

**Child Abuse and Neglect**

All employees of the Gilmer Board of Education, as well as persons who attend to a child pursuant to their duties as a volunteer for the school system, who have reason or cause to believe that suspected child abuse has occurred shall notify the principal or the school system's designee, who shall report such abuse immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred, in accordance with Georgia law and the protocol for handling child abuse cases for Gilmer County, Georgia.

The school system social worker **and/or school counselor** shall be considered the appropriate local system personnel to make reports of suspected child abuse and neglect to the Department of Family and Children Services of the county in which the child lives.

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 any other change 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.

**Policy**  
**Suicide Prevention**

**Descriptor Code: JGJA**

The 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.

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Gilmer County Board of Education

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**Policy  
Student Records**

**Descriptor Code: JR**

It is the policy of the Gilmer County Board of Education that accurate and complete student academic and discipline records shall be maintained for each student enrolled in the schools of this school district. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to education records is provided to parents, guardians, and eligible students (eligible students are defined as those 18 years of age or older, those enrolled in postsecondary educational institutions, or those younger than 18 who are emancipated), to professional educators with legitimate educational interests, to those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported education requirements related to those programs, and to courts and others pursuant to subpoenas or similar documents.

The Superintendent shall direct the publication of procedures through which parents or eligible students may request the correction of errors in student records. The Superintendent shall ensure that each principal will develop a means to notify, on an annual basis, students and parents/guardians, including non-English-speaking parents, of their rights under the Family Educational Rights and Privacy Act either by letter or through a student handbook distributed to each student in the school.

The Gilmer County Board of Education designates certain information from student education records as "directory information," as is specified in this paragraph. Unless a parent/guardian 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 as to that individual student, such information will not be considered confidential and may be disclosed upon request.

Directory information is as follows:

- (1) Each student's name, address and telephone number;
- (2) The date and place of birth of each student;
- (3) Each student's participation in clubs and sports;
- (4) The weight and height of a student if he or she is a member of an athletic team;
- (5) Dates of attendance at the Gilmer County Schools; and
- (6) Awards received during the time enrolled in the Gilmer County School System.
- (7) School photograph(s)
- (8) Grade level

Student records will be forwarded without further notice to parents/guardians or eligible students to any school within or outside the Gilmer County School System, upon request of the school where a student is enrolling.

Any person whose parental rights have not been revoked by court order and any guardian, or any individual acting as a parent in the absence of a parent/guardian, may inspect the education records of his/her child during normal school hours, Monday through Friday while school is in session.

Generally, a parent will be permitted to obtain a copy of education records of his/her child upon reasonable notice and payment of reasonable copying costs of \$.10 per page.

Education records are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee.

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 under the following circumstances:

1. 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.
2. Records will be sent to a school where the student has enrolled upon request of that school.
3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
4. 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.
5. Disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas. A reasonable effort will be made to notify parents/guardians or eligible students in advance of such disclosures.
6. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R. 99.31(a)(6) and (7).
7. Disclosure may be made to accrediting institutions to carry out their accrediting function.
8. Disclosures will be made in connection with a health or safety emergency.
9. Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent/guardian or eligible student objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook. Directory information about former students will be disclosed upon request.

Each records custodian in the Gilmer County School System shall maintain as part of each student's file a log of those persons to whom access to the educational records has been provided.

A parent/guardian or eligible student who believes the student's 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 designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be resolved, a parent/guardian 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/guardian 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/guardian or eligible student 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.

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**Policy**  
**Use of School Facilities**

**Descriptor Code: KG**

The Gilmer County Board of Education will permit its school facilities to be used by associations or organizations located within the county 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 the county 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. A private entity may be authorized access to school facilities for the purpose of conducting or engaging in recreational, physical, or performing arts activity in accordance with this policy and any existing written agreement between the school district and the other entity.  
(O.C.G.A. § 51-1-53)
4. System facilities will not be made available to individuals or families for any use including, but not limited to, funerals, wakes, weddings, family reunions or fund raising events that benefit private citizens.
5. Any organization, association or business located in the county or composed primarily of the county residents may request to use the facilities of the school system by filing an application on a form prepared and maintained by the school system. The application shall include a fee schedule indicating the facilities of the school subject to use under this policy and the charge or charges associated with that use. These charges shall also include an amount sufficient to pay school system employees for any services, such as janitorial, maintenance or kitchen services, determined by the principal or /designee to be necessary in connection with the use of the facility. The form will designate the contact person who will be the person accountable for complying with the requirements of this policy.
6. 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.
7. 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.
8. An application for use of school facilities must be filed with the principal of the anticipated use. The application must be approved by the principal and the Superintendent/designee, and/or the School Board where applicable. Any and all fees due for the use of the facility must be paid at least five days in advance of the use of the facility and a cancellation fee to be stated on the application may be charged if the requested use of the facility is cancelled with less than forty-eight hours notice.
9. As a part of the application form, all applicants for use of the facility must execute an agreement to hold harmless and defend the Board of Education, its agents, representatives, officers and employees 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.

