned law except under the following conditions only: Written authorization from the holder of the copyrights for the material in question.

One backup copy for archival purposes is permitted to provide the user school, or office, a vital records protection capability.

It is the responsibility of each user to maintain proper records of all authorizations received relating to copyrighted material.

IFAA Instructional Materials Selection and Adoption

6/13/2006

The Rome City Schools' Board of Education is committed to the philosophy which places a high priority in providing each child with high quality textbooks in each course of study in which textbooks are required. To this end, it shall be the policy of the Rome City Schools' Board of Education that The Board shall approve courses that do not require textbooks.

Textbook selection and adoption shall be under the auspices of the Superintendent or his designee.

There will be a Textbook Advisory Committee appointed annually to examine textbooks and to make recommendations to the Superintendent.

The Superintendent or his designee shall coordinate the Rome City School System textbook selection and adoption and serve as chairman of the Textbook Advisory Committee.

The Textbook Advisory Committee shall consist of one representative from each school, appointed by the principal of that school.

The Superintendent will be responsible for selecting and recommending to the Board for consideration and adoption all basic textbooks to be used in the program of education, based upon the recommendation of the Textbook Advisory Committee.

The Rome City Schools System shall update annually and have on file in the Superintendent's office an implementation plan for the adoption of textbooks which is based upon, but not limited to, the most recent state recommendation for the given subject area(s). The implementation plan shall be consistent with the Textbook/Instructional Material recommendation cycle and process developed by the Georgia Department of Education.

The Superintendent shall determine the procedure to be followed in replacing, purchasing, accounting, and discarding of textbooks in the Rome City Schools.

An inventory of textbooks shall be kept on file in each principal's office and the Superintendent's office.

IFBC Media Programs

6/13/2006

Educational Goals

The Rome City Schools' Board of Education believes students should develop their potential as individuals, as informed and productive citizens. Therefore, the system is committed to these goals:

1. Preparing students for informed, productive, and responsible citizenship.
2. Guiding students in development of informational retrieval skills.
3. Providing learning experiences which enable students to develop effective communication skills (verbal, written, and visual means), computational skills, critical and analytical skills.
4. Provide learning experiences which lead to development and recognition of meaningful life-time skills.

System Media Committee

Administrators, curriculum specialists, media specialists, and area specialists shall be involved in the selection and utilization of media and equipment through the system media committee appointments. The administration is charged with the duty to develop a procedure to appoint the members of the system media committee and procedures to implement the role of the committee.

The committee is charged with considering and making recommendations for the media program concerning:

1. long-range program goals,
2. budget priorities,
3. selection of materials,
4. reconsideration of materials,
5. operational procedures,
6. copyright adherence processes,
7. program evaluation, including expansion and deletion of services,
8. organization and processing of materials,
9. policies for disposition of gifts and use of nonschool-owned materials in the classroom,
10. processes for instructional planning between teachers and media specialist(s), and
11. mechanism for use of information sources outside the school.

Adherence to GBOE Policy

It is the policy of this Board to comply with all policies related to instructional media and equipment which have been approved by the Georgia Board of Education and to adhere to any relevant state and federal laws.

Availability of Media Centers

The media centers are available to individual students and groups throughout the instructional day during each day of the school year.

Organization and Availability of Materials

All school-owned print and non-print instructional materials are available through the materials center to all Rome City School professional staff. The media committee has as one of its responsibilities, to develop the organizational procedure and guidelines to endure the availability of all instructional materials.

The media committee also has the responsibility to develop a procedure to ensure that all GBOE approved courses have access to media resources even when offered outside regular instruction time.

A copy of all procedures, rules, guidelines and policies pertaining to the media centers will be kept on file in each media center.

Media Coordinator's Responsibility

The media coordinator is a system-wide administrator, designated by the Superintendent, who is concerned with all aspects of the media program and services in every school. The coordinator must be a knowledgeable professional, good communicator, careful planner, and skillful motivator. The duties and roles of the media coordinator are described in the job description which has been developed from Roles in Media Program Development: School and Community which has been adopted by the GBOE.

School Media Specialist's Responsibilities

The media specialist participates as a member of the instructional team, planning with the administrator and teachers to identify, select and provide the best resources that meet learner needs. The media specialist must insure a unified media program which is effectively managed, instructionally-related and accessible to all. The specific duties of the media specialist are described in the job description which has been developed from Roles in Media Program Development: School and Community which has been adopted by the GBOE.

The Rome City School District will enforce the following administrative procedures. Although some specific examples of prohibited uses by students and employees are stated, they are intended as illustrations only and do not purport to be an all-inclusive list of inappropriate behaviors. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary action and/or appropriate legal action for both students and staff.

Definitions

Internet: any and all electronic information exchange, storage, or retrieval systems including, but not limited to, all hardware, software, e-mail, Internet, fax machines, local-area networks, wide-area networks, and electronic tools.

User: any student or employee participating in the Internet activity. This includes a primary participant actually addressing a particular keyboard and monitor and any secondary participants (observers actively involved in the Internet activity along with the primary participant).

Terms and Conditions

Acceptable Use

Access to the school's Internet is provided for educational purposes and research consistent with the school system's educational mission and goals. Students/parent(s)/legal guardian(s) shall be required to sign the Internet Agreement Form allowing their students to access the Internet.

All students shall also be required to sign said form affirming that they have read and understand the administrative procedure on "Appropriate Use of the Internet" and understand the consequences for the violation of said administrative procedure.

Privileges

The use of the school system's Internet is a privilege, not a right. Inappropriate use of the Internet by a user may result in the cancellation of those privileges. The principal, or designee(s), shall make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use

The user is responsible for all his/her actions and activities involving the Internet. Examples of prohibited conduct include but are not limited to the following:

- Accessing, sending, or posting communications that are:
- damaging to another's reputation,
- abusive,

- obscene,
- sexually oriented,
- threatening,
- contrary to the school's policy on harassment,
- harassing, or
- illegal.
- Using the Internet for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of U.S. and State regulations;
- Using the Internet for private financial or commercial gain;
- Wastefully using resources;
- Utilizing any software having the purpose of damaging the school unit's system or other user's system;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user's account or password;
- Posting material unauthorized or created by another without his/her consent;
- Posting anonymous messages;
- Using the Internet for commercial or private advertising;
- Forging of electronic mail messages;
- Attempting to read, delete, copy, or modify the electronic mail of other system users and deliberately interfering with the ability of other system users to send/receive electronic mail;
- Using the Internet while access privileges are suspended or revoked; and
- Using the Internet in a fashion inconsistent with directions from teachers and other staff and generally accepted Internet etiquette.

Staff Supervision

Staff members should become familiar with this procedure and should enforce the rules concerning appropriate use when their duties include supervision of students using the Internet. When in the course of their duties staff members become aware of student violation of this policy, they should correct the student and address the matter in accordance with this procedure and the school's general disciplinary policies and procedures.

Installing Software

Donated software requires a letter of transmittal stating that the software is no longer used by the individual making the donation and verifying that the software is transferable. All software, new and transferred, must be installed with Rome City Schools as the owner and Rome Board of Education as the organization.

Compensation

The user shall be responsible for compensating the school system for any losses, costs, or damages incurred by the school relating to or arising out of any user violation of these procedures.

Security

Internet security is a high priority. If a user identifies or perceives a security problem or a breach of these responsibilities on the Internet, the user must immediately notify the principal, his/her designee OR other appropriate staff. The user must not demonstrate the problem to other users.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school system's equipment or materials, data, the Internet, or agency. This includes but is not limited to the uploading or creation of computer viruses.

Charges

The Rome Board of Education assumes no responsibility for any unauthorized charges or fees including but not limited to long distance charges, per minute surcharges, and/or equipment or line costs.

IFBGE Internet Safety

6/12/2012

Introduction

It is the policy of the Rome City Schools Board of Education to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) provide for the education of students, faculty, and staff about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response; and (e) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Rome City Schools computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Rome City Schools staff to supervise and monitor usage of the computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Rome City Schools Technology Coordinator or designated representatives.

Adoption

The Rome Board of Education adopted this Internet Protection Plan at a public meeting, following normal public notice, on July, 10, 2001.

CIPA definitions of terms:

Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

Obscene, as that term is defined in section 1460 of title 18, United States Code;

Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
Harmful to minors.

Harmful to Minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Sexual Act; Sexual Contact. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

IFCB Field Trips and Excursions

6/13/2006

It shall be the policy of the Rome City Schools Board of Education that any field trip involving out-of-county travel requires the prior approval of the Superintendent or designee in accordance with procedures developed by the Superintendent's office.

A field trip should be directly related to classroom study in which the students are engaged.

IFCD School Volunteers

6/13/2006

The Rome City Schools Board of Education recognizes that volunteers can make many valuable contributions to the educational experience of the system's students. The Board endorses a Volunteer Program in the schools, subject to suitable regulations and safeguards.

All volunteers must comply with the requirements as specified in the Rome City Schools Volunteer Training Manual.

IGB Student Support Teams

6/13/2006

The Rome City Schools Board of Education believes that each child in the school system who experiences a difficulty that noticeably affects his/her academic progress should have a school level professional committee to work on his/her behalf to identify the problem and suggest possible solutions. In order to develop a uniform, system-wide student support team, the superintendent and his staff are charged to develop the guidelines, objectives, procedures, and regulations for the implementation in each school.

IHE Promotion and Retention

5/10/2016

The Rome City Board of Education is dedicated to the goal of providing the children of this community a quality education. The purpose of this promotion and retention policy is to assure that each learner will progress through an effective school experience in a timely manner.

As a Strategic Waivers School System, the Rome City Board of Education hereby authorizes each school to develop procedures or regulations that specify how the state-adopted assessments and the Rome City Promotion Standards and Criteria for Grades K-8 will be used in making decisions concerning promotion or retention of students.

When a student does not perform at grade level on the state assessment in grade 3 (reading), grade 5 (reading and mathematics), or grade 8 (reading and mathematics), the school principal or designee shall notify the parent(s)/guardian(s) of the student, regarding the following:

- The student's below-grade-level performance on the state assessment reading and/or mathematics section(s);
- The specific retest(s) to be given to the student and the testing date(s);
- The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the state assessment; and
- The possibility that the student might be retained at the same grade level for the next school year, based on the Rome City Promotion Standards and Criteria for Grades K-8.

Such procedures or regulations must be approved by the Superintendent or designee(s) and shall provide for the following:

1. Each teacher shall be responsible for determining through a variety of assessments whether a student appears to be on grade level or achieving at a level which, with accelerated, differentiated, or additional instruction or interventions, would allow the student to perform at grade level by the conclusion of the subsequent school year.
2. Where the teacher believes the student is not performing at such level, the teacher must implement remediation efforts as set forth in regulation or procedures.
3. A mechanism shall be established whereby a school level team will review a student's performance prior to any decision to retain the student. The final placement decision will be determined by the school level team, based on a review of the totality of evidence, including but not limited to the following: mastery of state-adopted, grade-level curriculum; overall classroom performance (course grades) and participation; performance on a variety of assessments, including state-adopted assessments and other standardized test data; previous interventions, including retentions; age and level of social/emotional maturity; and school attendance.
4. Prior to a student's retention, the student's parents must be notified of the possibility of retention and given the opportunity to attend a meeting to discuss the matter.
5. School level promotion and retention decisions shall be final and not subject to further appeal. For students receiving special education or related services, the decision of the IEP Committee is subject to federal law.

Part I: Promotion Standards and Criteria for Grades K-8

Kindergarten:

Because the skills in kindergarten are developmental in nature, to be promoted a kindergarten student must meet or master the performance standards on the majority of the elements that are

assessed by the Georgia Kindergarten Inventory of Developing Skills (GKIDS) by the end of the school year. A student must be in compliance with Board Policy JB regarding attendance.

Grades 1-2:

A student must pass English/Language Arts/Reading and math to be considered for promotion. A student must be in compliance with Board Policy JB regarding attendance.

Grades 3-6:

In grades 3, 4, 5, and 6, a student must pass, mathematics, English Language Arts/Reading, and either science or social studies to be considered for promotion. A student must be in compliance with Board Policy JB regarding attendance.

Grades 7-8:

In grades 7 and 8, to be considered for promotion, a student must pass English language arts, math, and may not fail more than one of the remaining subjects in which the student is enrolled. A student must be in compliance with Board Policy JB regarding attendance.

Part II: Promotion Standards and Criteria for Grades 9-12

9th to 10th grade

Four (4) units required

10th to 11th grade

Ten (10) units required

11th to 12th grade

Sixteen (16) units required and the ability to graduate at the end of the year, based on previous coursework.

A student's grade level classification for the entire school year will be determined by the number of earned units at the beginning of the school year and will remain unchanged until the beginning of the next school year. Only repeating 11th graders who have made up deficiencies and are eligible for graduation at the end of the current school year will be promoted to the 12th grade at midyear. A student must be in compliance with the Board's policy regarding attendance.

Notes

The school system shall keep the student and his/her parents informed of the student's progress through grades and other reports which reflect the student's achievement by objective measurement. The Superintendent shall adopt appropriate rules and regulations to implement this policy. No student shall be retained in a grade in order to participate in the athletic program of the school.

Graduation Requirements - Entering Fall 2018-2019 and Thereafter IHF(7)

General Requirements

State graduation requirements for students are determined by State Board of Education Rules, which vary depending on the school year the student enrolls in the ninth grade for the first time.

The Rome City Schools Board of Education shall require that students satisfy all state requirements and local graduation requirements set by the Board in order to earn a high school diploma. Students and their parents shall be advised of graduation requirements applicable to their graduating class through student handbooks, advisement materials, or the graduation planning process, as required by state law and the applicable State Board of Education graduation rule and guidance.

Rome City Schools shall provide a secondary curriculum and instructional support services that reflect the state policies for high school graduation and assessment.

Rome City Schools' Board of Education has the authority to exceed the state minimum criteria for graduation.

Requirements for Rome City Schools

Beginning with the graduating class of 2011, only students who meet all state and local requirements and are awarded either a regular education or occupational diploma will be allowed to participate in the graduation ceremony.

Cumulative Grade Point Average

For the purposes of calculating a grade point average the following policy shall be applied.

Course Final Grade

Regular education courses

All courses designated as “Honors”, including dual-enrollment courses taking place at Rome High School or at post-secondary institutions that appear on student transcripts

All courses designated as “AP” including those with co-dual enrollment titles

90-100 (A)	80-89 (B)	70-79 ©	0-69 (F)
4.0 GPA Points	3.0 GPA Points	2.0 GPA Points	0.0 GPA Points
4.5 GPA Points	3.5 GPA Points	2.5 GPA Points	0 GPA Points
5.0 GPA Points	4.0 GPA Points	3.0 GPA Points	0 GPA Points

These calculations will be used for class ranking purposes only, the “weighted” GPA calculations will not count towards HOPE, NCAA or other purposes.

Valedictorian/Salutatorian

In order to be eligible to be named valedictorian or salutatorian of his or her graduating class, a student must attend classes at Rome High School for at least two (2) semesters of high school and must be enrolled at Rome High School for four (4) consecutive semesters his or her junior and senior years.

The valedictorian shall be the candidate for graduation with the highest cumulative grade average earned (as defined above) from accredited schools beginning in ninth grade and culminating with the completion of all coursework and tests required for graduation or at the end of the first semester, whichever comes first. The salutatorian shall be the candidate for graduation with the next highest cumulative grade average earned from accredited schools beginning in ninth grade and culminating with the completion of all coursework and tests required for graduation or at the end of the first semester, whichever comes first. Grades earned in middle school, even if awarded high school credit, and grades earned in remedial or developmental classes shall not be included when computing numerical averages for academic honors. In addition, both candidates must have a grade point average (GPA) of at least a 3.7; must score at least 1200 on the math and verbal sections combined of the SAT or score at least 26 on the ACT; must earn at least four credits in either advanced math, science, or foreign language, Advanced Placement classes, or core classes at a University System institution; and must be enrolled in the school for a minimum of two semesters prior to the calculation of the cumulative grade average.

In the event of a tie for valedictorian, students shall be awarded the designation of co-valedictorian and there shall be no salutatorian. In the event of a tie for salutatorian, students shall be awarded the designation of co-salutatorian. For purposes of awarding the Zell Miller Valedictorian designation, overall averages for final course grades will be used as a tie-breaker in the event there are co-valedictorians.

Early Graduation

The Rome City Board of Education authorizes Rome High School students (including those at the Phoenix Learning Center) to graduate after successful completion of all graduation requirements. In order to graduate early, a student must fulfill the following requirements:

- A student's parent/guardian must submit a letter requesting early graduation to the RHS principal.
- The student must have completed all 23 credits and tests required for graduation .
- The student and parent/guardian must have submitted an Early Graduation Application and met with the appropriate school counselor.

Students and parents should also review the notifications on the Early Graduation Application and consult with the appropriate counselor, administrator, college and others before making this decision. The Superintendent or designee is authorized to develop any administrative regulations or procedures that may be needed to implement this policy.

Graduation Requirements - Entering Fall 2008-09 and thereafter IHF(6)

Adopted June 2011

Mission: All students will graduate from Rome High School prepared for college or work.

Purpose

This policy specifies high school programs of study that shall be offered by the Rome City Schools' Board of Education and lists specific courses that meet core, required, or elective credits for students. This policy became effective for students enrolling for the first time in the ninth grade in the 2011-2012 school year and in subsequent years.

Definitions:

Unit - one unit of credit awarded for a minimum of 150 clock hours of instruction.

Unit, summer school - one unit of credit awarded for a minimum of 120 clock hours of instruction.

Core Courses - courses identified as "c" or "r" in rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 courses for the specified program of study.

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

Program of study - selected courses as specified by the State Board of Education that, when successfully completed, will result in a specific seal of endorsement on the High School Diploma.

College Preparatory Endorsement Program - a program of study requiring 23 units as specified by the Rome City Schools' Board of Education. Completion of this program is signified by a seal of endorsement on the diploma.

College Preparatory – 2 year college program

The College Preparatory – 2 year college program integrates academic and Career, Technological, and Agricultural Education (CTAE) studies. Program completion will lead to post graduate studies at a 2 year community college or a technical college.

College Preparatory – 4 year college program

The College Preparatory – 4 year college program is a challenging academic experience for students who plan to attend a 4 year college or university.

College Preparatory/Advanced Endorsement Program - a program of study requiring 23 units as specified by the Rome City Schools' Board of Education. Completion of this program is signified by seal of endorsement on the diploma.

College Preparatory Advanced – 4 year college program

The College Preparatory - Advanced 4 year college program is a rigorous academic experience for students in the Gifted program or for those students electing this program. The program will be based on the college preparatory curriculum four (4) year college curriculum, but will require additional academic assignments including two Advanced Placement (A.P.) courses.

Seal of endorsement - (1) a seal/stamp issued and affixed by Rome City School System staff to high school transcripts for students who have satisfied requirements for three local programs:

Program	Diploma Seal of Endorsement
College Preparatory - 2 year college	College Preparatory
College Preparatory - 4 year college	College Preparatory
College Preparatory Advanced – 4 year college Honors	College Preparatory Advanced

Career, Technical, and Agricultural Education (CTAE) Studies - CTAE represents the part of the Georgia curriculum that enhances the secondary educational experience by providing career-related course work. CTAE offers all students access to rigorous curriculum, leadership opportunities, work-based learning and industry-validated assessments. Georgia has established broad groupings of occupations and industries (called Career Concentrations) that will organize instruction and student experiences to provide occupational opportunities from entry through professional levels. ALL students are encouraged to plan educational studies in one of these areas. These Career Concentrations are divided into Career Pathways that are linked to specific occupations.

Career Concentrations:

- Architecture, Construction, Communications & Transportation
- Business and Computer Sciences
- Family and Consumer Sciences
- Government and Public Safety
- Healthcare Science

To earn a Career, Technical, and Agricultural Educational (CTAE) seal of endorsement students must complete the CTAE pathway with at least four (4) CTAE units earned, three (3) of which must be concentrated in one of the career pathways: Business and Computer Sciences, Construction, Family and Consumer Sciences, Healthcare, and JROTC.

Dual Seal: Students meeting the requirements for either a College Preparatory or College Preparatory Advanced seal of endorsement and the Career, Technical, and Agricultural Educational (CTAE) elective requirements for a CTAE seal of endorsement will receive dual seals of endorsement on their diplomas.

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

Secondary School Credentials - documents awarded to students at the completion of the high school experience:

High School Diploma Credential - the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Georgia Board of Education Rule 160-3-1-07 (Testing Programs-Student Assessment). As a result of satisfying the educational requirements herein, appropriate state and local seals shall be affixed to the diploma and/or transcript.

High School Certificate - the document awarded to pupils who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in rule 160-3-1-.07 Testing Programs - Student Assessment, but who have earned 23 units.

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

Requirements for the System

The Rome City Schools Board of Education shall provide secondary school curriculum, instructional delivery, and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society. Beginning with the graduating class of 2011, only students who meet all state and local requirements and are awarded either a regular education or occupational diploma will be allowed to participate in the graduation ceremony.

The Rome City Schools Board of Education shall base local graduation requirements on Georgia Board of Education Rule 160-4-2-.47.

The Rome City Schools Board of Education requires that:

- Students who enroll from another state meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment.
- All students must meet attendance requirements, perform with a passing score on the state graduation assessments, and attain 23 units of credit as requirements for graduating from high schools that receive public funds.

- Attendance: Attendance requirements of the Rome City Schools Board of Education shall be consistent with state compulsory attendance laws, Rome City Schools Board of Education policy (JBD) and regulations governing student attendance.
- Assessment requirements for graduation: Students shall meet state assessment requirements as referenced in Georgia Rule 160-3-1-.07 (Testing Programs-Student Assessment) to be eligible for a diploma.
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A student who has no means of written communication due to a severe disability shall not be required to take the writing portion of the state assessment requirement as specified in Georgia Board of Education rules.

Units:

Rome High School shall make available to all students the programs of study for the required diplomas and endorsements described herein.

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

A course shall count only once for satisfying any unit requirements for graduation. (See the following charts)

CORE CURRICULUM: COLLEGE PREPARATORY AND COLLEGE PREPARATORY ADVANCED

REQUIRED AREA OF STUDY	CARNEGIE UNITS
English	4
Mathematics	4
Science	4
Social Studies	3
Modern Language *	2
Health and Safety	0.5
Physical Education	0.5
Electives	5

Total Units Required (minimum)	23
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*Modern Language is not a requirement for a two (2) year college prep endorsement – elective substitution may be made.

Programs of Study:

The Rome City Schools' Board of Education recognizes the importance of assuring an adequate educational opportunity for each person in the Rome community. This goal is supported by a quality secondary school program which promotes personal development, academic growth, and career

preparation. Such programs are based on a broad, flexible curriculum which addresses each student's needs, interests, and abilities.

The Rome City Schools' Board of Education defines as one of its major roles of secondary schools the responsibility for providing the youth of Rome with opportunities to acquire and to apply basic skills necessary for contemporary adult life. Such skills are defined as those which enable one to address effectively and efficiently the decisions and opportunities presented in a technological free society.

Secondary school instructional delivery and support shall reflect the high school graduation requirements and assist all students to develop their unique potential to function in contemporary society.

There shall be three programs of study which lead to the high school diploma credential. There will be three local seals of endorsement: College Preparatory – 2 year college program (CP), College Preparatory – 4 year college program (CP), and College Prep Advanced Preparatory (CPA).

Additionally, students in the special education program shall be issued an occupational diploma upon completion of the Individualized Educational Plan.

Required/Core/Elective Credit:

Unit credit for graduation shall be awarded only for courses that include concepts and skills based on the state curriculum or those approved by the State Board of Education.

Unit credit for core courses shall be awarded only for courses that include concepts and skills based on the state curriculum for grades 9-12 or those approved by the State Board of Education. Unit credit may be awarded for courses offered in the middle grades that meet 9-12 state curriculum requirements. For example, a student who takes foreign language course in the middle grades that meets 9-12 state curriculum requirements may be awarded unit credit. The Individualized Education Program (IEP) shall specify whether core courses taken as part of an IEP shall receive core unit credit.

Either elective course credit or no course credit shall be awarded for courses (remedial) in which instruction is based on the state curriculum for grades K-8.

Areas of Study (Course Offerings):

Courses that shall earn unit credit in English/language arts, mathematics, science, social studies, health, physical education, modern languages, and Career Technical and Agricultural Education Pathways (CTAE) are listed in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses. Any student may select any course listed in the course listing rule. The one exception to this provision is where the letter "r" appears with course names. These courses are required. They must be successfully completed and cannot be substituted with any other course. Any course identified as

"c" is a core course and may be selected to count as one of the core unit requirements. A course identified as "e" is an elective course that may be selected beyond the core requirements to fulfill the unit requirements.

Required Procedures for Awarding Units of Credit:

A unit of credit for graduation shall be awarded only to students in grades 9-12 for successful completion of courses of study based on a minimum of 150 clock hours of instruction provided during the regular school year or a minimum of 120 clock hours of instruction in summer school.

Rome High School shall accept student course credit earned in an accredited school. These schools shall have been accredited at the time the credit was earned. An accredited school is an elementary, middle or secondary school as defined in Rule 160-5-1-.15.

At least one-half of the units required for graduation shall have been earned in an accredited high school. This regulation may be waived in the case of high school consolidation involving a non-accredited high school, provided students have the required number of units and complete satisfactorily the senior year in the accredited senior high school.

Specific courses shall be determined to meet core curriculum requirements by evaluating course content. This evaluation shall be done by a school administrator or counselor. Information about course content may be obtained from students, parents, and/or former schools. Credit will be granted when in the judgment of the evaluator the course substantially meets the requirement. Equivalency credit will be shown on the student's transcript. A maximum of eight credits may be transferred from other schools for each regular school year completed. A maximum of two (2) credits may be earned or transferred for each summer school term.

Should the Rome City Schools' Board of Education choose to grant unit credit for learning that has occurred outside the 9-12 classroom, it shall use the following assessment procedures to award or exempt unit credit in lieu of class enrollment: evaluation of the student's transcript for course equivalency and/or a proficiency test and/or actual classroom performance to determine mastered prerequisite skills. Equivalency credit shall be shown on the transcript.

Credit in Lieu of Class Enrollment:

Modern Language - the Rome City Schools' Board of Education may award a unit of credit to a student who successfully completes one (1) unit of foreign language during the 8th grade provided the course meets the grade 9-12 Quality Core Curriculum skills and objectives. The course must also contain 150 clock hours of instruction and be taught by a teacher certified by the State in foreign language, grades 9-12.

Credit for Planned Off-Campus Experiences - It shall be the policy of the Rome City Schools' Board of Education that it may award secondary school credit to students for summer, educational travel within these guidelines:

- Students must have completed eighth grade.
- Student and parent must make written application by letter to the principal of the school and Director of Instruction by May 1 for educational travel during the subsequent summer, providing proof that the criteria below will be met. For travel undertaken during other than the summer months, the deadline for application for credit will be one month prior to departure.
- Travel must be 10 days in length including the day of departure and the day of arrival and must occur outside the regular 180-day school calendar.
- No more than one-half unit of credit per activity will be awarded by the Rome City Schools' Board of Education. No more than one-half unit of credit may be earned per calendar year.
- Travel must have a designated educational-classroom-study guide component as described by the official tour brochure.
- Travel must be accompanied by a certified teacher or by a tour director employed by the tour company and who has experience or background in the tour area.
- There must be a Rome City School System certified staff member assigned to the student prior to the educational trip to coordinate pre-trip study and to evaluate post-trip work.
- There must be a follow-up component to be conducted in the Rome City Schools after the trip and coordinated by the Rome City Schools' staff person assigned to the student.
- Travel must be validated by canceled travel and transportation tickets.
- These criteria do not apply to foreign or domestic study for which credit may be transferred to the Rome City Schools from another educational agency.
- Each request must be approved in advance by the Principal, Director of Instruction, and Superintendent.

Testing Out of End Of Course Test (EOCT)

An eligible student may earn course credit by “testing-out,” which means scoring at the “Exceeds” level on a state End of Course Test (EOCT) prior to taking the course. Parents shall be informed of potential costs prior to the EOCT administration. Course credit earned through testing-out shall be reported in the same way as credit earned through course completion. A student’s numerical grade for a course in which the student tests out shall be determined by converting the student’s EOCT scale score to a prorated numerical score using the state EOCT conversion scale for that subject.

REQUIREMENTS:

1. Not currently or previously enrolled in the course;
2. Have earned a grade of “B” or better in the most recent course that is the same content area of the course for which the student is attempting the EOCT;
3. Received a teacher recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in the same content area with knowledge of the student’s academic achievement) for which the student is attempting the EOCT; and
4. Received parent/guardian permission if the student is less than eighteen (18) years of age;
5. Students may not test-out of more than three units of credit with an EOCT;
6. Eligible students are allowed only one opportunity to test out;

7. Testing is only allowed during Georgia Department of Education administration windows;
8. Any student who does not score at the "Exceeds" must be enrolled in the associated course and will be required to take the EOCT again at the conclusion on the course;
9. Students cannot test out of a currently enrolled course or in a lower course than course currently enrolled in;
10. The cost of EOCT administration to students who attempt to test-out, but who do not score at the "Exceeds" level shall be paid by the parent or student;
11. The cost of EOCT administration to students who attempt to test-out and score at the "Exceeds" level AND then choose to take the associated course will be paid by the parent or student and;
12. The test-out option is not available to all students and the school will carefully consider what students will benefit from the test-out option with consideration given to the likelihood of success in future courses that may require knowledge and skills that are inherent within the course.

Local Authorities and Responsibilities:

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

A continuous guidance component beginning with the ninth grade. The purpose of the guidance component is to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of study they plan to follow and to provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.

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

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

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

Appropriate curriculum and assessment procedures for students who have been identified as having disabilities which prevent them from meeting the prescribed competency performance requirements. Rome City Schools' Board of Education has the authority to exceed the state minimum criteria for graduation.

Pledge of Allegiance

In keeping with state law, the Rome City Schools Board of Education shall afford each child in the system an opportunity to recite the Pledge of Allegiance to the flag of the United States of America during each school day.

It is the charge of the Superintendent and the school administration to establish procedures in each school that will ensure adherence to this policy.

A copy of this policy shall be distributed to each teacher in the school(s).

JAA Equal Educational Opportunities

7/11/2006

The Rome City Schools Board of Education does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

Complaints Procedure

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.

If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.

The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.

If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the Complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.

If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.

Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.

The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.

This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to

implement Official Code of Georgia Annotated §20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.

The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures.

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

The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

JB Student Attendance

4/8/2014

The Rome City Schools Board of Education considers regular school attendance essential for educational progress. Students shall be in attendance at school in accordance with requirements of the compulsory school attendance law and for the number of full length days required by law. Georgia Law requires children in Georgia to attend school (public, private, parochial, home study) who are between the ages of six (6) and sixteen (16) years. All K-12 children enrolled for 20 days or more in a public school of this state prior to their sixth birthday shall become subject to all of the provisions of O.C.G.A. 20-2-690 through 20-2-702 and the rules and regulations of the State Board of Education relating to compulsory attendance even though they have not attained six years of age. For the purposes of this regulation, a child between his/ her sixth and sixteenth birthdays shall be considered truant if the child has more than five days of unexcused absences in a school year. Instances of truancy and/ or educational neglect deprivation may be referred to attendance personnel at the district's administrative offices.

The homeroom teacher at the elementary level or the attendance clerk at the secondary level must call the parent/guardian of any student that has either three (3) consecutive days of unexcused absences or five (5) total unexcused absences. If there is no phone, a letter will be sent to the home requesting a conference. After five (5) unexcused absences, the teacher must confer with the counselor regarding the student's attendance. After five (5) unexcused absences, the teacher or attendance clerk must notify the principal.

Principals, assistant principals, and counselors may refer a student to either the attendance worker or social worker anytime when, in their judgment, the intent of the Compulsory Attendance Act is not being adhered to by a student. Referrals are required on students when they accumulate five (5) unexcused absences. This referral to the attendance officer/social worker should include the attendance record.

A. The school and the home have a joint obligation in fulfilling the requirements of the compulsory attendance law. When a student has been absent three (3) days and the school has been unable to make contact with the home, the school social worker/visiting teacher shall be notified.

B. A student returning to school after being absent must bring a statement from the parent or guardian within three (3) school days explaining the reason for the absence. Failure to bring the statement within the specified time will result in an unexcused absence for the student for each day missed. Statements shall remain on file in the principal's office.

C. Any student leaving school for personal reasons must provide written parental permission and have the principal's approval prior to leaving the school. The student shall be marked absent in the classes missed.

D. Any student in grades K-6 who misses over twenty (20) days during the school year may not receive credit for the year in which the absences occur, unless a doctor's statement is provided for those days in excess of the twenty (20) per year.

E. Excused and unexcused absences are defined by the Rome City Schools' Board of Education as follows:

Excused absences: are those for which evidence are provided to the school that the absences is permitted by Georgia Board of Education rule 160-5-1-.10. Such evidence may be a written doctor's statement, or other documentation acceptable to the school. Parent/ guardian notes will be accepted for the first five (5) absences. Absences beyond five (5) will require medical notes or other documentation. Students may be temporarily excused from school:

1. who are personally ill and whose attendance in school would endanger their health or the health of others;
2. in whose immediate family there is a serious illness or death which would necessitate the student's absence from school;
3. for recognized religious holidays observed by their religion;
4. when prevented from attendance due to conditions rendering school attendance hazardous to the student's health or safety as may be determined by the Superintendent of Schools;
5. for taking tests and physical examinations for military service;
6. to register to vote (limited to one (1) day);
7. when mandated by an order of a governmental agency;
8. when participating in educational activities according to the following guidelines:
 - a. educational activities under the auspices of the school

b. visiting colleges or universities for future educational planning (limited to two (2) visits)

c. testing required for admission to education institutions

d. trips of an educational nature that meet the following requirements:

I. the student is accompanied/ approved by the parent or guardian or person authorized by the parent or guardian.

II. the parent must request from the school principal approval of the educational absence and have the principal's approval of the written educational plan outlining the merit of the proposed trip prior to the educational absence.

III. the written educational plan shall include the educational activities and objectives of the trip and the description of the project to be presented when the student returns to school. The record of each approved educational absence shall remain on file in the principal's office.

IV. the absence from school must not exceed the days and periods allowable by State Board Rule IED.

V. the student will make up all classwork missed during the absence for the educational trip.

9. A student whose parent or legal guardian is in military service in the U.S. armed forces or National Guard, and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting will be granted up to 5 days of excused absences per school year to visit with his or her parent prior to the parent's deployment or during the parent's leave.

Unexcused absences: All other absences, including out-of-school suspensions, will be counted as unexcused absences

H. Children who are least 12 years of age and who are serving as pages of the Georgia General Assembly shall be credited as present by the school in which they are enrolled for days missed from the school for this purpose.