10. The Superintendent may, as a condition of use of the facility, require the organization to secure adequate police protection if deemed necessary in the discretion of the Superintendent and/or designee.
11. 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/she determines, in his/her sole discretion, that sufficient protection is available in the absence of such insurance.
12. 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 an agreement such as referred to in paragraph 2 or 3 above exists.
13. 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 are prohibited in school facilities and on school grounds.
14. 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.
15. The Superintendent is authorized to prepare regulations or procedures as may be necessary to implement the provisions of this policy and may enter into short term agreements to provide disaster relief that does not interfere and/or interrupt normal school operations.

Gilmer County Board of Education

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**Policy**  
**Interrogations and Investigations**

**Descriptor Code: LDAJA**

It is the policy of the school 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 the school by legal authority, parents should be notified of this action by school officials as soon as possible.



**Policy**  
**Parental Involvement in Education**

**Descriptor Code: LEBA**

~~The Gilmer County School System recognizes that greater family involvement is crucial if our students are to learn more, to achieve higher academic standards, and to succeed in a world that might otherwise pass them by. It shall be the intent of all parent involvement activities in Gilmer County Schools to encourage and support the efforts of home, school, and community in improving the educational opportunities of all children.~~

~~*A.—Involve Parents In the Joint Development of the LEA Plan*~~

~~The Title I Coordinator with the active involvement of other Federal Program administrators will involve all parents of Gilmer County School students to actively participate in the development of the LEA plan(s) by requesting input. All parents will be given the opportunities to offer ideas and suggestions in writing the local Title I Plan (and when appropriate other Federal Program Plans), and eventually evaluate and give their general consent and support to the plan before implementation. The parent input comes from groups of parents, questionnaires, surveys, as well as interviews with interested parents.~~

~~Gilmer County School System insures that the expectations of parents set up at the local schools are clearly established and distributed to all parents, especially to parents of participating students when they enroll in any Title I or other Federal Program funded activity.~~

~~*B.—Provide Coordination and Technical Assistance*~~

~~Title I eligible schools will be provided the coordination, technical assistance and other support necessary to assist in planning and implementing effective parent involvement. Title I support staff and other Gilmer County School Administrators/staff will provide support to schools and parents in methods of increasing parental involvement and student achievement.~~

~~*C.—Build Strong Capacity for Parent Involvement*~~

~~Title I and other Federal Programs under No Child Left Behind Act eligible schools will have planned programs designed to improve high quality parent involvement. Activities such as but not limited to:~~

~~—— Establish a Parent Resource Center in each eligible school equipped with materials for parent own research and self improvement.~~

~~—— Organize parent workshops to the extent appropriate and feasible, to provide parents for opportunities to learn about child development and child rearing.~~

~~—— The development of training activities for teachers, principals and other educators may involve parents when feasible to improve the instructional programs both at school and at home.~~

~~—— When appropriate and feasible train and support parents to enhance the involvement of other parents.~~

~~—— Meetings involving parents will be arranged at a variety of times, such as morning and evenings to maximize opportunities for parent to participate in school related activities. Furthermore activities will be planned for students attending with parents to help increase attendance.~~



~~—— A general public meeting will be conducted each spring to discuss Title I programs and plans. All parents, educators and public will be invited to attend.~~

~~—— All eligible Title I students/parents will be given the opportunity to sign Gilmer County Schools Parent Compact assuring them of the commitment of the administrators and teachers to work collaboratively with students and parent to help provide the best educational opportunities for the students.~~

~~—— Results of state mandated assessments will be made available to all parents. Parents will be encouraged to offer suggestions and improvement when assessments are not meeting standards as set by the state. Assessment results are made available at local board meetings, which are open to the public, presented in the local newspaper, and presented to all parents in the general spring meeting.~~

#### ~~D. Coordination With Other Parent Programs~~

~~To the extent feasible and appropriate, Gilmer County School System's Title I Program will collaboratively coordinate and integrate parent involvement with other State and Federal parent organizations. All parents are invited to participate in the development of plans and discuss programs to support instruction.~~

#### ~~E. Organize a LEA Comprehensive Title I Parent Involvement Group~~

~~A Title I Parent Involvement Group will oversee the activities and procedures for the Title I program. This organization shall consist, but not be limited to:~~

~~(a) Parents or representative thereof of each school's School Governance Team;~~

~~(b) Representatives from parent/teacher organizations;~~

~~(c) Other parent representatives from each Title I eligible school~~

~~F. Each Title I eligible school shall have an active Title I Parental Involvement Handbook including procedures to enhance parent participation in the activities of that school and when and if appropriate support the instructional program of their children. This group can be incorporated in the activities of the individual school's School Governance Team.~~

#### ~~G. Evaluation and Review~~

~~The Parent Involvement Handbook of the Gilmer County Charter School System and each participating school, will be evaluated annually as to the effectiveness in increasing parent participation and identifying barriers to parent participation.~~

~~The findings of the annual evaluation will be used to design strategies for school improvement or to redesign the handbook.~~