I. Students who are absent for more than one-half of the school day shall not participate in extracurricular or after school activities on that day unless they have a doctor / dentist excuse or an excuse as a result of a court appearance.

J. Students must be in attendance a minimum of one-half day to be counted present for the day.

Final course grades of students shall not be penalized because of absences if they following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make up work for excused absences was completed satisfactorily.

Uniform Withdrawal Criteria

For the purpose of accurately measuring the academic performance of students continuously enrolled in public schools, the Board adopts the following State Board of Education 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.

In accordance with state law, an unemancipated minor who wishes to withdraw from school must have the written permission of his/her parents or guardian if under the age of eighteen prior to withdrawing. Prior to accepting such permission, a school administrator will have a conference with the student and parent/legal guardian within two school days of receiving notice of the intent of the student to withdraw. The purpose of the conference is to share with the student and parent/guardian educational options available and the consequences of not earning a high school diploma.

Policies and Procedures to Reduce Unexcused Absences: Notification

1. The school system requires its schools to provide to the parent, guardian, or other person having control or charge of each student enrolled in school a written summary of possible consequences and penalties for failing to comply with compulsory attendance. By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student will be asked to sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 must sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local board policy; and

2. The school system will notify the parent, guardian or other person who has control or charge of the student when such student has five (5) unexcused absences. The notice will outline the penalty and consequences of such absences and that each subsequent absence will constitute a separate offense. After two (2) reasonable attempts to notify the parent, guardian or other person who has charge of the student, the school system will send written notice via certified mail with return receipt requested.

3. The School System will use its best efforts including first class mail to notify a student age 14 and older when the student has only three absences remaining before violating the state's attendance requirements pursuant to O.C.G.A. 40-5-2 regarding the denial of driver's permits and licenses.

4. Students shall be notified through the student codes of conduct of the definition of truancy and a summary of possible consequences and penalties for truancy, including possible dispositions for unruly children in accordance with O.C.G.A. 15-11-67 and the possible denial of or suspension of a driver's license.

JBB Entrance Age

7/11/2006

Entrance Age and Eligibility

It shall be the policy of the Rome City Schools Board of Education that:

All children, including homeless, who will be five (5) years of age on or before September 1 as documented by a record acceptable to the local educational agency, shall be eligible for kindergarten or who will be six (6) years of age on or before September 1 shall be eligible for the first grade if they meet all the requirements in Rome City Schools' policy IHE (Promotion and Retention).

Health requirements shall be the same for kindergartners as for any student entering public school. A certificate of immunization shall be required for all students entering or attending the Rome City Schools. See policy code (JGCB). Each student entering public school shall be required to have an ear, eye, and dental examination.

The promotion policy (code IHE) specifies the requirements of grade promotion at all levels.

A child who was a legal resident of one or more other states for a period of two (2) years immediately prior to moving to Georgia and who was legally enrolled in public or state/regional accredited kindergarten or first grade shall be eligible for enrollment in the general education programs if such child will attain the age of five (5) for kindergarten or six (6) for first grade by December 31 and meets all other requirements for eligibility.

Any child who has completed a kindergarten program under the provisions of the preceding paragraph and who resides in one or more states for a period of two (2) years immediately prior to moving to this state shall be eligible for first grade if such child attains the age of six (6) by December 31 and is otherwise qualified.

Enrollment of students in the kindergarten program will be on a voluntary basis. However, any child enrolled in the schools of this state for twenty (20) days or more prior to his or her seventh birthday shall become subject to all QBE provisions and rules and Board of Education rules and regulations related to compulsory school attendance. Students not enrolled in Georgia public schools, including, but not limited to, those from private, out-of-state, and home study programs, who are seeking entry into first grade and who fail to meet school readiness requirements shall be placed in kindergarten.

All youth who have not attained the age of twenty (20) by September 1 are eligible for enrollment in appropriate education programs unless they have received a high school diploma or the equivalent. Any student who has not reached the age of twenty-one (21) by September 1, and who has not dropped out of school or withdrawn from school for one semester or more shall be eligible for enrollment.

Enrollment will be determined after considering relevant factors including, but not limited to, the student's academic record, disciplinary record, and other factors which the applicant may present. Reasonable cause shall be shown if enrollment is denied.

All children and youth, including homeless, who are classified as special education students are eligible for enrollment in appropriate education programs through age twenty-one (21) unless they have received a high school diploma or the equivalent and provided they were enrolled during the preceding school year and had an approved individualized education program (IEP) which indicated that a successive year of enrollment was needed.

JBC School Admissions

7/11/2006

It shall be the policy of the Rome City Schools Board of Education to require that all new students entering the school system present a transcript of their work. Administrators are authorized to request documentation of residency prior to enrollment. A student transferring from another school or school system shall be admitted to the Rome City Schools if and when such student presents records showing prior attendance and that the student was/is in good standing with that school or school system when last enrolled. A principal or a school in the Rome City Schools may satisfy this requirement through oral or written communication with the school last attended, and admit the student upon receiving verbal or written assurances that the student is not currently under suspension or expulsion, and that the necessary records are forthcoming.

No student shall be admitted who comes from another school system during a period when suspension or expulsion from that school system is still in effect. If the student still has time remaining under suspension or expulsion before being eligible to return to the school previously attended, the student will not be eligible for admission to any school in this school system until the expiration of that suspension or expulsion period.

In accordance with the McKinney-Vento Homeless Assistance Act, as amended by the No Child Left Behind Act of 2001, the Rome City Schools Board of Education will work with homeless children and youths and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless children and youths not currently attending school in a manner that will not stigmatize or segregate them on the basis of their status as homeless. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, educational programs for students with disabilities or limited English proficiency, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Every child of a homeless individual and every homeless child are entitled to equal access to the same free, appropriate public education as provided to other students. The District will assign and admit a child who is homeless to a District school regardless of residence or whether the homeless child is able to produce records normally required for enrollment.

The Superintendent will review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children and youths. In reviewing and revising such procedures, the Superintendent will consider issues of transportation, immunization, residence, birth certificates, school records and other documentation.

The Superintendent will appoint a liaison for homeless children.

A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act.

Anyone having a concern or complaint regarding placement or education of a homeless child will first present it orally and informally to the District homeless liaison who shall carry out the dispute resolution process as defined in the state plan for the Education of Homeless Children and Youths.

The Rome City School District (District) recognizes that parents or guardians may teach their children at home in a home study program which meets the requirements of state law and this Board Policy. The regulations for withdrawing a student to participate in the home study program and the regulations for re-entering the District after participation in the home study program are as follows.

Withdrawing a Student to Enter Home Study Program

1. When a parent/ guardian requests a local school to withdraw his/ her child for the purpose of entering a home study program, the school should:
 - a. Refer the parent/ guardian to the Georgia Department of Education's website; and

b. Inform the parent/ guardian that, if a student withdraws during the semester, he/ she will lose credit for all courses enrolled for the semester.

2. District curriculum guides, syllabi, basal texts, supplemental materials and other related instructional materials are not available on a loan, lease, or purchase basis to a home study parent/ guardian.

3. The parent/ guardian must withdraw his/ her child from the local school after the Declaration of Intent has been submitted to the Georgia Department of Education and a copy of the submitted Declaration of Intent has been provided to the withdrawing school.

4. The state regulations governing the operation of a home school are contained in O.C.G.A. 20-2-690 and are available through the Georgia Department of Education.

Entering a Student in a Local School from Home Study:

1. Elementary/ Middle School (Grades K-8):

a. All students entering a Rome City elementary or middle school from a home study program shall be evaluated for placement based on the following criteria:

- (1) State Board of Education policy and District Board Policy requirements relating to entrance into kindergarten or first grade.
- (2) Chronological age based on a certifiable document.
- (3) Performance on standardized tests and/ or instructional placements tests.
- (4) Age, physical size, social and emotional maturity of the student.

b. After reviewing the above criteria the local school shall place the student in the appropriate grade level. A review of this placement will be conducted after six weeks to determine final placement.

2. High School Students (Grades 9-12):

a. All students entering a Rome City School high school from a home study program shall be admitted and evaluated for placement based on the guidelines found in Board Policy JBC(4)- Awarding Units and Transferring Credit

b. The student/ parent will present a transcript of work done in the home study program to the school at the time of registration. The transcript should include the specific names, numeric grades earned, and the number of clock hours of instruction for each course.

c. Students who have been enrolled in a home study program must pass the Georgia High School Graduation Test, and applicable End of Course Tests, as well as meet State of Georgia and District graduation requirements before a diploma will be issued.

d. Eligibility for extra- curricular participation is the same for home school students entering the system as that required of all District students.

e. Home school students who plan to graduate from Rome High School must be enrolled in the school system during the entire senior year. Upon entry, their record will be evaluated and the student and parents advised of the student's status regarding graduation requirements in the District.

The Rome City Schools Board of Education ("Board") shall fully comply with the requirements of Georgia Board of Education Rule 160-5-1-.15 Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades and the State Department of Education's Guidelines for Awarding Units of Credit. All terms used in this policy are as defined in the Rule and its Guidelines.

The requirements of this policy shall apply to all students regardless of the date they first entered the ninth grade.

Accredited Schools-Definition

For the purposes of this policy, accredited schools include an elementary, middle or secondary school accredited by or holding provisional status from one of the accrediting agencies listed in Georgia Board of Education Rule 160-5-1-.15, Acceptance of Transfer Credit and/or Grades. For schools outside the United States, the equivalency of accreditation is awarded by the Ministry of Education or the comparable government-approved agency of the country.

Awarding Units of Credit

Students shall be awarded credit only for courses that include concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the State Board of Education (SBOE) in accordance with the provisions for each program or course described in the State Board Rule(s) and State Department Guidelines.

The superintendent or designee is authorized to establish procedures whereby a student may earn course credit by demonstrating subject area competency without regard to the amount of instructional time the student spends in the course. Students and parents shall be advised of such opportunities through the student handbook and/or advisement materials.

An eligible student may earn course credit by "testing-out", which means scoring at the "Exceeds" level on a state End of Course Test (EOC) prior to taking the course. Students attempting to test-out must have parent permission and their parents shall be informed of potential costs prior to the EOC administration. The cost of EOC administration to students who attempt to test-out, but who do not score at the Exceeds level shall be paid by the parent or student. Course credit earned through testing-out shall be reported in the same way as credit earned through course completion. A student's numerical grade for the course in which the student tests out shall be determined by using the score on the EOC as the numerical grade for the course. Student eligibility criteria for earning credit by EOC "testing-out" and information regarding grade assignment and collection of any associated fees shall be included in the student handbook and/or advisement materials. Students may earn no more than three units of credit by demonstrating subject area competency under this paragraph. Credits earned by this method are generally not eligible for NCAA recognition, please consult NCAA guidelines for more information.

Awarding Credit for High School Courses Taken while in Middle School

Unit credit shall be awarded for courses successfully completed in the middle grades that meet 9 – 12 state requirements under the following conditions:

Courses must be based on the state-adopted curriculum for grades 9-12 approved by the State Board of Education.

Grades where high school credit is earned while a student is in middle school shall become part of the student's transcript but shall not be used in the calculation of school grade point averages, class rankings, Honor Student status, Valedictorian, and Salutatorian standings. These grades may not be included in HOPE GPA calculations per state rules.

The final grade earned for a high school course taken in middle school shall be entered on the high school transcript and unit credit awarded for passing the class

Accepting Transfer Credit and Grades

The Board will accept student course credit earned in an accredited school, which must have been accredited or hold provisional status at the time the credit was earned.

The Board will not substitute courses and exempt students from the required secondary minimum core curriculum unless the student transferred from an accredited secondary school or the courses presented for credit include concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the SBOE.

Transfer credit shall be validated for courses taken at non-accredited schools, home study programs, and non-traditional educational centers.

Elementary and middle school students transferring from home study programs, non-accredited schools or non-traditional centers will be placed at the appropriate grade level in a probationary placement based on the student's records in prior schools or programs and satisfactory performance in a district school for one grading period and/or based on satisfactory performance on standardized or locally developed tests focusing on grade level or subject area.

High school students transferring from home study programs, non-accredited schools or non-traditional centers will be placed in the appropriate grade level based on the number of units earned toward graduation. Units of credit shall be granted for courses that meet state-adopted curriculum standards for grades 9-12 and/or based on satisfactory performance on standardized or locally developed tests focusing on subject area. High school transfer students must take and state-mandated assessments, including applicable End of Course Tests.

For student transcript purposes, grades for courses taken by transferring students will be accepted as recorded on the transcript from the issuing school or program. Letter grades for high school transfer student will be converted to numerical grades using either a conversion scale provided by the prior

school or, if a scale is not available, using a conversion formula established by the Superintendent or designee. Transferred course titles, if necessary, will be changed to appropriate course titles in the list of state funded courses.

The Superintendent or designee(s) will be responsible for having a process in place for:

- Determining whether transfer courses meet the state-adopted curriculum;
- Placing transfer students at the appropriate level and granting units of credit for high school students based on this policy;
- Administering any required EOC in accordance with state assessment guidelines and the state rule concerning transfer credit; and
- Ensuring that grades are placed on student transcripts.

Exchange Students

Exchange students who wish to pursue a Rome High School Diploma will be required to earn a minimum of one-half of the units required for graduation at Rome High School.

JBCB Nonresident Students

5/14/2019

Student Tuition

In keeping with the City Charter of Rome, it shall be the policy of the Rome City School System to admit non-resident students subject to the following:

Non-resident tuition students may be accepted in schools with available space in the attendance zone of their point of entry into the city. If a student moves out of the attendance zone during the year, the student may continue at that school for the remainder of the school year and then, if approved, transfer to the appropriate school the next school year. However, a student in grades 7-12 who moves out of the attendance zone may continue at that school for the remainder of the school year and ensuing years if approved for tuition status.

The fee for tuition students shall be set by the Board of Education but will not exceed the amount allowed by law and paid in advance. This fee is due in full no later than October 15 or before the first day of attendance if a student enrolls after this date.

Once accepted, tuition students in grades K-6 will become eligible for intra-district transfer. Policy JBCC explains the intra-district transfer option. Acceptance is based on availability after resident students have been accepted pursuant to O.C.G.A. § 20-2-2131.

Tuition students will be permitted to continue as long as their presence is mutually beneficial to the student and school, as defined by an A or B average in each core content course, an excellent discipline record, and satisfactory attendance that is aligned with current Rome City requirements of all students. The status of each tuition student shall be evaluated bi-annually, and if concerns exist students may be put on a tuition probation period of one semester. In the case of extreme discipline

or attendance concerns, tuition status may be revoked and withdrawal from Rome City Schools could be immediate.

JBCC Student Assignment

5/14/2019

Assignment to Schools:

Elementary Students (Grades K-6)

Students in elementary grades K-6 will attend the elementary school in that school's designated attendance area. The school attendance areas will be defined and published by the Rome City Schools Board of Education. The elementary school attendance areas will provide for the neighborhood school concept.

Students who move from one attendance zone to another during the school year must complete a Request for Exemption from School Zone Form and may complete the school year at the current school as long as his/her attendance is aligned with current Rome City requirements of all students. No school bus transportation will be provided. A transfer to the school in the correct attendance area will be required for the following school year. If a parent or guardian falsifies information on this form, the student will be required to transfer to the appropriate school immediately.

Pursuant to the provisions of O.C.G.A. § 20-2-2131 for Intra-District Transfers, the parent or guardian of a student may request an "available space" transfer if: (1) there is available permanent classroom space at the receiving school after enrollment of all students originally assigned to the receiving school, (2) the parent or guardian assumes responsibility for providing transportation for the student if the request for transfer is granted, and (3) the parent or guardian complies with all the procedures for submitting an application for Intra-District Transfer. Applications are accepted annually during a two-week window in June. Specific dates will be posted on the district website in May. Parents or guardians will be notified no later than July 1 of acceptance. Applications are only accepted during this window.

Any exceptions to the attendance zone policy as stated above must have prior approval of the Superintendent. A Request for Exemption from School Zone Form should be filled out prior to the first day of school or as soon as the situation deems it necessary. The Superintendent and/or his designee is charged with developing and maintaining the procedures and guidelines for requesting a transfer from one school to another.

Parents or legal guardians may appeal the Rome City Schools Board of Education for consideration of requests for zone exemption that were not approved by the Superintendent's Office.

Parents or legal guardians must be informed through student handbooks and/or through oral communications of the deadline for receiving zone exemption applications, and of the appeal procedure for requests not approved.

JBCCA(2) Unsafe School Choice Option

12/11/2017

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

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

1. Notification of the parents/guardians of students enrolled in the school that has been classified as a persistently dangerous school within ten (10) school days of notification to the School District by the Georgia Department of Education (GaDOE).
2. Facilitation of the transfer of a within ten (10) school days of the School District's determination by official action that a student has been the victim of a violent criminal offense, if the student wishes to transfer to another school. To the extent possible, victims of violent criminal offenses shall be allowed to transfer to a school that is in compliance with current state and/or federal accountability requirements.
3. Provision for the development and submission to the GaDOE of a corrective action plan for each school identified by the GaDOE as a persistently dangerous school within 20 days after notification to the School District by the GaDOE that a school has been so identified.

JCAB Interviews and Searches of Students

7/11/2006

It is the policy of the Rome City Schools Board of Education to conduct lawful searches and interrogations according to the following:

Searches

Students in the district have the right to privacy and security against arbitrary invasion of their personal property by school officials. However, the Rome City Schools Board of Education must maintain an atmosphere conducive to the pursuit of its educational goals, including a limited right to search students' personal belongings when it is in the interest of the overall welfare of other students or is necessary to preserve the good order and discipline of the school.

Interrogations

School administrators and teachers have the right to interrogate students regarding their conduct and/or the conduct of others. In regard to students' alleged actions, except where the alleged action would constitute a criminal offense, the right against self-incrimination does not exist.

Property Searches

School lockers, desks, and other school property shall be subject to inspection by school authorities at all times.

Student Searches

Student searches shall be conducted by school officials based on reasonable suspicion.

Reasonable Suspicion Defined

Reasonable suspicion shall exist where a particular student is (a) observed by school officials or employees to be in possession of drugs or other improper goods or substances referred to above, or (b) seen to be acting strangely or in such unusual manner as to suggest the likelihood of such possession, or (c) where reliable sources report to school officials any of the matters referred to in (a) or (b).

Mass Searches

Mass searches shall not be permitted except in the most unusual and exigent circumstances indicating that the delay required in narrowing suspicion to a particular student or students is likely to result in serious danger to life or property. In all cases, efforts shall be made to contact the school attorney before such mass searches are conducted.

JCDA Student Code of Conduct

6/11/2019

The Rome City School District's primary goal is to educate, not to discipline. However, when the behavior of an individual student conflicts with the rights of others or interferes with the educational setting, corrective actions may be necessary for the benefit of the individual and the school as a whole.

The purpose of this code is to provide the District's students with an effective and safe learning environment. While the following is an outline of expected behaviors and the consequences relating to various violations, it is not intended to include all offenses for which disciplinary action may be taken since it is not possible to identify every behavior which might result in disciplinary consequences.

Standards of Behavior:

- Respect constitutional authority, including teachers, administrators, bus drivers, and other school employees. This shall include compliance with school rules and regulations and applicable provisions of law;
- Attend school daily, except when excused, and be on time to all classes and other school-day functions;
- Pursue and attempt to complete the course of study prescribed by school authorities;
- Protect and take care of the school's property and the property of others;
- Dress and groom to meet fair standards of health and common standards of decency;
- Avoid the use of indecent or obscene language, both written and oral;
- Avoid conduct that will demean or slander others; and

- Demonstrate respect for self and others.

Scope of the Student Code:

The code provisions contained herein shall apply to offenses that students commit while: (1) On school property at any time; (2) Off school grounds while participating in or attending a school-sponsored event, function, or activity; (3) At a bus stop or while traveling on a bus or other vehicle to/from school or used in connection with school-sponsored event, function, or activity; (4) When either the alleged perpetrator or the alleged victim is en route to and/or from school, or to/from a school-sponsored event, function, or activity; (5) Off school grounds when the behavior is in accordance with O.C.G.A. 20-2-751.5(c); (6) Off school grounds when the misconduct is directed at a school employee and is related to the victim's school affiliation; or (7) While using a school technology resource.

Confiscation of Property:

Students who have unauthorized materials/objects/contraband will have the items confiscated and returned at the discretion of the administrator. The District assumes no liability for the theft, loss or damage of items possessed by students on school property or held by school staff during the confiscation period. District employees will not be responsible for searching for lost or stolen student property.

Part I: Age Appropriate/Progressive Discipline

The Student Code of Conduct addresses two aspects of creating a positive school learning environment: (1) proactively guiding students to positive behavior, and (2) correcting, redirecting and rendering consequences as needed to respond to misconduct.

Proactive Guidance for Positive Behavior

Proactive guidance focuses on preventing problems by providing students with meaningful, positive feedback to enhance motivation, engagement and performance, and teaching expectations at the beginning of each year, reviewing expectations as necessary and treating minor misbehavior as a learning opportunity.

Teaching desired behaviors to minimize misconduct is based on three principles: (1) All behavior is learned; (2) Any repeated behavior is serving a purpose for the student; and (3) Student behavior can be changed.

Schools proactively teach, reinforce, correct and supervise student behavior. Proactively teaching and reinforcing positive behaviors greatly reduces the number of subsequent misconducts, and modeling for students how they are expected to interact and perform in an educational setting improves learning and engagement. Whether guiding, correcting, or rendering consequences for behavior, all staff should: (a) Have high expectations for student success; (b) Build positive

relationships with students; (c) Create consistent, predictable school and class routines; (d) Teach students how to behave successfully in all school settings; (e) Provide frequent, positive feedback for appropriate behavior; and (f) Correct misbehavior in a calm, consistent, and logical manner.

School Level Intervention and Support Process

The Rome City Board of Education supports a framework of tiered interventions for students experiencing behavioral challenges. Students not displaying behaviors designated in the Positive Behavioral Interventions and Supports (PBIS) matrix will be provided tiered interventions in accordance with the Rome City Schools Pyramid of interventions. Each school has a Pyramid of Interventions that is based on the system framework. All students are provided Tier 1 interventions. However, students that experience behavioral challenges after Tier 1 interventions have been implemented with fidelity are provided Tier 2 interventions. If Tier 1 and Tier 2 interventions and consequences are not successful in decreasing student’s behavior that disrupts the educational progress of the student and others, Tier 3 interventions are then implemented.

Each school shall send within one school day written notification to the student's parents/guardians of the behavior support services provided in response to a disciplinary action, including how the student's parents/guardians may contact the principal or principal's designee.

Progressive Discipline

The progressive discipline philosophy is designed to create the expectation that the degree interventions and consequences imposed will be in proportion to the severity of the behavior of the student, its impact on the school environment, the student’s age and grade level, the previous discipline history of the student, and other relevant factors while ensuring that each student receives the due process mandated by law. Code of Conduct offenses have been divided into three levels with each level representing progressively more serious misbehavior and consequences:

A. Level 1 Discipline: This level is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or student learning. Following appropriate teacher intervention, the student may be referred to an administrator.

School Level	Range of Consequences
Elementary (Pre-K to 5th)	Administrative conference to five (5) days of In-School Suspension (ISS).
Middle/High(6th to 12th)	Administrative conference to one (1) day of Out-of-School Suspension (OSS).

B. Level 2 Discipline: This level is for intermediate acts of misconduct that require administrative intervention. These acts include, but are not limited to, significantly interfering with the good order of

the school and/or the well-being of others and/or minor damage to property, but which do not seriously endanger the health, safety, or well-being of others.

School Level	Range of Consequences
Elementary (Pre-K to 5th)	One (1) day In-School Suspension (ISS) to five (5) days of Out-of-School Suspension (OSS).
Middle/High(6th to 12th)	One (1) day In-School Suspension (ISS) to five (5) days of Out-of-School Suspension (OSS).

C. Level 3 Discipline: This level is for major acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. These offenses must be reported to the administrator and require parent/guardian participation in a conference with the administrator.

School Level	Range of Consequences
Elementary (Pre-K to 5th)	Three (3) days of Out-of-School Suspension (OSS) to ten (10) days of Out-of- School Suspension.
Middle/High(6th to 12th)	Three (3) days of Out-of-School Suspension (OSS) to ten (10) days of Out-of- School Suspension.

A Level 3 discipline response may include a referral to a disciplinary tribunal. The tribunal panel may impose consequences which include long-term suspension, expulsion, permanent expulsion, or assignment to an alternative education program (when such a program is available). The student may also be referred for possible criminal charges pursuant to O.C.G.A. § 20-2-1184.

Administrators will also refer to the District’s Discipline Guidelines when determining the appropriate discipline level to use. In case of disciplinary violations not covered by this code, the administrator may impose corrective measures which he/she believes to be in best the interest of the student and the school. Restitution to the victim may be order where there has been damage to property and/or injuries to a person.

The school discipline process should include appropriate consideration of support processes to help students resolve issues that may be contributing to violations to the student code of conduct. These resources may include, but are not limited to, Student Support Team, positive behavioral supports, restorative practices, counseling with school counselor, school social worker intervention, behavior, attendance and academic contracts and plans, peer mediation, and prevention programs. NOTE: Any disciplinary action taken against students with disabilities shall be subject to and conducted pursuant

to the provisions and protections set forth in Georgia Administrative Procedures Act Rule 160-4-7-.10 et. seq., as amended.

Discipline of Students in Pre-K Through Third Grade

Pursuant to O.C.G.A. § 20-2-742, students in Pre-K through 3rd grade will not be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports (“MTSS”), such as response to intervention. If such student is receiving or has received MTSS, the District has met these requirements. This requirement does not apply if: (1) the student possessed a dangerous weapon/firearm/hazardous objects as defined in O.C.G.A. § 20-2-751; or (2) the student's behavior endangers the physical safety of other students or school staff.

Special Education Students

Nothing in this Policy shall be interpreted to infringe on any right provided to students by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Part II-Substantive Rules

Rule 1. Disruption and Interference with School

1.1 School and Class Disruption: No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause or contribute to the disruption of any lawful mission, process, or function of the school, including a teacher's ability to conduct a class or activity or a student's ability to learn, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process, or function. No student shall, except under the direct instruction of the principal, block normal pedestrian or vehicular traffic on school campus or adjacent grounds. (Elem/MS/HS Level 1-3)

1.2 Possession of Unapproved Items: No student shall be in possession of any item that does, or has the potential to, disrupt the school environment. These items do not include those which meet the definition of Rule 7 (“Weapons and Hazardous Objects”). (Elem/MS/HS Level 1-3)

1.3 Gambling: No student shall participate in any type of gambling activity, as defined by Georgia law, or activity involving the wagering or betting of services, money, or other items. Students may not possess objects to be used in gambling (e.g., dice, cards) without the approval of school staff. (Elem/MS/HS Level 1-3)

1.4 Gang Related Activity: Student shall not knowingly engage in gang activity on school grounds. No student shall hold himself/herself out as being affiliated with a gang, including displaying gang tattoos or gang symbols. A “gang” is defined as any group or association of three or more persons, whether formal or informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates,

condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or behavior of any kind, whether on or off school campuses or school property. (Elem/MS/HS Level 1-3)

1.5 False Reports: No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse school staff of wrong action or inappropriate conduct; falsify school records; or forge signatures. (Elem/MS/HS Level 1-3)

1.6 Parties to the Offense: No student shall incite, urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Code of Conduct. (Elem/MS/HS Level 1-3)

Rule 2. Harmful and Illicit Substances

2.1 Tobacco: Rome City Schools is a Tobacco Free School System and RCS students shall not, or attempt to, use, possess, buy, sell, or distribute tobacco or tobacco product substitutes in any form. No student shall, or attempt to, use, possess, buy, sell, or distribute any substance under the pretense that it is a prohibited substance as described in this rule. A vape device (vaporizers/e-cigarettes/hookahs of any kind) and any vaping related product will be classified as a tobacco product regardless of contents, unless said device or product contains, or is suspected to contain, an illicit drug as set forth in Rule 2.3 of this Part. (Elem Level 1-3; MS/HS Level 2-3)

2.2 Alcohol: No student shall, or attempt to, consume, possess, buy, sell, or distribute alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers). No student shall, or attempt to, consume, possess, buy, sell, or distribute any substance under the pretense that it is a prohibited substance as described in this rule. Legal intoxication is not required for violation of this rule. (Elem/MS/HS Level 2-3)

2.3 Drugs: No student shall, or attempt to, use, consume, possess, buy, sell, or distribute any illicit drugs, narcotics, marijuana, any substance listed under the Georgia Controlled Substances Act, or any chemical(s) intended to bring about a state of exhilaration or euphoria or of otherwise altering one's mood or behavior. No student shall, or attempt to, use, consume, possess, buy, sell, or distribute any substance under the pretense that it is a prohibited substance as described in this rule. Legal intoxication is not required for violation of this rule. (Elem/MS/HS Level 1-3)

This rule shall not apply to proper possession and or use of a drug as authorized by a medical prescription from a registered physician. Possession of all such medication, including over-the-counter medication, on school property must be in compliance with Policy JGCD. The misuse or unauthorized possession of a prescription drug or over-the-counter drug shall be considered a violation of this rule.

Students who demonstrate a substance abuse problem will be referred to a community substance abuse resource service. Available resources for information, counseling, and treatment can be found

Highland Rivers Health Services at (706) 233-9023, Floyd Medical Center at (706) 509-5000, Georgia Crisis and Access Line at 1-800-715-4225, and through private physicians, counselors, and therapists. Additional information can be obtained from each school counselor.

Rule 3. Threats and Bullying

3.1 Threats: No student shall threaten, either verbally, in writing, electronically, or by physical presence, expressed or implied, to commit any crime of violence to any other person, to release any hazardous substance, or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of a building. (Elem/MS/HS Level 1-3)

3.2 Bullying: No student shall bully another student. (Elem/MS/HS Level 1-3).

Bullying behavior is defined in accordance with Policy JCDAG and O.C.G.A. § 20-2-751.4 as:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
3. Any intentional written, verbal, or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - a. Causes substantial physical harm or bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts;
 - b. Has the effect of substantially interfering with a student's education;
 - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the school.

Bullying also includes cyberbullying which can occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication:

1. Is directed specifically at students or school staff,
2. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and
3. Creates a reasonable fear of harm to the students' or school staff's person or property or has a high likelihood of succeeding in that purpose.

NOTE: No person who reports bullying behavior will be retaliated against by RCS or any school staff members. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

Rule 4. Physical Offenses

4.1 Assault: A student commits the offense of assault when he or she attempts to cause physical injury to another OR commits an act which places a person in reasonable apprehension of immediately receiving physical injury. (Elem/MS/HS Level 2-3)

4.2 Fighting: No student shall participate in any type of fighting. "Fighting" is defined as two (2) or more individuals mutually participating in a physical altercation where there is no one main offender. (Elem/MS/HS Level 2-3)

4.3 Battery: A student commits the offense of battery when he or she either: (a) intentionally makes physical contact of an insulting or provoking nature with the person of another; or (b) intentionally causes physical harm to another. (Elem/MS/HS Level 2-3)

4.4 Physical Violence Against School Employees: A student shall not commit an act of physical violence against a school employee. The term "school employee" shall mean a teacher, school bus driver, or other school official or employee. Students charged with committing an offense as detailed herein shall be suspended and referred to a disciplinary hearing held before a Tribunal of School Officials. (Elem/MS/HS Level 3)

a. The term "physical violence" means:

- i. Intentionally making physical contact of an insulting or provoking nature with the person of another; or;
- ii. Intentionally making physical contact which causes physical harm to another unless such physical contacts or physical harms were in defense of himself, or herself, as provided in O.C.G.A. § 16-3-21.

NOTE: Any student found by the Tribunal of School Officials to have committed an offense as defined in Paragraph a(i) of Rule 4.4 may be disciplined by short-term suspension, long-term suspension, expulsion, or assignment to an alternative education program (when such a program is available). Any student found by Tribunal of School Officials to have committed an offense as defined in Paragraph a(ii) of Rule 4.4 shall be expelled from Rome City Schools for the remainder of the student's eligibility to attend public school. The Tribunal of School Officials shall include a recommendation as to whether the student may return to RCS and, if return is recommended, a recommended time for the student's return to RCS. At the Board's discretion, the student may attend an alternative education program for the period of the student's expulsion.

If the student committing an act of physical violence as defined in Paragraph a(ii) of Rule 4.4 is in kindergarten through grade 8, the Rome City School Board, at its discretion and on the recommendation of the Tribunal, may permit such a student to re-enroll in the regular public-school program for grades 9 through 12. If Rome City Schools does not operate an alternative education program for students in kindergarten through grade 8, the Rome City School Board may, at its discretion, permit such a student to reenroll in the public-school system.

Any student who is found by the Tribunal of School Officials to have committed an offense as defined in Paragraph a(ii) of Rule 4.4 shall also be referred to Juvenile Court with a request for a petition alleging delinquent behavior.

Rule 5: Sexual Offenses

5.1 Sexual Misconduct: No student shall commit, or attempt to commit, any act of verbal, written, gesture-oriented, or physical sexual misconduct and or behavior towards another person regardless of whether such conduct was consented to. (Elem/MS/HS Level 1-3)

5.2 Sexual Harassment: No student shall participate in physical, verbal, or visual conduct of a sexual nature (including, but not limited to, unwelcome sexual advances or gestures, requests for sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or posters directed towards another person) where there is a pattern of harassing behavior or a single significant incident. (Elem/MS/HS Level 2-3)

5.3 Sexual Battery: A student commits the offense of sexual battery when he/she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person. Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female. (Elem/MS/HS Level 3)

Rule 6. Property Related Offenses

6.1 Trespassing: A student may not enter, or remain, on school property after hours or while a school is not operational without express authorization or invitation. A student shall not be present in an unauthorized area of a school without administrator authorization. During school hours or while a school is operational, a student is not allowed to be on the premises of a school in which they are not enrolled without permission an administrator of the school to be visited. Students may not return to their previous/home school or attend any school function while on suspension, expulsion, or when assigned to an alternative school. (Elem/MS/HS Level 1-3)

6.2 Vandalism: No student shall cause, or attempt to cause, damage or defacement to property belonging to the school or any other person/entity. (Elem/MS/HS Level 2-3)

6.3 Theft/Robbery: No student shall take, or attempt to take, or use the property of another with the intent to of depriving the owner of its use or benefit. No student shall possess stolen property while on school property. (Elem/MS/HS Level 1-3)

Rule 7. Weapons and Hazardous Objects

A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm or hazardous object, as further defined below. All weapons shall be confiscated and given to school administrators or law enforcement agencies as

appropriate. The disposition of confiscated weapons shall be determined by the Superintendent or his/her designee, in conjunction with law enforcement. There is no exception for students who have a valid legal license to carry a weapon. The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

7.1 Dangerous Weapon or Firearm (Loaded or Unloaded): "Dangerous weapon" means any weapon which fires explosive or non-explosive rockets or weapon which is designed to explode to injure, kill, destroy armor, or similar weapon used for such purpose as defined in O.C.G.A. § 16-11-121. The term shall also mean a weapon commonly known as a "grenade" or other similar weapon which is designed to explode and injure personnel or similar weapon used for such purpose. "Firearm" means a handgun, rifle, shotgun, or other weapon which will or can be converted to expel a projectile by the action of an explosive or electrical charge. (Elem/MS/HS Level 3)

7.2 Weapon – Hazardous Object: Any pellet gun, paint pellet gun, or BB gun, nonlethal air gun, stun gun, taser or any similar weapon that does not meet the definition of a weapon under 7.1 "Dangerous Weapon or Firearm"; any Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a blade of two (2) or more inches; any razor blade (e.g., straight, regular, retractable, etc.); box cutter; any bludgeon (e.g. billy club, night stick, club); any firearm muffler or firearm suppressor; "look-alike" bomb; any "martial arts" device or flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nunchakus, or fighting chain, etc.); any disc of whatever configuration with at least two points or pointed blades which is designed to be thrown or propelled (e.g., oriental dart, throwing star, etc.); miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, knuckles made of metal, thermoplastic, wood or other similar material, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc., or any tool or instrument which the school administration could reasonably conclude as being used as a weapon or intended by the student to be used as a weapon and thus a violation of the intent of this Code of Conduct. (Elem/MS/HS Level 2-3)

7.3 Other Weapons: Any knife or instrument having a blade of less than two (2) inches, any "look-alike" firearm, toy guns, or plastic disposable razor or sling shot. (Elem/MS/HS Level 1-3).
Note: Please use Rule 1.2 (Possession of Unapproved Items) for items such as pepper spray, smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices.

NOTE: The Gun-Free School Act of 1994 (20 USC 3351) requires school systems to expel students for NOT LESS THAN ONE YEAR for possession of a firearm. The Superintendent may modify this requirement only on a case-by-case basis.

Rule 8. Bus Behavior

Students shall follow behavior policies of the Student Code of Conduct while at a bus stop and on school-provided transportation. Students are prohibited from making noise, using lights or reflective devices, or acting in any other manner so as to interfere with the bus driver's ability to operate the vehicle. No student shall interfere with another student's ability to safely ride the bus and without harassing or loud distractions. Students shall not use any electronic device during the operation of a

school bus without the use of headphones or ear buds. Any electronic device that is distracting to the bus operator or may interfere with the operation of the bus is prohibited. Students must keep all body parts inside the bus at all times and are prohibited from throwing items into, within, out of, or at a bus. (Elem/MS/HS Level 1-3 and/or suspension from the bus for a specified time)

Students on a school bus who commit an offense which is a violation of any other Rule under this Part will receive penalties for the offense(s) as specified in this Code for said offenses and may also be suspended from the bus for a specified time. If a student has been found to have engaged in battery, acts of physical violence, bullying, or physical threats on the school bus, a meeting of the parent or guardian of the student and appropriate school staff is required to execute a bus behavior contract for the student. The contract must provide for progressive age-appropriate discipline, penalties, and restrictions for student misconduct on the bus. These provisions are not to be construed to limit instances when a school code of conduct or local board of education may require use of a student bus behavior contract.

Rule 9. Student Incivility

9.1 Offensive Language and Materials: No student shall use any type of profane, vulgar, obscene, disrespectful, or ethnically/culturally offensive language (written or oral) or gestures. No student shall possess or distribute profane, vulgar, pornographic, obscene, disrespectful, or ethnically/culturally offensive materials. (Elem/MS/HS Level 1-3)

9.2 Insubordination: Students shall comply with all reasonable directions or commands of school staff members. This may include, but is not limited to, the directions of a school staff member for the student(s) to go to a location or remove themselves therefrom. No Student shall refuse to identify his/her self to school staff members. (Elem/MS/HS Level 1-3)

9.3 Academic Dishonesty: Cheating, plagiarism, and other acts of academic dishonesty are strictly prohibited. No student shall cheat, or attempt to cheat, in any form, whether using the ideas, knowledge, words, or visual images of another individual. Violation of this rule will also result in loss of credit for the work involved in the violation. (Elem/MS/HS Level 1-2)

9.4 Attendance: No student shall be late, absent, or skip from school or from any class or other required school function during required school hours unless said student has a valid excuse. All students must comply with Georgia's attendance requirements under O.C.G.A. § 20-2-690.1 and RCS Policy JB. (Elem Level 1; MS/HS Level 1-2; Possible referral to Truancy Treatment Team for all grades)

9.5 Dress and Grooming: A student shall not dress, groom, or wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges or other symbols results in such interference or disruption as to violate this rule, and shall give notice of such interference or

disruption, and its cause, to all students by announcement or posting at the school. (Elem/MS/HS Level 1-2)

Rule 10. Technology Offenses

10.1 Recording: Students shall not use audio or visual recording devices without the permission of a school teacher or administrator. This includes, but is not limited to, using recording devices to video, photograph, or audio record misbehaviors or to violate the rights and privacy of others. (Elem/MS/HS Level 1-2)

10.2 Hacking: Students will not attempt to alter, destroy, waste, or disable RCS technology resources including, but not limited to, computers and related equipment, school data, the data of others, or other networks connected to the RCS's computer systems. Hacking also includes the attempt to access or circumvent passwords or other security-related information of RCS, students, or school staff. Actual or attempted hacking is strictly prohibited. (Elem/MS/HS Level 1-3)

10.3 Piracy: Students shall not copy computer programs, software, or other technology provided by RCS. Downloading unauthorized files and installing pirated software on RCS computer(s) is also prohibited. (Elem/MS/HS Level 1-3)

10.4 Inappropriate Material: Students will not use any technology resources to access, distribute, or display any inappropriate material. "Inappropriate material" does not serve an instructional or educational purpose and includes, but is not limited to, material that is profane, vulgar, sexually explicit, advocates violence or illegal acts, contains knowingly false or defamatory information, or is otherwise harmful to minors as defined by the Children's Internet Protection Act. (Elem/MS/HS Level 1-3)

NOTE: Students shall not violate policies, rules, or agreements signed by the student or the student's parent or legal guardian regarding the use of technology resources.

Rule 11. Off-Campus Behavior

Any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at the school a potential danger to persons or property at the school or which disrupts the educational process. (Elem/MS/HS Level 2-3)

Rule 12. Behavior Not Covered Above

The school system reserves the right to punish behavior which is illegal or subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules. (Elem/MS/HS Level 1-3)

Part III: Rules For Disciplinary Consequences

Section 1. Investigations and Searches

In order to maintain a safe and orderly environment, the principal or designee of each school in the District is authorized, pursuant to Policy JCAB, to conduct reasonable interviews, interrogations, and searches of students in order to properly investigate and address student misconduct. Principals or designees may interview or interrogate students without prior notice or permission of parents/guardians. If a series of offenses occur and/or discovered at a given time, all offenses should be investigated and addressed simultaneously in the course of an investigation. Students who may have been witnesses to misconduct may be asked to provide oral or written statements regarding what they know about the event being investigated without prior notice or permission of parents/guardians. Principals or designees are not required to conduct an investigation before suspending the student when he/she reasonably believes that immediate removal of the student is necessary to restore order or to protect persons on the school grounds.

The principal or designee of each school may search the person or property (including vehicles) of a student, with or without the student's consent, whenever the principal or designee reasonably believes that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. In the event that a search of student's person, personal possessions, school provided storage space, or vehicle reveals that the student is concealing material, the possession of which is prohibited by the Student Code of Conduct or by federal, state, or local law, school staff may confiscate said material and may notify law enforcement authorities or other agencies. Confiscated contraband including, but not limited to, suspected illegal drugs, weapons, or other harmful items shall be forwarded to law enforcement.

Section 2. Sending a Suspended Student Home During the School Day

When a student is suspended, the principal or designee shall attempt to reach the student's parent/legal guardian to inform them of the school's action and to request that they come pickup their child. If the parent/guardian is unable to come for their child, or if the principal cannot reach the parent/guardian, the student must remain on school property until the close of the school day. High school students who drove to school that day may be immediately released.

Notwithstanding the above requirement, the principal or designee may remove a student from school property when he/she reasonably believes that immediate removal of the student is necessary to restore order or to protect persons on the school grounds.

The removal of a student from class by the teacher, principal, or designee for the remainder of the subject period or school day shall be considered a temporary dismissal and not the first day of suspension.

Section 3. Limitation on Principal's Power to Suspend

If the principal or designee investigates a student's alleged misconduct and decides to take disciplinary action, they must investigate and take action on all alleged misconduct known to them at that time. Consequently, the most serious action that the principal or designee can take on his/her own authority for any and all misconduct by a particular student, known to him/her at any one time, is to give a ten (10) day out-of-school suspension with a referral to the Tribunal of School Officials.

Section 4. Detention

Teachers and/or school administrators may assign detention (D-Hall) as a consequence of inappropriate student behavior. D-Hall is held outside of normal school hours and a student assigned detention must make his/her own arrangements for transportation. When a student is assigned D-Hall, parents shall be notified in advance by school authorities.

Section 5. In-School Suspension

In-School Suspension ("ISS") is a disciplinary measure that permits the student to attend school but prohibits him/her from attending his/her regular classes. Students assigned to ISS are not permitted to participate in or attend any school-sponsored event, function, or activity on the date(s) of their ISS assignment. Class work assignments are sent to the student by his/her teachers. If the parent/guardian objects to a student's ISS placement, other disciplinary consequences, including out-of-school suspension, may be assigned. Assignment of ISS shall be in accordance with District Policy JDD.

Section 6. Short-Term Suspension and Long-Term Suspensions

A student is suspended when he/she is denied the right to attend school. A suspension for not more than ten (10) consecutive school days is a Short-Term Suspension. A suspension for more than ten (10) consecutive school days is a Long-Term Suspension. The assignment of short-term suspension shall be in accordance with District Policy JDD and the provisions of this code. The assignment of long-term suspension shall be in accordance with District Policy JCEB and the provisions of this code. As a supplement and/or alternative to long-term suspension, the principal or designee may refer the student for placement at an alternative education program when such a program is available. Such a referral must be in accordance with District Policy JCEB and Part IV of this code. While suspended, the student may not be on District property nor may the student be allowed to participate or attend any school-sponsored event, function, activity, or graduation. During the time of the suspension, if school is not in session due to inclement weather or other reasons, the suspension time will be extended to cover any days missed. If a student's suspension carries over the summer from one academic year to the next, the student must request permission from the Principal in order to participate in any school-sponsored summer activities. Even if permission is given by the Principal, if the activity is a Georgia High School Association (GHSA) sanctioned event then GHSA by-laws will apply. Students who commit additional offenses during the summer are subject to additional penalties.

Section 7. Expulsion

A student is expelled when he/she is removed from all District property, activities, and events for a definite or indefinite period of time. Students who are expelled are withdrawn from the District on the date of the expulsion and they may not turn in make-up work or earn school credits. The expulsion of a student shall be in accordance with District Policy JCEB and the provisions of this code.

Part IV-Student Disciplinary Tribunals

The Rome City Schools Board of Education has authorized the creation of a Tribunal of School Officials who will convene to conduct a hearing when a student is alleged to have committed: (a) An alleged assault or battery by a student upon a teacher or other school official or employee; (b) An alleged act of bullying has occurred for the third time in a school year; or (c) A Code of Conduct violation for which the student's principal or designee recommends long-term suspension, expulsion, or placement in an Alternative Education Program.

Disciplinary tribunals are governed by District Policy JCEB and O.C.G.A. § 20-2-750 et seq. Tribunal hearings must be held no later than ten (10) school days after the beginning of the suspension unless the school system and the student's parent/guardian/attorney mutually agree to an extension. Both the District and the student are afforded an opportunity to present and respond to evidence, to examine and cross-examine witnesses, and have the right to be represented by legal counsel. While all tribunal hearings are electronically recorded, they are confidential and are not open to the public.

The Tribunal of School Officials ("Tribunal Panel") will determine whether the student was in violation of the Student Code of Conduct. The burden of proof is by preponderance of the evidence (more likely than not) and shall be on the District. If the student is found to have violated the code, the Tribunal Panel shall then determine the appropriate punishment to be imposed they may consider the student's entire student record and other evidence received at the hearing in support of, or in opposition to, the District's recommended punishment. All decisions of the Tribunal Panel shall be determined by a 2/3 majority, but the individual votes of the officials are not disclosed.

The decision of the Tribunal Panel shall be final unless either party should appeal the decision to the Rome City Schools Board of Education within twenty (20) calendar days from the date the decision is rendered. The Board will consider the appeal in executive session and no new evidence and no oral argument may be presented to the Board on appeal. All consideration will be confined to the record of the proceedings at the tribunal hearing and the written appellate arguments, if any, filed by the parties. Any party may appeal the decision of the Rome City Schools Board of Education to the State Board of Education pursuant to O.C.G.A. § 20-2-1160 (b) through (f).

In the event the student (18 years or older)/parent/guardian does not wish to contest the alleged violations of the Student Code of Conduct for which a disciplinary hearing has been requested, the Student, by and through the parent/guardian if applicable, may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Hearing form. The waiver must be signed by the student, by and through the parent/guardian if applicable, and a school administrator and shall

be approved by the Superintendent or designee. The decision to waive the hearing shall be final and cannot be appealed by the school or the student.

Part V: Reporting Requirements

Teachers are required to report, in accordance with O.C.G.A. § 20-2-737 and District Policy JDF, any student's violation of the Student Code of Conduct which repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in his/her class or with the ability of the students in his/her class to learn. Teachers shall report any such incidents to the principal or the principal's designee within one school day of the most recent occurrence of such behavior. Such report shall not exceed one page and shall describe the behavior. The principal or the principal's designee shall, within one day of receiving such report, send to the student's parents or guardians a copy of the report, and information regarding how the principal or the principal's designee may be contacted.

In addition to discipline of students by the District, student conduct may be reported to appropriate law enforcement authorities pursuant to O.C.G.A. § 20-2-1184. Some Student Code of Conduct violations may also result in criminal charges. School disciplinary action will be independent of any criminal or juvenile court decisions.

Part VI: Removal of Disruptive Students

Teachers have the authority to remove from the class a student who repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn, where the student's behavior is in violation of the Student Code of Conduct, provided that the teacher has previously filed a report pursuant to the Reporting Requirements section of this Code, or determines that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher. Principals will implement the District's removal process in Policy JDF (Teacher Authority to Remove Students from the Classroom) and will fully support the authority of every teacher in his/her school to remove a student from the classroom pursuant to O.C.G.A. § 20-2-738.

Part VII: Parental Involvement Process

Parental involvement processes are designed to enable parents, guardians, teachers, and school administrators to work together to improve and enhance student behavior and academic performance. These processes are aided when parents and guardians inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

The student code of conduct shall be distributed to each student and the student's parents or guardians during the first week of school and upon enrollment of each new student. The parents shall be requested to sign an acknowledgement of the receipt of the code of conduct and return promptly

the acknowledgement to the school. The student code of conduct shall be available in the school office and each classroom.

Part VIII: Clubs and Organizations

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

Part IX: Glossary

Alternative Education Program / Alternative School - An educational setting for students who have exhibited chronic disciplinary behaviors, violated the student behavior code, or transitioned from a detention setting.

Bus Suspension - Removal or suspension from the bus for a specified period of time by the local school administrator. The student is expected to attend school, but the parents are responsible for providing transportation to school.

Code / Code of Conduct – The District's Policy JCDA (Student Code of Conduct).

Detention (D-Hall) - A work/study session outside of regular school hours. Student makes arrangements for transportation.

In-School Suspension (ISS) – A disciplinary measure that permits the student to attend school, but prohibits him/her from attending his/her regular classes. Students assigned to ISS are not permitted to participate in extracurricular activities on the date of their ISS assignment. Class work assignments are sent to the student by the teachers.

Non-Prescription Drug - Over-the-counter drug not authorized by a registered physician and not prescribed for the student. Student use is prohibited except in accordance with local school handbook.

Expulsion – The removal from all District property, activities, and events for a definite or indefinite period of time. School work may not be made up or credit given.

Possession: - Having an article under one's control at school, to and from school, or at school functions. Possession may be accomplished by having an article in one's car, locker, clothing, bookbag, or having the article in the aforementioned.

Prescription Drug - A drug (medication) authorized by a registered physician and prescribed for the student. Student or parent should inform the school of the use of medically prescribed drug.

School Staff / School Employee – The terms include any person employed or otherwise authorized by Rome City Schools including, but not limited to, a teacher, student teacher, administrator, school bus driver, resources officer, or other school official or employee, wherever he or she may be found. This term shall also include volunteers.

Suspension (OSS) - A denial to a student of the right to attend school and to take part in any school function for a definite period of time.

Short-Term Suspension - A suspension for not more than ten (10) consecutive school days.

Long-Term Suspension - A suspension for more than ten (10) consecutive school days.

Transmission - The act of passing any substance, article, or weapon prohibited by this discipline policy.

Disciplinary Tribunal / Tribunal of School Officials - A three-member panel composed of three administrators which hears evidence presented by the school system, the student, and parents when a student is referred by the local school principal or his/her designee. The tribunal panel has the authority to make decisions ranging from returning the student to the local school to permanent expulsion of the student.

JCDAA Student Tobacco Use

11/11/2008

In accordance with the "Georgia Smoke Free Air Act of 2005", tobacco use shall be prohibited at any time in any school building or property owned or leased by the Rome City Schools Board of Education, or at any time in any system-owned vehicle, including any school buses, or at any school sponsored activity on campus or off campus.

No student, staff member, school visitor, or volunteer is permitted to possess or use any tobacco product at any time, including non-school hours 24 hours per day, seven days per week:

In any building, facility, or vehicle owned, leased, rented or chartered by the Rome City Schools;

- On any school grounds and property – including athletic fields and parking lots – owned, leased, rented or chartered by the Rome City Schools; or
- At any school-sponsored or school-related event on-campus or off-campus.
- Students who violate this policy may be subject to disciplinary action in accordance with the student code of conduct, the student/parent handbook, and/or Policy JCDA.

JCDAE Weapons

7/11/2006

It is the policy of the Rome City Schools Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Weapons may include, but are not limited to: any pistol, revolver, or any weapon designed or intended to propel a missile of

any kind, or any type of knife or switchblade, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument, nunchaku, chains, throwing star, oriental dart, or any bat, club or other bludgeon-type weapon, as well as other weapons described in O.C.G.A. § 16-11-127.1. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.

Discipline Action and Procedures

All employees must report violations of this policy to the principal or assistant principal of the school where the violation occurred. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the police and district attorney.

The student's parents or guardian will be notified immediately of his/her child's involvement in any activity involving weapons.

Students will be given a copy of the Code of Conduct, which includes a statement of prohibited conduct with regard to weapons and possible disciplinary actions.

JCDAG Bullying

11/11/2014

Rome City Schools believes that all students have the right to learn in a safe and healthy school environment. Behavior that infringes on the safety of a student will not be tolerated. Bullying of another student is strictly prohibited. Such prohibition will be included in the Student Code of Conduct for all of Rome City Schools.

Definition:

Bullying, as defined by Georgia Code Section 20-2-751.4, is

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

- (1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- (2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- (3) Any intentional written, verbal or physical act which a reasonable person would perceive as being intended to threaten, harass or intimidate, that:
 - (A) Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;

- (B) Has such effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school.

Prohibited behaviors:

Prohibited behaviors must occur on the property of the public school, at an event with the jurisdiction of a public school, or at a school-sponsored event. Disciplinary action may also be necessary if off-campus behavior results in a disruption to the school environment.

Examples of prohibited behaviors include but are not limited to:

- Unwanted teasing
- Threats, taunts and intimidation through words and/or gestures
- Physical violence and/or attacks
- Extortion
- Destruction of school or personal property
- Theft of money and/or personal possessions
- Sexual, religious, or racial harassment
- Public humiliation
- Social exclusion, including incitement and/or coercion
- Rumors or spreading of falsehoods
- Stalking
- Cyber stalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim
- Cyber bullying or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g. MySpace, Facebook, etc.), chat rooms, texts, and instant messaging
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and posting them online
- Sending abusive or threatening text messages or instant messages
- Using websites to circulate gossip and rumors to other students

Reporting:

Any student, parent, or guardian should immediately report incidents of bullying to the principal or designee.

Any teacher or other school employee who believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying should immediately report it to the school principal or designee.

Individuals can rely on staff to promptly investigate each complaint of bullying in a timely and confidential manner in order to determine if bullying has occurred.

Investigation:

The following steps will be taken when an incident of bullying is reported:

- (1) Investigation – Upon receipt of any report of bullying, schools will conduct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance, if available. School resource officers, school counselors, school social workers and/ or other support staff should be utilized for their expertise as determined by the circumstances of the matter.
- (2) Notify – At an appropriate time during or after the investigation, parents/ guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
- (3) Discipline – Upon finding of guilt, there will be age- appropriate consequences determined by the school administrator which shall include, at minimum and without limitation, disciplinary action or counseling. Upon finding that a student in grades 6 through 12 has committed the offense of bullying for a third time in a school year, such student shall be assigned to an alternative school.
- (4) Follow Up – Follow up is important to the accused and to the victim. Following the investigation of a bullying incident, the administrator will make a referral to the school counselor for the accused and/or the victim, whichever is deemed appropriate. Counselor will determine if a referral to an outside agency is appropriate.

Notification:

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student of such incident by telephone call or through written notice, which may be done electronically.

Retaliation, Immunity and False Reporting:

Pursuant to O.C.G.A. 20-2-751.4, retaliation against any person who reports, is believed to have reported, or participates in an investigation regarding an incident of bullying is prohibited.

Any person who reports an incident of bullying in good faith shall be immune from civil liability for any damages caused by such reporting. However, any student who knowingly files a false report of bullying, harassment, or intimidation may be subject to punishment.

General Notification of Bullying:

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by inclusion in each school's Student Handbook.

JCDB Student Dress Code

7/11/2006

It is the policy of the Rome City Schools Board of Education that a student shall not dress, groom, or wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming, or use of emblems, insignias, badges or other symbols result in such interference or disruption as to violate this rule, and shall give notice of such interference or disruption, and its cause, to all students by announcement or posting at the school.

JCEB Student Hearing Procedure

6/11/2019

Student Disciplinary Tribunals

The Board of Education for Rome City Schools is committed to age appropriate and progressive discipline practices that proactively guides students to positive behavior while maintaining a safe and effective learning environment. The Rome City Schools Board of Education hereby authorizes the creation of a Tribunal of School Officials ("Tribunal Panel") who shall convene to conduct a hearing when a student is alleged to have committed:

- a) An alleged assault or battery by a student upon a teacher or other school official or employee;
- b) An alleged act of bullying has occurred for the third time in a school year; or
- c) A violation of the Student Code of Conduct (District Policy JCDA) for which the student's principal or designee recommends long-term suspension, expulsion, or a placement in an alternative education program when such a program is available.

Part I: Hearing Procedure

- A. Timing and Continuances: A disciplinary tribunal must be held no later than ten (10) school days after the beginning of the suspension unless the District and the student's parent/guardian/attorney mutually agree to an extension. If a continuance is requested or caused by the student's parent/guardian/attorney, the student will continue to serve his/her recommended discipline during the time of the continuance and until the hearing is conducted and the Tribunal Panel has rendered a decision. Unless the tribunal is waived or validly

continued, the hearing will be held as scheduled regardless of whether the student/parent/guardian chooses to participate.

NOTE: If the student is to be represented by an attorney, the student/parent/guardian shall notify the Superintendent not less than 48 hours prior to the hearing. Failure to give such notice can result in the hearing being continued.

B. Notification by Principal: When a disciplinary tribunal is required as set forth above, the principal or designee will:

1. Give the student oral or written notice that includes the following:
 - a. The charges against him/her;
 - b. A brief statement of the evidence the school has. If the student denies the allegation, the principal or designee may give the student an opportunity to present his/her side of the story;
 - c. The administrator's recommended punishment along with the maximum penalty which may be administered for the alleged misconduct;
 - d. That a disciplinary tribunal will be held no later than ten (10) school days after the beginning of the suspension;
 - e. A statement that at the disciplinary tribunal the student is entitled to present and respond to evidence, to examine and cross-examine witnesses, may subpoena witnesses or documents, and has the right to be represented by legal counsel; and
 - f. That the student, with the consent of the parent/guardian if applicable, may waive their right to a tribunal.
2. Attempt to hold a conference with the student's parent/guardian prior to the tribunal hearing concerning the disciplinary infraction. At said conference, the principal will provide the parent/guardian with the same information given to the student, as provided above.

NOTE: If a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, he/she may need to be removed immediately from school premises without being afforded the notice and opportunity to respond as described above. In such cases, the notice and opportunity to respond shall be provided as soon as possible.

C. Notification by Superintendent: The Superintendent or designee shall provide written notice of the hearing to the student's parent/guardian (or to the student if student is age 18 or older).

The notice shall contain the following:

1. The date, time, and place for the hearing;
2. A brief statement of the act(s) the student is alleged to have committed, along with the portion of the Code of Conduct allegedly violated;
3. The administrator's recommended punishment;
4. A copy of this Policy;
5. The names of any witnesses expected to be called by District to testify at the hearing along with a shorty summary of evidence that may be presented; and

6. A statement that at the hearing:
 - a. The student is entitled to be represented by his/her parent/legal guardian or by an attorney of his/her choice at the student's expense;
 - b. All parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses;
 - c. The student has the right to subpoena witnesses and to other compulsory process upon request. Subpoenas may be obtained from the Superintendent's office but the student has the responsibility of seeing that the subpoenas are served.

- D. Delivery of Superintendent Notification: Notice by the Superintendent or designee shall be delivered to the student and his/her parent/guardian either in person or by regular first-class mail and/or certified mail, return receipt requested, to the last known address of the parent or guardian. If notice is delivered in person, a written confirmation of delivery should be obtained. Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.

- E. Waiver of Hearing: In the event a student (18 years or older)/parent/guardian does not wish to contest the alleged violations of the Code of Conduct for which a disciplinary hearing has been requested, they may voluntarily accept the consequences prescribed by the school's administrator by signing a Waiver of Disciplinary Hearing form. The waiver must be signed by the student, by and through the parent/guardian if applicable, and by the principal or designee. The waiver then be submitted for approval by the Superintendent or designee. Once the waiver is approved by the Superintendent or designee, the decision to waive the hearing shall be final and cannot be appealed by the District or the student. Should the student/parent/guardian wish to withdraw the waiver prior to it becoming final, the student/parent/guardian shall file a written request to withdraw the Waiver of Disciplinary Hearing form directly with the Superintendent.

- F. Burden of Proof: The burden of proof shall be by preponderance of the evidence (more likely than not) and the burden shall be on the District. The District shall be entitled to open and conclude in closing arguments.

- G. Hearing Attendees: Disciplinary tribunals are confidential and are not open to the public. The Superintendent may authorize District personnel to observe tribunal hearings for administrative purposes. The Hearing Officer may exclude individuals who are not a party, witness, or a representative in the proceedings and in accordance with the Rule of Sequestration, if invoked. The school's administrator or designee who has brought the charges against the student shall be exempted from the Rule of Sequestration.

- H. Presentation of Evidence: The District shall be responsible for presenting evidence in support of the charges against the student and, if a violation of the Code of Conduct is found, in support of the administrator's recommended punishment. The parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses

on any and all relevant issues. The Hearing Officer has the authority to limit unproductively long or irrelevant questioning. The Hearing Officer shall have the right to rule on issues of procedure and admissibility of evidence presented during the hearing.

- I. Procedural Objections: Objections to the sufficiency of the notice and/or other procedural objections shall be waived unless written notice thereof is filed with Superintendent no less than 24 hours prior to the time the tribunal hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.
- J. Record of Proceedings: A verbatim electronic record of the hearing shall be made and shall be available to all parties upon request. A written transcript will be prepared by the District if the Board so requests; or if the decision of the Board is appealed to the State Board of Education. If a written transcript is not prepared by the District, the parent/guardian/student may obtain a written transcript at their own expense.
- K. Group Hearing: When students are charged with violating the same rule(s) and have acted in concert, and the facts are similar for all students, a group hearing may be conducted for them if the District believes that no student will have his/her interests substantially prejudiced by a group hearing.
- L. Decisions of the Tribunal of School Officials: The Tribunal Panel will determine whether the student was in violation of the Code of Conduct. If the student is found to have violated the code, the Tribunal Panel shall then determine the appropriate punishment to be imposed they may consider the student's entire student record and other evidence received at the hearing in support of, or in opposition to, the District's recommended punishment. Such action may include, but is not limited to, short-term suspension, long-term suspension, expulsion, permanent expulsion, or assignment to an alternative education program when such a program is available.

All decisions of the Tribunal Panel shall be determined by a 2/3 majority, but the individual votes of the panel members shall not be disclosed. The Tribunal Panel shall render a written decision at the end of the hearing and shall give a copy of the decision to the Superintendent or designee at the close of the hearing. The student/parent/guardians/legal counsel of the student involved may obtain a copy of any documents relating to the tribunal proceeding.

Within ten (10) calendar days after the close of the record, the Superintendent or designee will send a copy of the Tribunal Panel's decision to the last known address of the student/parent/guardian in the same manner set forth above in Part I (D) (Delivery of Superintendent Notification). The letter will also notify the student that he/she has the right to appeal the Tribunal Panel's decision to Board by filing written notice of appeal within twenty (20) calendar days from the date that the written decision of the Tribunal Panel's decision was rendered.

- M. **Student Withdrawal Prior to Tribunal Hearing:** Any student subject to a disciplinary tribunal who withdraws from the District prior to the hearing will be deemed to have knowingly waived his/her rights to a tribunal hearing. Accordingly, the discipline recommended by the principal or designee shall be the discipline imposed by the District without the need for a hearing. Alternatively, the District may, in its discretion, withhold its consent to the student's withdrawal and proceed with the tribunal hearing in accordance with this policy.

Part II: Tribunal Composition

A. Tribunal Panel

1. The Tribunal Panel shall be composed of three (3) qualified administrators. A panel member will be considered qualified if he/she meets the requirements outlined in State Board Rule 160-4-8-15.
2. The Superintendent or designee shall ensure that individuals serving on a hearing panel shall have initial training prior to serving as a panel member and undergo continuing education so as to continue in such capacity as outlined in State Board Rule 160-4-8-.15.
3. The Superintendent or designee will maintain a pool of such persons who can serve on the Tribunal Panel as need dictates. Tribunal Panel members shall serve on a rotating basis. Those who are appointed to serve as a Tribunal Panel member should have no prior knowledge or involvement in the discipline of the student subject to the tribunal hearing.

B. Hearing Officer:

The Hearing Officer shall be an individual selected by the District who is in good standing with the State Bar of Georgia or, if such an individual is unavailable, otherwise meets the requirements outlined in State Board Rule 160-4-8-.15.

Part III: Appeals

- A. **Appeals to Local Board:** The decisions of the Tribunal Panel shall be final unless either party should appeal. Appeals by the District must be approved by the Superintendent. To appeal the Tribunal Panel's decision, the party must file a written notice of appeal with the Superintendent within twenty calendar (20) days from the date the decision is rendered. Such notice of appeal shall set forth the decision(s) of the Tribunal Panel being challenged and the basis of the appeal. The Superintendent has the discretion to suspend the disciplinary action imposed by the Tribunal Panel pending the outcome of the appeal. All parties shall have the right to be represented by legal counsel at any such appeal and during all subsequent proceedings.
- B. **Standard of Review by Local Board:** The Board shall review the record of the hearing, the decision of the Tribunal Panel and shall render its decision in writing within ten days (10) days, excluding weekends and public and legal holidays, from the date the Board receives notice of

the appeal The Board will consider the appeal in executive session and no new evidence and no oral argument may be presented to the Board on appeal. All consideration will be confined to the record of the proceedings at the tribunal hearing and the written appellate arguments, if any, filed by the parties. In rendering its decision, the Board may take any action it deems appropriate and has the power in accordance with state law to affirm, reverse, or modify in any respect the decision of the Tribunal Panel.

- C. Appeal to State Board of Education: Any party may appeal the decision of the Board to the State Board of Education pursuant to O.C.G.A. § 20-2-1160 (b) through (f) and regulations of the Georgia Board of Education governing such appeals such as Ga. Comp. R. & Regs. 160-1-3-.04. To appeal, a party must file a written notice of appeal to the Superintendent within thirty (30) calendar days after the Board renders its decision. Within ten (10) days thereafter it shall be the duty of the Superintendent to transmit a copy of the appeal, together with the transcript of evidence and proceedings, the decision of the Board, and other matters in the file relating to the appeal to the State Board. The party making the appeal shall assume the costs of such preparation in accordance with Ga. Comp. R. & Regs. 160-1-3-.04.

The decision of the Board will not be suspended during the State Board appeal period. Any party aggrieved by the decision of the State Board of Education may appeal to the Superior Court of Floyd County within the appropriate time limits.

Part IV: Other Provisions

A. Activities While Under Long-Term Suspension or Expulsion

1. Participation:

- a) While suspended or expelled, the student may not be on District property nor may the student be allowed to participate or attend any school-sponsored event, function, activity, or graduation.
- b) During the time of the long-term suspension, if school is not in session due to inclement weather or other reasons, the suspension time will be extended to cover any days missed.
- c) If a student's long-term suspension carries over the summer from one academic year to the next, the student must request permission from the Principal in order to participate in summer school and/or any school-sponsored summer activities. Should permission be given and the activity is a Georgia High School Association (GHSA) sanctioned event, then GHSA by-laws will apply. Students who commit additional offenses during the summer are subject to additional penalties.

2. Class Work Credit:

- a) Students under long-term suspension may be eligible to access District online courses.
- b) Students under long-term suspension may, by permission of the Principal, be allowed to make up those assignments in their core classes that the teacher(s) determine will have an impact on the student's final grade and/or mastery of the required course content. Assignments that the teacher does not require to be made up will not count toward the

student's final grade. Students will be responsible for completing makeup work within the timeline specified by the local school.

i. It will be the responsibility of the parent/guardian to pick up any work from the school.

c) Students who are expelled shall be withdrawn from the District on the date of the expulsion and are only eligible to turn in assignments due prior to the date of the expulsion.

3. Final Examinations:

a) A student serving long-term suspension shall be allowed to take final examinations or any state mandated testing. The principal will provide special arrangements for when and where the examinations will occur.

B. Discipline of Students in Pre-K Through Third Grade: Pursuant to O.C.G.A. § 20-2-742, students in Pre-K through 3rd grade will not be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports ("MTSS"), such as response to intervention. If such student is receiving or has received MTSS, the District has met these requirements. This requirement does not apply if: (1) the student possessed a dangerous weapon/firearm/hazardous objects as defined in O.C.G.A. § 20-2-751; or (2) the student's behavior endangers the physical safety of other students or school staff.

Prior to assigning any student in preschool through third grade to out-of-school suspension for more than five consecutive or cumulative days during a school year, if such student has an Individualized Education Plan (IEP) or a plan under Section 504 of the federal Rehabilitation Act, the school shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of such IEP or Section 504 plan

C. Special Education Students: Nothing in this Policy shall be interpreted to infringe on any right provided to students by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

D. Open Records/Open Meetings: In accordance with O.C.G.A. § 20-2-757, all records of a disciplinary tribunal hearing and all written decisions rendered by the Tribunal Panel, tribunal, the Board, or the State Board of Education shall not be subject to public inspection or disclosure. However, the Board shall prepare a written summary of any proceeding conducted under O.C.G.A. § 20-2-750 et seq. which shall include a description of the incident and the disposition thereof but shall not contain the names of any party to the incident. These summaries shall be a public record.

Part V: Glossary

Alternative Education Program / Alternative School - An educational setting for students who have exhibited chronic disciplinary behaviors, violated the student behavior code, or transitioned from a detention setting.

Board – Rome City Schools Board of Education.

Code / Code of Conduct – The District’s Policy JCDA (Student Code of Conduct).

District – Rome City School District (“RCS”).

Expulsion – The removal from all District property, activities, and events for a definite or indefinite period of time. School work may not be made up or credit given.

School Official / School Employee – These terms include any person employed or otherwise authorized by the District including, but not limited to, a teacher, student teacher, administrator, school bus driver, resources officer, or other school official or employee, wherever he or she may be found. This term shall also include volunteers.

Suspension (“OSS”) - A denial to a student of the right to attend school and to take part in any school function for a definite period of time.

Short-Term Suspension - A suspension for not more than ten (10) consecutive school days.

Long-Term Suspension - A suspension for more than ten (10) consecutive school days.

JDD Student Suspensions

6/11/2019

The Board of Education for Rome City Schools is committed to age appropriate and progressive discipline practices that proactively guides students to positive behavior while maintaining a safe and effective learning environment. As part of the range of disciplinary consequences, a student may be assigned in-school suspension or short-term suspension.

Part I: In-School Suspension

In-School Suspension (“ISS”) is a disciplinary measure that permits the student to attend school but prohibits him/her from attending his/her regular classes. Students may be assigned ISS in accordance with the Student Code of Conduct (District Policy JCDA).

A. Guidelines

1. ISS is designed to isolate students from the rest of the student body while still attending their home school. Students are provided access to restrooms and lunch. Lunch shall either be brought into the ISS area or served in the cafeteria at a time other than the regular lunch period.
2. ISS students will receive class work assignments from his/her teachers.
3. ISS students shall be supervised and made aware of the rules that they are expected to follow. Students who failed to follow these rules will be subject to additional disciplinary consequences and/or loss of the opportunity to make up class work assignments.
4. Students assigned to ISS are not permitted to participate in or attend any school-sponsored event, function, or activity on the date(s) of their ISS assignment. Students completing their ISS assignment on a Friday may participate in extracurricular activities on Saturday. High school students enrolled in cooperative programs and assigned to ISS can report to their workstation in the business community after the school day has ended.
5. The ISS program will not have an effect on the student's transportation.
6. The parent/guardian will be provided notification of a student's assignment to ISS. If the parent/guardian objects to a student's ISS placement, other disciplinary consequences, including out-of-school suspension, may be assigned.
7. A student's maximum assignment to ISS shall be five (5) consecutive school days.
8. No student shall be placed in ISS for more than thirty (30) school days per school calendar year without first receiving a multi-tiered system of supports ("MTSS"), such as response to intervention.

Part II: Short-Term Suspensions

A student is suspended when he/she is denied the right to attend school. A suspension for not more than ten (10) consecutive school days is considered to be a Short-Term Suspension.

A. Procedures

1. Prior to suspension, the principal or designee shall afford the student his/her due process rights by:
 - a) Giving the student oral or written notice of the charges against him/her;
 - b) If the student denies the charges, he/she shall be given:
 - (1) An explanation of the evidence the school has, and
 - (2) An opportunity to present his/her side of the story.
2. The student's parent/guardian shall be notified of the suspension as soon as possible. This
3. notification shall contain the charges (pursuant to the substantive rules of District Policy JCDA)

and the number of days of the suspension. Written notification shall be delivered to the parent/guardian in person or by first class mail to the last known address of the parent/guardian.

4. If less than the number of suspended days remain in the complete grading period, the suspension will continue into the next regular school year or complete grading period.

5. If a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, he/she may need to be removed immediately from school premises without being afforded the notice and opportunity to respond as described above. In such cases, the notice and opportunity to respond shall be provided:
 - a) As soon as possible, and
 - b) Prior to the administration's finalization of the student's suspension recommendation.
6. Even though there are no appeal rights guaranteed by law for students on short-term suspension, a parent/guardian may call the Principal or designee to discuss their child's discipline. Following a decision with the Principal or designee, the student's parent/guardian may contact the Superintendent or designee to confirm the school's interpretation of the Code of Conduct.

B. Returning Parent/Guardian Conference

Before any chronic disciplinary problem student is permitted to return from an expulsion or suspension, the school to which the student is to be readmitted shall request by telephone call and by either certified mail or statutory overnight delivery with return receipt requested or first-class mail at least one parent/guardian to schedule and attend a conference with the principal or designee to devise a disciplinary and behavioral correction plan. Failure of the parent/guardian to attend shall not preclude the student from being readmitted to the school. At the discretion of the principal, a teacher, counselor, or other person may attend the conference. The principal shall ensure that a notation of the conference is placed in the student's permanent file.

NOTE: Pursuant to O.C.G.A. § 20-2-764, a "chronic disciplinary problem student" means a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

C. Activities While Under Short-Term Suspension

1. Participation:
 - a) While suspended, the student may not be on District property nor may the student be allowed to participate or attend any school-sponsored event, function, activity, or graduation.
 - b) During the time of the suspension, if school is not in session due to inclement weather or other reasons, the suspension time will be extended to cover any days missed.
 - c) If a student's suspension carries over the summer from one academic year to the next, the student must request permission from the Principal in order to participate in summer school and/or any school-sponsored summer activities. Should permission be given and the activity is a Georgia High School Association (GHSA) sanctioned event, then GHSA by-laws will apply. Students who commit additional offenses during the summer are subject to additional penalties.

2. Class Work Credit:

- a) Students under short-term suspension shall be allowed to make up those assignments in their core classes that the teacher(s) determine will have an impact on the student's final grade and/or mastery of the required course content. Assignments that the teacher does not require to be made up will not count toward the student's final grade. Students will be responsible for completing makeup work within the timeline specified by the local school.
- b) It will be the responsibility of the parent/guardian to pick up any work from the school that is assigned for the student to work on and/or complete during his/her suspension. If a parent/guardian fails to pick up work during a suspension that has been prepared by the student's teacher(s), the student may forfeit his/her right to make-up work under this Rule during additional suspensions during the school year.

3. Final Examinations:

- a) A student serving short-term suspension shall be allowed to take final examinations or any state mandated testing. The principal will provide special arrangements for when and where the examinations will occur.

D. Discipline of Students in Pre-K Through Third Grade

Pursuant to O.C.G.A. § 20-2-742, students in Pre-K through 3rd grade will not be expelled or suspended from school for more than five consecutive or cumulative days during a school year without first receiving a multi-tiered system of supports ("MTSS"), such as response to intervention. If such student is receiving or has received MTSS, the District has met these requirements. This requirement does not apply if: (1) the student possessed a dangerous weapon/firearm/hazardous objects as defined in O.C.G.A. § 20-2-751; or (2) the student's behavior endangers the physical safety of other students or school staff.

Prior to assigning any student in preschool through third grade to out-of-school suspension for more than five consecutive or cumulative days during a school year, if such student has an Individualized Education Plan (IEP) or a plan under Section 504 of the Federal Rehabilitation Act, the school shall also convene an IEP or Section 504 meeting to review appropriate supports being provided as part of such IEP or Section 504 plan.

E. Special Education Students:

Nothing in this Policy shall be interpreted to infringe on any right provided to students by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Teacher Reporting & Authority to Remove Students from the Classroom

The Board of Education for Rome City Schools fully supports sound classroom management practices in order to provide students with a safe and effective learning environment. A teacher shall have the authority, consistent with board policy, to manage his/her classroom, discipline students, and refer a student to the principal or his/her designee to maintain discipline in the classroom.

Part I: Teacher Reporting & Disciplinary Referrals

Any teacher who has knowledge that a student has exhibited behaviors that repeatedly or substantially interfere with the teacher's ability to communicate effectively with students in his/her class or with the student's classmates' ability to learn and that violate the District's Student Code of Conduct shall file a report describing the behavior to the principal or the principal's designee according to the following:

1. The teacher's report must be filed within one school day of the most recent occurrence of the behavior;
2. The teacher's report shall not exceed one page and shall describe the behavior; and
3. The principal or such designee shall:
 - a. Send a copy of the report to the student's parent/guardian;
 - b. Investigate the incident and employ appropriate discipline management techniques that are consistent with the District's Student Code of Conduct;
 - c. Send, within one school day, written notification to the teacher and the student's parent/guardian of any disciplinary action taken against or student support service utilized with the student. The written notification to the parent/guardian shall include information regarding how the student's parent/guardian may contact the principal or such designee; and
 - d. Shall make a reasonable attempt to confirm that the written notification has been received by the student's parent or guardian.

Part II: Teacher Removal of a Disruptive Student

A Teacher shall have the authority to remove from his or her class a student:

1. Who repeatedly or substantially interferes the teacher's ability to communicate effectively with the students in the class, where the student's behavior is in violation of the Student Code of Conduct; or
2. Who repeatedly or substantially interferes with the student's classmates' ability to learn, where the student's behavior is in violation of the Student Code of Conduct.

Prior to removing a disruptive student from his/her classroom, the teacher shall:

1. Have previously filed a report as required in Part I of this Policy; or
2. Have determined that the behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.

Upon removal of a student from class for disciplinary reasons, the following proceeds shall be implemented:

1. The teacher shall file with the principal or the principal's designee a report describing the student's behavior, in one page or less, by the end of the school day on which such removal occurs or at the beginning of the next school day;
2. The principal or the principal's designee shall, within one school day after the student's removal from class,
 - a. Send to the student's parents or guardians written notification that the student was removed from class;
 - b. Enclose in said written notification a copy of the report filed by the teacher; and
 - c. State in said written notification how the student's parents or guardians may contact the principal or the principal's designee.
3. By the end of the school day on which the removal occurs or at the beginning of the next school day, the principal or such designee shall:
 - a. Discuss the matter with the teacher and the student by the end of the school day on which such removal occurs or at the beginning of the next school day;
 - b. Give the student oral or written notice of the grounds for his or her removal from class and, if the student denies engaging in such conduct, the principal or designee shall:
 - i. Explain the evidence which supports his or her removal from class; and
 - ii. Give the student an opportunity to present his/her explanation of the situation.
4. If, after such discussions as outlined in Paragraph 3 above, the principal or designee seeks to return the student to the teacher's class and the teacher gives his/her consent,
 - a. The student shall be returned to the class, and
 - b. The principal or the principal's designee may take action to discipline the student as may be warranted consistent with the student's due process rights and as authorized by the District's Student Code of Conduct.
5. If, after such discussions as outlined in Paragraph 3 above, the principal or the principal's designee seeks to return the student to the teacher's class and the teacher withholds his/her consent to the student's return to his or her class, the principal or the principal's designee shall:
 - a. The student shall not be returned to class and the principal or designee shall determine the appropriate temporary placement for the student by the end of the first school day following such removal. An appropriate temporary placement for the student shall be a placement that, in the judgement of the principal or designee:
 - i. Provides the least interruption to the student's education; and

ii. Reflects other relevant factors including, but not limited to: (1) the severity of the behavior that was the basis for the removal, (2) the student's behavioral history, (3) the student's need for support services, and (4) the available education settings.

b. The principal or designee shall take steps to convene a meeting of a Placement Review Committee by the end of the second school day following removal of a student by the teacher.

NOTE: Parents or guardians of a student who has been removed from a classroom by a teacher must participate in a conference that may be requested by the principal or designee. A student may not be penalized for the failure of his/her parent or guardian to attend the conference.

NOTE: Nothing in this Policy shall infringe upon any right provided to students with individualized education programs or plans pursuant to the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or the Americans with Disabilities Act (ADA).

Part III: Placement Review Committee

At the beginning of each school year, each school shall establish one or more Placement Review Committees (hereafter the "Committee"). The purpose of the Committee is to determine the placement of a student when the student's teacher has withheld consent to return the student to the teacher's class.

- A. Composition of the Committee: Each placement review committee shall consist of three (3) members:
 - i. The faculty shall choose two (2) teachers to serve as members and one (1) teacher to serve as an alternate on each placement review committee;
 - ii. The principal shall choose one (1) member of the professional staff of the school to serve as a member; and
 - iii. The teacher withholding his/her consent for the student's returning to his/her class may not serve as a member of the placement review committee.
- B. Authority of the Committee: The purpose of the placement review committee is to determine the placement of a student when the student's teacher has withheld consent to return the student to the teacher's class. The placement review committee shall have the authority:
 - (1) To return the student to the teacher's class upon determining that such placement is the best alternative or the only alternative; or
 - (2) To decide not to return the student to the teacher's class and to refer the student to the principal or designee for placement.
- C. Decisions of the Committee: The decision of the placement review committee shall be in writing and shall be made within three (3) school days after the teacher withholds consent to return a student to his/her classroom. Decisions of the Committee shall be determined by a 2/3 majority vote.

i. If the Committee decides to return a student to a class from which he/she was removed, the principal or designee shall implement such decision. In addition, the principal or designee may, consistent with any applicable procedural requirements of the Constitutions of the United States and this state and after considering the use of any appropriate student support services, take any of the following actions which are authorized as a response to the alleged violation of the Student Code of Conduct.

ii. If the Committee decides not to return a student to a class from which he/she was removed, the principal or designee shall implement such decision of the placement review committee. In addition, the principal or designee shall determine an appropriate placement for the student and may take action to discipline the student, in a manner consistent with any applicable procedural requirements of the Constitutions of the United States and this state and after considering the use of any appropriate student support services, as follows, provided that the placement or disciplinary action is authorized as a response to the alleged violation of the Student Code of Conduct:

- a. Place the student into another appropriate classroom, in-school suspension, or an alternative education program;
- b. Impose out-of-school suspension for not more than ten (10) school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class by the teacher;
- c. Make another placement or disciplinary decision or recommendation consistent with the Student Code of Conduct and all other applicable District policies/rules; or
- d. Implement or recommend any appropriate combination of the above and return the student to the class from which he/she was removed upon the completion of any disciplinary or placement action taken pursuant to this paragraph.

D. Notice Following Committee Decision: Within one (1) school day of taking action pursuant to the decision of the Committee, the principal or designee shall:

- i. Send written notification of such action to the teacher;
- ii. Send written notification of the action to the parents or guardians of the student; and
- iii. Make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians.

School Health Nurse Program

The Rome City Schools Board of Education, in order to implement the requirements of Official Code of Georgia § 20-2-771.2, establishes a school health nurse program for the system.

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

The superintendent shall be responsible for developing other regulations which may be necessary, in combination with the job descriptions, to implement this program. These regulations shall comply with any and all rules implemented by the State Board of Education, the Department of Human Resources or any other state agency with jurisdiction or authority over any aspect of services to be provided or which may be provided to students under the above referenced code section.

In developing job descriptions and regulations under this policy, the superintendent and staff may consult with health professionals knowledgeable in children's health issues to assist in establishing the standards and procedures for the program.

All employees performing services under this policy shall be subject to the restrictions set forth in Official Code of Georgia § 20-2-773, specifically, none of the following health services shall be provided to public school students pursuant to this policy: (1) Distribution of contraceptives; (2) Performance of abortions; (3) Referrals for abortion; or (4) Dispensing of abortifacients.

JGCA Physical Examinations

7/10/2007

Certificate of Eye, Ear, and Dental Examination

It is the policy of the Rome City Schools Board of Education that every child admitted to the school system shall furnish a Certificate of Eye, Ear, and Dental Examinations signed by a private practitioner or qualified representative of a local department of health on forms provided by the Georgia Department of Human Resources, approved by the Georgia Department of Education. To be valid, the eye, ear, and dental examinations must have been received within one year prior to enrollment in school or the child must be eligible for Certificates of Eye, Ear, and Dental Examinations because of some physical disability which, in the opinion of the examiner, makes performance on one or all required examinations inadvisable. Any child admitted to school without a certificate shall present a Certificate of Eye, Ear, and Dental Examinations within thirty (30) calendar-days following entrance to school.

All students participating in varsity athletics must have parental approval to participate in athletics and must undergo a physical examination by a qualified healthcare provider.

JGCB Student Immunizations

7/10/2007

Immunization

Every child entering Rome City Schools for the first time, regardless of grade level, must present a completed certificate of immunization to the school, and a copy must be retained in the child's permanent record. This record must include immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, hepatitis B, varicella, and mumps. The record must be on a form provided by the Georgia Department of Human Resources. Verification of immunization can be made

only by a physician or a qualified employee of the local board of health. A physician is authorized to issue a Certificate of Immunization indicating a medical exemption for a child, which must be renewed annually and has to have a Georgia form from the Health Department or physician's office.

The Superintendent or a designee may grant a thirty (30) calendar-day waiver for Georgia residents for a justifiable reason.

Out-of-State Transfers

A waiver may be granted by the Superintendent or a designee for up to thirty (30) calendar-days if the student is a transfer student who moves from an out-of-state school system to this school system or is a student entering kindergarten or first grade from out-of-state. However, documentation must be on file from the health department or a physician stating that an immunization sequence has been started and can be completed within the thirty (30) calendar-day waiver period. The waiver may not be extended, and the child shall not be permitted to attend any school or facility unless such child submits a completed Certificate of Immunization on the form provided by the Georgia Department of Human Resources.

Parent/Guardian Objection

If a parent/guardian objects to the immunization of his/her child on religious grounds, the parent/guardian must furnish an affidavit swearing or affirming that the immunization required conflicts with the religious beliefs of the parent/guardian.

JGCC Infectious Diseases

7/11/2006

Access to Education or Employment

No student shall be denied access to, nor shall an otherwise qualified individual be denied employment in the educational programs of the Rome City Schools Board of Education solely because he or she is infected with a communicable disease. A student or employee who is infected with a communicable disease will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Board of Education after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board of Education's physician if in the judgment of the superintendent it is necessary to consult a private physician.

The Board of Education provides educational opportunities for its employees to become informed concerning transmission of HIV infection and procedures to reduce the risk of transmitting HIV infection as well as other communicable diseases, including precautions to be taken in handling bodily fluids and blood whenever necessary.

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

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

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

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

Neither the Board of Education nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

Definitions:

Communicable disease--a disease that can be directly or indirectly transmitted from one person to another.

HIV infection--an infection in which the human immuno-deficiency virus is present.

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

JGCD

Medication

10/11/2011

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the

school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and medical needs for diabetes. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school. Nurses or other school employees are authorized to administer an auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer an auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability.

JGF Student Safety

7/11/2006

Eye Protection

- A. The philosophy of the Rome City Schools Board of Education in an effort to make the educational experience as safe and meaningful as possible, requires appropriate safety precautions to be employed at all times where individuals are exposed to predictable hazards.
- B. In keeping with the above philosophy, all person wear appropriate industrial-quality eye protection equipment at all times while participating in or observing vocational, industrial arts, physical, or any other course of instruction involving exposure to any of the following:
 - 1. Molten metal or other molten materials.
 - 2. Milling, sawing, turning, shaping, cutting, grinding, or stamping on any solid

materials.

3. Heat treatment, tempering or kiln-firing of any metal or other materials.
4. Gas or electric arc welding or other forms of welding process.
5. Repair or servicing of any vehicle.
6. Caustic or explosive materials.
7. Finishing materials and solvents.
8. Injurious radiations or other hazards.

C. Each school shall provide eye protection equipment to every student, teacher, and visitor while using or observing machines or operations same as in paragraph (B) above.

1. 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. use of equipment with structural or optical defects shall be prohibited.
2. Persons 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.

D. 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.

JGF(2) Seclusion or Restraint of Students

1/18/2011

The Rome Board of Education shall require that all schools and programs within the district comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint", as those terms are defined within the rule.

This policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. The Board of Education recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and programs within the district that use physical restraint as defined within the SBOE rule, the Superintendent or designee shall develop and implement written procedures governing its use, which shall include the following provisions:

Staff and faculty training on the use of physical restraint;
Written parental notification within a reasonable time, not to exceed one school day from the use of restraint, when physical restraint is used to restrain a student;
Procedures for observing and monitoring the use of physical restraint;
Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained;
Periodic review of the use of restraint and the documentation described in item 4.

JGI Child Abuse or Neglect

7/11/2006

All employees of the Rome City Schools Board of Education, including all teachers, administrators, guidance counselors and visiting teachers, as well as all school social workers and school psychologists employed by the Board, who have reason or cause to believe that a child is being or has been abused shall report that abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused, in accordance with Georgia law and the protocol for handling child abuse cases for Floyd County, Georgia.

Under no circumstances shall the principal or designee to whom a report of child abuse has been made exercise any control, restraint, modification or make other change to to the information provided by a mandated reporter, although the reporter may be consulted prior to the making of a report and may provide any additional, relevant and necessary information when making the report.

JGJA Suicide Prevention

9/8/2015

The Rome City Schools Board of Education shall provide to all certificated personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education.

The Superintendent or designee shall develop procedures to address at a minimum, suicide prevention efforts, intervention, and postvention. Such procedures shall be developed in consultation with school and community stakeholders, school employed mental health professionals, and suicide prevention experts.

In accordance with state law, no person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or its implementing procedures or resulting from any training, or lack thereof, required by state law or this policy. The training, or lack thereof, required by the provisions of state law shall not be construed to impose any specific duty of care. Neither the training nor the procedures are designed to impose ministerial duties but to provide a framework in which educators can exercise their professional judgment in the best interest of students

Fund Raising Projects

It shall be the policy of the Rome City Schools' Board of Education that:

1. All fundraisers under the sponsorship of the school must be approved by the Board of Education before commencement of any fundraising communication and activity.
2. Outside organizations, such as the Parent Teacher Organization, or Booster Clubs are not held to the requirements of this policy.
3. Fundraisers may be submitted to the Board for approval at any board meeting per the Superintendent's approval.
4. No school time will be devoted to student rewards, and no group incentives will be given which might eliminate some students.
5. Administrators and teachers shall supervise and be in control of fund raising activities, including the collection of monies.
6. There will be no door-to-door selling or telephone solicitation by students representing schools, school clubs, and school organizations.
7. King and Queen contests, or other student popularity contests, involving the purchase of votes for students shall not be permitted.

Privacy of Student Records

It is the policy of the Rome City Schools Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act), and the Pupil Protection Rights Amendment (PPRA). For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education. The Board has developed and adopted student privacy policies in consultation with parents in accordance with federal law. Additionally, parents will be directly notified of these policies at least annually via the Student/Parent Handbook issued to students at the beginning of the school year or at the student's time of enrollment.

The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including parents or eligible students who are disabled or who have a primary or home language other than English, of their rights under the Family Educational Rights and Privacy Act, the Student Data Privacy, Accessibility, and Transparency Act of Georgia (the Act), and the Pupil Protection Rights Amendment, either by letter or through a student handbook distributed to each student in the school.

Family Educational Rights and Privacy Act (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), professional educators with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records.

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

- Student's name, address and telephone number;
- Student's date and place of birth;
- Student's e-mail address;
- Student's participation in official school activities and sports;
- Weight and height of members of an athletic team;
- Dates of attendance at schools within the school district;
- Honors and awards received during the time enrolled in the district's schools;
- Photograph; and
- Grade level.

Student records shall be provided to schools within or outside the school district upon request of the school where a student is enrolling in accordance with Georgia Board of Education Rule 160-5-1-.14.

Transfer of Student Records.

Procedures For Obtaining Access to Student Records

Any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child.

Generally, a parent or eligible student will be permitted to obtain a copy of the student's education records upon reasonable notice and payment of reasonable copying costs.

With the exception of directory information as defined above, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student except where authorized by federal law. These circumstances include, but are not limited to:

- Disclosures will be made to school administrators, teachers or other professionals employed or associated by the school system who have some role in evaluating or educating the student.
- Records will be sent to a school where the student has enrolled upon request of the institution.
- Disclosures will be made to federal or state officials in connection with the audit of educational programs.
- Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
- Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. Unless otherwise required by a judicial order or federal grand jury subpoena, a reasonable effort will be made to notify parents or students in advance of such disclosures.
- Disclosures will be made to organizations conducting studies on behalf of or by educational institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction.
- Disclosures will be made to accrediting institutions to carry out their accrediting function.
- Disclosures will be made in connection with a health or safety emergency.
- Disclosures will be made to the Attorney General of the United States or to his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in 18 U.S.C. 2332(b)(5)(B) and 2331.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with regulations governing the Act.

A parent or eligible student who believes his record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his or her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

Protection of Pupil Rights Amendment (PPRA)

Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

JRA Student Data Privacy Complaints

12/13/2016

It is the policy of the Rome City Schools Board of Education that all employees shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this policy, a “parent” is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An “eligible student” is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education. Any parent or eligible student (“Complainant”) may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District.

Complaints shall be handled in accordance with the following procedures.

- The Superintendent shall designate at least one individual (“Designee”) to respond to student data privacy complaints.
- Upon the receipt of a request from a Complainant, the Designee shall provide within 3 business days a complaint form, which may also be made available on the District’s website.
- A written response shall be provided to the Complainant within 10 business days of receipt of the completed complaint form.
- The Complainant may file an appeal with the Superintendent within 10 business days of receipt of the Designee’s response.
- The Superintendent shall provide a written response to the Complainant within 10 business days of receipt of the appeal.
- The Complainant may file an appeal to the Board of Education within 10 business days of receipt of the Superintendent’s response
- The Board of Education shall render a final decision within 10 business days of receipt of an appeal.

KG Use of School Facilities

11/14/2006

The Rome City Schools Board of Education will permit its school facilities to be used by associations or organizations located within Rome City for appropriate activities which do not interfere with any activity of the school system, under the following conditions:

- (1) School-sponsored activities will have first priority in the use of school facilities. Further, those groups or organizations which exist solely to support the school or a school program, such as parent/teacher organizations and booster clubs, shall have second priority with regard to the use of school facilities. Such groups shall be allowed to use school facilities without charge.
- (2) Any other governmental entity in Rome City or any other public educational institution will be allowed to use school facilities in accordance with this policy or in accordance with any existing intergovernmental agreement between the school district and the other governmental entity.
- (3) System facilities will not be made available to individuals or families for any use including, but not limited to, funerals, wakes, weddings or family reunions.
- (4) Multi-day or long-term use of system facilities by any organization is prohibited. Any request to use school facilities will be made and approved for only a single day or portion of a day. The only exception to this provision will be when there exists an intergovernmental agreement such as referred to in paragraph 2 above.
- (5) All school facilities, including gymnasiums, will be closed on Sundays and Christmas Day.
- (6) Any organization, association, or business located in Rome City or composed primarily of Rome City residents may request to use the facilities of the school system by submitting a written request to the school principal. The written request will specify contact information, the date and time(s), what activities that will be taking place, the name of the organization that is represented, and describe how the school facility will be used.
- (7) If the written request is approved a charge will be calculated which is sufficient to pay school system employees for any services, such as janitorial, maintenance or kitchen services determined by the principal or superintendent to be necessary in connection with the use of the facility.
- (8) Permission to use school system facilities does not constitute the endorsement by the Board of Education or the school system of any organization, the beliefs of the organization, nor the expression of any opinion by the organization or any of its representatives.
- (9) The system reserves the right to withhold approval or to cancel any approved use of school facilities when it is determined that such use would be disruptive to the mission or purpose of the school system or if cancellation is necessary for the best interests of the school system or its students.
- (10) The written request for use of school facilities must be filed with the principal of the school in accordance with this policy at least five (5) business days in advance of the anticipated use. The written request must be approved by the principal and by the superintendent.

- (11) As a part of the written request, all applicants for use of the facility must execute an agreement to hold the Board of Education harmless from any and all loss or damage that may arise during or be caused in any way by the use of the facility. This hold harmless agreement shall include the indemnification for any damages done to the building or property owned by the Board of Education as well as any claim of damages made by anyone else. Further, the agreement shall include a specific release on behalf of the organization using the facility.
- (12) The superintendent may, as a condition of use of the facility, require the organization to secure adequate police protection if deemed necessary.
- (13) The organization seeking to use the facilities will be required to furnish evidence of sufficient insurance in an amount to protect the school district from liability for any bodily injury or damage to property which may occur during the use of facilities by such group or organization. This requirement may be waived by the superintendent where he determines, in his sole discretion, that sufficient protection is available in the absence of such insurance.
- (14) The organization using the facility is responsible for insuring that the facility is returned in a state of cleanliness and in the same condition as when made available for use. Any and all activities conducted on school facilities shall be in compliance with all local, state and federal laws and shall conform to existing and relevant school board policies. Illegal drugs, alcoholic beverages, and all forms of tobacco, and weapons are prohibited in school facilities and on school grounds.
- (15) Any failure to comply with the terms of this policy will result in the organization and the designated contact person not being allowed to use school facilities in the future.
- (16) The superintendent is authorized to prepare regulations or procedures as may be necessary to implement the provisions of this policy.

KNBA Complaints about Instructional Materials

7/11/2006

Procedure for Handling Public Complaints Concerning Curriculum or Instructional Materials

Members of the public wishing to complain about curriculum or instructional materials must submit a formal written complaint.

The complaint will then be referred to a committee, to be appointed by the Superintendent, which will review the complaint and the work in question. The complainant shall have the right to attend such committee meetings. The committee will issue a decision as to its determination of the appropriateness of the material.

A complainant dissatisfied with the committee's decision may appeal the matter to the Rome City Schools Board of Education.

Procedure for Handling Challenged Library Materials

Complaints of media center materials should be reported by the school media center coordinator to the school principal. The individuals or organizations challenging materials in any of the school media centers shall complete the formal written complaint. The allegations will be considered by a committee appointed by the Superintendent. This committee will be composed of faculty members chosen for their knowledge of the subject matter field and will judge the challenged materials on conformity to the selection procedures. The books and/or materials involved will be suspended pending decision in writing by the above committee. Appeals from this decision may be made through the Superintendent to the Rome City Schools Board of Education for final decision.

LDAJA Interrogations and Investigations

7/11/2006

It is the policy of the Rome City Schools Board of Education to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility, school officials should observe the following:

1. A student in school may not be interrogated by any authority without the knowledge of the school official.
2. Any interrogation must be done in private with an official school representative present.
3. A student may not be released to the custody of persons other than parent or legal guardian, unless placed under arrest by legal authority.
4. If a student is removed from school by legal authority, parents should be notified of this action by school officials as soon as possible.

LEBA Parental Involvement in Education

7/11/2006

The Rome City Schools Board of Education (Board) affirms and assures the right of parents and legal guardians of children being served in activities funded by Title I the opportunities to participate in the planning, design and implementation of the Title I program and its activities.

The Board shall involve parents in the joint development of a written parent involvement policy that shall be incorporated into the school system's plan under section 6312 of the Elementary and Secondary Education Act (ESEA). The school system shall involve parents in the process of school review and improvement under section 6316 through input received from school level improvement committees, school council meetings with parent membership and through input received from other parent meetings or written surveys. The school system shall also establish expectations for parent involvement through written information distributed to parents through system, school, and classroom newsletters, parent contracts, the local media, as well as through school or system websites.

The Board shall provide coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance through the distribution of written information and resources and through meetings in or out of the school involving appropriate personnel.

The Board shall build the schools' and parents' capacity for strong parental involvement through a variety of activities to include but not limited to:

- Providing information to parents in written form or through meetings on topics such as the State's academic content standards, State and local student academic achievement standards/assessments, and the requirements of parent involvement under the law.
- Providing materials and training to help parents work with their children and monitor their progress to improve their children's achievement.
- Training educational staff on how to build ties between parents and the school.
- Coordinating and integrating parent involvement strategies with Head Start, Pre-K programs and other programs, to the extent feasible and appropriate by communicating directly and indirectly with these agencies through verbal or written information when needed.
- Sending information to parents in a format and, to the extent feasible, in a language that parents can understand.
- Providing reasonable support for parental involvement activities as parents may request or as the school or system deems appropriate or necessary.

The Board shall conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy to determine whether there has been increased participation and whether there are barriers to greater participation, particularly by parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. This data will be obtained from parent, committee or school council meetings or through parent surveys.

The Board, in conjunction with individual school activities, shall, to the extent possible, implement the activities to meet the federal requirements under Title I, Part A, Sec. 6318. It shall encourage and support activities that allow the schools to effectively involve parents, which places a positive impact on student success.

MFB Student Teaching and Internships

7/11/2006

Placement of Student Teachers

- A. All requests for student teachers to work in the schools are sent to the Director of Personnel/Staff Development.
- B. A confirmation form is sent to the principal. He/she determines his/her approval and then obtains the approval of the supervising teacher. The form is returned to the Director of Personnel/Staff Development for copying and distribution.

- C. Supervising teachers in the Rome City Schools will be assigned only one (1) student teacher per year.
- D. Requests from college coordinators of student teachers will be honored as far as is possible. The school system does, however, reserve the right to assign student teachers only to those teachers on its approved list. Whenever possible, teachers possessing the Teacher Support Specialist (TSS or STS) endorsement will be given priority to receive a student teacher.
- E. Requests for observers and tutors shall be made through the Director of Personnel/Staff Development. When it is agreed that the students may observe or work in the schools, the college coordinator shall submit in writing the names of the students, the date and time as well as the types of activities they will be engaged in to the Director of Personnel/Staff Development.
- F. A student teacher shall never be asked to do non-professional tasks or to “take-over” the class except as he/she reaches that stage of his/her student teacher experience when he/she is expected to work with pupils alone.
- G. Teachers who meet all required criteria are encouraged to take the full sequence of “Teacher Support Specialist” courses to prepare themselves to coach and supervise student teachers.
- H. If a student is unable to carry through with his/her commitment, the coordinator shall notify the teacher in writing. Copies of the letter shall be sent to the principal and the Director of Personnel/Staff Development.
- I. If a teacher is unable to meet his/her commitment, he/she shall notify his/her principal and the Director of Personnel/Staff Development. The Director of Personnel/Staff Development will notify the college coordinator in writing.